

ADMINISTERING THE SCHOOL FACILITY SURVEY

1. PURPOSE

This document describes the processes by which DeWorm3 study staff will administer the annual school facility surveys in all of the schools located in all of the trial clusters (both intervention and control). The aim of the survey is to (1) geo-position all schools located in the trial clusters to develop a cluster school database and (2) assess the presence and status of water, sanitation, and hygiene (WASH) facilities in schools.

2. INTENDED USERS

The intended users of this SOP are the school facility survey team, the data management team, and other relevant Deworm3 staff members.

3. RESPONSIBILITIES

All DeWorm3 study staff and other relevant personnel should understand and follow this SOP during survey administration. It is the responsibility of the site principal investigator (PI) to ensure that all study staff comply with this SOP.

4. DEFINITIONS

- 4.1. **Public school:** School financed and administered directly by the Ministry of Education. These can be day or boarding schools.
- 4.2. **Private school:** Schools financed by private, non-government funds and managed outside of the Ministry of Education.
- 4.3. **Enrolled students:** Pupils who have registered in a public or private school for the academic year, irrespective if they attend the school or not.
- 4.4. **Non-enrolled students:** Pupils who have not registered in a public or private school for the academic year.
- 4.5. **School Facility Survey:** The data collection form in SurveyCTO in the smartphone, entitled School Facility Survey.
- 4.6. **Streams:** Where one class (e.g. class 3) is split across multiple classrooms, or in two halves across the day, with one half of the class taught in the morning and one in the afternoon.

5. REQUIRED MATERIALS

- 5.1. Smartphones preloaded with SurveyCTO school facility survey form
- 5.2. School list
- 5.3. DeWorm3 trial area maps
- 5.4. Study information sheets
- 5.5. Clipboard/folder and writing materials
- 5.6. Bag to hold all materials
- 5.7. Power banks for smartphones
- 5.8. T-shirt identifying enumerator as DeWorm3 study staff
- 5.9. Study Staff ID and Introduction Letter

6. PROCEDURE

6.1. Timeline of school facility surveys

- a. At baseline, alongside the community census, a comprehensive school facility survey will be administered to (1) develop a cluster schools database, (2) conduct a school assessment, including: enrolment numbers, numbers of teachers, and current school health activities (including deworming), and (3) confirm and conduct direct observations of WASH facilities in each school.

- b. Subsequent surveys will be conducted annually at the same time as the census updates to record updates to aspects such as enrolment and the WASH facilities.
- c. The baseline school facility surveys should be completed within one month in any site to ensure data reliability.
- d. The school facility updates should be completed within a month of the census updates.

6.2. Sensitization prior to administering the school facility survey

- a. Relevant local administrative and school authorities within the Ministry of Education (MOE) at the district/zone levels should be sensitized prior to conducting any data collection activities. *See DeWorm3_SOP_104 Conducting pre-trial sensitisation.*
- b. It is important that these district/zone personnel understand the activities that will be conducted by the DeWorm3 study team within their schools. They should provide their written approval (in the form of a signed letter) for DeWorm3 study teams to survey the schools. This approval will help facilitate enumerators access to the school and their data records and prevent any resistance by school personnel.
- c. The letter can be photocopied and a copy provided to each enumerator to take to the schools when conducting the survey.
- d. **School authorities should not know the exact dates that the enumerators plan to visit their school to avoid any activities that would bias the school records** (e.g. cleaning the pit latrine in advance of the school visit from enumerators).
- e. Sensitization activities at the district/zone level should occur at least two weeks prior to survey administration and can include in-person individual or group meetings with MOE local authorities. Study teams should take advantage of ongoing meetings (e.g. regular head teacher meetings) and should ensure all levels within the local MOE are sensitized.

6.3. Creating the school list

- a. A comprehensive list of all of the pre-primary, primary, (and where relevant secondary) public, private day and boarding schools and community schools in the trial area should be compiled to organise the logistics for the school facility survey.
- b. The school lists created and loaded into the Census and School Facility Survey SurveyCTO Forms (*SOP_903. Creating site registries for populating SurveyCTO surveys*) will be useful for this. They can be verified and built on to include additional useful details such as: its status (public or private), the grades taught and if available, the name and, the phone number of the head master. The headmaster contact will be useful to the enumerators when locating the school.
- c. The list should be verified against the most recent school registries available at the local MOE offices. A visit to the district/zonal education offices may be required to confirm the accuracy of the list and updates recent development that may not be captured in the central level data.
- d. It is the responsibility of the trial coordinator to separate the school lists by geographic location and assign them to teams of enumerators to streamline the survey administration process.
- e. The trial coordinator should also ensure that enumerators have all necessary materials to administer the school facility survey as listed above.

6.4. Recruitment and training of data enumerators

- a. Data enumerators should be recruited at least three weeks prior to survey

administration to allow for adequate planning and training activities. These enumerators should speak the local language and be able to operate smartphones for data collection.

- b. Training should take place one week prior to survey administration.

6.5. Pilot survey

- a. At least two weeks prior to full administration, the survey should be piloted visiting a minimum of three schools. During the piloting phase, the following aspects of the survey should be evaluated: accuracy of the school list, flow of data collection, interview techniques, data upload on smartphones, and survey logistics.

Feedback from the pilot census should be provided to the core DeWorm3 team for any further survey refinements.

6.6. Administering the school facility survey

- a. If possible, the baseline school survey should be conducted at the same time as the baseline population census. See *SOP_202. Administering the baseline census*. Subsequent surveys should occur at the same time as the census updates.
- b. If necessary, enumerators should arrange for a village escort (e.g. a community health worker, village elder) to help locate schools.
- c. Upon arriving to the school, enumerators should greet the head teacher, show the approval from local MOE authorities to conduct the survey and provide him/her with a study information sheet prior to beginning the survey.
- d. Surveys will be administered to the head teacher/headmaster. Gaining written consent is not necessary prior to administering the survey. However, head teachers will have to provide verbal consent to answer the survey questions and allow observation of facilities.
- e. If the head teacher/headmaster is not available, the enumerator should ask for the deputy head teacher/headmaster or whoever is in charge of the facility that day to complete the survey. Verbal consent to undertake the survey should be provided by whoever is answering the questions.
- f. If the school is not able to participate in the survey on this day, the enumerator should sign the visitor book and inform the delegate in charge they will come back to complete the survey. A specific date should not be agreed with the school, as these visits should be unannounced.
- g. The enumerator should make two additional attempts in the week following the first visit to complete the survey with the targeted school. If after three visits the survey cannot be completed, the enumerator should indicate that the survey could not be completed on the SurveyCTO Baseline School Survey.

6.7. Starting the school facility survey

- a. The Enumerator should open the SurveyCTO Baseline Census Form and select the relevant study block followed by their name from the list of enumerators.
- b. Locate the relevant school from the school list by typing in characters from the name of the school into the search bar. Do not type in the full name of the school to search as any variation in spelling will mean the school is not found in the list. If a school cannot be located through the search function enumerators should contact a supervisor.

- c. When recording the names of the headmaster and the second contact person full names, as they appear on national ID cards, should be recorded.

6.8. Completing questions on school characteristics

- a. Record how many separate rooms are currently being used as classrooms by the school. This includes all permanent, temporary or under-construction structures that are being used as a classroom.
- b. Select the **predominant** flooring material observed in the main or largest building, meaning the material that **most** of the floor is made of. Then the roofing material and the wall material.

6.9. Completing questions on student enrolment and attendance

- a. Enrolment figures for the school should be obtained from the headmaster or whoever is in charge of the facility on the day of the survey. If the enumerator indicates that it is possible for enrolment figures to be obtained by class, the form will ask for the total number of students enrolled in specific classes. What class-level enrolment numbers are required will depend on the level of children in the school (see Table 1.). If possible the form will also ask for this enrolment figure disaggregated by sex.

Level present	Class to collect enrolment and attendance
Kindergarten	Lower Kindergarten (LG) & Upper Kindergarten (UG)
Primary (1-5)	Year 3
Middle (6-8)	Year 7
Secondary (9-10)	Year 9
Upper Secondary (11-12)	Year 11

- b. However, if the total number of students enrolled in the school is less than 100 then form will not ask for enrolment figures disaggregated by class. If the enumerator indicates that it is not possible to record enrolment figures by class or sex then the form will only ask them to record total enrolment.
- c. Attendance will only be recorded for the classes outlined in Table 1. Attendance should be recorded based on the number of students present in classes two Wednesdays ago. If there was no school on this day, then the enumerator will select the next available school day. If there is an attendance book that is up-to-date, legible and has attendance recorded by class and year then it can be used to record the numbers of children listed and then the number present (attendance) two Wednesdays ago. Permission must be given by the respondent to access this book.
- d. If no permission is given to view the book or it does not exist then the enumerator should seek to carry out a manual head count of relevant classes in school at the time of the survey, carrying out the headcount class by class. Permission must be provided by the respondent to carry out the headcount.
- e. To calculate the number of male and female teachers at the school, enumerators should record the number of teachers who currently work at the school rather than number of teachers who are actually present at the time of the survey

6.10. Completing questions on school assets and activities

- a. Listed assets should be marked as either being present or absent according to their status on the day of the survey.
- b. Record whether a school feeding programme, water and sanitation programme or

school-based deworming programme have taken place over the last 12 months. Activities should be marked as not having being undertaken if the respondent is unsure or does not know if they took place or not. School-based deworming refers to treatment of students using any deworming tablets by DeWorm3 or any other organisation.

- c. Deworming IEC materials on display could include posters, stickers, displays etc
- d. The form will ask the enumerator to record information on whether the school has participated in any deworming activities, including MDAs and any other/additional deworming activities that have occurred.
- e. Record the individual involved in these activities, including those responsible for delivering the deworming tablet itself, conducting supervision, and preparing the treatment list/register. If multiple individuals were involved in these activities, select the most senior.

6.11. **Completing questions on drinking water facilities**

- a. The main source of drinking water should be the source most frequently used by students for drinking water. If there is a usual supply that has recently or temporarily ceased to provide water (e.g. a piped water connection that is not providing water on the day of the survey) but the respondent still considers it to be the main source of drinking water the enumerator should select this source and then indicate in the following question that it is currently not providing water rather than select [no water source]. The main source of water does not need to be a source managed by the school.
- b. The main source of drinking water should be observed (e.g. test opening the tap) by the enumerator to assess whether drinking water that it has provided is available on the day of the survey. This includes available water that is being stored separately but was originally drawn from the main source.
- c. To measure the number of drinking water points at the school the enumerator should count every water point at which a student is able to access water. This could include taps, jugs, water coolers, buckets and wells and rainwater tanks if students are able to directly access them
- d. Observe if at least one water point is accessible to students with limited vision or mobility. To be considered accessible, water can be accessed (directly from the source or from a storage container) via a clear path without stairs or steps that is free of obstructions and has age-appropriate handrails, the tap can be reached from a seated position, and the water source/dispenser can be opened/closed with minimal effort with one closed fist or feet.
- e. Observe if at least one water point is accessible to the smallest children in the school. To be considered accessible, the water tap can be reached and easily opened/closed by the smallest children. May not be applicable in secondary schools.

6.12. **Completing questions on sanitation facilities**

- a. Toilets (holes/seats/stances) may be grouped in separate structures or rooms within the school building. For the survey consider each room or toilet structure as a 'block.' If a block has one side for boys and one side for girls then consider it as two separate blocks (one for boys and one for girls). Only data for student toilets should be recorded.
- b. For each block (room/structure), first record the location and whether it is assigned to boys, girls, or mixed, and observe the predominant construction material. The enumerator should ask the person accompanying them how many years ago the

block was constructed.

- c. The enumerator will then record the number of toilets in the block (structure/room), excluding urinals. If there is only a single toilet in the room or structure, record that as a block with 1 toilet.
- d. Then the enumerator will proceed to make observation and complete the checklist for each toilet in the block. First they will record if the toilet is Accessible, meaning is the door unlocked (when not in use) or there is a key available at all times. If the door is locked during the visit, the enumerator should ask for the key to complete the observation (be sure that the toilet is not in use before entering).
- e. For each toilet, then observe the following and record yes or no:
 - i. Functional - Pit not too full or blocked, toilet not broken and water available for flush/pour-flush toilets
 - ii. Private - Closable door that locks from inside and no large gaps in stall walls
 - iii. Record 'yes' if doors present but not locking at pre-primary schools
 - iv. Presence of a strong smell
 - v. Presence of many flies or mosquitoes
 - vi. Presence of visible faeces in the toilet or toilet stall (i.e. on the floor, walls, seat, or pan)
 - vii. Availability of electric lighting or natural lighting via construction (e.g. windows)
 - viii. Presence of anal cleansing materials (e.g. paper, water)
 - ix. Presence of soap and water for menstrual hygiene management (if a mixed or girls' toilet block)
- f. After observing each of the toilets in the block, the enumerator should walk around the structure or look around the room for the presence of visible faeces (open defecation).
- g. After completing the observations for all toilets in all blocks, the enumerator should record whether or not there was at least one accessible, functional, and private (based on the criteria above) toilet for the smallest children (i.e. available with a smaller toilet hole, a lower seat, and a lower door handle) or those with limited mobility or vision (i.e. clear path without stairs or steps, handrails, and accessible for a wheelchair user).

6.13. **Completing questions on hygiene facilities**

- a. To assess the presence of handwashing facilities at the school enumerators should look for infrastructure that allows student to wash their hands using running water (e.g. a tap, a water tank with tap or a tippy tap). A bucket without a tap should not be recorded as a handwashing facility.
- b. The area where the handwashing facility is located should then be recorded. If there are multiple handwashing stations then the enumerator should describe the ones accessible for use after students use the toilets.
- c. The type of handwashing station should then be recorded.
- d. The presence/absence of soap and/or water at the station should be observed by the enumerator. The enumerator should test that the tap provides water or look for water in designated basin/container. If there is no soap but an alternative (ash, mud etc) this should be reported and the alternative specified.
- e. Observe if at least one handwashing station is accessible by the smallest children in the school. To be considered accessible, the smallest children should be able to reach the tap and soap and be able to operate the tap on their own with minimal

effort. This may not be applicable in secondary schools.

- f. Observe if at least one handwashing station is accessible to students with limited vision or mobility. To be considered accessible, handwashing facilities can be accessed via a clear path without stairs or steps that is free of obstructions and has age-appropriate handrails, the tap and soap are reachable from a seated position
- g. For boarding schools, enumerators will observe for the presence of bathing areas. These should only be recorded as being present if there is both soap and water available at the time of survey AND the area is private (has closable doors and no holes or cracks in the walls).
- h. Determine what provisions have been made for menstrual hygiene by the school.
- i. Record the method for waste disposal employed by the school. Where there are multiple methods of waste disposal the enumerator should record the method through which the largest portion of waste is disposed (most frequent).
- j. At the end of the survey, the enumerator will collect the GPS coordinates. For these the enumerator should return to the main gate to collect the GPS coordinates. Ensure the accuracy is $\pm 4\text{m}$. Collection of GPS coordinates may take up to two minutes to load. They should contact their supervisors if the GPS coordinates do not load within five minutes of pressing the load button.

6.14. Data collection and verification

- a. It is the responsibility of the enumerator supervisors and the site data manager to ensure that data collection procedures are being adhered to by the enumerators throughout the administration process.
- b. The data manager will conduct daily data quality checks of incoming survey data and the team supervisor will carry out spot checks in the field or by phone during the data collection period checking 10% of School Facility Surveys.
- c. Once all schools in the list have been visited, the completed list should be provided to the local MOE authorities to ensure that no schools have been missed. If any schools are missed, enumerators should follow up with those schools and conduct the survey.

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<i>I have reviewed and approve this SOP for implementation.</i>			
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1	29 November 2017	Raïmi Essessinou, Arianna Rubin Means, Claire Gwayi-Chore, Katherine Halliday	
2	16 July 2018	David Kennedy, Hugo Legge, William Oswald, Katherine Halliday	<ul style="list-style-type: none"> Update to section 6.9 student enrolment and attendance Update to sections 6.10 - 6.13: additional details around facility data collection

