



Tool 4: Site Report

Using the Site Report

A site report is a special summary of the information the assessment team has gathered from key informant interviews and direct observations for each site identified for the CPRA.

As a first step, adapt the tool based on the headings and questions you have used in KIIs and DOs. Once it is ready, the site report is used by the assessment team to compile information from each site (using a process of triangulation). Detailed information about the process is in Part 1.

The following symbols are used:

[...] This shows parts that are meant as instructions for the site report compilation process.

Please note that when the assessment team hands in site reports for data entry, they should also include copies of all completed documents used in the field (e.g. KII questionnaires, DO records, etc.). There will be in place a procedure for safe handling of all site reports and related documents.

Guidance about questions and answers in the tool:

- For some questions, there is more than one 'other' category. This is to accommodate the possibility of having heard more than one answer from different KIs that did not fit the predefined answer options.
- > The option 'not clear' should be used when most or all KIs have not given an answer to the question or when they have said, "don't know." 'Not clear' should also be ticked when there is a discrepancy between different answers which does not allow the team to judge what the 'real' answer is.
- For some questions you can record up to three answers (plus one or two 'others'). For these questions, we can analyze more than one answer. For example, in question 2.1 if the category 'FCO' was reported by three key informants and no other category was reported more than this, FCO will have the rank of 1. If two categories are reported equally frequently by the KIs, based on other sources of information, the team should decide which category should be reported with a higher rank.



If you rank any answer options to a question in a way that does not match the frequency of the responses by KIs, please state your reasons underneath the question in the comment section.

Ranking multiple-choice or multiple-category questions:

- Firstly look at the frequency of each response. For example, if in response to a question two KIs said "X" and one said "Y," the natural choice would be "X."
- > Secondly, look at who the respondents were and how valid their opinion might be about that particular subject. If for credible reasons, the team believes that the KI who said "Y" seems to



have better knowledge about that subject or is more likely to have given a more valid response, then "Y" should be given a higher rank.

Example

Three key informants (KIs) - a male local community leader, a male religious leader and a female teacher (with three young daughters) — were interviewed at one particular site. In response to a question about sexual violence, the two male KIs said: "It never happens here." The female KI said: "It happens very often."

Looking at the frequency of the responses alone, the first response would receive a higher rank. However, the assessment team may decide that, despite the higher frequency of the first response, the second response carries more weight.

Thirdly, look at the evidence you have from direct observations, urgent action referrals and other sources. If the team's observations contradict the responses by KIs, try to do more investigation. If this is not possible, make a decision among the team members whether you should trust your direct observation or the responses of the KIs. As a general rule of thumb, give more weight to something the team has actually observed in the field.

Example

All the KIs tell you that light domestic work is the only type of child labour there is at this site. However you have seen for yourself that many children are collecting heavy pieces of scrap metal or were involved in difficult construction work.

In this case, you should try to work out why KIs gave you a different response to what you saw. Sometimes cultural or political reasons are behind the answers you receive. Sometimes it is a matter of definition (i.e. your definition of child labour might be very different from theirs). Based on your discussions, you can either give more weight to your observations or to the response of the KIs. Remember to explain the decision-making process in the site report.



Make sure your personal opinion or background knowledge is NOT influencing the ranking process. It is not what you think but what you OBSERVED or heard from KIs. To test yourself, ask yourself: "Why did I decide to rank X over Y?" If the response is something like, "Everyone knows that," or "It is common knowledge," it means that your opinion is probably affecting your judgment. If the response is something like "Based on this evidence..." or "I observed that..." then you are on the right track.



Tool 4: Site Report

General Information				
	Identif	ication		
	eam Leader code: Site code (from the sampling grid):			
Date of assessment (dd/mm/yy	/):/_ [if seve	ral days, date o	f the last inte	erview]
Identification code (fill during data entry): SR [team leader's code] [site code]				
# of KI questionnaires consulte	# of KI questionnaires consulted for this report: # of DO checklists consulted for this report:			ed for this report:
	Location	of the site		
Site name (Community):	Sub-Distr	ict:		
District:	Governora	te:		
Type of site: city ☐ rural ☐	official camp \square makes	hift camp \square	Populatio	n estimate of the site:
Population type:				
non-displaced \square single-displaced \square multiple displaced \square				
Comments:				
,				
Sources of Information (type of key informant)				
	[Mention the total	number in ()]	
() Teacher / Educator	() Camp manager /l community leader	ocal.	() Soci	al worker/Health worker
() Religious leader	Other:		Other:	
Gender balance:				
Assessment team: # of women	in the team / total	# of team mem	bers	
Key Informants: # of women in	terviewed/ total #	of interviews _		
For team leader's use only:				
Compilation supervised by:		Da	te:/	_/ Signature:



