**NORC at University of Chicago   
GHANA CHILD LABOUR SURVEY**

**Head Teacher Interview[[1]](#footnote-1)**

**August 2018**

**01 Name of interviewer** [Enumerator, select your name from list]

**02 Date of interview** [PROGRAMMED INTO SURVEY CODE]

**03 Start time of interview** [PROGRAMMED INTO SURVEY CODE]

**04 End time of interview** [PROGRAMMED INTO SURVEY CODE]

**05 Location information (Region/District/Village Name)** [PROGRAMMED INTO SURVEY CODE]

**BEFORE THE START OF THE INTERVIEW, FOLLOW THE INFORMED CONSENT PROCEDURES FOR INTERVIEWING TEACHERS.**

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| **06 TAKE PICTURE OF COMPLETED TEACHER CONSENT FORM** |

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| **A. Respondent Characteristics** | | | ***Enumerator notes*** |
| A1. Name of respondent |  | |  |
| A2. Age of respondent | Age in years  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *Refer to life events when unknown. E.g., independence day, coupe, certain president assumes power.* |
| A3. Gender of respondent | 1=Male  2=Female | 1  2 | *Observe and record* |
| A4. What is your function at this school? | 1=Head Teacher (🡪 go to A5)  2=Deputy Head Teacher (🡪 go to A5)  3=Teacher (🡪 go to A5)  4=Other (🡪 answer A4a)  9998=Don’t know  9999=Refused | 1  2  3  4 |  |
| A4a. [If A4 = 4] Specify other function |  | | *9998=Don’t know*  *9999=Refused* |
| A5. How long have you been at this school? | Number of years  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *Record decimals to 0.1. E.g., if HT has been there for 6 months, record 0.5; 2 months, record 0.2 (2/12 months = 0.166 which rounds to 0.2).* |
| A6. What is the highest level of education you have achieved (to completion)? | 1=KG/preschool (🡪 go to B0)  2=Primary (🡪 go to B0)  3=Junior High School (JHS) (🡪 go to B0)  4=Senior High School (SHS) (🡪 go to B0)  5=Post-secondary education (including tertiary and teacher training college) (🡪 go to B0)  6=Vocational/technical training (🡪 answer A6a)  7=Non-standard curriculum (🡪 answer A6a)  9998=Don’t know (🡪 go to B0)  9999=Refused (🡪 go to B0) | 1  2  3  4  5  6  7  9998  9999 |  |
| A6a. Please specify type of vocational/technical training or non-standard curriculum |  | | *9998=Don’t know*  *9999=Refused* |

