

Head Teacher/Deputy head Questionnaire

Please use this tool for both the **Head Teacher** and **Deputy Head Teacher** (2 interviewees per school).

Enumerator/researcher introduction:

Hello, my name is _____ and I am here today on behalf of UNICEF to carry out a study for the “Safe to Learn” global initiative, which aims to measure the quality of national efforts to prevent and respond to violence in schools. I will be asking questions about whether certain standards, policies or practices exist, but please note that this is not a test, either of you or of your school. Rather, the results of this study are meant to be *helpful* by providing guidance on how to make schools safer for learning. So please be honest with your answers, nobody is judged.

Your participation in this research is confidential and I will not take your name or share information about you. If you would not like me to note your position or name of your school, please let me know. Your participation is also voluntary. If you do not wish to answer a question or if you feel uncomfortable, we can stop the interview at any time. I have a consent form that explains this further. Please feel free to read this and sign.

With your permission, I may ask to record some of your responses or take pictures of documents or materials that reinforce your responses and demonstrate good practice. Please let me know if this is acceptable.¹ Overall, this interview is set to take approximately one hour.

Do you have any questions and can we commence the interview now? Again, there are no right or wrong responses, so please be honest with your answers.

School name: _____

Respondent's position: _____

(Leave blank if respondent has asked for anonymity)

Recording/photo consent: Y / N

Gender: F / M

Level of school: Primary / Secondary

Years as teacher: Under 5 / 5+

Teaching at school: Under 5 years / 5+ years

On government payroll: Y / N

Context: Rural / Urban / Peri-urban

Type of school: Government / Private / IDP / POC / Refugee / Other

¹ Note to enumerator: opportunities to take photographic evidence of good practice are indicated with an asterisk (*) throughout this research tool.

Questions	Yes	No	Don't know	Provide elaboration on the respondent's answer:
1. Is there a strategy or objective in the Ministry of Education's overall Sector Plan* that aims to prevent violence in schools?				
2. If there is an objective to prevent violence, what are the school's roles and responsibilities for implementation?				
3. Is there is an explicit law that prohibits corporal punishment in schools?				
4. If such a law exists, what are the protocols and sanction(s) if the law is broken?				
5. Does the MoE have a specific policy* that prohibits corporal punishment in schools?				
6. If such a policy exists, has it been disseminated and enforced in your school?				
7. Is there a national Child Protection policy, framework or action plan*?				
8. If such a policy exists, what are your roles and responsibilities in implementing it, particularly regarding severe cases of violence at school?				
9. What are the roles and responsibilities of other sectors like health, police, justice and social welfare in addressing severe cases of violence in schools				
10. Has a teacher or any other person been identified as a focal point with responsibility for overseeing the school's response to reports of violence?				

Questions	Yes	No	Don't know	Provide elaboration on the respondent's answer:
11. If there is conflict in the area, do you have a clear plan of action if it affects your school?				
12. Are there specific lesson plans that aim to teach children about: a) life skills (If so, please provide examples of these lesson plans)*				
b) violence and safe behaviour (if so, please provide examples of these lesson plans*)				
c) promoting inclusion of marginalized groups and gender equitable relationships (if so, please provide examples of these lesson plans*)				
13. Are there extra-curricular activities that address these three topics? If so, what are these activities and where did they come from?				
14. At your school, are there any confidential reporting procedures for students to use if they see or experience violence? If so, what are these procedures?				
15. Are <i>all</i> students made aware of and encouraged to use procedures to report violence? If so, how?				
16. Does the school management have a step-by-step process for how to respond to students' reports of violence? If so, what are these?				
17. Did you develop these reporting and response procedures based on any national policies/guidelines or through an independent project or initiative? (<i>Get name of project/initiative</i>)				
18. Do you know if there is a functioning national child helpline for students to report cases of violence?				

