



CPIEWG PSS Committee Checklist for Site Visits and Internal Organization Checklist Guidance

Purpose

The Checklist for Site Visits and the Checklist (internal to organization) should be filled out in all locations where activities are being implemented and serves as a minimum standard for both center based and mobile activities. The form may be filled out by M&E staff trained on CP standards, or by a joint team of CP and M&E staff.

Staff profile

Staff filling out the form are expected to have had previously attended a child safety & protection briefing, and are aware of the aims of these checklists in terms of child safety and protection guidelines, as well as monitoring & evaluation aims. For example: Within Checklist for Site Visits when asking the question 'Child Protection Policy is printed and on display'. The staff should know the meaning of the Child Protection Policy.

When filling out the checklist

The answers to the questions should be based on observations, centre supervisor/ administrator answers, and discussions with community members and centres' staff. Staff are expected to initiate their observations once they arrive at the centres. Abiding by the order of the questions is not obligatory. In addition, questions related to the community members are expected to be addressed to these members directly. Comments and/or examples are crucial for each question. In this section staff filling out the form should write any remarks or observations they have noticed.

Frequency of data collection

Checklist for Site Visits - In case of 3 months PSS cycle: 1st time once the activities have started after 3 weeks of the start date and then another one at 3 months. In case of longer cycles: 3 weeks after the beginning of the activity and then after 4 months and 6 months of the start date.

Checklist Internal to the Organizations - Should be implemented at the beginning and end of project. If project is for 6 months or longer, then they should be implemented half way through the project cycle as well.

Mobile vs. Static spaces

Not all questions will be relevant to all CFS for all organizations. There may be some things that cannot be done for mobile spaces, or depending on the type of activities your organization is implementing. Please use your best judgement and remember that this checklist can be modified and customized for your organization. If you answer 'No' to a question and feel that it is impossible to complete this in your space, the best thing to do is just to provide a justification for why it is not possible. Furthermore, there are many creative ways of overcoming challenges for mobile spaces. For example, you may be able to print the Code of Conduct on a transportable roll-up banner that can be hung in mobile spaces or attached on a stand.