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| **B. School Characteristics** | | | ***Enumerator notes*** |
| B0. Record name of school |  | |  |
| B1. In what year was this school established? | Year  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ |  |
| B2. What levels of education are taught at this school?  *(more than one answer allowed)* | A=KG/preschool  B=Primary  C=JHS  D=SHS  E=Vocational technical training (🡪 answer B2a)  F=Non-standard curriculum (🡪 answer B2a)  9998=Don’t know  9999=Refused | A  B  C  D  E  F  9998  9999 |  |
| B2a. Please specify the type of vocational/technical training or non-standard curriculum taught at this school |  | | *9998=Don’t know*  *9999=Refused* |
| B3. What type of school is this? | A=Public school (🡪 go to B5)  B=Private religious school (🡪 answer B3a)  C=Private non-religious school (🡪 go to B5)  9998=Don’t know (🡪 go to B5)  9999=Refused (🡪 go to B5) | A  B  C  9998  9999 |  |
| B3a. Specify religious affiliation of school | A=Christian (including Catholic, Protestant, etc.)  B=Muslim  C=Other  9998=Don’t know  9999=Refused | A  B  C  9998  9999 |  |
| B5. How many male teachers are in this school? | Number of teachers  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *Include all teachers, including regular teachers, national service teachers, mentees, student teachers, community volunteer teachers, etc.* |
| B6. How many female teachers are in this school? | Number of teachers  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *Include all teachers, including regular teachers, national service teachers, mentees, student teachers, community volunteer teachers, etc.* |
| B7. How many teachers at this school have completed a Diploma of Education or higher? | Number of teachers  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *Cannot exceed total number of teachers (B5+B6).* |
| B13. How often do teachers in this school receive in-service teacher training (INSET) or other professional development/training in a typical academic year? | 1=Never  2=1 to 2 times per academic year  3=3 to 5 times per academic year  4=6 to 10 times per academic year  5=More than 10 times per academic year  6=Irregular/inconsistent between years  7=Other  9998=Don’t know  9999=Refused | 1  2  3  4  5  6  7  9998  9999 | *Includes government-supported training as well as trainings offered by NGOs. Trainings can take place at the school or at another location, as long as teachers at the school are the recipients of the training. Trainings do not need to target all teachers at the school to be counted.*  *“Irregular” refers to cases where the volume of trainings varies greatly from one year to the next. For example, last year the school received no trainings but typically received 3-5 in prior years.* |
| B14. Which of the following fees, if any, does this school charge the students?  *(read list and mark affirmative answers)* | A=Exam or printing fees  B=School tuition  C=School registration fees  D=Facility use fees  E=PTA dues  F=Teacher motivation fees  G=Required extra class fees  H=Other fees (🡪 answer B14a)  I=None (🡪 go to B16)  9998=Don’t know (🡪 go to B16)  9999=Refused (🡪 go to B16) | A  B  C  D  E  F  G  H  I  9998  9999 |  |
| B14a. [If B14 = H] Specify other fees |  | | *9998=Don’t know*  *9999=Refused* |
| B15. [If B2 = A] Combining all fees, about how much does this school charge to each **KG** student for an academic year? | Amount in Ghana Cedis (per year)  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *If fees are charged monthly or termly, add up to reflect amount charged for the entire school year. If different fee amounts are charged to different levels (KG1 and KG2), average the amount across levels.* |
| B15a. [If B2 = B] Combining all fees, about how much does this school charge to each **primary** student for an academic year? | Amount in Ghana Cedis (per year)  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *If fees are charged monthly or termly, add up to reflect amount charged for the entire school year. If different fee amounts are charged to different levels (e.g., P1 and P6), average the amount across levels.* |
| B15b. [If B2 = C] Combining all fees, about how much does this school charge to each **JHS** student for an academic year? | Amount in Ghana Cedis (per year)  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *If fees are charged monthly or termly, add up to reflect amount charged for the entire school year. If different fee amounts are charged to different levels (e.g., JHS1 and JHS 3), average the amount across levels.* |
| B15c. [If B2 = D] Combining all fees, about how much does this school charge to each **SHS** student for an academic year? | Amount in Ghana Cedis (per year)  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *If fees are charged monthly or termly, add up to reflect amount charged for the entire school year. If different fee amounts are charged to different levels (e.g., SHS1 and SHS 3), average the amount across levels.* |
| B16. Is this school part of the government capitation grant program? | 1=Yes  2=No (🡪 go to B19)  9998=Don’t know (🡪 go to B19)  9999=Refused (🡪 go to B19) | 1  2  9998  9999 |  |
