



REPUBLIC OF GHANA

*GUIDELINES AND PROTOCOLS FOR*  
**ESTABLISHING**  
**CHILD LABOUR FREE**  
**ZONES (CLFZs) IN GHANA**  
(Revised Version)

August, 2023

“Towards achieving Sustainable Development Goal Target 8.7”



International  
Labour  
Organization



GAWU OF TUC - GHANA





**MINISTRY OF EMPLOYMENT AND LABOUR  
RELATIONS  
IN COLLABORATION WITH OTHER KEY  
STAKEHOLDERS**

***GUIDELINES AND PROTOCOLS***  
**ESTABLISHING**  
**CHILD LABOUR FREE ZONES**  
**(CLFZs) IN GHANA**

“Towards achieving Sustainable Development Goal Target 8.7”

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## LIST OF ABBREVIATIONS

ACE:	Action against Child Exploitation
AU:	African Union
CAP:	Community Action Plan
CAPs:	Community Action Plans
CBOs:	Community Based Organisations
CCPC:	Community Child Protection Committee
CHRAJ:	Commission on Human Rights and Administrative Justice
CL:	Child Labour
CLFLaT:	Child Labour, Forced Labour and Trafficking
CLF:	Child Labour Free
CLFZs:	Child Labour Free Zones
CLMS:	Child Labour Monitoring System
CLU:	Child Labour Unit
CQ:	Community Questionnaire
CR:	Community Register
CRADA:	Child Research for Action and Development Agency
CSOs:	Civil Society Organisations
DSD:	Department of Social Development
EIB:	Employment Information Branch
FCUBE:	Free Compulsory Universal Basic Education
FGD:	Focus Group Discussion
FPRW:	Fundamental Principles and Rights at Work
GAWU:	General Agricultural Workers Union
GEA:	Ghana Employers' Association
GCLMS:	Ghana Child Labour Monitoring System
GLSS6:	Ghana Living Standard Survey Round Sixth
GPS:	Ghana Police Service
GSS:	Ghana Statistical Service
IABA:	Integrated Area-Based Approach
IAs:	Implementing Agencies
ICI:	International Cocoa Initiative
ILO:	International Labour Organisation

IPs:	Implementing Partners
ISD:	Information Services Department
LD:	Labour Department
LEAP:	Livelihood Empowerment Against Poverty
LGAs:	Local Government Authorities
MDAs:	Ministries, Departments and Agencies
MELR:	Ministry of Employment and Labour Relations
MMD:	Metropolitan, Municipal or District
MMDAs:	Metropolitan, Municipal and District Assemblies
NCCE:	National Commission for Civic Education
NGOs:	Non-Governmental Organisations
NPA1:	National Plan of Action Phase 1
NPA2:	National Plan of Action Phase 2
NSCCL:	National Steering Committee on the elimination of Child Labour
PTA:	Parent Teachers Association
SDGs:	Sustainable Development Goals
SFP:	School Feeding Programme
SHS:	Senior High School
SMC:	School Management Committee
SMT:	School Monitoring Team
SOP:	Standard Operating Procedure
SQ:	Specific Questionnaire
SSsC:	Social Services Sub-Committee
TBP:	Time-Bound Project
TLMs:	Teaching and Learning Materials
TUC:	Trades Union Congress
TWG:	Technical Working Group
UN:	United Nations
UNICEF:	United Nations International Children's Fund
WACAP:	West Africa Cocoa and Commercial Agriculture Project
WFCL:	Worst Forms of Child Labour
WMT:	Workplace Monitoring Team

## FOREWORD

Ghana's efforts to eliminate child labour have been hinged on policies, as well as international and local laws and actions that uphold the fundamental rights of children.

The Government of Ghana, through the Ministry of Employment and Labour Relations in collaboration with other national agencies, development partners, CSOs and social partners, has made strenuous efforts to eliminate child labour. This is evident in the National Plans of Action (NPA2 2017-2021 and the now Ghana Accelerated Action Plan Against Child Labour 2023-2027) for the Elimination of Child Labour in Ghana.

The idea is to give attention to the need to mobilise resources, focus action in local communities and strengthen educational outcomes so that children are enrolled and retained in school, thereby keeping them out of child labour. Thus, to achieve this objective, the National Plans of Action seek effective collaboration and coordination among all partners, in the context of effective monitoring and accountability.

Against this background, one key expected outcome of this intervention is that policies and programmes on strengthening the rural economy and promoting the fundamental principles and rights at work, using the Integrated Area-Based Approach Towards Child Labour Free Zones (CLFZs) will be designed, implemented and promoted.

The Ministry of Employment and Labour Relations through the National Steering Committee on the elimination of Child Labour (NSCCL) has taken conscious efforts and steps in the realisation of this concept by building on existing principles and standards available, hence, coming up with the Protocols and Guidelines for establishing Child Labour Free Zones (CLFZs) in Ghana.

The CLFZ concept is designed to enhance national efforts to achieve SDGs by reducing to insignificant levels, all forms of child labour in a given locality over a specific period of time. The whole idea behind this concept is to systematically remove children away from child labour and reintegrate them into formal and full time schools. In creating CLFZs, the focus is therefore not only on children who work in a specific sector or the Worst Forms of Child Labour (WFCL), but on all children within that area who do not attend school. Thus, certain parameters must be attained by putting in place conditions, measures, structures, support systems and child development facilities in a particular area to facilitate the monitoring, prevention, identification, removal, referral as well as provision of needed social services support to affected children and or their parents/guardians to ensure that the incidence of child labour in the area is progressively eradicated before a given area can be declared CLFZ.

The Government of Ghana and all stakeholders involved in the elimination of child labour have the vision of eliminating it completely or reducing it to the barest minimum. However, their efforts are constrained by the high prevalence of child labour everywhere. The development of the Protocols and Guidelines for Establishing Child Labour Free Zones (CLFZs) will not only strengthen government's and other partners' efforts to uphold the constitutional provision on the fundamental rights of children in Ghana to be protected from work that constitute a threat to their health, education and development, but will encourage communities (where all stakeholders including teachers, parents, children themselves, community groups, religious leaders) and local government authorities among others, consciously commit resources and accelerate efforts to eradicate all forms of child labour from their areas of jurisdiction.



I am confident that all stakeholders, including government institutions, social partners, Civil Society Organisations (CSOs), and development partners will contribute their quota to make this happen and make Ghana a beacon to other countries to replicate this robust concept towards the elimination of child labour globally.



.....  
**HON. IGNATIUS BAFFOUR AWUAH, MP**  
**MINISTER OF EMPLOYMENT AND LABOUR RELATIONS**

## ACKNOWLEDGEMENT

The development of the Protocols and Guidelines for establishing Child Labour Free Zones (CLFZ) in the country demonstrates the consistent national efforts to address the challenge. Many organisations and individuals made various contributions to the development of the document.

The government and the people of Ghana through the Ministry of Employment and Labour Relations appreciate the invaluable contributions of the national Technical Working Group (TWG) on Child Labour Free Zones for their expert authorship in the development of the revised version of the Protocols and Guidelines towards the establishment of Child Labour Free Zones in achieving Sustainable Development Goals Target 8.7. The Ministry is indeed grateful to all the members of the TWG comprising **Andrews Addoquaye Tagoe, GAWU; Chairperson of the TWG, Elizabeth Akanbombire, Child Labour Unit of the Labour Department; Mawuli Avutor, CHRAJ; Dr Charles Kessey, OHLGS; Peter Antwi, MELR; Richard Ayitey, GES; Issah Mushin, Labour Department; Evelyn Wiredu, Rapporteur; Esther Ofori Agyemang, Child Labour Unit, Labour Department; Charlotte Hanson, MERL, Daniel Nyarko Asare, Child Labour Unit, Labour Department and Nana Antwi Boasiako Brempong, Child Research and Advocacy Development Agency.** The Ministry also acknowledges the contributions of **Mr. Emmanuel Kwame Mensah and Barima Akwasi Amankwaa** towards the development of the first version of the Protocols and Guidelines.

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The Government of Ghana appreciates all the Ministries, Departments, and Agencies (MDAs) Metropolitan/Municipal/District Assemblies (MMDAs), Social Partners, and Civil Society Organisations (CSOs) which ensured that the views of all stakeholders are reflected in this Protocols and Guidelines Assessment Tools for declaring child labour free zones in Ghana.

