



School Safety Mapping – Guidance note for interviewer

The Southeast Asia Youth Network (SEAYN) is currently undertaking a mapping of Red Cross Red Crescent interventions in schools throughout Southeast Asia to support our collective advocacy and positioning with governments, ASEAN and external partners. This survey, supported by IFRC, aims to capture NS overall engagement at school level across all sectors of interventions.

Selection of interviewees

- Identify all units working with school based on the mapping done in KL at SEAYN meeting 2016 (annex 2) or through internal general meeting (e.g weekly senior management meeting) in your NS
- For each unit, after discussion with the unit Director / coordinator, identify the relevant colleague working in schools and request for interview

Preparation

- Translate the questionnaire if required
- Organize the face to face meeting (interview) with each unit working with schools. This can be an individual interview or a group interview if more relevant
- Send the questionnaire 2-3 days in advance to the interviewees

The interview

- Arrange for 2 persons to conduct interview: 1 person leading the interview and one taking notes
- Bring a USB flash disk to get all the documents / evidence. All request hard copies of documents if available
- Use voice recorder if it helps the note-taking, but check before with interviewee if he/she is fine with it
- Start the interview by explaining the purpose of the survey and how the results will be used. Use the concept note attached if required
- In case the answer is not clear, ask to repeat / clarify
- In case a unit cannot answer a question, consult the interviewee to whom(unit or colleague) to refer
- After the interview is completed, compile all the notes in a single file (the questionnaire) and add a list of all documents provided by the unit
- IFRC shall create a dropbox to store all relevant documents with indicated folder for each country.
- Send the filled questionnaire with all related documents in your related folders per country.
- If you do not have access to DropBox, please send all documents to Kum Ju Ho (kumju.ho@ifrc.org).



Consider using the opportunity of the interviews to promote

- The inclusion of youth and children in school safety initiatives as agents of behaviour change
- The YSS toolkit as a practical document to better integrate youth programming and other school-based programmes

Annex: 1) Concept note 2) Mapping of units and list of interviewees 3) Questionnaire



ANNEX 2: List of unit involved in schools and names of colleagues to be interviewed

School Safety Mapping in 11 Southeast Asia RCRC

No	School Safety Department/Unit	National Societies										
		Brunei	Cambodia	Indonesia	Lao	Malaysia	Myanmar	Philippines	Singapore	Thailand	Timor Leste	Vietnam
1	Welfare							X				X
2	Academy	X		X		X		X				
3	OD			X		X	X					
4	DM	X	X	X		X	X	X	X	X	X	X
5	Health	X	X	X	X	X	X	X		X	X	X
6	HR		X									X
7	Blood			X	X		X	X	X	X		X
8	Youth/Volunteer		X	X	X	X	X		X	X	X	
9	communication				X			X	X			X
10	First Aid and Safety						X	X		X	X	
11	IHL/Values			X		X	X	X				
	TOTAL	3	4	7	4	6	7	8	4	5	4	6

Note: this draft list was compiled based on a discussion at the 2016 SEAYN annual meeting and needs to be further elaborated in each country prior to the start of the interviews.

Name of National Society:

Name of unit	Name of colleague	Position	Proposed date and time for interview