| B17. [If B16 = 1] For how many years has it been part of this program? | Number of years  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ |  |
| B18. [If B16 = 1 and B2=A] What is the amount of the grant per **KG** student for the current academic year? | Amount in Ghana Cedis (per year)  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ |  |
| B18a. [If B16 = 1 and B2=B] What is the amount of the grant per **primary** student for the current academic year? | Amount in Ghana Cedis (per year)  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ |  |
| B18b. [If B16 = 1 and B2=C] What is the amount of the grant per **JHS** student for the current academic year? | Amount in Ghana Cedis (per year)  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ |  |
| B18c. [If B16 = 1 and B2=D] What is the amount of the grant per **SHS** student for the current academic year? | Amount in Ghana Cedis (per year)  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ |  |
| B19. For which months of the year is the school closed (not in session) for the entire month?  *(more than one answer allowed)* | A=January  B=February  C=March  D=April  E=May  F=June  G=July  H=August  I=September  J=October  K=November  L=December  M=None  9998=Don’t know  9999=Refused | A  B  C  D  E  F  G  H  I  J  K  L  M  9998  9999 | *Do not select months where the school is open for part of the month, even if it is only open for a few days* |
| B20. Does this school have a functional Parent Teachers’ Association (PTA)? | 1=Yes  2=No (🡪 go to B22)  9998=Don’t know (🡪 go to B22)  9999=Refused (🡪 go to B22) | 1  2  9998  9999 | *By functional, PTA should have active membership and meet regularly/have a meeting calendar* |
| B21. [If B20 = 1] About how many times in the 2017/18 academic year did the PTA meet? | Number of times  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ |  |
| B22. Does this school have a functional School Management Committee (SMC)? | 1=Yes  2=No (🡪 go to B24)  9998=Don’t know (🡪 go to B24)  9999=Refused (🡪 go to B24) | 1  2  9998  9999 | *By functional, PTA should have active membership and meet regularly/have a meeting calendar* |
| B23. [If B22 = 1] About how many times in the 2017/18 academic year did the SMC meet? | Number of times  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ |  |
| B24. How would you describe the construction material(s) of the school facility/building(s)?  *(more than one answer allowed)* | A=Concrete building(s)  B=Pavilion(s) (structure with roof but no side walls)  C=Mud building(s)  D=Open space, no building  E=Other (🡪 answer B24a)  9998=Don’t know  9999=Refused | A  B  C  D  E  9998  9999 |  |
| B24a. [If B24 = E] Describe other building materials |  | | *9998=Don’t know*  *9999=Refused* |
| B25. How many classrooms does the school have? | Number of classrooms  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ |  |
| B26. Are the toilets used by the pupils inside the building or outside? | 1=Inside school building  2=Outside school building (outhouse)  9997=N/A – there are no toilets  9998=Don’t know  9999=Refused | 1  2  9997  9998  9999 |  |
| B27. Are any school meals provided to the students? (free or payment-based) | 1=Yes  2=No (🡪 go to B31)  9998=Don’t know (🡪 go to B31)  9999=Refused (🡪 go to B31) | 1  2  9998  9999 |  |
| B28. [If B27 = 1] How many meals are typically provided per day? | Number of meals  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *E.g., breakfast and lunch = 2.* |
| B29. [If B27 = 1] Are the students charged for any of the meals? | 1=Yes  2=No, but they are covered by school fees  3=No, meals are free (🡪 go to B31)  9998=Don’t know (🡪 go to B31)  9999=Refused (🡪 go to B31) | 1  2  3  9998  9999 |  |
| B30. [If B27 = 1] For students who take meals here, how much are they charged for the meals per term? | Amount in Ghana Cedis (per year)  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *Include costs for breakfast and lunch. If covered by school fees, ask teacher to estimate the portion of the fee(s) that cover school meals.* |
| B31. What percentage of girls (aged 5-17) in this area/community do you estimate are attending school? | 1=more than 75%  2=50-75%  3=25-50%  4=less than 25%  9998=Don’t know  9999=Refused | 1  2  3  4  9998  9999 |  |
| B32. What percentage of boys (aged 5-17) in this area/community do you estimate are attending school? | 1=more than 75%  2=50-75%  3=25-50%  4=less than 25%  9998=Don’t know  9999=Refused | 1  2  3  4  9998  9999 |  |
| B33. Has the school enrollment rate increased, decreased, or remained the same in this area/community in the past 10 years? | 1=Increased  2=Decreased  3=Remained the same (🡪 go to C1)  9998=Don’t know (🡪 go to C1)  9999=Refused (🡪 go to C1) | 1  2  3  9998  9999 | *If respondent has been in community for less than 10 years, ask him/her to seek assistance in estimating.* |
| B34. Please discuss the reasons for any change in enrollments that you have observed in this community |  | | *9998=Don’t know*  *9999=Refused* |

