

School-Based Child Protection Committee
Functionality Indicators Monitoring Tool

Name of School: _____
Address (Barangay, Municipality/City, Province): _____
School ID: _____ Contact Number: _____
District: _____ Division: _____ Region: _____

This is a self-assessment tool designed to monitor and help strengthen the child protection committee in the school/s in accordance with the Department of Education's Child Protection and Anti-Bullying Policy.

To answer the tool, put a checkmark (✓) on the appropriate box/space: **Yes**, if the indicator is met; **No**, if the indicator is not met; Not Sure if the status of the indicator is not known or is neither Yes nor No.

Findings will be based on the scores and their corresponding functionality level. These will also be the basis for the plan of action by the school and the assistance from the different levels of DepEd.

Functionality Indicators	Indicator is met:		
	Yes	No	Not Sure
1. ORGANIZATION AND COORDINATION			
a) Establishment/Reorganization of the Child Protection Committee (CPC)			
1. Immediate assistance on how to convene the CPC was sought.			
2. There is a list of CPC members.			
3. Meeting with possible CPC members had been scheduled.			
4. Orientation for identified CPC members had been scheduled.			
5. The CPC was organized and convened.			
6. CPC members were identified and their names posted in school.			
7. Turnover of reports and other CPC documents to the new CPC was done.			
8. New CPC members oriented on the functions and work of CPC.			
9. CPC members have identified and divided the tasks among themselves.			
10. CPC has a clear organizational chart.			
11. CPC members have reviewed its functions.			
12. CPC members have analyzed the Child protection situation in the school.			
13. CPC holds quarterly meetings to discuss appropriate interventions/responses to school problems on bullying and child abuse cases, as well as updating on the status of the CPC plan.			
14. CPC has written orientation material/guidebook for CPC members (printed/digital).			
15. Each CPC member has a copy of the orientation material/guidebook (printed/digital).			
16. CPC has a strategic goal or VMG and plan (3 years; and an annual plan with tasking based on a Child Protection situation analysis).			
17. 90-100% of planned meetings of the CPC are conducted.			

18. 80%-100% of annual objectives/targets in plans accomplished.			
19. CPC has clear mechanisms for ensuring protection of children with disabilities.			
20. CPC has integrated the responsibilities of CPC from DO 55 2013 (anti-bullying) and DO 18, 2015 restorative justice plan (RJP re CICL) and other child protection policies of DepEd.			
21. Has clear plans for strengthening the child protection system in school.			
1.a TOTAL COUNT			

Functionality Indicators	Indicator is met:		
	Yes	No	Not Sure
b. Coordination mechanisms			
1. Immediate assistance on how to develop a coordination mechanism on child protection was sought.			
2. Has mapped out available resources in their community for possible linkages/networking for cases needing referrals.			
3. Has identified specific areas of work for coordination/collaboration with other agencies or service providers.			
4. Has informal or initial coordination arrangements for a referral system with WCPD, LSWD, LHO, and other agencies or non-government organizations.			
5. Actively coordinates with the Schools District/Division office.			
6. Has a formal coordination mechanism (e.g., MOA) with the LHO, WCPD, LSWD, and private practice counseling (Psychiatrist, Psychologist) for the referral services.			
7. Actively coordinates with the Schools District/Division office.			
8. Has implemented cooperative/collaborative work.			
9. Coordination mechanism for planning, implementation, monitoring, and assessments have been formalized, and the functioning of this mechanism is reviewed and disseminated.			
1.b TOTAL COUNT			
2. POLICIES AND GUIDELINES			
a) Child Protection policy and operational guidelines			
1. Immediate assistance on how to draft the school-based child protection policy was sought.			
2. Has identified the policy and program gaps and challenges that need to be addressed.			
3. Has initiated meetings to review and craft the school-based child protection policy and code of conduct.			

4. Has drafted the school-based child protection policy based on Department Order No. 40 series of 2012.			
5. Draft Child Protection policy includes a code of conduct for learners, school administrators, non-teaching personnel, teachers, visitors, and off-campus activities.			
6. Draft code of conduct may have specific provisions to address potential risks to students.			
7. Conflict resolution may be in practice.			
8. School has a written school-based child protection and anti-bullying policy with a code of conduct for learners, school administrators, non-teaching personnel, teachers, visitors, and off-campus activities.			
9. School has a conflict resolution mechanism that respects children's rights.			
10. There are written procedures to guide the conduct of disciplinary proceedings in cases of offenses committed by pupils, students, or learners.			
11. School has a handbook/manual on its school-based child protection and anti-bullying policy with a code of conduct and a plan to ensure child protection and safety, which is reviewed every 3 years.			
12. School has a clear policy on the use of positive and non-violent discipline for children.			
13. School has specific guidelines that ensure child protection for children with disabilities.			
14. CPC integrates other child protection policy-related orders in this school-based CP policy.			
2.a TOTAL COUNT			