## EXECUTIVE SUMMARY

Article 28 (2) of the 1992 Constitution of Ghana provides that, "Every child has the right to be protected from engaging in work that constitutes a threat to his health, education or development". Other international instruments which Ghana has ratified, including International Labour Organisation (ILO) Minimum Age Convention, 1973 (No. 138), Worst Forms of Child Labour Convention, 1999 (No. 182), and the Sustainable Development Goals, among others proscribe child labour.

Target 8.7 of the Sustainable Development Goals (SDGs) requires countries to "take immediate and effective measures to eradicate forced labour, end modern day slavery and human trafficking and secure the prohibition and elimination of the Worst Forms of Child Labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms."

In efforts to uphold the provisions of the Constitution and other international instruments, Government of Ghana and other partners have, since 2000, developed and implemented various interventions in this regard. In spite of the afore-mentioned, legal and institutional framework and the numerous interventions, available data indicates, that SDG Target 8.7 will not be met at the current pace of action. The sixth round of Ghana Living Standard Survey (GLSS6), conducted by the Ghana Statistical Service (GSS) in 2014, estimated child labour (persons 5-17 years) at 21.8 per cent out of the sampled children population. There is therefore the need for intensified commitment, accelerated efforts and willingness to try new approaches.

It is against this background that the Child Labour Free Zone (CLFZ) strategy is being adopted to ensure that Local Government Authorities (LGAs) and relevant stakeholders eliminate all forms of child labour in their areas of jurisdiction through accelerated and sustainable efforts.

CLFZ is a geographical area (town council, zonal and area council) in which incidence of child labour is reduced to the barest minimum (10%) as against the baseline figure. The overall goal of the CLFZ is to promote the strengthening of systems and structures at the MMDAs and community levels for the elimination of all forms of child labour and development of children in any geographical area in Ghana.

A detailed but straight-forward scoring procedure has been developed to scientifically assess and determine the status of a zone in the CLFZ process. Based on the overall score, a zone shall be declared as -Towards CLFZ, CLFZ Grade -A, -B or -C. The main assessment is to be preceded by a pre-assessment. The purpose of the pre-assessment is to determine whether the zone has met at least 80% of the criteria and as such warrant the full assessment.

The journey to the CLFZ requires a concerted effort by all relevant stakeholders, such as Government at the national and local levels, as well as partners. At the national level, Government through the Ministry of Employment and Labour Relations in collaboration with other relevant ministries and agencies, is expected to create the necessary legal and institutional environment for the effective implementation of the CLFZ process. At the local level, Metropolitan, Municipal and District Assemblies (MMDAs) are expected to own the process, establish and maintain functional structures and institutions and provide the needed direction to attract partners to contribute to this worthy course. Communities are expected to maintain relevant structures to facilitate the identification, withdrawal as well as referral systems.

MMDAs are expected to device innovative ways of raising resources (financial, technical, human, and logistical) for the implementation of the CLFZ process in their areas of jurisdiction. The Resource Mobilisation Sub-Committee of the National Steering Committee on the elimination of Child Labour (NSCCL) shall be tasked to raise some resources to support the work of the Child Labour Unit (CLU), the assessment team and possibly some well- performing MMDAs in the CLFZ process.

The Protocols and Guidelines seek to provide a set of standardised conditions, structures, support systems and child development facilities that must be put in place in a zone (both at the district and community levels) to facilitate the monitoring, prevention, identification, removal, referral as well as provision of needed social services support to affected children and or their parents/guardians to ensure that incidence of child labour in the area is progressively reduced to its barest minimum. The Protocols and Guidelines also provide criteria for assessing the conditions of the zone.

## 1.0. BACKGROUND AND CONTEXT

### 1.1. Introduction

Child labour and its worst forms remain one of the biggest concerns and challenges to human rights and economic development worldwide. This demeaning act deprives children's access to adequate health, basic freedoms, rights, leisure and their full potential. In many ways, Child Labour affects critical elements of national development. This menace is harmful not just to a vulnerable life cycle group but is a formidable fundamental blockade to many of a country's development efforts. International efforts to promote decent work and economic growth recognise the need to effectively address the issue of child labour. Target 8.7 of the Sustainable Development Goals (SDGs) is for countries to "take immediate and effective measures to eradicate forced labour, end modern day slavery and human trafficking and secure the prohibition and elimination of the Worst Forms of Child Labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms".

According to the latest estimates on the prevalence of child labour jointly compiled by the ILO and UNICEF in 2020, child labour rates have gone up for the first time in twenty years. One Hundred and Sixty million (160,000,000) children were estimated to be in child labour compared to One hundred and fifty-two million (152,000,000) in 2016 globally. The upsetting part is that the incidence in Sub-Saharan Africa is higher than the rest of the world put together. An estimated eighty-six million, six hundred thousand (86.6 million) children, about 54.13% of the global figures are found in Sub-Saharan Africa.

In Ghana, the sixth round of the Ghana Living Standard Survey GLSS6, (2014) conducted by Ghana Statistical Service estimated child labour at 21.8% while the Multiple Indicator Cluster Survey 2017/18 estimated child labour at 27.9% out of the sampled children population.

This phenomenon is indeed a clarion call on all to intensify efforts and try innovative strategies to effectively address child labour in all its forms and ensure maximum protection and total development of children.

### 1.2. Background

Article 28 (2) of the 1992 Constitution of the Republic of Ghana provides that "every child has the right to be protected from engaging in work that constitutes a threat to his health, education or development. This provision has been translated into the Children's Act, 1998 (Act 560) which guarantees the protection of the fundamental rights of children as enshrined in the 1992 Constitution.

The Government of Ghana has ratified many international instruments in the form of conventions, treaties and protocols for the protection of the rights and wellbeing of children from all forms of abuses and exploitation including child labour. These include the United Nations (UN) Convention on the Rights of the Child (1989), the African Charter on the Rights and Welfare of the Child (1990), the International Labour Organisation's (ILO) Minimum Age Convention 1973 (No. 138) and the Worst Forms of Child Labour Convention, 1999 (No. 182), the Forced Labour Convention, 1930 (No. 29) and the Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, 2000 (Palermo Protocol). The guiding principle of all the instruments is "the best interest of the child". That is, all judicial or administrative proceedings affecting a child who is capable of communicating his/her own views, an opportunity shall be provided for the views of the

child to be heard either directly or through an impartial representative as a party to the proceedings, and those views shall be taken into consideration by the relevant authority in accordance with the provisions of appropriate law”

Further to the ratification of the aforementioned international instruments, relevant provisions of the instruments have been domesticated into national laws. Successive governments have also developed and implemented policies and programmes aimed at protecting the rights of children and facilitating their full development.

Since 2000, ILO’s International Programme for the Elimination of Child Labour (IPEC) has given Ghana both technical and financial support to undertake several programmes such as:

1. The country programme on the elimination of child labour from 2000 to 2002,
2. The Ghana component of the West Africa Cocoa and Commercial Agriculture Project (WACAP) from 2003 to 2006,
3. Ghana Time-Bound Project (TBP) in 2004 and implemented in twenty (20) districts covering nine (9) out of the ten (10) administrative regions in the country etc.

These projects contributed to the development of the first National Plan of Action for the Elimination of Child Labour (2009-2015). The NPA I (2009-2015) made important gains in the fight against child labour and received significant support from the ILO projects especially the West Africa ECOWAS I&II, Cocoa Communities Projects and the Public Private Partnership project (WA ECOWAS I&II, CCP and PPP). The implementation of these projects facilitated the harmonisation of some tracking systems that were used by the various components, establishing the Ghana Child Labour Monitoring System (GCLMS) and also contributed to the development of key elements that facilitated the establishment of an institutional framework for the elimination of WFCL.

The implementation of NPA 1 provided an overarching framework that linked the various policies, legal and institutional elements designed to improve the welfare of children. Both the process of its development and implementation fostered an accelerated collaboration among government Ministries, Departments and Agencies (MDAs). It also enhanced coordination thereby improving synergies among public institutions tasked with the responsibility of child protection and development and provided a focus for government partnership with civil society and international organizations working to improve the wellbeing of children. NPA1 helped to enhance public awareness on child labour and established child labour as a topical national issue.

In 2002, the National Steering Committee on the elimination of Child Labour (NSCCL) was established with the Child Labour Unit as its secretariat. The NSCCL is a multi- stakeholder national level institution, with responsibility to oversee and provide overall coordination of the implementation of child labour related programmes in the country and facilitate effective cooperation between all ministries and government institutions whose mandate is relevant to the elimination of child labour. The NSCCL has over the years led the implementation of several interventions including the implementation of the NPA1 and NPA2.