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| **C. Student Population Characteristics** | | | **Enumerator notes** |
| C1. How many children are attending this school? | Number of children  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *Current enrolments. Refer to register where available.* |
| C2. How many boys are attending this school? | Number of boys  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *Cannot exceed number given in* ***C1*** |
| C3. How many girls are attending this school? | Number of girls  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *Cannot exceed number given in* ***C1*** |
| C4. What is the average class size at this school? | Number of students  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *The goal is to approximate class size at the school, or pupil-teacher ratio. Best estimate/approximation is fine.* |
| C5. How many students at this school repeated a grade this year? | Number of students  9998=Don’t know  9999=Refused | /\_\_/\_\_/\_\_/\_\_/ | *Repeaters are those who started the current academic year (2018/19) in the same class that they were in at the end of the prior academic year (2017/18)* |
| C6. In this area/school district, what are the main reasons children miss classes? |  | | *9998=Don’t know*  *9999=Refused* |
| C7. In this area/school district, what are the main reasons children drop out of school? |  | | *9998=Don’t know*  *9999=Refused* |
| C8. In this area/school district, what the main reasons that children never enroll in school? |  | | *9998=Don’t know*  *9999=Refused* |
| C9. I’m going to read a list of reasons that may keep children from regularly attending school. Please tell me if any of these are major reasons that keep children from attending school in this area/school district?  *(read list and mark affirmative answers)* | A=School too far from community  B=Family cannot afford schooling  C=Family does not allow schooling  D=Children are poor performers or are not interested in school  E=Education is not considered valuable  F=School has poor or inadequate infrastructure  G=Lack of experienced teachers in school  H=Children work for pay in someone else’s farm or in a non-farm business  I=Children help at home with household chores  J=Children help in family farm or family non-farm business  K=Other major reason (🡪 answer C9a)  L=None of these  9998=Don’t know  9999=Refused | A  B  C  D  E  F  G  H  I  J  K  L  9998  9999 |  |
| C9a. Please describe other major reason(s) |  | | *9998=Don’t know*  *9999=Refused* |
| C10. What percentage of students at this school do you estimate perform work in agriculture? This does not include any agricultural activities done at school or as part of the curriculum. | 1=more than 75%  2=50-75%  3=25-50%  4=less than 25%  9998=Don’t know  9999=Refused | 1  2  3  4  9998  9999 | *Work can be either during the school year or during school breaks. Work in agriculture involves work on the child’s own or the household’s plot or any other farm, food garden, or help in growing farm produce or in looking after animals for the household.* |
| C11. What percentage of students at this school do you estimate perform work on a cocoa farm? | 1=more than 75%  2=50-75%  3=25-50%  4=less than 25%  9998=Don’t know  9999=Refused | 1  2  3  4  9998  9999 | *Work can be either during the school year or during school breaks. Work in agriculture involves work on the child’s own or the household’s plot or any other farm, food garden, or help in growing farm produce or in looking after animals for the household.* |
| C12. What percentage of students at this school do you estimate perform economic activities other than agriculture? | 1= more than 75%  2=50-75%  3=25-50%  4=less than 25%  9998=Don’t know  9999=Refused | 1  2  3  4  9998  9999 | *Work can be either during the school year or during school breaks. Work in agriculture involves work on the child’s own or the household’s plot or any other farm, food garden, or help in growing farm produce or in looking after animals for the household.* |
| C13. For students engaged in any economic activities in addition to attending school, in your experience does this affect their attendance or studies? | 1=Yes  2=No (🡪 go to C15)  9997=N/A –students at this school are not engaged in any economic activities (🡪 go to C15)  9998=Don’t know (🡪 go to C15)  9999=Refused (🡪 go to C15) | 1  2  9997  9998  9999 |  |
| C14. [If C13 = 1] In what ways is their attendance or studies affected by these economic activities? |  | | *9998=Don’t know*  *9999=Refused* |
| C15. By your estimation, is the length of time that children here (at this school) spend in school increasing, decreasing, or staying the same, as compared to 10 years ago? | 1=Years of schooling attained increasing  2=No change in years of schooling attained (🡪 go to D2)  3=Years of schooling attained decreasing  9998=Don’t know (🡪 go to D2)  9999=Refused (🡪 go to D2) | 1  2  3  9998  9999 | *If respondent has been in community for less than 10 years, ask him/her to seek assistance in estimating.* |
| C16. Please discuss the reasons for any change you have observed |  | | *9998=Don’t know*  *9999=Refused* |

