Assessing Administrative Data Systems on Justice for Children

A tool for country-level self-evaluation

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for every child

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PART 2 | **Sectoral Questionnaire**

Sectoral Questionnaire

Please indicate with a check which sector is completing this questionnaire:

- ☐ Police
- ☐ Public prosecution/attorney-general's office
- ☐ Courts – criminal/juvenile
- ☐ Courts – civil
- ☐ Courts – family
- ☐ Courts – religious
- ☐ Social welfare
- ☐ Corrections/juvenile education
- ☐ Other – specify:

_____

Score sheet

Questions		Score
A. Data infrastructure and resources		
1	Scenario selected: A-3 B-2 C-1 D-0	
2	Scenario selected: A-3 B-2 C-1 D-0	
3	Scenario selected: A-3 B-2 C-1 D-0	
4	Scenario selected: A-3 B-2 C-1 D-0	
5	Scenario selected: A-3 B-2 C-1 D-0	
6	Scenario selected: A-3 B-2 C-1 D-0	
7	Scenario selected: A-3 B-2 C-1 D-0	
8	Scenario selected: A-3 B-2 C-1 D-0	
Subtotal x/24		
B. Completeness of data on justice for children		
9	Scenario selected: A-3 B-2 C-1 D-0	
10	Scenario selected: A-3 B-2 C-1 D-0	
Subtotal x/6		
C. Data transmission		
11	Scenario selected: A-3 B-2 C-1 D-0	
12	Scenario selected: A-3 B-2 C-1 D-0	
13	Scenario selected: A-3 B-2 C-1 D-0	
Subtotal x/9		

Questions	Score
D. Standardized data and practices in relation to justice for children	
14 Scenario selected: A-3 B-2 C-1 D-0	
15 Scenario selected: A-3 B-2 C-1 D-0	
16 Scenario selected: A-3 B-2 C-1 D-0	
17 Scenario selected: A-3 B-2 C-1 D-0	
Subtotal x/12	
E. Administrative data quality assurance	
18 Scenario selected: A-3 B-2 C-1 D-0	
19 Scenario selected: A-3 B-2 C-1 D-0	
Subtotal x/6	
F. Data use, demand and dissemination	
20 Scenario selected: A-3 B-2 C-1 D-0	
21 Scenario selected: A-3 B-2 C-1 D-0	
22 Scenario selected: A-3 B-2 C-1 D-0	
23 Scenario selected: A-3 B-2 C-1 D-0	
24 Scenario selected: A-3 B-2 C-1 D-0	
Subtotal x/15	
Total (Q1+ Q2…+Q24)	**/72**
Percentage (your score divided by 72 and multiplied by 100)	**%**

Scale for interpreting the results

Score %	Rating	Actions to consider
Below 34	Not functional	Substantial system improvement is required in all areas
35-64	Weak	Multiple issues require attention, with many aspects of the system not functioning well
65-84	Functional, but needs improvement	The system works, but some elements require attention; specific weaknesses might be more comprehensively examined before making changes
85-100	Well-functioning	Minor adjustments might be required in an otherwise well-functioning system

Questionnaire

A. Data infrastructure and resources

Access to information and communication technologies (ICT) that facilitate data collection, use and sharing is critical to protecting and converting administrative data into information. Paper-based systems risk degeneration and loss, lack privacy protection and are difficult to convert into information without a long, arduous manual process. Business intelligence tools enhance the ability to convert data into meaningful information by automatically tracking and reporting on prescribed indicators that measure performance. The strongest administrative database systems provide a virtual connection from local offices to the national office through intranet or web-/cloud-based platforms and have been programmed to automatically generate reports on key performance indicators. Key statistical staff operating these systems must be well trained. Staff who input data, especially those who take information directly from children and their families, should be trained in child-friendly interviewing to ensure that the rights of the child are respected, including his or her privacy. To allow for regular maintenance and database updates, skilled ICT personnel must be available in all locations using the database to provide services and support. Finally, automated systems should have dedicated budgets to provide for upgrading and regular maintenance.

1. Do the institutions/offices/courts/stations[1] responsible for collecting, collating, analysing and reporting data on justice for children have adequate supplies and equipment to carry out their functions, for example, forms, phones, computers, printers, photocopiers, etc.?[2] Are these available in subnational[3] and national offices?