Introductory Prompt:			
Until what age does your	community co	nsider a person	to be a child?
☐ 12 years or under	13 years	☐ 14 years	☐ 15 years
☐ 16 years	17 years	☐ _{18 years}	Response not clear
	1. Unacc	ompanied and	Separated Children
1.1 Are there children in t	this community	who have been	separated from their parents and/or usual
caregivers in the last 12 m	nonths? \square Y	'es □ No	\square Response not clear
Comments:			
1.1.1 What do you thin	ık are the main	causes of sepa	rations that occurred in the last 12 months?
[rank based on fre	equency and so	ource of inform	ation. Note the frequency in the brackets ()]
I. #()		
II. #()		
III. #()		
IV. Other 1: #			_ ()
V. Other 2: #			()
Response not clear	r		
Comments:			
			parated from their usual caregivers in this
	•	·	r parents and/or usual caregivers in the last 12
months?	·		
□ 1-10 □ 11	l-20		
		ifv) □ R	esponse not clear
Comments:			
1.2 Which of the below or	ptions were rep	oorted about ch	nildren separated from their parents or usual
caregivers?			
☐ there a	are more girls t	han boys who l	have been separated [or]
1.2.1	are more boys	s than girls who	have been separated [or]



	no clear difference
ı	not clear Comments
1	separated children are mainly under 6 [or]
1	separated children are mainly from 6 to 13 [or]
1.2.2	sparated children are mainly 14 or older [or]
1	no clear difference
I	not clear Comments
1.3 Do you know	if there are any infants or young children under the age of 2 who have been separated
from their paren	ts or usual caregivers in the last 12 months?
□ Yes □ N	lo Not clear Comments
	ny children in this community who live alone, without any adults?
	No
1.4 Are there child	dren in this community who live with any adults not related to them?
□ Yes □	No
1.4.1 How many	unaccompanied children do you think there are?
□ 1-5 □ 6	\Box 11-20 \Box 21 – 50 \Box >50 (specify) \Box Not clear
Comments	
1.4.2 Do you thir	ık that
]	\square there are more unaccompanied girls than boys [or]
1.4.2.1	\Box there are more unaccompanied boys than girls [or]
ו	\square no clear difference
ſ	[not clear] Comments
]	unaccompanied children are mainly under 6 [or]
1	unaccompanied children are mainly from 6 to 13 [or]
1.4.2.2	unaccompanied children are mainly 14 and older [or]



Inot clear Comments 1.5.1 Are there persons unknown to the community who have offered to take children away from this community in order to provide them with jobs or better care (e.g. foreigners who want to provide care for children in another country)? Yes No Not clear Comments
community in order to provide them with jobs or better care (e.g. foreigners who want to provide care for children in another country)? Yes No Not clear
for children in another country)? □ Yes □ No □ Not clear
☐ Yes ☐ No ☐ Not clear
Comments
1.5.2 Are there members of the community who have taken or want to take children away from this
community to provide them with assistance, jobs or better living conditions?
☐ Yes ☐ No ☐ Not clear
Comments
1.6.1 Is there a list of children who don't know where their parents or caregivers are (including their
names and other details)? \square Yes \square No \square Not clear Comments
1.6.2 : 'Is there is a list of parents who don't know where their children are?
☐ Yes ☐ No ☐ Not clear Comments
2. Care for Unaccompanied and Separated Children
2.1 I want you to think about the children who are no longer with their parents or usual caregivers.
Where do they live now? [Rank in the order of frequency and considering the source of the
information. Indicate the frequency in ().]
I. category code: ()
II. category code: ()
III. category code: ()
IV. Other (1):; ()
V. Other (2): ()
Response not clear