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| **D. Schooling Characteristics** | | | ***Enumerator notes*** |
| D2. Are any of the following forms of discipline used at the school?  *(read list and mark affirmative answers)* | A=Caning  B=Other physical punishment besides caning (squatting, kneeling, running, etc.)  C=Doing chores at school (sweeping, scrubbing, picking rubbish, weeding)  D=Punishment homework  E=Verbal scolding  F=Any other forms of discipline not mentioned here (🡪 answer D2a)  9998=Don’t know  9999=Refused | A  B  C  D  E  F  9998  9999 | *Items in parentheses are examples only and are not exhaustive.* |
| D2a. [If D2 = F] Please specify other forms of discipline |  | | *9998=Don’t know*  *9999=Refused* |
| D3. Does this school take any measures to address issues related to child labor? | 1=Yes  2=No (🡪 end)  9998=Don’t know  9999=Refused (🡪 end) | 1  2  9998  9999 |  |
| D5. Which of the following are used to address child labor at this school?  *(read list and mark affirmative answers)* | A=It is part of the formal curriculum  B=It is discussed during PTA or SMC meetings  C=It is mentioned in class informally  D=Other  9998=Don’t know  9999=Refused | A  B  C  D  9998  9999 |  |

**END OF INTERVIEW**

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| **F. Post-Interview Enumerator Walk-Around**  ***Inspect toilets, room and hall cleanliness, playground, and location suitability*** | | | ***Enumerator notes*** |
| F0. Are you able to complete the school walk-around? | 1=Yes (🡪 go to F1)  2=No (🡪 answer F0a) | 1  2 |  |
| F0a. [If F0 = 2] Why were you unable to complete the school walk around? | (🡪 end interview) | |  |
| F1. What are the construction materials of the school facility/building(s)?  *(more than one answer allowed)* | 1=Concrete building(s)  2=Pavilion(s) (structure with roof but no side walls)  3=Mud building(s)  4=Open space, no building  5=Other (🡪 answer F2) | 1  2  3  4  5 |  |
| F2. Specify other construction materials |  | | *9998=Don’t know* |
| F3. Are the pupil toilets equipped with running water? | 1=Yes  2=No  9997=N/A - there are no pupil toilets | 1  2  9997 | *If toilets are locked, ask someone to open for you or ask for keys* |
| F4. Do girls and boys have separate toilets in this school? | 1=Yes  2=No  3=There are only boys at this school  4=There are only girls at this school  9997=N/A – there are no pupil toilets | 1  2  3  4  9997 | *Only need to check one (boys or girls)* |
| F5. What is are the main sources of drinking water in the school?  *(more than one answer allowed)* | A=Pipe-borne inside building  B=Pipe-borne outside building  C=Borehole  D=Well  E=Can/bottled/sachet water  F=Other (🡪 answer F5a)  9997=N/A – there are no sources of drinking water in the school | A  B  C  D  E  F  9997 | *If water source is not readily observable ask someone at school to show you the water source* |
| F5a. [If F5 = F] Specify other drinking water sources |  | | *9998=Don’t know* |
| F6. What type of kitchen is available at this school? | 1=Inside building  2=Outside building  9997=N/A – no kitchen at school | 1  2  9997 |  |
| F7. Is there a playground around the school? | 1=Yes  2=No | 1  2 | *9998=Don’t know* |
| F8. Is the school easily accessible from the community/village center (walking distance of 30 minutes or less from center)? | 1=Yes  2=No | 1  2 |  |
| F9. Are the classrooms and hallways clean? | 1=Yes  2=No  9997=N/A – no classrooms or hallways | 1  2  9997 |  |
| F10. Please note any other observation regarding the quality of infrastructure in the school |  | |  |

1. Prepared by NORC based on earlier round of Child Labor Survey designed by Tulane University. [↑](#footnote-ref-1)