

## **aADMINISTERING THE SCHOOL FACILITY SURVEY**

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### **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
- 5.10 School Facility Survey Field Manual

### **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\_107. 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 with a *minimum* of five data enumerators 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. He/she should then open a new SurveyCTO School Facility Survey form and collect the GPS coordinates. Collection of GPS coordinates may take up to two minutes to load. Enumerators should be patient and wait until the accuracy level falls below 8m to take the reading. They should contact their supervisors if the GPS coordinates do not load within five minutes of pressing the load button.
- e. 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.
- f. 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.
- g. 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. The GPS coordinates will still be logged on the open School Facility Survey at the first visit. The survey can be saved and re-opened on return.
- h. 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 School Facility Survey form.
- i. Enrolment numbers as well as numbers of children listed on each current class register will be collected. If there are multiple streams, numbers of children registered in each stream will be collected.

- j. In schools where the total number of enrolled pupils is less than 100, a headcount of children in all classes and streams will take place. In schools with more than 100 enrolled children, a head count of all third-year classrooms (class 3) will take place to establish the number of children present in class that day.

**6.7. Data collection and verification**

- a. Enumerators should administer the SurveyCTO School Facility Survey according to the School Facility Survey Field Manual.
- b. 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.
- c. 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.
- d. 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>			
<b>Principal Investigator</b>	<b>Signature</b>	<b>Date</b>	
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