Option	Response
A	Yes, necessary supplies such as forms, paper and pens are adequate, and equipment such as phones, computers, printers and copiers are widely available.
B	Supplies such as forms, paper and pens are generally available everywhere, but there are widespread shortages of phones, computers and other office equipment.
C	In peripheral offices (outside national and regional capitals), supplies are limited and only national or regional offices have phones and computers.
D	No. Neither supplies nor equipment is available.
Comments	

[1] Since this questionnaire is being completed by each sector involved in the delivery of justice for children, different options have been provided to distinguish between the different types of institutions used by each sector. For example, it is recognized that public prosecution and social welfare services use offices, the police report from stations, corrections services collect data at institutions, and data are collected and reported on in the courts.

[2] While a question could be asked only about manual supplies and another about equipment, the response scenarios take into account that some countries or local levels may have only manual supplies, while other jurisdictions may have both.

[3] The term 'subnational' refers to administrative levels outside of the national level such as regional, state, district and local. It is noted that not all countries have administrative categories of local, district, state and regional levels. Each country should use those categories relevant to its context.

2. Are the institutions/offices/courts/stations responsible for collecting, collating, analysing and reporting data on justice for children connected to a basic ICT infrastructure with stable service,[4] including intranet or web-/cloud-based platforms and email access, to ensure rapid collection, compilation and transfer of data? Is this available and reliable at both national and subnational levels?

Option	Response
A	Yes, all institutions/offices/courts/stations have ICT infrastructure at subnational and national levels and use electronic databases to collect and compile data that are connected via intranet or web-/cloud-based platforms. The service is reliable.
B	Almost all institutions/offices/courts/stations have reliable ICT infrastructure at subnational and national levels and use electronic databases, but these are not connected via intranet or web-/cloud-based platforms, so data must be securely transferred through other electronic means, such as a closed network email system.
C	Most institutions/offices/courts/stations have ICT infrastructure in urban areas, but only some rural areas are connected to this infrastructure and cannot input and transfer data consistently through electronic means. Instead, they use manual systems for compilation most of the time and transfer data either manually or through a closed network email system. Service connections are not always reliable.
D	No. Only the national institutions/offices/courts/stations have ICT infrastructure, if at all. Service connections are not always reliable. All data processes are manual elsewhere.
Comments	

[4] Stable service refers to the reliability of the ICT electronic system, including power grids, cell towers and Internet cables.

3. If an intranet or web-/cloud-based platform is used for reporting on justice for children, does it use a business intelligence tool, such as a dashboard, to produce automated, real-time data summaries and/or graphics on key performance indicators?

Option	Response
A	Yes, all institutions/offices/courts/stations in the country are connected to an intranet or web-/cloud-based platform and use a business intelligence tool. Once data are entered, they show up centrally and can be converted into real-time summaries and/or graphics on key performance indicators.
B	Almost all institutions/offices/courts/stations in the country are connected to an intranet or web-/cloud-based platform, but there is no business intelligence tool to analyse/produce data on key indicators. Transferred data can show up in real-time reports if a centralized operator is analysing these data daily, although the operator must clean and subject the data to quality controls before producing reports.
C	Only institutions/offices/courts/stations at the national level and in regional urban capitals are connected to an intranet or web-/cloud-based platform, but there is no real-time analysis of data on a daily or a weekly basis.
D	There is either no connection to an intranet or web-/cloud-based platform anywhere or it is only available at the national level and cannot be used for real-time data analysis. Analysis and reporting require data input, coding and organization at the national office.
Comments	

4. Are high-quality ICT support and equipment maintenance available at subnational and national levels to ensure that data collection and reporting requirements are met and on time?

Option	Response
A	Yes, high-quality ICT support and equipment maintenance are readily available all over the country, enabling institutions/ offices/courts/stations to meet collection and reporting requirements on time.
B	Adequate ICT support and equipment maintenance can be found in all urban areas, but only partial support and maintenance are available in rural areas.
C	Only the national level and regional urban capitals have ICT support and equipment maintenance available.
D	No ICT support and equipment maintenance are available anywhere or they are only available at the national level.
Comments	

5. Do the staff who are responsible for data collection, entry, collation, transfer and analysis (where relevant) receive adequate training[5] to carry out their functions?