Questions	Yes	No	Don't know	Provide elaboration on the respondent's answer:
19. In your opinion, what percentage of teachers at this school have read the National Teacher Code of Conduct within the past year?				
20. Have teachers at your school signed the National Teacher Code of Conduct* in order to commit to it? (Please take a picture of signatures - after the interview)				
21. Is there a School Code of Conduct that: a) outlines codes of behaviour for all members of the school community regarding physical, psychological, sexual violence				
b) outlines consequences for violations of the code and how these are enforced				
c) is publicly posted* and disseminated so that all members of the school know and understand it				
d) requires all members of the school to comply and requires all staff to sign it				
22. Do you have a policy or procedure to check if teachers have been in trouble with the police and are suitable for working with children? If so, where did the policy come from?				
23. Do you have a policy or procedure to ensure that if you dismiss a teacher for bad behaviour, they are not simply transferred to another school? If so, where did the policy come from?				
24. Do you know if newly qualified teachers (less than 3 years' service) have received pre-service training on: a) Practical and effective positive discipline and classroom management strategies				
b) teacher obligations on child safeguarding and how to prevent revictimization				
c) violence reporting and response referral pathways for districts and schools				

Questions	Yes	No	Don't know	Provide elaboration on the respondent's answer:
25. Have regular teachers received in-service training on any of these topics within the last 3 years? If so, which teachers and for which topics?				
26. Is there a designated School Counsellor who supports children, particularly those experiencing violence? If so, have they been trained and by who?				
27. Has a School Counsellor identified and disseminated contact numbers* for mental health, medical or family services, particularly for severe cases of violence? (if so, take a picture afterwards)				
28. Are there any policies* that provides standards to ensure school buildings and grounds keep students safe, which include:				
a) a process for mapping unsafe areas				
b) standards to ensure sanitary facilities are safe and secure				
c) standards to ensure classrooms are arranged to encourage all students to participate, particularly girls				
d) standards for school grounds that allow students move safely and freely to and from school				
29. Has your school met these standards? If so, can you describe or show how*?				
30. Have you helped your school disseminate information to students, teachers, parents and community members about:				
a) child rights with regard to violence				
b) laws prohibiting violence against children				
31. If so, what have you disseminated, with whom and when?				

Questions	Yes	No	Don't know	Provide elaboration on the respondent's answer:
32. Have you helped the school implement interventions that address social norms (beliefs, behaviours and practice) surrounding certain types of violence (like bullying, fighting, online harms, sexual abuse, gang violence)?				
33. If so, what interventions have you implemented, with whom and when?				
34. Have you helped the school implement activities that help students, parents and communities take action against violence?				
35. If so, what interventions have you implemented, with whom and when?				
36. Has the school received any government funding for the implementation of any violence prevention and response interventions? If so, what was achieved?				
37. Has the school received any <i>donor</i> funds for the implementation of any violence prevention and response interventions? If so, which donors and what was achieved?				
38. Has the school received any resources from private sector funders (like foundations, companies, churches, etc.,) for the implementation of any violence prevention interventions? If so, which funders and what was achieved?				
39. At your school, do you have a process for confidentially logging reports and responses to violence in the school? If so, did it come from a national policy or from an independent initiative? (Get name of project)				
40. Do you regularly monitor the logbook and share a summary of reports with district, teachers, SMC or parents?				
41. Has your School participated in any data collection activities on the prevalence and forms of violence in schools? If so, which ones, when and what have been the results?				

Questions	Yes	No	Don't know	Provide elaboration on the respondent's answer:
42. Have you helped the school implement any other violence prevention initiatives? If so, which ones? If so, did you measure the impact it had on your school?				
43. Did the district or the MoE use the outcomes of the violence prevention initiatives in your school to make any changes in other schools? If so, which ones?				

END INTERVIEW: Thank you so much for your inputs, for sharing your views, you have been very helpful. Do let me know if you have any questions or concerns. Have a wonderful day, good bye.