Other Government policies and programmes such as the Livelihood Empowerment Against Poverty (LEAP), the Ghana School Feeding Programme (GSFP), Capitation Grant (CG), Free Compulsory Universal Basic Education (FCUBE) and the present free Senior High School (Free SHS) have contributed significantly towards the elimination of child labour in Ghana.

In spite of the robust legal framework and numerous interventions listed above, incidence of child labour remained high in the country. In the sixth round of the Ghana Living Standard Survey GLSS6, (2014), the Ghana Statistical Service estimated child labour at 21.8% while the Multiple Indicator Cluster Survey 2017/18 estimated child labour at 27.9% out of the sampled children population.

In addition, this menace being a human right violation issue, the increasing numbers of child labour prevalence is also a matter of great economic concern as, the United States of America (USA), Europe and other developed countries have threatened to boycott products from developing and middle-income countries which they suspect traces of child labour in the production chain. In 2019, the United States Government banned the importation of tobacco from Malawi due the alleged usage of child labourers in tobacco production. The USA and the European Union are threatening to do same to cocoa from Ghana and Côte d'Ivoire. Undoubtedly, the financial and social costs of such a decision, should it happen, shall far outweigh the cost of implementing CLFZ in our respective Metropolitan Municipal and District Assemblies (MMDAs).

The National Plan of Action (NPA 2: 2017-2021) identified the need to work towards achieving communities where child labour interventions are holistic, well-integrated, consistent and impactful over a given period. In line with this activity, the Protocols and Guidelines for establishing Child Labour Free Zones (CLFZs) was developed and tested in selected Districts and Communities. Based on the lessons learnt, the P&G has been reviewed. The Ghana Accelerated Action Plan Against Child Labour (GAAPACL:2023-2027) will see to the implementation of the reviewed P&G through capacity building of stakeholders and pilot it in selected MMDAs, and possibly replicate and scale up across the country.

Government's directive on child labour is through the Integrated Area-Based Approach (IABA). This approach posits that our efforts towards the elimination of child labour should aim at addressing all forms of child labour irrespective of the sector in which it occurs. This is to ensure that partners do not concentrate efforts only in the sectors of interest to them as this will only succeed in supporting the migration of children from the sectors of concentrated efforts to other sector. Through the IABA, it will be possible to establish a demarcated geographical area where there are sufficient conditions and measures to ensure that no child is in any form of child labour. Such areas may be considered a Child Labour Free Zone (CLFZ).

It is highly probable that an initiative towards declaring a given area as free of child labour may be too audacious, risking the possibility of poor credibility. This may be so because of a perceived difficulty over how to control and always ensure that there is truly no form of child labour occurring at any point in time in the designated area; including unforeseen cases. This challenge can be addressed by proper clarification of the concept of CLFZs, including the standards and conditions set out by Government. In this regard, child labour free implies a geographical area that has put in place conditions, measures, structures, support systems and child development facilities to facilitate the monitoring, prevention, identification, removal, referral as well as provision of needed social services support to affected children and or their parents/guardians to ensure that the incidence of child labour in the area is progressively eradicated.

The CLFZ framework will undoubtedly contribute significantly towards achieving the vision and the goal of the GAAPACL by ensuring and coordinating the efficient and effective implementation of the efforts of both public and private stakeholders.

### 1.3. Incidence of Child Labour Ghana<sup>3</sup>

In spite of the afore-mentioned legal and institutional framework and the numerous interventions, the sixth round of Ghana Living Standard Survey (GLSS6) conducted by the Ghana Statistical Service (GSS) estimated child labour (persons 5-17 years) at 21.8 per cent of children population.

The proportion of male children in child labour was slightly higher (22.7%) than female (20.8%). The proportion of rural children engaged in child labour (30.2%) was about two and a half times the proportion in urban areas (12.4%). The rural savannah (34.6%) had the highest proportion of children in child labour compared to the other ecological zones.

#### 1.3.1. Age Distribution of Child Labour in Ghana

Item	Age Group	Number in Child Labour (CL)	% of Age Population	% of CL Population	No. in Hazardous Work (WFCL)	% of Age Population in Hazardous Work	% of Population in Hazardous Work
1	5-7	212,278	10.0	11.2	9,465	4.5	7.7
2	8-11	704,212	25.6	37.2	330,161	12.0	26.8
3	12-14	564,500	26.9	29.8	394,908	18.8	32.1
4	15-17	411,562	23.9	21.7	411,562	23.9	33.4

Data source: GSS, GLSS Round 6; 2014

#### 1.3.2. Regional Distribution of Child Labour in Ghana

Item	Region	No. in CL	% of Region	% of CL	No. in Hz.Wk	% of Region	% of Hz.Wk
1	Western	171,626	20.5	9.1	113,134	13.5	9.2
2	Central	70,535	8.9	3.7	33,164	4.2	2.7
3	Greater Accra	62,562	5.2	3.3	23,312	1.9	1.9
4	Volta	206,404	26.9	10.9	169,035	22.0	13.7
5	Eastern	267,233	29.0	14.1	193,551	21.0	15.7
6	Ashanti	396,751	23.0	21.0	279,374	16.2	22.7
7	Brong Ahafo	306,972	33.5	16.2	224,037	24.4	18.2
8	Northern	203,566	22.8	10.8	105,769	11.9	8.6
9	Upper East	114,899	31.7	6.1	47,534	13.1	3.9
10	Upper West	92,041	33.5	4.9	42,375	15.4	3.4

Data source: GSS, GLSS Round 6; 2014

The Multiple Indicator Cluster Survey (MICS), 2020 also estimated child labour at 27.9% out of the sampled children.

### 1.4 Scope

This Protocols and Guidelines is in two parts, A and B. The first part, **Part “A”** provides a guide on the measures and structures that need to be put in place or strengthened to ensure protection of children from all forms of child labour and exploitation, and to secure their total development.

**Part “B”** focuses on the criteria and modalities for assessing the conditions within the geographical area for declaration as child labour free or otherwise.



## **PART A: GUIDE TO ESTABLISHING A CHILD LABOUR FREE ZONE**

### **2.0 THE CHILD LABOUR FREE ZONES FRAMEWORK**

#### **2.1 Introduction**

This CLFZ Protocols and Guidelines has been developed in recognition of certain core values and principles; existing national, legal, and institutional frameworks; international conventions, protocols and agreements; and policies and programmes that relate to the protection of children against all forms of exploitation, including Child Labour, Forced Labour and Trafficking (CLFLaT) involving children to ensure their total development. Child labour is not acceptable in Ghana and hence it must be abolished. This is consistent with ILO's Fundamental Principles and Rights at Work (FPRW).

The CLFZ concept seeks to strengthen Government's and other partners' efforts to uphold the constitutional provision on the fundamental rights of children in Ghana to be protected from work that constitutes a threat to their health, education or development. It is also to enhance national efforts to achieve the Sustainable Development Goals (SDGs), especially relevant targets under Goals 8, 5, 16 and 10<sup>1</sup>.

The Protocols and Guidelines assess a set of standardised conditions, measures, structures, support systems and child development facilities that must be put in place in a particular area. These facilitate the monitoring, prevention, identification, removal, referral as well as provision of needed social services support to affected children and or their parents/guardians to ensure that incidence of child labour in the area is progressively reduced to the barest minimum.

#### **2.2 Rationale**

The 1992 Constitution of the Republic of Ghana, the Children's Act, 1998 (Act 560) as well as other legislative instruments and international instruments Ghana has ratified, including ILO Conventions 29, 138 and 182, proscribe engagement of children in work that constitute threat to their health, education or development. Most of the legal instruments have been operationalised through policies, projects and programmes since the year 2000. Additionally, Ghana has signed on to the Sustainable Development Goals (SDGs). All these notwithstanding, incidence of child labour was estimated at 21.8% by the Ghana Statistical Service in the GLSS6 2014. The Multiple Indicator Cluster Survey (MICS), 2020 also estimated child labour at 27.9% out of the sampled children.

According to the Alliance 8.7 Pathfinder Country Guidance Note, despite the good work being done, SDG Target 8.7 is not likely to be met at the current pace of action. It therefore calls for commitment to accelerating efforts and willingness to experiment new models and approaches that address all forms of child /forced labour in a sustainable manner.