Option	Response
A	Yes, all staff are provided adequate training to carry out their jobs in relation to administrative data on justice for children, and this training is focused on the nature of their work.
B	Staff receive some training, but the training is insufficient and skills/knowledge are largely acquired on the job.
C	Most staff receive only on-the-job training and it is often not sufficient for them to understand all their functions.
D	No. Lack of training is a serious gap that negatively affects the quality, completeness and timeliness of data on justice for children.
Comments	

[5] Training can be provided in-house, at an external institution or online, and it should be targeted to the responsibilities of staff members. For example, staff responsible for analysing data might require a first degree in sociology, demography or other social science in order to have the skills to form research questions. Additionally, these staff members might require training in more complex data extraction techniques to perform longitudinal or other types of analyses. Data entry clerks may need only an introduction to the forms, coding and how to use the programme.

6. Are the staff who are responsible for recording information directly from children and their families trained in child-friendly interviewing and data privacy and confidentiality?

Option	Response
A	Yes, all relevant staff are provided with training in child rights and child-friendly procedures, as well as rights to data privacy and confidentiality.
B	Staff receive some training, but the training is insufficient – too little time in training and limited coverage of child-friendly procedures, rights to data privacy and confidentiality. Skills/knowledge are largely acquired on the job.
C	Most staff receive only on-the-job training.
D	No. Lack of training is a serious gap.
Comments	

7. Is the rate of turnover[6] acceptable among staff working on the administrative database system (in any capacity) on justice for children?

Option	Response
A	Turnover rate is 10% or below
B	Turnover rate is between 11% and 20%
C	Turnover rate is between 21% and 30%
D	Turnover rate is higher than 30%
Comments	

[6] Research shows that employee turnover rates of 20 per cent and under are generally considered acceptable for employers, although rates are highly variable, depending upon the industry. For instance, retail services tend to have a much higher turnover rate (about 60 per cent) than government employment (around 3 per cent). Research from Australia, as an example, can be found at: <www.ahri.com.au/media/1222/turnover-and-retention-report_final.pdf>.

8. Is there a specific budget line item within national budgets for your sector to ensure a functioning information system and permit ICT upgrades/updates/maintenance as needed at both subnational and national levels?

Option	Response
A	Yes, the budget line is adequate to provide the sector with a functioning information system as well as needed updates/upgrades for an administrative database on justice for children at both subnational and national levels.
B	The budget is limited and does not permit every area of the country to have a functioning information system. However, data on justice for children can still be compiled. At the national level, financing is available to upgrade or update the ICT system.
C	A budget is provided, but it is inadequate to support a functioning information system, nor can it support system upgrades or updates.
D	There is no budget line item for an information system on justice for children.
Comments	

B. Completeness of data on justice for children

Completeness, in database terminology, refers to the level at which a data field has been answered; a complete data field has no partially completed or unanswered response boxes. Completeness is measured to ensure that children's profiles are accurately answered in their entirety and that a full picture of the child's situation emerges. Partially complete or missing data (for example, missing the year of birth, missing information on disability or sex) can negatively affect an agency's/institution's ability to provide comprehensive care to children in contact with the justice system. Data completeness often requires the integration of different stakeholders' systems in order to examine the trajectory of a child's involvement with the justice system and his or her future interactions with child protection and justice actors. If the minimum indicators on justice for children are reported on, data can be considered complete.

9. Can your sector's administrative database system on justice for children generate, each year, disaggregated statistics at both the national and subnational levels on the minimum indicators on justice for children? Please refer to the Annex, Minimum indicators on justice for children, to assess the indicators relevant to your sector that are found in the third column, under the heading 'Data source/database'.[7]