2.2 If most people in your community came	across	a child who does not have any	one who can care for	
him/her, what would they do?				
[rank based on frequency and source of information. Note the frequency in the (\dots .)]				
I. # ()				
II. # ()				
III. # ()				
IV. Other 1: # ()				
V. Other 2: # ()				
Response not clear				
Comments:				
2.3 Are there institutional care homes/	2.3.1	What kind of services do these —	·	
orphanages in this area that provide care for	□ _{Da}	Day care \square Residential care		
children whose parents have both died, or	Re	\square Recreational activities only \square Education		
separated from parents/caregivers Yes No Not clear		Relief and livelihood (FI and NFI)		
		Other (specify)		
		Other (specify)		
Comments				
	Comm	nents		
3. Dangers and injuries; pr	iysicai v	violence; and other harmful p	ractices	
3.1 What are the existing risks that can lead	l to dea	th or injury of children in this o	community?	
[Rank based on frequency and source of	√f.			
information. Note the number of times a co				
		Age of most affected	Sex of most affected	
repeated by key Informants in ()	J	[tick all if no difference]	[tick both if no difference]	
I. category code: ()		□ <5 □6-14 □ >14 □ DNK	☐ Boys ☐ Girls ☐ DNK	
II. category code: ()		□<5 □6-14 □ >14 □ DNK	Boys Girls DNK	
III. category code: ()		□<5 □ 6-14 □ >14 □ DNK	□Boys □ Girls □ DNK	
IV. Other 1: ()	□<5 □6-14 □>14 □ DNK	□Boys □ Girls □ DNK	



V. Other 2: ()	□<5 □ 6-14 □ >14 □ DNK	□Boys □ Girls □ DNK
VI. () [none]	☐ Not clear	
Comments		
3.2 Where do you think these risks are highest for	children? [rank based on frequ	ency and source of
information. Note the frequency in the (\dots)]		
I. # () II.# () III.# ()	
IV. Other (1):	; ()	
V. Other (2):	()	
Response not clear		
Comments		
3.3 Can you estimate the number of deaths and se	rious injuries to children due to	o any and all of the
above causes during the past 12 months?		
\square 1-5 \square 6-10 \square 11-20 \square 21 - 50 \square >50	O (specify)	Response not clear
Comments		
3.4 Are there any children in this area who have be	en or who are committing act	s of violence?
☐ Yes ☐ No ☐ Not clear		
Comments		
3.5 What kind of violence are children participating	g in?	
[rank based on frequency and source of information	n. Note the frequency in the ()]
I. category code: ()		
II. category code: ()		
III. category code: ()		
IV. Other (1):	; ()	
V. Other (2):	()	
Response not clear		
Comments		



4. Psychosocial Distress and Community Support Mechanisms		
4.1 Have you noticed any changes in children's beha	aviour in the last 12 months?	
☐ Yes ☐ No ☐ Not clear		
Comments	··	
4.1.1 What kind of behaviour changes have you not	iced in girls since in the last 12 months?	
4.1.2 What kind of behaviour changes have you noti	iced in boys since in the last 12 months?	
[rank based on frequency and source of information	n. Note the frequency in the ()]	
4.1.1 Girls	4.1.2 Boys	
I. category code: ()	I. category code: ()	
II. category code: ()	II. category code: ()	
III. category code: ()	III. category code: ()	
IV. Other (1):; ()	IV. Other (1):; ()	
V. Other (2): ()	V. Other (2): ()	
Comments	Comments	
4.2 What do you think makes boys stressed in the la	est 12 months?	
[rank based on frequency and source of information		
I. # ()	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
IV. Other 1: #	()	
V. Other 2: #		
Response not clear	(
Comments		



4.2.4. If hower have much laws on atwace, who in the community can heat around them?
4.2.1 If boys have problems or stress, who in the community can best support them?
[rank based on frequency and source of information. Note the frequency in the (\dots)]
I. # ()
II. # ()
III. # ()
IV. Other 1: # ()
V. Other 2: # ()
Response not clear
Comments
4.3 What do you think makes girls stressed in the last 12 months?
[rank based on frequency and source of information. Note the frequency in the ()]
III. # ()
IV. Other 1: # ()
V. Other 2: # ()
Response not clear
Comments
4.3.1 If girls have problems or are stressed, who in the community can best support them?
[rank based on frequency and source of information. Note the frequency in the ()]
I. # ()
II. # ()
III. #()
IV. Other 1: # ()
V. Other 2: # ()
☐ Response not clear
Comments
4.4 Have you noticed any changes in caregivers' attitude towards their children in the last 12 months?