Following the Durban call to action and the new ILO statistics indicating increasing numbers of child/forced labour issues with Africa leading, it has become imperative that we review our

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<sup>1</sup> Target 8.7, 5.2, 5.3, 16.2 and 10.7

strategies and approaches towards addressing the issue holistically.

Ghana has developed a third National Plan of Action for the Elimination of all forms of child labour dubbed the “*Ghana Accelerated Action Plan Against Child Labour (GAAPACL)*” with the vision of “*empowered communities where child labour is eliminated and children reach their full potentials*”. Working towards this vision will require pragmatic and innovative strategic efforts. The CLFZ is a feasible approach or strategy to help achieve the overall goal of the GAAPACL.

### 2.3 Goal

The overall goal of the CLFZ is to promote the strengthening of systems and structures at the MMDA and community levels for the elimination of all forms of child labour and development of children in any geographical area.

### 2.4 Objectives of CLFZ Protocols and Guidelines

The specific objectives of the Protocols and Guidelines on CLFZs are;

- (i) To set conditions and provide a guide for establishing a geographical area as child labour free;
- (ii) To set criteria and modalities for assessing the conditions within the geographical area for declaration as child labour free.

### 2.5 Core Principles

- i. Respecting the constitutional rights and responsibilities of children in Ghana;
- ii. Respecting the best interest of a child in Ghana and recognising their voice and agency;
- iii. Realising the need to accelerate steps towards achieving relevant international Treaties and Conventions, including SDG 8.7, ILO Convention 138, 182 and ILO Recommendation 146 and 190, UN CRC, African Charter on the Rights and Welfare of the Child, the African Union Agenda 2063, and responding to the Durban Call to Action;
- iv. Recognising the leadership of the state, in close partnership with social partners (trade unions and employers), private sector, CSOs and development partners, for coordinated, harmonised, standardised and effective interventions to tackle child labour;
- v. Bringing stakeholder commitments and resources to identified priority issues in the NPA 2023-2027 and monitoring the progress and impact against the common results framework, common KPIs and reporting tools in this NPA;
- vi. Harnessing Public Private Partnership (PPP) platforms at all levels to address systemic challenges and bring innovative solutions;
- vii. Aligning actions to national, regional, district and community level structures and reporting mechanisms;
- viii. Sharing and acting upon results, lessons, best practices and challenges;
- ix. Ensuring that no child is left behind and all forms of child labour are tackled in all sectors.

### 2.6 Definition and Description of a Child Labour Free Zone (CLFZ)

CLFZ is a geographical area (Town, Zonal or Area Council) in which there exists necessary conditions and functional structures, support systems and child development facilities towards the elimination of all forms of child labour and total development of children.

### 2.7 CLFZ Conditions

For a zone to be declared as child labour free (CLF), certain conditions, measures, structures,

support systems and child development facilities must be in place and functional. The following are the general conditions that must exist in a CLFZ.

- (i) Child labour is well understood by members of the zone as human right violation and constitutes a threat to children's health, education or development;
- (ii) A well-functioning child labour monitoring system in place to monitor, prevent, identify, withdraw, remediate (refer and re-integrate) affected children and or their parents or guardians;
- (iii) Children who are legally permitted to work (13-17 years) are protected from hazardous work;
- (iv) Perpetrators are made to face the necessary sanctions in accordance with applicable laws and regulations;
- (v) Children's rights are respected and upheld;
- (vi) Resources are invested by national and sub-national levels in children's welfare and development (education including technical and vocational skills training, health and recreation);
- (vii) Capacities of relevant stakeholders developed in terms of technical, logistics and financial to enable them carry out their respective mandates
- (viii) As a result of the above, incidence of child labour is reduced to the barest minimum (not exceeding 10%).

Specifically, the following conditions must exist at the community and district levels.

### 2.7.1. Community Level

- (i) Child labour is well understood by all as a human rights violation that constitutes a threat to the child's health, education or development
- (ii) Functional child labour monitoring system for regular monitoring of children to determine their status (i.e. are they in child labour, at risk of child labour or not in child labour).
  - A functional Community Child Protection Committee (CCPC)/Community Social Protection Committee (CSPC)
  - Community Register (CR) of all households in the locality that is updated periodically (as and when population changes i.e. birth, death and migration);
  - Workplace monitoring mechanism to ensure that children 13-17years work under safe and healthy conditions (Respect for ILO fundamental rights/conditions)
- (iii) Conducive School Environment and regular monitoring
  - Availability of teachers and their attendance
  - Availability of teaching and learning materials
  - Conduciveness and safety of school infrastructure, including recreational facilities
  - Pupils' enrolment and attendance
- (iv) Existence and enforcement of community regulations on child protection including child labour;
- (v) Efficient and effective referral, remediation and support for affected children and parents/guardians exist;
- (vi) Community Action Plan (including child labour) developed and implemented.

### 2.7.2. District Level

- (vii) Availability of opportunities to strengthen vulnerable parents and families
  - Remediation packages

- ✓ Intangibles (e.g. counselling and other services)
  - ✓ Tangibles (e.g. Economic empowerment, school supplies etc.)
- 
- (viii) District bye-laws to enforce child labour provisions in the Children’s Act, 1998 (Act 560) and regulation 34 of the Child Rights Regulations (Legislative Instrument 1705) enacted and enforced;
  - (ix) Child labour and Child protection interventions included in the District Medium Term Development Policy and Annual Action Plans, including resource mobilisation, monitoring and evaluation measures;
  - (x) Institutional, technical and logistical capacity of the Line Agencies (Department of Social Welfare and Community Development, Labour Department, CHRAJ, etc.) developed to enable them perform their statutory functions in relation to child protection, particularly on child labour.
  - (xi) Functional referral system under the collaborative work of MMDA line agencies and institutions providing social services and legal services.
  - (xii) Functional Social-Services Sub-Committee (SSsC)

### 3.0. IMPLEMENTATION MODALITIES

Creating a child labour free zone is a collaborative effort between government institutions and all partners. It calls for pulling of resources and expertise together and avoiding duplication of efforts towards attaining a common goal with the Assembly taking the lead role. In view of the above, this guideline seeks to emphasise the need for all the relevant stakeholders including government Departments and Agencies, CSOs, Industry as well as community leaders to play their respective roles and responsibilities in the protection of children from all forms of exploitation in the most effective and efficient ways.

#### 3.1. Government Institutions at the National, Regional and District Levels

The successful implementation of the CLFZ strategy depends to a very large extent on the active participation and commitment of the Local Government Service (LGS) - Regional Coordinating Council (RCCs) and Metropolitan, Municipal and District Assemblies (MMDAs) and the non-Decentralised Institutions. The role of the RCCs, MMDAs and non-decentralized entities in the CLFZ process is very critical because they are the mandated Government institutions tasked to see to the overall protection and development of children in their respective areas of jurisdiction. These roles are not different from the core institutional functions and the mandate of partners already being carried out. The CLFZ process only seeks to spur the RCCs, MMDAs and non-decentralized institutions in the MMDAs to perform their respective roles and foster effective collaboration and partnerships that will ensure effective and efficient utilisation of available resources.

Ministries, Departments and Agencies (MDAs) at the national level, particularly the non-decentralised ones should support their regional and district offices technically, financially and logistically to enable them perform their respective roles in the elimination of child labour towards the establishment of CLFZs. In the CLFZ process, the RCCs, MMDAs and non-decentralized institutions shall perform the under listed functions:

- Enact bye-laws and enforce compliance of the Children's Act;
- Develop and implement interventions geared towards the elimination of child labour, in collaboration with CSOs, social partners, development partners and private sector when necessary;
- Select and approve interventions by partners;
- Monitor the implementation of interventions;
- Provide child development interventions such as schools, clinics, vocational training institutions, etc.;
- Liaise with or lobby other governmental and non-governmental organisations such as LEAP Secretariat, School Feeding Secretariat, National Health Insurance Authority, Ghana Education Service, CSOs, Social Partners, Private Sector, International Organisations for the provision of essential resources and other social infrastructure in the communities of the MMDAs to help attain the CLFZ status;
- Resource the Social Services Sub-Committee (SSsC) for effective functioning;
- Commit adequate resources to the fight against child labour.
- Undertake Sensitization/awareness creation
- Manage child labour related cases
- Conduct Workplace Inspection
- Undertake Identification, Withdrawal, Referral, Remediation and Monitoring.
- Establish, revamp and, or support the District Child Protection Committees (DCPCs)

to perform their child protection and development roles.

