



Circles of Support Project

Capacity audit tool for use in schools

CHECKLIST: SADC Circles of Support Project (to be completed for every school in the pilot site)

Please complete the following checklist for every school. The information can be obtained from the principal or other knowledgeable person. Please complete every question. If the interviewee refuses to answer, write 'Refused'. **Do not leave anything blank.** There are spaces to write your overall impression of the school's capacity to help keep children in school. Please feel free to comment on anything that you feel is important, even if there is not a question on that issue.

| 1 PILOT SITE: | | COMPLETED BY (fieldworker name): | | | | | | | | | | | | |
|---------------|---------------------------------------------------|----------------------------------|---------------------------------|----------|---|---|----------------------|---|---|---|---|----|----|----|
| 1.1 | Name of school | | | | | | | | | | | | | |
| 1.2 | District office | | | | | | | | | | | | | |
| 1.3 | Physical address | | | | | | | | | | | | | |
| 1.4 | Telephone number(s) | Head office | HIV/AIDS or Guidance counsellor | | | | Other contact person | | | | | | | |
| 1.5 | Cell phone number | | | | | | | | | | | | | |
| 1.6 | Fax number | | | | | | | | | | | | | |
| 1.7 | Person interviewed (name and position) | | | | | | | | | | | | | |
| 1.8 | Level of education offered at the school (CIRCLE) | Secondary | Primary | Combined | | | | | | | | | | |
| 1.9 | Grades offered at the school (CIRCLE ALL OFFERED) | R | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

2 PHYSICAL INFRASTRUCTURE (Please circle the correct options)

2.1 Telephone (landline) Yes No Unsure Comment:

2.2 Telephone (cell) Yes No Unsure Comment:

2.3 Fax Yes No Unsure Comment:

2.4 Is there transport available for school activities? 1 Yes, for teachers 2 Yes, for learners 3 Other (specify): 4 No transport available Comment:

2.5 How do school staff get to meetings that are not at the school? 1 Private car 2 Taxi 3 School transport 4 Other (specify):

2.6 Are there boarding facilities at the school? Yes No

2.7 Approx. distance to district office (km and cost of transport) km: cost:

2.8 Approx. distance to nearest school (km and cost of transport) km: cost:

2.9 What is the main water source for your own school? (READ OUT LIST - CHOOSE ONE ANSWER ONLY)

1 Tap (piped) water on-site or in yard 2 Tap (piped) water indoors 3 Public/communal tap off-site 4 Borehole or well on-site 5 Stream, river or dam 6 Other (specify):

2.10 What type of toilet facility is used at this school by pupils? (READ OUT LIST - CHOOSE ONE ANSWER ONLY)

1 Flush toilet 2 Chemical toilet 3 Pit latrine 4 Bucket toilet 5 None / open veld 6 Other (specify):

2.11 How would you rate the condition of the school buildings? (READ OUT LIST - CHOOSE ONE ANSWER ONLY)

1 Excellent or very good 2 Moderately good or average 3 Poor or very poor 4 Don't know

2.12 Is there a classroom for each grade offered at the school? Yes No Don't know

2.13 Approximately how many children are there in each classroom, on average?

3 SOCIAL ENVIRONMENT OF SCHOOL (Please circle the correct options)

| | | | | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------|-------------------|--------------------------------------------------------------------------------------------------------------|
| 3.1 | Approx. total no. of pupils | Boys: | | Girls: | |
| 3.2 | Number of sessions (e.g. a.m., p.m.) | 1 | 2 | 3 | (explanation: a school with more than one session has additional pupils taking afternoon or evening tuition) |
| 3.3 | Number of teachers (full time equivalent) | | | | |
| 3.4 | Number of pupils per teacher (average) | | | | |
| 3.5 | What is the age of oldest child at this school? | | | | |
| 3.6 | Are extramural/afternoon activities offered to pupils at the school? | Yes | No | Unsure | Comment: How many afternoons, nature of activities (sport, other) |
| 3.7 | Are there aftercare facilities at the school? | Yes | No | Unsure | Comment: |
| 3.8 | Is there supervised homework after school? | Yes | No | Unsure | Comment: |
| 3.9 | How do most children get to school? | Walk | Public transport | Private transport | Comment: |
| 3.10 | Are there any projects organised through the school such as the following: (READ OUT LIST) For each project or activity, please briefly describe and provide contact details of main contact person or service organisation: | | | | |
| | AIDS clubs | Yes | No | Unsure | Describe Contact |
| | Food gardens | Yes | No | Unsure | Describe Contact |
| | Provision of food for children at the school | Yes | No | Unsure | Describe Contact |
| | Provision of food for children outside the school | Yes | No | Unsure | Describe Contact |
| | Uniform distribution to needy children | Yes | No | Unsure | Describe Contact |
| | Book or stationery distribution to needy children | Yes | No | Unsure | Describe Contact |
| | Fee and/or levy subsidy or exemption for needy children | Yes | No | Unsure | Describe Contact |
| | Other (specify): | Yes | No | Unsure | Describe Contact |