Functionality Indicators	Indicator is met:		
	Yes	No	Not Sure
3. CAPACITIES AND RESOURCES			
a) Orientation and capacity building activities for the members of the CPC			
1. Seeks immediate assistance on how the CPC can develop an annual capacity building activities for its members.			
2. CPC has identified the capacity building needs of its members.			
3. Initiated plans for capacity building needs which include: Child's Rights; DepEd child protection training module/s; First responder training; Training on 4Rs of VAC (Recognizing, Recording, Reporting & Referring VAC cases); Positive Discipline; Monitoring & Evaluation of policy and plan.			
4. Initiated plans and requests for technical assistance or capacity building activities from DepEd, LGU, or CSO.			

5. At least one CPC member participated in training for CPC conducted by the School District/Division Office/Central Office for rollout to other CPC members.			
6. CPC has received training based on their capacity needs which may include: Child's Rights; DepEd child protection training module/s; First responder training; Training on 4Rs of VAC (Recognizing, Recording, Reporting & Referring VAC cases); Positive Discipline; Monitoring & Evaluation of policy and plan.			
7. Capacity building plan is partially implemented.			
8. Capacity building plan is fully implemented and participated in by all CPC members.			
9. Trainers' training conducted for CPC members.			
10. CPC members capable of rolling out the training modules among teachers, administrators, and non-teaching personnel.			
3.a TOTAL COUNT			
b) Budget allocation for CPC operations and its financial sustainability			
1. Seeks immediate assistance on how to craft a budget for the CPC.			
2. Has identified budgetary requirements for CPC operations.			
3. Has initiated plans or requests for a budget from LGU/LSB.			
4. There is minimal allocation from the school MOOE.			
5. LGU and/or LSB allocates some amount for the planned activities of the CPC.			
6. Budgets allocated and utilized for hiring and training of Guidance Counsellors for CPC work.			
7. In lieu of guidance counsellors, budget allocated and utilized for the establishment of a room or infrastructure for the CPC and a private interview/counseling room.			
8. Partial allocation for capability building activities.			
9. Partial allocation for information dissemination.			
10. Partial allocation for operations for service delivery.			
11. CPC has secured budget allocation for its strategic and annual plans in implementing the child protection policy based on its investment programming.			
12. CPC plan and budget included in the school improvement plan and the annual work and financial plan.			
13. The School, PTA, LGU, and LSB are coordinating to ensure budget allocation for the strategic and annual investment program of the CPC.			
14. School is able to generate funds from external sources.			
3.b TOTAL COUNT			

Functionality Indicators	Indicator is met:		
	Yes	No	Not Sure
4. SERVICE DELIVERY			
a) Prevention programs: Information dissemination program; and organizing activities for the protection of children from abuse, exploitation, violence, discrimination, and bullying or peer abuse			
1. Immediate assistance on how to develop an information dissemination program was sought.			
2. There is some information on the Child Protection policy posted on the bulletin board in school.			
3. Has conducted meetings to flesh out the details and schedules of orientation on the CP policy and other awareness-raising activities on the policy.			
4. CPC conducts orientation of learners on the school's child protection and anti-bullying policy once during the school year.			
5. CPC organizes activities on child protection during Children's Month celebration.			
6. CPC conducts orientation sessions on the school's child protection policy for learners, school administrators, teachers, and non-teaching staff.			
7. CPC conducts training among teachers and non-teaching staff on the First Responder system and referral system for VAC incidents within the school.			
8. CPC is able to roll out and implement the capability-building program on child protection for learners, teachers, administrators, and non-teaching staff.			
9. 9CPC has IEC materials (Handbook, Guidebook) on the child protection policy and disseminated these to the learners, teachers, parents, and non-teaching staff.			
10. CPC monitors and evaluates the impact of the trainings and awareness-raising activities.			
4.a TOTAL COUNT			
b) Existence of quick response system for child protection			
1. Seeks immediate assistance on how to develop a quick response system for CP.			
2. Meetings are conducted to develop the quick response system.			
3. In practice, witnesses call on the school principal or guidance counsellor for immediate response to an ongoing case.			
4. All school personnel are oriented on the quick response system.			
5. There is a written quick response system that is substantially implemented.			
6. All learners are oriented on the quick response system.			