- Mainstream child labour into the Metropolitan/Municipal/District Medium Term Development Plans and allocate resources for their implementation;
- Collaborate with partners to set up Community Child/Social Protection Committees (CCPCs/CSPCs) in all communities;
- Collaborate with stakeholders to collect, validate, verify and analyse data on child labour and child protection including community registers, school and health facilities, as well as social protection interventions.

### **3.2. District Coordinating Unit of CLFZ**

An MMDA that adopts the CLFZ concepts should set up a Coordinating Unit for the CLFZ. The District Labour office in collaboration with the Department of Social Welfare and Community Development shall be the Coordinating Unit of the CLFZ Process. The Coordinating Unit will facilitate the preparation of progress reports on the implementation of the CLFZ.

### **3.3. Ministry of Employment and Labour Relations (MELR)/NSCCL:**

MELR/NSCCL is mandated to co-ordinate all child labour interventions in the country. In view of this, MELR shall perform the following functions in the CLFZ process:

- Provide oversight and leadership for initiatives on child labour free zones process
- Resource and strengthen the CLU to effectively coordinate the CLFZ implementation process;

### **3.4. Child Labour Unit (CLU)**

The Child Labour Unit, which is the secretariat to the NSCCL will play a central role in the CLFZ process. The CLU will act as a liaison between the implementing districts, the NSCCL and the Ministry of Employment and Labour Relations. The CLU shall perform the following functions:

- Coordinate the activities of all relevant partners in the CLFZ process
- Disseminate the CLFZ protocols and guidelines
- Develop the capacity of stakeholders on the CLFZ process
- Organise training programmes for assessment team members;
- Develop materials and tools for assessment in collaboration with the assessment team;
- Coordinate the CLFZ assessment process;
- Act as the assessment team secretariat;
- Collate and collect assessment reports.

### **3.5. Other Stakeholders**

Other partners and stakeholders will play key and complementary roles in the CLFZ process. These partners may include but not limited to the following;

### 3.5.1. Communities

Communities shall play crucial roles in the CLFZ process. The communities have the best knowledge about the children, the economic, social and health situations of the children and their parents/guardians since they live together with them in the same households, as neighbours or as community members. Their active participation in the CLFZ process will undoubtedly contribute to the attainment of the overall goal of the process. The communities shall perform the following functions in the process:

- Participate actively in all the activities of the CLFZ process;
- Enact and enforce community regulations to protect the rights of children in the community including child labour;
- Contribute resources (time, kind, material or finances) to complement the efforts of the assembly or the IP;
- Support the activities of the CCPC by acting as each other's keeper and reporting any child abuse case to the CCPC.
- Develop and implement CAPs

### 3.5.2. Community Child Protection Committee (CCPC)

The role of the CCPC or Community Social Protection Committee (CSPC) cannot be underestimated in the CLFZ process. The CCPC will lead the implementation of all interventions in the community. Membership<sup>2</sup> of the CCPC/CSPC will be in line with the GCLMS framework. The composition of the CCPC/CSPC shall ensure the membership of at least four (4) women. The membership of the CCPC/CSPC shall include:

1. Representative of the Traditional Council
2. Queen mother
3. Religious leaders
4. Assembly member
5. Representative of Unit Committee
6. Teacher
7. Representative of School Management Committee/Parents and Teachers' Association
8. Identified Opinion Leaders
9. Youth Group
10. Women's Association
11. Children's representative
12. Any other identifiable groups

The CCPC will perform the following functions in close collaboration with the traditional, religious and other opinion leaders.

- Establish and lead in the implementation of a functional child labour monitoring systems including community register etc.
- Identification of child labour victims, withdrawal, referral and appropriate remediation services
- Identification and documentation of appropriate service providers
- Periodically update the community register;
- Undertake regular monitoring visits to schools and workplaces to assess the

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<sup>2</sup> This list may change with the coming into force the social protection bill

- conditions of children;
- Carry out sensitization programmes in the community;
- Lead the development and implementation of CAPs;
- Lobby the assembly, individuals, private sector and others for social services for the community.

### **3.5.3 Traditional/Religious/ Opinion Leaders**

The role of the traditional/religious and opinion leaders including assembly men/women and statutory local government structures is very important for mobilising members of communities in the CLFZ process. Due to the esteem, respect and authority accorded them by the members of the community, their full participation in the CLFZ process will undoubtedly contribute to the early attainment and sustenance of the CLFZ agenda in their respective communities. The traditional/religious and opinion leaders including assembly men/women and statutory local government will perform the following functions to support the CCPC:

- Lobby the assembly, individuals, private sector and others for social services for the community.
- Supervise the overall CLFZ process such as the development of the community register, periodically update the community register, CAPs;
- Support the work of CCPCs to undertake regular monitoring visits to schools and workplaces to assess the conditions of children;
- Work with CCPC to facilitate the development and implementation of the CAPs;
- Initiate the process for the enactment of community regulations on child protection including child labour and see to its full implementation.

### **3.5.4. School Management Committee/Parent -Teacher Association (SMC/PTA)**

School Management Committee/Parent-Teacher Association (SMC/PTA) shall also play an important role. Their respective roles are specified in their handbook and shall be referred to it for the effective functioning of the SMC/PTA. Their main role would be to improving school environment for ensuring enrolment and attendance of all children in the community.

- Effectively perform their functions as outlined in SMC/PTA handbook

### **3.5.5 Employer Organizations, Trade Unions, Civil Society Organizations and Private Sector**

Employer organizations, trade unions and civil society organizations shall also perform the following functions in the CLFZ process in the MMDAs and zones.

- Develop and implement project interventions in communities in consultation and in collaboration with the MMDAs;
- Participate in the monitoring of the CLFZs;

### **3.5.6 International Organizations and Development Partners**

- Liaise with government and the MMDAs in the implementation of national programmes towards the elimination of child labour in the country;



- Support implementing agencies, including government interventions with technical and financial resources;
- Facilitate platforms for government and IAs to share best practices and experiences on CLFZs.

### 3.5.7 Media

The media is critical in the CLFZ process as it plays a surveillance role in the protection and promotion of children's rights. The various forms of media (i.e., print, electronic, social media and digitization) private and public owned including community information centres, all have a stake. In the CLFZ process, the media shall perform the following functions:

- Liaise with implementing partners to publish assessment reports;
- Carry out sustained campaigns towards achieving CLFZs;
- Undertake surveillance or watchdog role in the activities and achievements in CLFZs and report feedback for public consumption.
- Sensitize the public on child/forced labour and other related issues

### 3.6 Funding the CLFZ Process

The CLFZ process is to strengthen the implementation of existing intervention on child labour, put strategic measures to ensure the needed inputs required for the efficient implementation of planned interventions are readily available on sustainable basis. It requires MMDAs to work in collaboration with relevant MDAs as well as private sector (industry), Faith-Based Organizations (FBOs), Civil Society Organisations (CSOs) and Trade Unions.

Additionally, MMDAs are expected to devise innovative ways of raising resources (financial, technical, human, and logistical) for the implementation of the CLFZ in their areas of jurisdiction. For instance, the MMDAs in collaboration with National Service Scheme to deploy the services of National Service personnel to assist in data collection in respect of the collation of Community Registers.

The Resource Mobilisation, Advocacy and Communication Sub-committee of the NSCCL shall raise some resources to support the work of CLU and the Assessment Team.

## PART B: ASSESSMENT MODALITIES

### 4.0 Introduction

The CLFZ assessment modalities provide a detailed and straight-forward scoring procedure to determine the status of a geographical area in the CLFZ process. The purpose of the assessment is to examine the state of the CLFZ conditions at both the MMDA and community levels as well as incidence of child labour. Depending on the overall score obtained by a zone, the status of the zone shall be declared as indicated in **Table 4.2**.

### 4.1 Pre-Assessment

To assess the readiness of a zone, a pre-assessment checklist shall be administered (*See Appendix 1*). The pre-assessment check list seeks to ascertain whether the CLFZ conditions have been fulfilled or not. Where more than 80% of the conditions in the checklist have been met, the assessment shall be carried out otherwise the zone shall be advised to operationalize the conditions.

### 4.2 Main Assessment Criteria

A combination of primary and secondary data will be collected and analysed to assess the performance of the zone based on agreed indicators; Main and Sub-indicators (*See Appendix 2*). The main data collection tools to be used to collect data shall include: interviews, focus group discussions, observations and review of relevant documents.