☐ Yes ☐ No ☐ Not clear
Comments
4.4.1 What kind of changes (positive or negative) have you noticed in parents' caregivers' attitude
towards their children?
[rank based on frequency and source of information. Note the frequency in the (\dots)]
I. # () II.# () III.# ()
II. Other 1: # ()
III. Other 2: # ()
Response not clear
Comments
4.5 What are the main sources of stress for caregivers in the community?
[rank based on frequency and source of information. Note the frequency in the (\dots .)]
I. # () II.# () III.# ()
II. Other 1: # ()
III. Other 2: # ()
Response not clear
Comments
5. Access to Services and Children with least access
5.1 Are there people in this community who are capable of organizing recreational and/or educational
activities for children? \square Yes \square No \square Not clear
Comments
5.1.1 What kind of skills do these people have?
[rank based on frequency and source of information. Note the frequency in the (\dots)]
I. # ()
II. # ()
III. # ()
IV. Other 1: # ()
V. Other 2: # ()



☐ Response not clear
Comments
5.2 Are there children who have less access to services like food distributions, educational and
recreational activities, and health care? \square Yes \square No \square Not clear
Comments
F 2.4 to 21 more than a construction to the day of the
5.2.1 Is it more boys or more girls who are most excluded?
☐ girls ☐ boys ☐ No difference ☐ Not clear
Comments
5.3 What groups of children have the least access to support?
[rank based on frequency and source of information. Note the frequency in the ()]
I. # ()
II. # ()
III. # ()
IV. Other 1: # ()
V. Other 2: # ()
☐ Response not clear
Comments
6. Access to Information
6.1 What are the most important sources of information for your community now?
[rank based on frequency and source of information. Note the frequency in the ()]
I. # () II.# () III.# ()
IV. Other 1: # ()
V. Other 2: # ()
Response not clear
Comments
6.2 What are the most important sources of children protection information for children in your
community now?



[rank based on frequency and source of information. Note the frequency in the ()] II. # () II. # ()
VI. Other 1: # ()
VII. Other 2: # ()
Response not clear
Comments
7. Child Labour
7.1 Are there any children in this community who are involved in types of work that are harsh and dangerous for them?
☐ Yes ☐ No ☐ Response not clear
Comments
7.1.1 What types of work are these children involved in?
[rank based on frequency and source of information. Note the frequency in the ()]
IV. Other 1: # ()
V. Other 2: # ()
Response not clear
Comments
7.2.1 Can you estimate the number children in your community who are involved in the types of work
mentioned above in the last 12 months?
\square 1-5 \square 6-10 \square 11-20 \square 21 – 50 \square >50 (specify) \square Response not clear
Comments
7.2.2 Do you think the number of children in this community who are invovled in harsh and dangerous
work has increased in the past 12 months?



☐ Yes ☐ No ☐ Response not clear
Comments
7.3.1 Are there new types of harsh and dangerous labour that children are engaged in that did not exist
before the _ <mark>[ea</mark> ?
Yes No Response not clear
Comments
7.3.2 Which new types of harsh and dangerous labour have emreged since the conflict/attacks?
[extract main issues that emerged from responses and rank them based on frequency and source of
information. Note the frequency in the ()]
I()
п()
III()
IV ()
V()
Response not clear
Comments
7.4 Do you know if the majority of children who are involved in harsh and dangerous labour:
[rank based on frequency and source of information. Note the frequency in the ()]
I. #() II.#() III.#()
IV. Other 1: # ()
V. Other 2: # ()
Response not clear
Comments
8. Children Associated with Armed Groups
8.1 Do you know of children working with or being used by armed groups around this community? E.g.
children with guns, operating checkpoints, cooking or cleaning for military, etc.
☐ Yes ☐ No ☐ Not clear
Comments