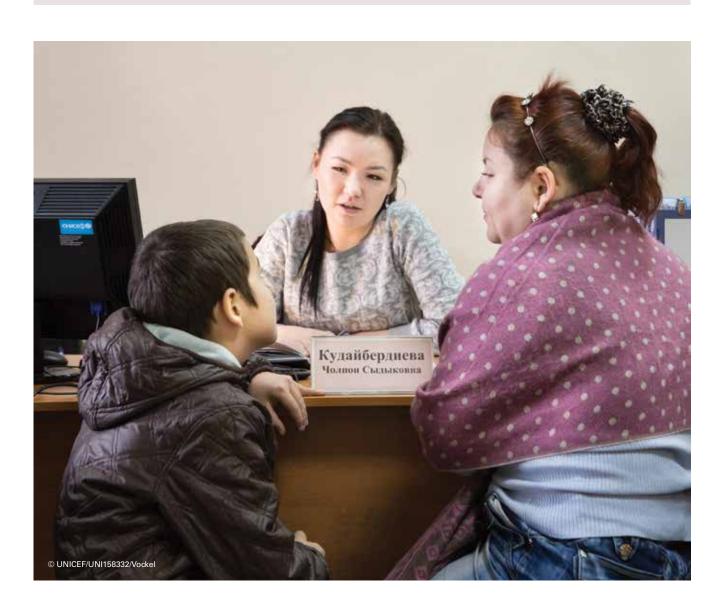| Sector	Indicators (by number)
Police	1, 2, 4, 8, 12, 13, 15
Public prosecution/attorney-general's office	2, 3, 5, 6, 7, 8, 13, 14, 15, 16
Courts	3, 5, 6, 14, 15, 16, 17, 18
Social welfare/corrections	6, 8, 9, 10, 11, 15

Option	Response
A	Yes, the database system can generate statistics on all the core indicators annually at both national and subnational levels.
B	The database system can generate statistics on some, but not all, of the core indicators annually at both national and subnational levels.
C	The database system can generate statistics on very few of the core indicators, but they cannot be reported annually or at the national level, only subnationally.
D	No. The database system cannot produce statistics at any level levels.
Comments (list strengths/gaps by indicator and by disaggregation)	

[7] There is some overlap found in the data sources when more than one sector collects the data. For example, the police and the public prosecution are both likely to collect data on the number of criminal proceedings initiated against children during the year. Overlap is to be expected in database systems, and it will be up to each country to determine which sector should be responsible for providing figures for reporting.

10. Does your sector use mandatory reporting forms that do not allow skipping of data fields (no blank responses) through skip-logic programming in computerized systems, as well as drop-down menus/force choice fields to select data on justice for children that are standardized for each level of reporting?

Option	Response
A	Yes, this sector has a mandatory, single, standardized form that is completed online and will not permit the user to move on without filling out each data field and, where possible, uses forced choice fields for data entry. The same form is used at local, district, state, regional and national levels.
B	Standardized forms are used at all levels. There is also an automated database, but it permits blank fields and there is some, but insufficient, use of forced choice fields for data entry.
C	There are standardized forms to use at all levels, but there is no automated database, so blank fields continue to exist in these forms.
D	There are no standardized forms and there is no automated database.
Comments	

C. Data transmission

Institutions must have the capability to regularly transmit data records from local levels to the national offices where data conversion and interpretation are carried out. This is not an issue when there is real-time data transfer through an intranet or web-/cloud-based platform. However, such systems are rare in many countries that remain reliant on either Access/Excel databases or paper forms that must be transmitted to national offices for aggreggation and analysis. When external researchers or other agencies request data for their own analytical purposes, justice for children institutions ought to be able to respond to such requests, cleaning data deemed appropriate for sharing so there are no characteristics distinguishing individuals. While not addressed in this section, responding to external data requests is important for data transparency and institutional accountability.

11. For your sector, how are records transmitted from subnational offices to the national office for analysis and reporting?[8]

Option	Response
A	All data are collected through an intranet or web-/cloud-based system that allows for centralized database updates each time a record is entered, with real-time viewing of local data from the national office. Local and district records can be easily accessed from state and regional offices, in addition to the national office.
B	Local offices still use paper copies of records that are sent to regional offices. Regional offices have electronic systems that are intranet or web-/cloud-based to input the data, which can be viewed at the national office.
C	The system is still mainly paper-based, with copies sent from local stations to district to state to regional offices, where they are scanned or entered electronically and sent to the national office. There is no web-/cloud-based platform for transfer.
D	The entire system uses paper copies. They are manually transcribed and transferred from local stations to district, state and regional offices. Regional offices manually collate the data and records before transferring them to the national office.
Comments	

[8] In some smaller countries, state and regional offices may be bypassed in data transmission because they are too few. Instead, data are sent from local and/or district levels directly to the national office. This is a moot point when the sector has an intranet or web-/cloud-based system, since data do not need to be formally transferred (since they can be viewed at all higher administrative levels as soon as they are input).