| | | | | |
|------|-------------------------------------------------------------------------------------------------------------|----------|--------|----------|
| 3.11 | What time do most learners arrive at and leave the school? | Arrive: | Leave: | Comment: |
| 3.12 | Do most learners live in the local community? | Yes | No | Comment: |
| 3.13 | What are the official hours for teachers? | Arrive: | Leave: | Comment: |
| 3.14 | What time do most teachers arrive at and leave the school? | Arrive: | Leave: | Comment: |
| 3.15 | What are the average school fees per child <i>per annum</i> ? | Comment: | | |
| 3.16 | What are the average total levies for books, stationery and other items <i>per annum</i> ? | | | Comment: |
| 3.17 | What is the one thing that would make a difference to children attending the school? | | | |
| 3.18 | Brief impression of social environment at the school with regards to keeping vulnerable children in school: | | | |
| 3.19 | What is the role of the district office and other organisations in keeping vulnerable children in school? | | | |

4 SYSTEMS AND TOOLS (Please circle the correct options)

4.1 Are records kept of the following: (If **Yes**, ASK TO SEE THE RECORDS; CIRCLE **Verified** ONLY IF YOU HAVE SEEN THEM) Are these summarised in any way e.g. monthly? Are there reasons noted for non-attendance or other issues; are there follow ups? Comment on impression of quality of records.

| | | | | |
|--------------------------------------------------------------|-----|----|--------|--------------------------------------------------------------------------|
| 4.2 Daily class attendance registers | Yes | No | Unsure | Verified |
| 4.3 Numbers of children dropping out | Yes | No | Unsure | Verified |
| 4.4 Number of children repeating grades | Yes | No | Unsure | Verified |
| 4.5 Number of children orphaned | Yes | No | Unsure | Verified |
| 4.6 Number of vulnerable children (not necessarily orphaned) | Yes | No | Unsure | Verified |
| 4.7 Teacher absenteeism | Yes | No | Unsure | Verified |
| 4.8 Any other records? SPECIFY: | Yes | No | Unsure | Verified |
| 4.9 Are records sent to the district office? | Yes | No | Unsure | If yes, (1) how often? (2) which records? (3) what are they used for? |

4.10 Please give overall impression on attitude to record keeping, and if the school uses its records

| | | | | |
|--------------------------------------------------------------------------------------------------------------------|-----|----|--------|------------------------------------------|
| 4.11 Does the school have any pamphlets, books, videos, etc. to help with HIV/AIDS education for pupils ? | Yes | No | Unsure | If yes, give name(s) and contact person: |
| 4.12 Does the school have any pamphlets, books, videos, etc. to help with HIV/AIDS education for teachers ? | Yes | No | Unsure | If yes, give name(s) and contact person: |
| 4.13 Does the school have any pamphlets, books, videos, etc. to help with vulnerable children ? | Yes | No | Unsure | If yes, give name(s) and contact person: |

5 SKILLS AND KNOWLEDGE

(Please circle the correct options)

| | | | | | |
|-----|--------------------------------------------------------------------------------------------------------------|-----|----|--------|----------------------|
| 5.1 | Are there one or more guidance counselling teachers in the school? | Yes | No | Unsure | If yes, give name/s: |
| 5.2 | Is there a counselling, support group or other group of staff to address learner problems? | Yes | No | Unsure | |
| 5.3 | Are there one or more teachers currently employed here who have received training in HIV/AIDS or lifeskills? | Yes | No | Unsure | |
| 5.4 | Are there any nationally planned HIV/AIDS programmes that the school participates in? | Yes | No | Unsure | If yes, please name: |