8.1.1 During the past _ during the last 12 months	8.1.2 [Are these children, [read out the options]			
how many of these children have you seen around	\square mostly boys? \square mostly girls ?			
this community?	□ only boys? □ only girls ?			
\square 1-5 \square 6-10 \square 11-20 \square 21-50	☐ no difference? ☐ Not clear			
\square >50 (specify) \square Not clear				
Comments	Comments			
8.2 Has the number of children associated with armed groups increased in the last 12 months_? \Box				
Yes □ No □ Not clear				
Comments				
8.2.1 How do you know this?				
[rank based on frequency and source of information. Note the frequency in the ()]				
I.				
II. Other 1: # ()				
III. Other 2: # ()				
Response not clear Comments				
- nesponse not died. Comments				
8.3 Where do you think most recruitments happen? [rank based on frequency and source of information. Note the frequency in the ()]				
I. Category code: () II. Category code: ()				
IV. Other (1):; ()				
V. Other (2): ()				
☐ Response not clear Comments				
9. Sexual	Violence			
9.1 Are you aware of sexual violence happening in your community?				
☐ Yes ☐ No ☐ Not clear Comments:				
9.1.1 If you come across a child who has suffered sexual violence, what would you do?				



[rank based on frequency and source of information. Note the frequency in the ()]		
I. # () II.# ()		
II. Other 1: # ()		
III. Other 2: # ()		
Response not clear Comments		
9.2 Do you think the number of sexual violence incidents has increased in the last 12 months?		
Yes No Not clear		
Comments		
9.2.1 In which situations does sexual violence occur more often?		
[rank based on frequency and source of information. Note the frequency in the ()]		
I. # ()		
II. # ()		
III. # ()		
IV. Other 1: # ()		
V. Other 2: # ()		
Response not clear		
Comments		
9.3 Do you know of any cases of child or early marriage?		
☐ Yes ☐ No ☐ Not clear Comments:		
9.3.1 Who is most affected by sexual violence?		
\square more girls are being targeted for sexual violence than boys $[\mathbf{or}]$		
\square more boys are being targeted for sexual violence than girls $[\mathbf{or}]$		
no difference		
☐ Not clear		
☐ mostly younger children (under 14) are targeted for sexual violence [or]		
mostly older children (over 14) are targeted for sexual violence [or]		
9.3.2		
☐ no difference		
☐ Not clear		
9.4 If a child or an adolescent is a victim of sexual violence, would s/he normally seek help [if not clear		



say: "is it culturally acceptable to seek help"]?			
☐ Yes ☐ No ☐ Not clear			
Comments			
9.4.1 Who do girls normally turn to for help?			
[rank based on frequency and source of information. Note the frequency in the ()]			
I. # ()			
II. #()			
III. # ()			
IV. Other 1: # ()			
V. Other 2: # ()			
☐ Response not clear			
Comments			
9.4.2 Who do boys normally turn to for help?			
[rank based on frequency and source of information. Note the frequency in the ()]			
VI. # ()			
VII. # ()			
VIII. #()			
IX. Other 1: # ()			
X. Other 2: # ()			
☐ Response not clear			
Comments			
9.5 If a child or an adolescent is a survivor of sexual violence, would s/he normally seek help [if not clear, say: "is it culturally acceptable to seek help"]?			
☐ Yes ☐ No ☐ Not clear Comments:			
9.5.1 Who do girls normally turn to for help?			
[rank based on frequency and source of information. Note the frequency in the ()]			
I. # ()			
II. #()			
III. #()			
IV. Other 1: # ()			



V. Other 2: # ()			
Response not clear			
Comments			
9.5.2 Who do boys normally turn to for help?			
[rank based on frequency and source of in	formation. Note the f	requency in the ()]	
I. # ()			
II. #()			
III. #()			
IV. Other 1: # ()			
V. Other 2: # ()			
☐ Response not clear			
Comments			
9.6 Do you know of a place where people		9.6.1 Can children also seek help in	
can get help if they are victims of sexual v	olence?	that place?	
☐ Yes ☐ No ☐ Not clear		☐ Yes ☐ No ☐ Not clear	
[collect more info if appropriate (e.g. avail	ability of PEP kits):	[Comments:]	
Actions taken by Assessment Teams			
[any urgent action referrals etc. that have been processed during the data collection should be briefly reported here]			