12. What procedures are in place to ensure that subnational reporting to the national office occurs within agreed times?

Option	Response
A	There is an agreed schedule for when statistics and reports are due, and reporting deadlines are taken seriously and closely monitored. Rarely do regional, state, district and local offices require reminders.
B	An agreed schedule for reporting to the national office exists and is mostly adhered to, although delays do occur at all subnational levels. Delays are usually communicated to the national office.
C	Although there is a schedule of reporting from local to district and from state to regional levels, it is not strictly adhered to and there is little that the national office can do to ensure the timely transfer of data.
D	The subnational levels report to the national office erratically, and little effort is made by the national office to encourage more timely and regular reporting.
Comments	

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13. Can your sector respond to requests for information and data from other agencies and researchers, producing anonymized data, as required?

Option	Response
A	Yes, the sector has the capacity to critically evaluate requests for information in line with legislation/policies/procedures and can provide anonymized data in a timely fashion, maintaining confidentiality.
B	Yes, the sector has the capacity to critically evaluate requests for information in line with legislation/policies/procedures, especially privacy and confidentiality, but cannot provide the information in a timely manner, particularly when the requests are for data from institutions/offices/courts/stations located outside of urban areas.
C	The sector cannot easily evaluate and respond to requests for information, especially when the requests are for data from institutions/offices/courts/stations located outside of urban areas.
D	No institutions/offices/courts/stations, possibly with the exception of the national office, are capable of evaluating and responding to external requests for information.
Comments	

D. Standardized data and practices in relation to justice for children

The justice for children sector should aim to have accurate and reliable data available for a select set of core indicators, adequately disaggregated, with each institution collecting the data appropriate to its mandate and service. Once these data are available and standardized, they can be used for reporting and monitoring purposes. Performance indicators and monitoring mechanisms are all part of a knowledge-generation and dissemination strategy that can support the justice for children agenda.

14. Does your sector collect data on the minimum indicators on justice for children at all levels, subnational and national?[9]

Sector	Indicators (by number)
Police	1, 2, 4, 8, 12, 13, 15
Public prosecution/attorney-general's office	2, 3, 5, 6, 7, 8, 13, 14, 15, 16
Courts	3, 5, 6, 14, 15, 16, 17, 18
Social welfare/corrections	6, 8, 9, 10, 11, 15

Option	Response
A	Yes, all institutions/offices/courts/stations collect data on the minimum indicators and have the capacity to do so at national and subnational levels.
B	All institutions/offices/courts/stations collect data on some of the minimum indicators that are relevant to their practices, but not all. There is capacity to collect these data at national and subnational levels.
C	Few institutions/offices/courts/stations collect data on the minimum indicators that are relevant to their practices, and those that do only collect these data at the national level.
D	The minimum indicators are not in use and reporting does not take place.
Comments (specify which indicators are not collected and why)	

[9] The difference between this question and question 9 is that this question seeks to know if data on the minimum indicators are available, while question 9 looks at whether these data are reported on regularly.

15. Are data on justice for children sufficiently disaggregated by your sector, as suggested in the minimum indicators in the Annex and deemed appropriate in the country context? Are these disaggregated data easily extractable?

Option	Response
A	Yes, all of the categories of stratification are found in the administrative databases at all levels of data capture – local, district, state, regional and national. Stratified data reports can be easily produced.
B	Some, but not all, of these stratifiers are found in the administrative databases at all levels of data capture – local, district, state, regional and national – and stratified data reports can be pulled together manually.
C	Disaggregation of data is rare and not consistent in administrative databases, especially at local levels, which affects data collation at district, state, regional and national levels. Stratified data reports are very difficult to produce.
D	There is no systematic disaggregation of data.

Comments (specify which indicators are not sufficiently disaggregated)

16. Does your sector follow procedures for data management, including guidelines on data collection, storage, cleaning, coding, quality control and security?