- (i) **Interviews:** This shall be applied to;
  - (a) The general population of the zone: General information about basic concepts on all forms of child labour shall be the main focus of this tool [**General Community Questionnaire (GCQ)**];
  - (b) Selected beneficiaries of remediation packages (parents and children): to assess the impact of the interventions [**Specific Questionnaire (SQ)**]; and
  - (c) Children: to measure the incidence of child labour and its forms within the zone [**Child Labour Questionnaire (CLQ)**].
- (ii) **Focus Group Discussions (FGDs):** FGDs will be used to solicit information from selected groups in the zone and the District including Community Child Protection Committee (CCPC)<sup>3</sup> members, Opinion Leaders, Teachers/SMC/PTAs, Government Departments and Agencies at the District level.
- (iii) **Observations:** Observations shall also play a key role in the assessment process. Things to observe shall include school infrastructure and ancillary facilities.
- (iv) **Review of relevant Documents:** Relevant documents pertaining to the implementation of the CLFZ concept shall be thoroughly scrutinized. These may include the Community Action Plans (CAPs), the community registers, CCPC attendance books, training reports, records of meetings, School registers, community regulations, district bye-laws, district annual plans and budget etc.

### 4.3 Weights

The sub-indicators of each indicator shall be assigned weights based on their contribution to the main indicators and the whole child labour free process. Total score of a main indicator shall be the summary of the weighted scores of the sub-indicators of the main indicator.

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<sup>3</sup> May include any other recognized group in the community responsible for the protection of children within the community

#### 4.4 Grading of Main and sub-indicators

The main and sub-indicators shall be graded as shown in table 4.1 below.

**Table 4.1 Grading of main and sub-indicators**

SCORE	INTERPRETATION
90%	Very True
80%-89%	True
70%-79%	Somehow True
<69%	Never True

#### 4.5 Overall Score and Grading

The overall grade for a zone shall be obtained by summing-up the weighted scores of the *Main Indicators*. Based on the overall score (i.e. the summary of the weighted scores of the main indicators), the zone shall be graded as CLFZ Grade “A”, “B”, “C” or Towards CLFZ as shown in table 4.2 below.

**Table 4.2: Final grading of a Zone**

FINAL GRADING	
OVERALL SCORE	GRADE
≥90%	CLFZ Grade A
80%-89%	CLFZ Grade B
70%-79%	CLFZ Grade C
≤69%	Towards CLFZ

Refer to **Appendix 2** for the list of main and the sub-indicators and their descriptions.

#### 4.6 Declaration

Assessment report will be developed by the Assessment Team and submitted to the NSCCL for approval. Based on the recommendations by the NSCCL, the MELR in collaboration with Local Government Service and other key stakeholders shall declare a zone as child labour free or otherwise.

#### 4.7 Review

An area declared as CLFZ shall not be in perpetuity. Periodic reviews shall be conducted internally and externally.

##### 4.7.1 Internal Review

Metropolitan, Municipal or District Assemblies (MMDAs) shall undertake internal review of communities declared as CLFZ at least once a year and report to the NSCCL through the Child Labour Unit (CLU).

##### 4.7.2 External Review

A zone declared as CLF shall be reviewed every three (3) years. The review exercise will determine whether the zone has maintained the earlier grade, upgraded or downgraded.

## 4.8 Assessment Team

There shall be an assessment team at the national level to undertake the CLFZ assessment. The work of the Assessment Team will be supported by the Regional Inspection Team (RIT) and the District Liaison Team (DLT)

### 4.8.1 National Assessment Team (NAT)

The team will comprise representatives of organisations and experts with knowledge on child labour and child protection and also be able to provide inspectorate services. They will be independent in their operations and report to the NSCCL.

The Team shall include:

- A representative each from MELR/ CLU /EIB/ LGS/ MoGCSP/GSS
- A CSO representative
- A representative from TUC
- A representative from Ghana Employer's Association (GEA)
- A representative from Development Partners such as from ILO, UNICEF, JICA, etc.
- Child labour or child protection expert.

***Role of Assessment Team shall include:***

- i. **Data Collection:** Collect data or cause data to be collected from the zone for the assessment
- ii. **Data analysis:** (Data entry, Data cleaning, Data validation, Data quality)
- iii. **Report Compilation:** Compile report on findings of assessment and submit same to NSCCL for onward submission to the Minister

### 4.8.2 Regional Inspection Team (RIT)

There shall be a district liaison team that will play complimentary role to the national Assessment Team. This will comprise

- The Regional Coordinating Director
- The Regional Education Director
- The Regional Director of Agriculture
- The Regional Statistician
- The Regional Labour or Social Welfare/Community Development Officer
- The Regional Planning Officer
- Regional Council of Labour

***Role of Regional Inspection Team shall include:***

- Liaising between the District Assemblies and the National Assessment Team
- Periodic monitoring of the CLFZs before and after assessment

### 4.8.3 District Liaison Team (DLT)

There shall be a district liaison team that will play complimentary role to the national Assessment Team. This will comprise:

- District Coordinating Director
- District Statistician or District Labour or Social Welfare/Community Development Officer
- District Planning Officer
- District council of labour

***Role of District Liaison Team shall include:***

- Liaising between the District Assembly and the Assessment Team
- Leading the Assessment Team during data collection.
- Periodic monitoring of the zone before and after assessment

## APPENDICES

### Appendix 1: CLFZ Pre-Assessment Checklist

The CLFZ pre-assessment checklist provides the initial review of the criteria above and the status of interventions in a district and communities working to establish child labour free zones.

Item	Situation	Status	
		Yes	No
1.	Is awareness creation and sensitisation on child labour ongoing in the zone? [A1 & A2]		
2.	Are there functional community regulations on child labour in all the communities? [B1, B2 & B3]		
3.	Are there functional Community Child Protection Committees (CCPCs) in all the communities? [C1]		
4.	Do all the Communities have a community register that is periodically updated? [C2]		
5.	Do the CCPCs have the capacity (technical and logistics?) to undertake their duties? [C3]		
6.	Has the CCPC been trained in relevant child labour regulations? [C3]		
7.	Are workplaces monitored frequently by CCPCs? [C4]		
8.	Do all the communities have action plan that include child labour (CAP)? [C5]		
9.	Is there a community referral system that is accessible to parents, children and guardians for affected children? [D1]		
10.	Are there remediation packages for child labour victims and their parents or guardians [D2 & D3]		
11.	Is average Distance to school in the zone within the national average 3.5 – 4 km? [E1]		
12.	Is the general school environment conducive for teaching and learning in the Zone (the school building, TLMs, Tables and Chairs)? [E1]		
13.	Are there adequate teachers for all the school in the zone? [E2]		
14.	Is there a PTA and SMC for all the schools in the zone? [E3]		
15.	Are the schools and community monitored frequently? [E4]		
16.	Is there a regular district report on education inspection, including district records on enrolment, retention and performance? [E5, E6]		
17.	Is there a district bye-law on child labour? [F1]		
18.	Is there a functional district social service sub-committee? [F2]		
19.	Are all the relevant line agencies that have the mandate to protect children present in the district? (Labour Dept., Department of Social Welfare and Community Development, CHRAJ, NCCE, ISD etc.) [F3]		
20.	Does the district annual plan include child labour activities with adequate budgetary allocation? [F5]		
21.	Are there statistics on child labour in the district? [G1]		

## Appendix 2: Description of Main and Sub-indicators

	Conditions	Explanation
<b>A</b>	<b>Understanding of community people on CLFLaT and children's rights</b>	<b>The basic understanding level of the people on basic CLFLaT and their consequences</b>
A1	Members of the zone understand CLFLaT and some basic concepts and its consequences on the child, family, society and the nation	Community members' understanding of basic issues related to CLFLaT as a result of the sensitization activities. Members of the community can explain who a child is and distinguish between child work/light work, child labour, hazardous work with some examples from the main activities of the community and state at least two consequences of child labour.
A2	Members of the zone are familiar with basic provisions of Ghanaian laws on CLFLaT and children's rights as well as responsibilities of parents/guardians	Community members have knowledge and can at least mention any provisions of Ghanaian laws that protect the rights of children from all forms of abuses and exploitation including child labour. Community people have understanding about responsibilities of parents and guardians on the rights of children. *Community members are neither expected to quote the laws nor quote verbatim from the laws.
<b>B</b>	<b>Functional Community-level Regulations</b>	<b>There exists community rules and regulations, the Members of the community are aware of the rules and regulations, abide by them and perpetrators are sanctioned</b>
B1	There are community regulations on child protection including child labour	Communities enact regulations to protect the rights of children and to prevent them from going into any form of child labour. These regulations should be documented.
B2	Community members are aware of the regulations and their sanctions	Community members have clear understanding about the regulation and relevant sanctions for offenders.
B3	The regulations are functional	Community members abide by the provisions of the regulations and perpetrators are sanctioned according to same.
<b>C</b>	<b>Functional Child Labour Monitoring System (CLMS) Exists</b>	<b>There exists community register and relevant structures with required capacities to observe children in the community to ensure that they do not go into any form of child labour</b>
C1	Functional Community Child Protection Committee (CCPC) / Community Social Protection Committee (CSPC) exists	CCPC/CSPC has been established in accordance with the GCLMS document. Gender sensitivity of the composition of CCPC should be considered. CCPC/CSPC holds meetings regularly (monthly) to discuss about child labour related issues in the community, updates on the community register and address and strategizes on how to address emerging issues on child labour.
C2	Community registers developed for all communities and updated when population changes	Community register that covers information of all the households including children's education status that indicate the incidence of child labour and its risk is developed in each community. The register is periodically updated when population changes (birth, death or migration).
C3	Capacities of CCPC members developed	Members of the CCPC are trained and retrained in relevant legislations, concepts and their roles and best practices on the child labour elimination process.
C4	Workplaces regularly monitored by CCPC/CSPC	Members of CCPC regularly monitor workplaces to ensure that children of school-going-age are not engaged in any kind of work during school going hours. Children of age 15-17 are also monitored in order not to be involved in hazardous activities. Hazardous Activity Framework

Conditions		Explanation
		should be referred to for identifying child labour and at-risk-children. Attention is given to children already in child labour, and those at risk according to the community register.
C5	A child labour sensitive CAPs developed and operational	For effective and sustainable elimination of child labour, Community Action Plans (CAPs) which have activities related to child labour and child protection are developed in collaboration with the MMDAs (Planning Unit) and other relevant Partners. There are physical evidence of CAPs and portions implemented or being implemented.
<b>D</b>	<b>Efficient and Effective Referral, Remediation and Support for Affected Children and Parents/Guardians</b>	<b>Referral systems exist, Social Protection Support/Services exist, accessible to affected children/parents/guardians and adequate to take the children or their parents/guardians from the known vulnerability, and allocations are based on needs.</b>
D1	Referral systems for affected children exists	Appropriate actions are taken by community people particularly CCPC/CSPC, chiefs and opinion leaders, assembly members and teachers to provide necessary protection measures to the affected children and their parents/guardians. An appropriate guidance document such as, Inter-Sectoral Standard Operating Procedure (SOP) for Child Protection and Family Welfare should be referred to for identifying any cases of child labour, child trafficking or child abuse and assessing the needs of affected children and their parents/guardians for referrals by following the laid down procedure. Close communication and collaboration with district social welfare department is crucial.
D2	Effective and sustainable remediation packages available and provided	Appropriate remediation supports are provided to affected children and/or their parents/guardians based on the needs assessment addressing their vulnerabilities. Necessary services should be provided by relevant government institutions and other supportive measures can be provided by CSOs and other development partners.
D3	Children withdrawn, identified or at risk as well as parents/guardians benefit from remediation supports	Based on the needs assessment, recommended support measures are provided to withdrawn or deserving children/parents/guardians to ensure that the children do not return to child labour. There is a continuous and effective monitoring of the beneficiaries to ensure that the required support measures are given and put to the right use.
<b>E</b>	<b>Conducive Teaching and Learning Environment</b>	<b>The School Infrastructure and Teaching and Learning Materials (TLMs) in the Communities as well as Availability of Teachers and Levels of School Enrolment and Attendance.</b>
E1	School infrastructure conducive for teaching and learning	Conducive school infrastructures connote that the classrooms, teaching and learning resources, the general school environment should be encouraging and attractive enough to motivate children to attend and stay in the schools. The following are the things to look for: <ul style="list-style-type: none"> <li>• The distance to school should be within the national average (3.5km average). In view of this, the average distance to the school in the community does not exceed the national average (3.5-4km).</li> <li>• There are separate classrooms for each of the classes (two classes should not be combined and</li> </ul>



	Conditions	Explanation
		no class should be under a tree) <ul style="list-style-type: none"> <li>• The structure is well roofed and has no cracks in the walls or leakages in the roofs</li> <li>• There are tables and chairs for each pupil (no pupil should sit on the floor or share a table and chair meant for one person)</li> <li>• There are sufficient TLRs (white/black board, chalk, textbooks, exercise books, etc.) There is a spacious playing ground.</li> </ul>
E2	Teachers available for all classes/subjects	In primary schools, there is at least a class teacher for each of the classes and in the case of junior high, there is a subject teacher for each subject.
E3	Functional SMC/PTA exists	There is a School Management Committee (SMC) and/or Parents Teachers Association (PTA) that meets regularly to discuss issues relating to the well-being of the pupils and teachers for effective teaching and learning at school. Appropriate actions are taken by SMC/PTA to identify and facilitate enrolment and attendance of children who are out of school.
E4	Schools/pupils periodically monitored by CCPC/CSPC, SISO, SMC/PTA	CCPC/CSPC, SISO, SMC/PTA shall monitor enrolments and attendance of pupils especially those with poor attendance, truants and latecomers.
E5	At least 97% gross enrolment rate	97% of children of school-going age, as captured in the community register, are indeed enrolled in schools either in the community or adjoining communities. <i>Gross enrolment rate</i> <i>=Number of children currently attending school / total number of children of school-going age in the community*</i>
E6	At least 90% attendance rate	90% of the children of school- going age enrolled in the schools in the community actually attend school regularly. Regularly means the child does not absent himself/herself from school for more than 3 times in a term except for sickness or extreme situation for which the child may not be able to attend school (e.g. passing away of the parents, guardians or sibling of the child, where the parent or the guardian is compelled to travel with the child since there is no one to take good care of the child).
<b>F</b>	<b>Supportive District-Level Structures</b>	<b>The Children’s Act imposes the protection of children in every MMDA in the hands of the MMDA. MMDA has effectively integrated issues of child labour in its operations, including budgetary allocations.</b>
F1	There is a district bye-law on child protection including child labour	The Assembly has enacted bye-laws on child protection including child labour. These laws must be written and gazetted and as such, a copy should be produced as evidence. Laws have been or are being implemented. The provisions of the laws must be effectively enforced, and perpetrators sanctioned.
F2	Functional Social Service Sub-Committee	A functional MMDA social services sub-committee connotes that: <ul style="list-style-type: none"> <li>• The committee exists;</li> </ul>