7. Quick response system is implemented where teachers, administrators, and non-teaching staff are able to act as first responders.			
4.b TOTAL COUNT			
c) Referral system, case management, and monitoring and documentation of cases			
1. Seeks immediate assistance on how to establish a referral system.			
2. Seeks immediate assistance on how to conduct a case conference.			
3. The CPC is drafting a school-based referral and monitoring system to address child abuse and bullying cases.			
4. Informal referral system in practice.			
5. Meetings with other agencies or service providers are conducted to discuss the referral system and case management.			
6. CPC has developed and is implementing a school-based referral and monitoring system to address child abuse and bullying cases.			
7. System is substantially implemented.			
8. At least 50% of incidents/cases of bullying and child abuse were managed according to the quick response and referral system.			
Functionality Indicators	Indicator is met:		
	Yes	No	Not Sure
9. At least 50% of bullying and VAC cases are documented.			
10. At least 50% of cases/complaints can be tracked and immediate feedback on status of case provided to concerned parties.			
11. 100% of incidents/cases of bullying and child abuse were managed according to quick response and referral system.			
12. 100% of bullying and VAC cases are documented.			
13. 100% of cases/complaints can be tracked and immediate feedback on status of case provided to concerned parties.			
14. Documents are well kept and 0% violation of confidentiality.			
15. Assistance provided to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions.			
4.c TOTAL COUNT			
d) Proactive Identification and Reporting of VAC Cases (Early Detection)			
1. Seeks immediate assistance on how to develop a system for identifying students who may be suffering from significant harm based on physical, emotional, or behavioral signs.			
2. The CPC is drafting a system for identifying students who may be suffering from significant harm based on physical, emotional, or behavioral signs.			
3. Teachers, administrators, guidance counselors, and non-teaching staff are trained on this system.			

4. Teachers, administrators, guidance counselors, and non-teaching staff are able to recognize and identify signs of abuse.			
5. Identified cases are referred for appropriate action.			
6. 90%-100% of recognized and reported possible cases of abuse are investigated.			
7. All identified cases are provided with appropriate intervention			
4.d TOTAL COUNT			
5. ACCOUNTABILITY AND PERFORMANCE			
a) Availability and Accessibility of Statistical Report on Cases Handled			
1. Seeks immediate assistance on how to generate data or statistical reports on VAC cases handled by the CPC / School.			
2. CPC finalizes intake sheets, other monitoring, and reporting forms on VAC.			
3. CPC sets schedules for the submission and consolidation of reports.			
4. CPC fills up intake sheets, and other monitoring and reporting forms on VAC.			
5. Submits consolidated reports on bullying and child abuse cases to the division office.			
6. Data may be incomplete: Partial implementation of statistical reporting on VAC cases.			
7. Substantial documentation and implementation of statistical reporting on VAC cases handled is done and is always updated.			
8. Regularly submits updated consolidated reports on bullying and child abuse cases to the division office.			
9. CPC is able to document VAC cases and responses and presents a situational analysis of VAC in school based on statistical report on VAC cases handled by the CPC.			
10. CPC situation on VAC is discussed among teachers, guidance, administrators, and non-teaching staff and parents of learners.			
11. Situational analysis with statistical report is regularly submitted and discussed with the division office.			
12. Situational analysis is also made available and accessible to the public.			
5.a TOTAL COUNT			

Functionality Indicators	Indicator is met:		
	Yes	No	Not Sure
b) Child Participation in CPC Planning, Implementation, and Evaluation - Solicits Feedback from Learners			
1. Seeks immediate assistance on how to facilitate student participation in CPC activities.			
2. Orientation on child participation is conducted for all CPC members.			

3. There are initial plans on how children can meaningfully participate in the planning, implementation, and evaluation of CPC activities.			
4. Plans on how children can meaningfully participate in the planning, implementation, and evaluation of CPC activities are finalized.			
5. CPC provides information to all learners about how they can participate in the planning, implementation, and evaluation of CPC activities.			
6. CPC creates safe spaces for child participation.			
7. CPC encourages feedback from learners on the CPC activities informally.			
8. CPC orients all learners about the child-friendly CPC functionality booklet.			
9. CPC provides a regular venue for learners and student bodies in the CPC planning, implementation, and evaluation.			
10. CPC conducts a survey among learners on child protection in school.			
11. Learners start using the CPC booklet.			
12. Learners actively participate in the planning, including investment programming, implementation, monitoring, and evaluation of the CPC plan.			
13. CPC collects feedback from learners through the child-friendly CPC booklet.			
14. CPC gives due weight to the learners' feedback (CPC considers and analyzes the feedback).			
5.b TOTAL COUNT			
c) CPC Monitoring and Evaluation			
1. Seeks assistance on how to monitor and evaluate the implementation of the child protection and/or anti-bullying policies.			
2. CPC is drafting the monitoring and evaluation design and tools it will use.			
3. All CPC members are oriented on the tools and their tasks relative to monitoring and evaluation.			
4. CPC is using the tools.			
5. CPC conducts assessment exercises.			
6. 100% of learners affected by bullying and VAC are reporting and availing of the programs and services of the CPC.			
7. 70%-100% of the objective of the child protection strategic plan met.			
5.c TOTAL COUNT			
GRAND TOTAL COUNT			
Comments			
Recommendations			