Option	Response
A	There are written procedures for managing administrative data on justice for children, including guidelines for collection, storage, cleaning, coding, quality control and security. These procedures are available in all institutions/offices/courts/stations at subnational and national levels and are strictly adhered to.
B	Written procedures for managing data on justice for children exist and can be found in national, regional and state institutions/offices/courts/stations, but not at the local and district levels, and they are mostly adhered to in national and regional institutions/offices/courts/stations. Written procedures may or may not be available at the local and district levels.
C	There are informal guidelines that are passed down by staff on how to manage data on justice for children. Whether institutions/offices/courts/stations are aware of the guidelines is dependent upon whether an individual staff member knows the guidelines and has discussed them with others. Knowledge of the procedures is unlikely at subnational offices. Adherence cannot be guaranteed.
D	There are neither written nor informal procedures/guidelines for managing data on justice for children. Each of the institutions/offices/courts/stations sets its own standards (or does not) and adherence is not guaranteed.
Comments	

17. How are common definitions for data variables and specifications for data collection methods and codes developed, transmitted and used in your sector?

Option	Response
A	Written codebooks provide a single definition for each data variable and specifications for data collection methods, codes, transmission and use. These definitions come from national legislation and international standards, and codebooks can be found in each institution/office/court/station at local, district, state, regional and national levels. Codebooks are strictly adhered to.
B	Written codebooks exist as in 'A', but they are only located at national and regional levels. Codebooks are mostly adhered to.
C	Written codebooks exist, but no one knows where they are and no one follows them. They would be out of date, if found.
D	There are no written codebooks to define data variables and specify data collection methods, so there is no consistency in definitions and specifications for data collection methods.
Comments	

E. Administrative data quality assurance

Quality assurance refers to maintaining the reliability of the data by examining both system and operator controls. System controls include built-in methods to ensure data are accurate and complete, while operator oversight generally requires that some form of training and supervision is in place to prepare the staff who record data and to subject the data to human review for errors or omissions.

18. What quality assurance procedures are in place in your sector to prevent mistakes when recording or extracting data?

Option	Response
A	Staff working in this area are trained and formally tested on their knowledge, and quality control measures are described in a guide. Forced choice/drop-down menu data fields, along with skip logic requiring that fields are entered before moving on in the forms, are used as much as possible to ensure consistency and prevent errors. These measures are in place at all levels – subnational and national – and are strictly adhered to and overseen by managers.
B	Staff working in this area are trained and quality control measures are described in a guide. These measures are in place at all levels – subnational and national – and are strictly adhered to. They may or may not use electronic database systems, but there is not widespread use of forced choice fields/menus. There is regular supervision.
C	Staff receive on-the-job training to ensure quality of data recording and may receive a written guide. These measures are inconsistently applied across the country – some institutions/offices/courts/stations follow the guide and others do not. Supervision is intermittent.
D	There is no training and no guidance to prevent data recording errors.
Comments	

19. What quality assurance procedures are in place in your sector to verify that data have been input correctly?

Option	Response
A	A systematic, automated, regulatory procedure is in place at the national office to review the quality of random data inputs on a daily basis, with feedback provided to those inputting the data when improvements are needed.
B	National evaluations of a random sample of data inputs take place occasionally, but not systematically, to monitor the quality of data inputs.
C	Local supervisors are responsible for ad hoc checking of the work of individuals who input data.
D	There are no procedures to monitor quality, and no evaluations of the quality of data inputs take place or have taken place.
Comments	

F. Data use, demand and dissemination

After analysing and converting data to information, the information can be used for centralized decision-making, including informing policy development, improving programmes and services, allocating appropriate financing, uncovering trends and monitoring performance against key indicators. Data are ideally used by all administrative levels of the sector – local, district, state, regional and national – for the purposes of monitoring and strategic decision-making. A robust demand for information derived from administrative data among citizens, the media, researchers and academics elevates the quality of systems for data collection, collation, analysis and dissemination. Limited use of data and the inability to view administrative data as a strategic asset result in limited incentives to collect reliable and accurate data on justice for children.

20. What is the demand for administrative data on justice for children produced by your sector?

Option	Response
A	Administrative data on justice for children provide: citizens with information about sectoral accountability to deliver on their plans to achieve justice for children; senior leadership with information for programme monitoring, budgeting and the development of policies and programming to respond to identified issues; and key staff with information about whether targets and goals have been achieved. Researchers also request anonymized raw (micro) data to carry out different analyses on justice trends and evaluation of programming for children in this area. Demand is regular and continuous.
B	Administrative data on justice for children are used to monitor programming and track trends in child victimization and juvenile offending, the services accessed in both areas, along with court processes, diversion, alternative measures, sentencing and recidivism, rehabilitation and reintegration, where possible. Data are not used strategically for decision-making and planning by senior leadership, but are shared with researchers, respecting privacy and confidentiality issues. Data are sought irregularly, but required annually, at a minimum.
C	Administrative data are used only to compile crime statistics on juvenile offenders and child victims no more often than once a year.
D	Administrative data are not used at all.
Comments	