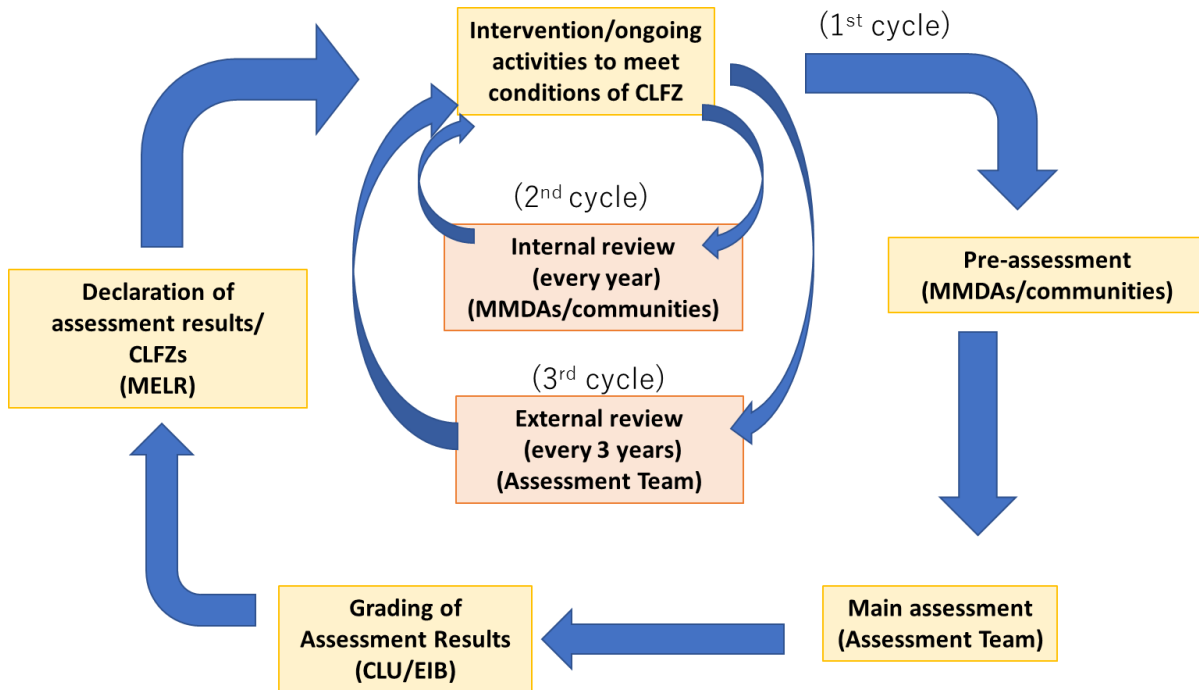


Conditions		Explanation
		<ul style="list-style-type: none"> <li>• It meets regularly as mandated, including emergency meetings;</li> <li>• There is sufficient evidence to confirm that issues relating to children’s welfare and child labour are discussed at the meetings of the committee.</li> <li>• The committee has a work plan and a budget.</li> <li>• The work plan is being implemented.</li> </ul>
F3	Functional MMDA line agencies	<p>MMDA level key line agencies concerning child labour and child protection (Labour Dept., Dep. of Social Welfare and Community Development, Dep. of Health, Dep. Agriculture, CHRAJ, NCCE, ISD, GES, Ghana Police Service, Judicial Service, including others relevant) play defined roles and responsibilities. A functional line agencies connotes that:</p> <ul style="list-style-type: none"> <li>• There is a district officer;</li> <li>• Each of the agencies undertakes activities that relate to child labour and child protection;</li> <li>• They visit the communities at least once every quarter to undertake activities related to child labour and child protection</li> </ul>
F4	Functional coordination and collaboration mechanism exists at MMDA level	There should be a District Child Protection Committee (DCPC)/ District Social Protection Committee (DSPC) as a coordination point for all child labour and child protection activities in the district. The Committee should meet at least once every quarter. The members of the committee should undertake joint activities in relations to child labour elimination and child protection.
F5	MMDA-level annual plan on child labour, including a budget allocation and disbursement	The MMDAs integrate issues of child labour and child protection in their medium-term development plans as well as annual action plans and allocate budgets to implement the relevant plans.
<b>G</b>	<b>Child Labour is Eliminated</b>	<b>The overarching goal of all child labour interventions is to ensure that the number of children involved in child labour is progressively reducing.</b>
G1	Incidence of child labour in the zone	The recorded incidence of child labour should not exceed 10% of whole numbers of children in the community. (should be obtained from community register)

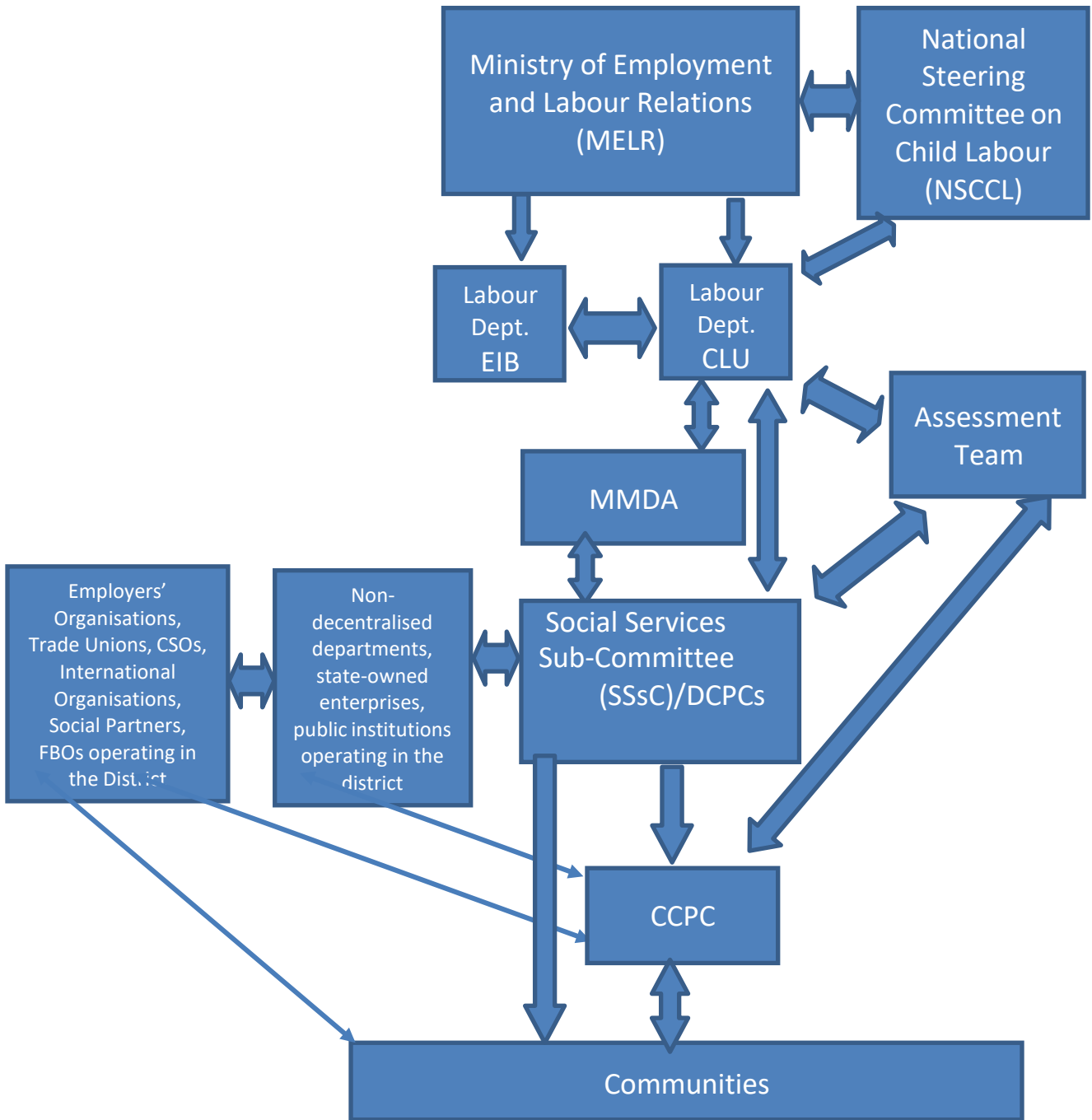
### Appendix 3: Glossary

Item	Terminology	Definition
1.	Conditions	Legal and local policy situation prevailing before working towards CLFZ
2.	Functional	Existence of conditions, structures and systems and their ability to perform the roles for which they were set up.
3.	Intervention	The set of actions implemented towards establishing CLFZ
4.	Zone	Is a geographical area (Town, Zonal or Area Council)
5.	Identification	Inclusion of child in the community register
6.	Prevention	Putting measures in place to avoid children from engaging in child labour
7.	Referral	Recommending appropriate services to support vulnerable children
8.	Remediation	Actions undertaken to stop further exploitation of Children
9	Withdrawal	Removal of children from child labour conditions

## Appendix 4: CLFZ Assessment Cycle



## Appendix 5: Institutional Arrangements for Implementation of CLFZ





## Appendix 6: Members of the Technical Working Group

NO.	NAME	INSTITUTION
1.	Andrews Addoquaye Tagoe, (Chairman)	General Agricultural Workers Union
2.	Elizabeth Akanbombire	Child Labour Unit, Labour Department
3.	Peter Antwi	Ministry of Employment and Labour Relations
4.	Mawuli Avutor	Commission on Human Rights and Administrative Justice
5.	Charlotte Hanson	Ministry of Employment and Labour Relations
6.	Dr. Charles Kessey	Local Government Services
7.	Esther Ofori Agyemang	Child Labour Unit, Labour Department
8.	Evelyn Wiredu	Rapporteur
9.	Daniel Nyarko Asare	Child Labour Unit, Labour Department
10.	Nana Antwi Boasiako Brempong	Child Research and Advocacy Development Agency
<b>Secretariat</b>		
11.	Maame Adwoa Yeboah Agyemang	Child Labour Unit, Labour Department
12.	Jennifer Forson	Child Labour Unit, Labour Department
<b>Key Partners (Technical support)</b>		
13.	Tomoko Shiroki	Action against Child Exploitation (ACE), Japan
14.	Akane Totani	IC Net Ltd., Japan





