



MINISTRY OF LABOUR, EAST AFRICAN AFFAIRS, SOCIAL SECURITY AND SOCIAL SERVICES

DEPARTMENT OF CHILDREN SERVICES

## GUIDELINES FOR CHILD PROTECTION DATA COLLECTION AND REPORTING

### A. CHILD PROTECTION DATA COLLECTION

1. Data shall be collected by the **Sub County Children Officer (SCCO)**, **Voluntary Children Officer (VCO)**, and **other actors**/care givers in the child protection sector at the sub county level. The other actors include:
  - a. The police
  - b. Immigration Officers
  - c. National Government departments like probation, chiefs etc
  - d. Sub-county Education Officers
  - e. Sub-county Health Officers
  - f. Designated children Welfare officers of non-state actors for respective NGOs, CCI, CBOs, and FBOs.
2. The VCOs ,SCCOs and non-state actors will use the **standard Case Record Sheet(CRS)** which will then be sent to the SCCO for compilation and analysis.
3. Cases handled by Statutory Institutions( though often originating from SCCOs) will be required to provide summary statistics which can be shared with Sub-County Children Officers and County children Coordinators (where necessary)
4. A case that is referred by the National Government Coordination team (the village elder or Chief or Assistant Chief and Other Actors) will be captured as a new case by the sub county children officer or the VCO of that area unless the same case has already been handled by the SCCO.

## B. REPORTING

All the actors will be required to report on a timely basis to the respective level as stipulated below:

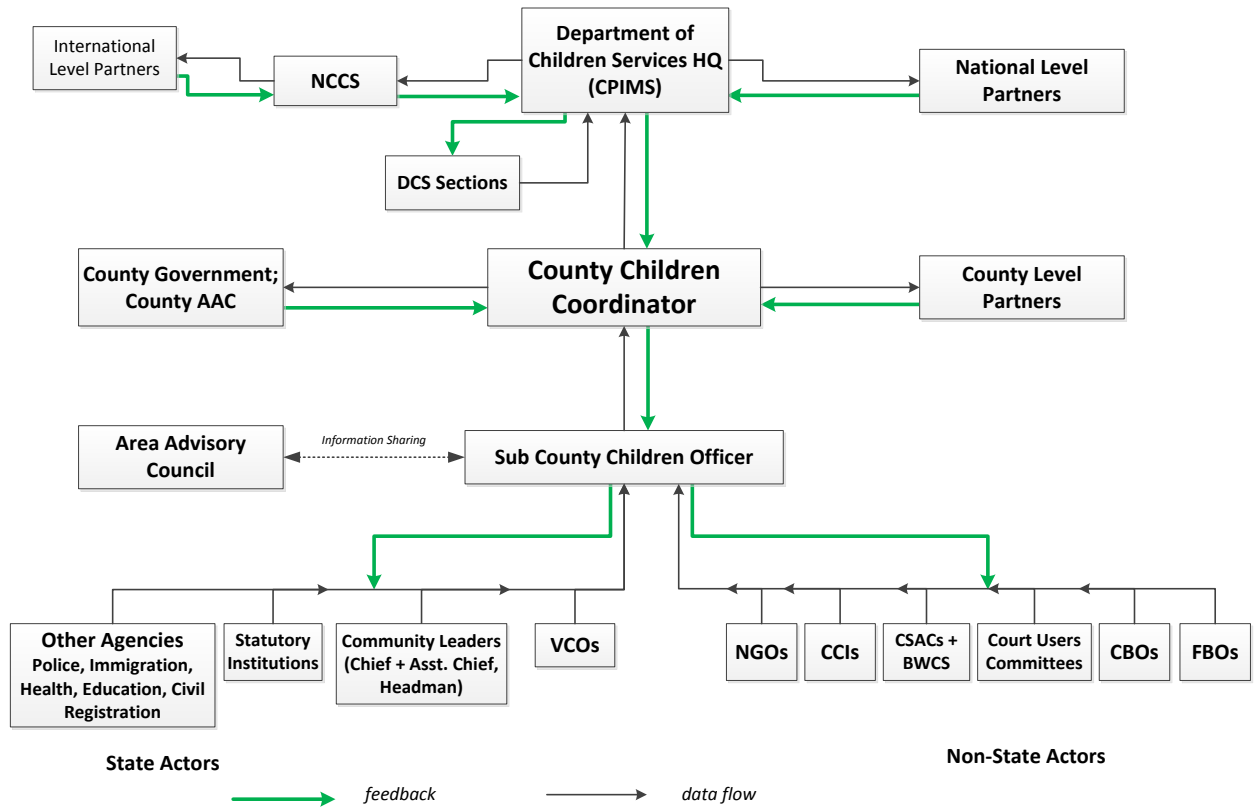
LEVEL	Who collects	Reports to where	Timeline	
			Reporting	Analysis
Community Level	Voluntary children officer (VCO) <b>fills the Case Record Sheet A</b>	Sub-county children office	Bi-Weekly	N/A
	Designated CP Officers <sup>1</sup> for NGO/ FBO/ CBO/ CCIs <b>fills the Case Record Sheet A</b>	Sub-county children office	Monthly-Last day of the Month	N/A
Line Ministries	Police, Immigration, Education and Health, with support from the SCCO, they <b>fill the Case Record Sheet A</b>	Sub-county children office	Monthly- Last day of the Month- SCCO liaises with them	N/A
Institutions	Statutory and CCIs: will provide summary statistics to the SCCO using the Caseload summary sheet	Sub-county children office	Every Month - by 2 <sup>nd</sup> day of the month	N/A
Sub County	Sub county Children officer <b>fills the Case Record Sheet A</b>	Captures all the data from the Occurrence book (OB) into case record sheets & Uses the Excel <b>Caseload Summary Sheet (Reporting template<sup>2</sup>) for reporting in soft copy.</b>	<ol style="list-style-type: none"> <li>1. Monthly -by 5<sup>th</sup> of the new month</li> <li>2. Quarterly report- 10<sup>th</sup> day of the succeeding month</li> <li>3. Annual Report – by 15<sup>th</sup> day of first month of the new financial year ( i.e 15<sup>th</sup> July)</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Analysis Report<sup>3</sup> – by end of first month after the quarter</li> <li>2. Annual Analysis Report – by end of second month after the financial year</li> </ol>
County	County Children Coordinator (CCC) receives data from the respective sub counties and collates the county data	Submits <b>the County Case Load Summary (Excel)</b> to the Data Office at Headquarters and a shares copy to the respective sections <b>in soft copy</b>	<ol style="list-style-type: none"> <li>1. Every Quarter - 15<sup>th</sup> of the first month of the new quarter</li> <li>2. Annual Report – by end of first month of the new financial year (July 31st)</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Analysis Report – by end of first month after the quarter</li> <li>2. Annual Analysis Report – by end of second month after the financial year</li> </ol>
Headquarters	Data office and respective data officers for the respective sections	The Data office collates all the information at the national level in the database. Further analysis is done to produce statistical quarterly and annual reports that are shared within the Department and its national stakeholders (e.g. the TWG meetings, Steering Committee)	<ol style="list-style-type: none"> <li>1. Every Quarter- 20<sup>th</sup> of the first month of the new quarter</li> <li>2. Annual Report – by end of first month of the new financial year (July 31st)</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Analysis Report – by end of first month after the quarter</li> <li>2. Annual Analysis Report – by end of second month after the financial year</li> </ol>

<sup>1</sup>Designated CP Officer – refers to officers responsible for child protection programs in the respective institutions and also may have oversight on data management

<sup>2</sup> Caseload Summary sheet - Reporting template – an excel template that aggregates all sub county CP data

<sup>3</sup> Analysis of historical data in the form of pie charts, graphs and tables

## C. DATA FLOW



Note: CSACs = Community Social Assistant Committees; BWCS=Beneficiary Welfare Committees

## D. DATA COLLECTION & REPORTING TOOLS

### 1. Case Record Sheet A



DCS CASE RECORD  
SHEET A\_20022016.d

### 2. Case Record Sheet B - Abridged



DCS CASE RECORD  
SHEET B - Abridged.

3. Caseload Summary Sheet (Excel)



Excel for Data  
Collection.xlsx

4. *Register (details to be captured)*

**E. DCS INFORMATION USE MATRIX**



Information Use  
Map - Task Force.do

**F. CASE CATEGORIES DEFINITIONS**



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CATEGORIES & defir