6 STRUCTURES AND INTER-RELATIONS

(Please circle the correct options)

| | | | | | | |
|-----|-----------------------------------------------------------------------------------|---------------------------|---------------------------|---------------------------|--------------------------------------|------------|
| 6.1 | Is there a school governing body? | Yes | No | Unsure | Does it function well? Any problems? | |
| 6.2 | If yes, is it active in helping meet the needs of vulnerable children? | Yes | No | Unsure | | |
| 6.3 | Is there a parent teachers association? | Yes | No | Unsure | | |
| 6.4 | If yes, is it active in helping meet the needs of vulnerable children? | Yes | No | Unsure | | |
| 6.5 | Are there student representatives at the school? | Yes | No | Unsure | | |
| 6.6 | Are there teachers unions at the school? | Yes | No | Unsure | | |
| 6.7 | How often does the school meet with community members for school business? | Once a year or less often | Once a year or less often | Once a term or less often | Monthly or more often | Don't know |
| 6.8 | How often does the school meet with parents for school business? | Once a year or less often | Once a year or less often | Once a term or less often | Monthly or more often | Don't know |
| 6.9 | How often do heads or teachers attend meetings at the district office? | Once a year or less often | Once a year or less often | Once a term or less often | Monthly or more often | Don't know |

6.10 Is the school part of a cluster of schools? Yes No Comment on how active the cluster is and any problems experienced:

6.11 Does the school have regular activities and interaction with other schools? Comment and describe:

6.12 Does the school have contact with any outside visitors or other projects in any of the following areas? If yes, give name:

| | Often | Seldom | Never yet | Unsure | If yes, give name: |
|-------------------------------------------|-------|--------|-----------|--------|-----------------------|
| School health | Often | Seldom | Never yet | Unsure | If yes, give name: |
| HIV/AIDS education | Often | Seldom | Never yet | Unsure | If yes, give name: |
| Religious instructors or church groups | Often | Seldom | Never yet | Unsure | If yes, give name: |
| School or community feeding schemes | Often | Seldom | Never yet | Unsure | If yes, give name: |
| Libraries | Often | Seldom | Never yet | Unsure | If yes, give name: |
| Social workers | Often | Seldom | Never yet | Unsure | If yes, give name: |
| District or regional school counsellors | Often | Seldom | Never yet | Unsure | If yes, give name: |
| School inspectors | Often | Seldom | Never yet | Unsure | If yes, give name: |
| District or regional HIV/AIDS Coordinator | Often | Seldom | Never yet | Unsure | If yes, give name: |
| Bursary schemes | Often | Seldom | Never yet | Unsure | If yes, give name: |
| Community projects | Often | Seldom | Never yet | Unsure | If yes, give details: |
| Other (specify): | Often | Seldom | Never yet | Unsure | If yes, give details: |

6.12 Can you get to any of the following within 30 minutes of this school if you are walking (2km)?

| | Yes | No | Unsure |
|---------------------------------------------------------------|-----|----|--------|
| a Health clinic or hospital | Yes | No | Unsure |
| b HIV/AIDS or child welfare CBO, NGO | Yes | No | Unsure |
| c Social work, HIV/AIDS or child welfare (government service) | Yes | No | Unsure |
| d Public transport (train, bus or minibus taxi) | Yes | No | Unsure |

7 RESOURCE MOBILISATION (Please circle the correct options)

| | Yes | No | Unsure | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------|----------|-----------------------------------|
| 7.1 Does the school have a budget available for HIV and AIDS activities? | | | | |
| 7.2 Does the school have a budget for meeting the needs of vulnerable children? | | | | |
| 7.3 Are there any specific teachers or committees with allocated responsibility for helping to keep vulnerable children in school? | | | | If yes, give name and contact no: |
| 7.4 Does the school have any incentive schemes in place? | | | | If yes, give name and contact no: |
| 7.5 Is there a person who co-ordinates HIV or AIDS activities for the school? | | | | If yes, give name and contact no: |
| 7.6 Do you agree or disagree with the following statement: People here look out mainly for the welfare of their own families and they are not much concerned with community welfare. | Strongly agree | Agree | Disagree | Strongly disagree |
| 7.7 Please give overall impression on ability of the school to get resources to keep vulnerable children in school: | | | | Refuse to answer Comment: |

Thank you very much for your time and participation.

Notes: