

**USAID/Uganda Literacy Achievement and Retention Activity – Staff and Pupil Journeys MSS tool**

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| **District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMIS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name and title of Support Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of Supervision Visit :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **School background information** | |
| 1 | How many SCAs are in the school? \_\_\_\_\_\_\_\_\_ |
| 2 | Of the SCAs, how many are still active? \_\_\_\_\_\_\_\_\_\_\_  *(Active means organizing meetings, observed to use the journeys, trained other teaching and non-teaching staff, using planning and evaluation forms and other activities)* |
| 3 | How many SCAs have JOURNEYS handbooks? \_\_\_\_\_\_\_\_ |
| 4 | How many teaching and non-teaching are there in this school?  Teaching staff: Male: \_\_\_\_\_\_\_\_\_ Female: \_\_\_\_\_\_\_\_\_  Non-teaching staff: Male: \_\_\_\_\_\_\_\_\_ Female: \_\_\_\_\_\_\_\_\_ |
| 5 | Which JOURNEYS for staff activities have been conducted in this school since the start of the JOURNEYS implementation up todate   |  | | --- | | **Name of activity** | | |  | |  | |  | |  | |  | |  | |  | |
| 6 | Is there any information that shows that the SCAs received support from support agents/actors in the **PREVIOUS term**? Yes 🞏 No 🞏  ***(Ask to see in the book for support supervision (purple/blue)).***  If Yes, please specify the **title(s)** of the support agent(s) who supported the SCAs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7 | Are there any **completed** initiatives / actions resulting from the 5 step process carried out in the **PREVIOUS term** (i.e. actions aimed at addressing problems that interfere with children’s wellbeing in the school and the community)? Yes 🞏 No 🞏 |
| 8 | If yes, what initiative(s) / action(s) is it?   |  |  | | --- | --- | | **Brief summary about the action**  ***i.e. It should have a title, the severity of the problem identified, how the problem was addressed and the outcome of the action*** | **Date of Completion** | | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| 9 | Does this school have an SRGBV case reporting and response system? Yes 🞏 No 🞏  **(*for it to qualify, the school should have a case register book or reporting form, have a designated point person on VACiS, have drawn reporting and response matrix, have a list of service providers where SRGBV services can be obtained*)** |
| 10 | Which of these does the school have?   1. Case register or reporting form 🞏 2. Designated point person on VACiS 🞏 3. Have a list of service providers for SRGBV services 🞏 |
| 11 | How many SRGBV cases were reported in the **previous term**?   |  |  |  |  | | --- | --- | --- | --- | | **Type of case** | **Number of victims per form of SRGBV** | | | | **Male** | **Female** | | Bullying |  |  | | Sexual harassment |  |  | | Corporal punishment |  |  | |
| 12 | Of the reported cases, how many have been resolved to-date? \_\_\_\_\_\_\_\_\_\_\_ |
|  | **Observation Checklist for Teachers and School Staff Journeys Session (if no please skip to UKU)** |
| 13 | Did you observe a JOURNEYS activity in session? Yes 🞏 No 🞏 |
| 14 | If **YES**, Mention the activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 15 | Did the SCAs correctly use the activity planning form to initiate the observed activity? Yes 🞏 No 🞏 |
| 16 | During the observed Journeys activity, the SCAs……….. (tap all that has been observed) *(*   1. Introduced the thematic area 🞏 2. Mentioned the activity name 🞏 3. Discussed the main message 🞏 4. Highlighted the activity objective 🞏 5. Prepared the required materials 🞏 6. Followed the step-by-step instructions for the activity 🞏 7. Concluded the session with summary statement 🞏 |
| 17 | During the observed Journeys activity, the SCAs applied the following Journeys facilitation approaches…… *(tap all that has been applied)*   1. Listened to participants rather than talking 🞏 2. Understood the views and behaviors of participants and withheld judgement 🞏 3. Allowed participants to make meaning from the activities and discussion rather than telling participants what they should know 🞏 4. Encouraged shared responsibility and did not blame others 🞏 5. Followed the instruction guidelines for each activity rather than “*doing your own thing*” 🞏 |
| 18 | How many staff participated in the observed Journeys activity?  Teaching staff: Male: \_\_\_\_\_\_\_\_\_ Female: \_\_\_\_\_\_\_\_\_  Non-teaching staff: Male: \_\_\_\_\_\_\_\_\_ Female: \_\_\_\_\_\_\_\_\_ |
| 19 | Did the SCAs correctly use the activity evaluation form to appraise the observed activity? Yes 🞏 No 🞏 |
| Feedback report on the observed Journeys activity | |
| 20 | Strong areas to build on? |
| 21 | Areas that need improvement? |
| 22 | Recommendations for improvement (way forward)? |
| 23 | Names of the SCAs facilitating the session   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   In case not all SCAs were supported, explain why? |
| 24 | Is this a UKU school? **(If no save your results and exit this form)**  Yes 🞏 No 🞏 |
| 25 | How many UKU teams do we have in this school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 26 | How many UKU teams have attendance registers? \_\_\_\_\_\_\_\_\_\_ |
| 27 | Are the attendance registers updated regularly? (*Check the registers for completeness*)  Yes 🞏 No 🞏 |
| 28 | How many UKU teams have a work plan for **THIS** term? \_\_\_\_\_\_\_\_\_\_ |
| 29 | How many UKU activities were implemented by this school in the **PREVIOUS** term **ONLY**? \_\_\_\_\_\_\_\_\_\_\_ |
| 30 | Which UKU activities were implemented in the **PREVIOUS** term?  **(*Tick all that apply*)**   |  |  |  | | --- | --- | --- | | Activity 1. Making a new friend 🞏 | Activity 14. Helping Hands 🞏 | Activity 27. Positive Bystander Response to Violence 🞏 | | Activity 2. Why I want to be a cow 🞏 | Activity 15. Let’s Decide 🞏 | Activity 28. Bystander Response Skits 🞏 | | Activity 3. Talents, Interests and Personal Qualities 🞏 | Activity 16. Solving Problems 🞏 | Activity 29. Feelings Charades 🞏 | | Activity 4. The Blindfold Walk 🞏 | Activity 17. Solving Problems Role Play 🞏 | Activity 30. Violence Stories 1 🞏 | | Activity 5. My Life at School 🞏 | Activity 18. Vote With Your Feet 🞏 | Activity 31. Violence Stories 2 🞏 | | Activity 6. Knowing my School: Pupil – Pupil relations 🞏 | Activity 19. Gender Box 🞏 | Activity 32. Seeking Assistance 🞏 | | Activity 7. Knowing my School: Teacher – Pupil relations 🞏 | Activity 20. Equal Job Opportunities 🞏 | Activity 33. What is Important to Me 🞏 | | Activity 8. Knowing my School: The Classroom 🞏 | Activity 21. Status Game 🞏 | Activity 34. Rumors/Telephone Game 🞏 | | Activity 9. Knowing my School: The School Grounds and Travelling to School 🞏 | Activity 22. Pictures of Violence 🞏 | Activity 35. My Hero 🞏 | | Activity 10. Unwanted Attention 🞏 | Activity 23. Bullying 🞏 | Activity 36. Why is being Honest Important 🞏 | | Activity 11. Watch Out 🞏 | Activity 24. Corporal Punishment 🞏 | Activity 37. All Tangled 🞏 | | Activity 12. Mapping Danger Zones 🞏 | Activity 25. Sexual Harassment 🞏 | Activity 38. Listen, Don’t Listen 🞏 | | Activity 13. Spidergram 🞏 | Activity 26. Telephone Game 🞏 | Activity 39. Talking Circles: Qualities of a Good friend 🞏 | | NONE 🞏 | | | |
| 31 | How many pupils attended a minimum of three (3) UKU activities in the **PREVIOUS** term?  Boys (below 10 years): \_\_\_\_\_\_\_\_\_\_\_\_\_ Girls (below 10 years): \_\_\_\_\_\_\_\_\_\_\_\_\_  Boys (10 – 14 years): \_\_\_\_\_\_\_\_\_\_\_ Girls (10 – 14 years): \_\_\_\_\_\_\_\_\_\_\_  Boys (15 – 19 years): \_\_\_\_\_\_\_\_\_\_\_ Girls (15 – 19 years): \_\_\_\_\_\_\_\_\_\_\_ |
| 32 | How many UKU activities have so far been implemented by this school in **THIS** term **ONLY**? \_\_\_\_\_\_\_\_\_\_\_ |
|  | **Observation Checklist for a UKU Session** |
| 33 | Are you going to observe a UKU activity in this school? Yes 🞏 No 🞏 **(If no save your results and exit this form)** |
| 34 | If **YES**, Mention the activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 35 | Did the Teacher Patron correctly use the activity planning form to initiate the observed activity? Yes 🞏 No 🞏 |
| 36 | During the observed Journeys for pupils activity, the Teacher Patron……….. (tap all that has been observed)   1. Introduced the thematic area 🞏 2. Mentioned the activity name 🞏 3. Discussed the main message 🞏 4. Highlighted the activity objective 🞏 5. Prepared the required materials 🞏 6. Followed the step-by-step instructions for the activity 🞏 7. Concluded the session with summary statement 🞏 |
| 37 | During the observed Journeys for pupils activity, the Teacher Patron applied the following Journeys facilitation approaches…… *(tap all that has been applied)*   1. Listened to participants rather than talking 🞏 2. Understood the views and behaviors of participants and withheld judgement 🞏 3. Allowed pupils to make meaning from the activities and discussion rather than telling participants what they should know 🞏 4. Encouraged shared responsibility and did not blame others 🞏 5. Followed the instruction guidelines for each activity rather than “*doing your own thing*” 🞏 |
| 38 | How many learners participated in the observed Journeys activity?  Boys (below 10 years): \_\_\_\_\_\_\_\_\_\_\_\_\_ Girls (below 10 years): \_\_\_\_\_\_\_\_\_\_\_\_\_  Boys (10 – 14 years): \_\_\_\_\_\_\_\_\_\_\_ Girls (10 – 14 years): \_\_\_\_\_\_\_\_\_\_\_  Boys (15 – 19 years): \_\_\_\_\_\_\_\_\_\_\_ Girls (15 – 19 years): \_\_\_\_\_\_\_\_\_\_\_ |
| 39 | Did the teacher patron solicit for actions (from the pupils) to prevent SRGBV based on the observed activity?  Yes 🞏 No 🞏 |
| 40 | If YES, Mention the proposed actions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Feedback report on the observed Journeys for pupils activity | |
| 41 | Strong areas to build on? |
| 42 | Areas that need improvement? |
| 43 | Recommendations for improvement (way forward)? |
|  | Name of the teacher patron facilitating the session………………………………………………………. |