21. Are staff adequately trained to analyse administrative data on justice for children?

Option	Response
A	Yes, staff who are responsible for analysing data on justice for children have been adequately trained, whether at local, district, state, regional or national levels.
B	Only staff at regional and national levels have been adequately trained.
C	Only staff at the national level have been adequately trained.[10]
D	There are no staff who have been adequately trained at any level in the country.
Comments	

[10] If the respondents are from a small country where local/district offices bypass state and/or regional hubs and report directly to the national office, score this as 2 points instead of 1.

22. How often are reports that use administrative data on justice for children produced by the national office?

Option	Response
A	Weekly, monthly, quarterly, biannually, annually
B	Quarterly, biannually, annually
C	Annually
D	Never or sporadically
Comments	

23. Are administrative data on justice for children used to inform planning (for example, allocation of resources based on need) and strategic decision-making (for example, development of new programmes or specialized units based on trends) at local, district, state, regional and national levels?

Option	Response
A	Administrative data regularly inform planning and strategic decision-making about programmes, services and resources at all levels – local, district, state, regional and national.
B	Administrative data are used to inform planning and decision-making, but only at the national level and sometimes at the regional level, and usually once per year.
C	Administrative data are used sporadically (less frequently than annually) for making budget decisions at the national level only.
D	Administrative data are not used for planning and strategic decision-making at all.
Comments	

24. Are key indicators on justice for children well known among senior leadership, senior managers, the minister and his/her senior staff, as well as the media?

Option	Response
A	Yes, information on the key indicators has been widely disseminated, and all senior leaders, managers and high-level ministry staff, including the minister, and the media are knowledgeable in this area.
B	Key indicators are not generally well known. However, they are known among specialists and in certain justice circles, such as among senior leadership responsible for violence against children and children in conflict with the law.
C	There is limited knowledge about these indicators except among a select few sectoral or ministry staff who may have studied or have experience in this area.
D	No. There is no knowledge of these indicators.
Comments	

Annex

Minimum set of indicators on justice for children

No.	Indicator	Disaggregation	Data source/Database
A. Children in conflict with the law			
1	Number of children detained by the police during the year (total and per 100,000)	• Sex/gender[11] • Age[12] • Ethnicity/religion, where appropriate[13] • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Relation to victim	Police (station logbooks)
2	Number of criminal proceedings initiated against children during the year (total and as a percentage of total children detained)	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Relation to victim	Police (charge book/records; case files) Prosecution (case files)
3	Number of children in criminal proceedings with legal representation (total and as a percentage of total children tried)	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence	Prosecution/ judiciary (case files) Legal aid/NGOs/bar association (registration files; case files)

[11] In some countries, the term 'sex' has been expanded to include 'gender', which describes cultural and socially constructed variations of sexual identity. Both are provided as a disaggregation variable, but it is expected that each country will select the term most contextually appropriate.

[12] If possible, it is best to record the birth date of the child or his/her approximate age, in instances where birth registration may be missing. Among UN agencies, there are different age ranges used for the disaggregation of data (10-14 years; 15-19 years, for example) and countries are likely to develop different age ranges to represent childhood, adolescence and youth. Given the varied definitions for age of criminal responsibility among countries and recognizing that up to 18 years is the legal definition of a child (although most juvenile justice systems continue to provide specialized procedures and treatment of children up to the age of 21-25 years), these justice for children indicators make no attempt to cluster different age categories.

[13] In some countries, anti-discrimination legislation may not permit the collection of data on a child's ethnicity, race or religion. Yet for other countries, this is a very important variable as it allows for tracking of potential discrimination if, for example, only children from a certain ethnic group are detained by the police, or if there is an overrepresentation of certain religious groups in the criminal justice system. It is expected that each country will consider the risks and opportunities behind the collection of such stratifiers and determine what is and is not appropriate. The same consideration should be made about the value and risks of collecting disability status as a stratifier on a country-by-country basis.

No.	Indicator	Disaggregation	Data source/Database
B. Diversion and alternative measures			
4	Number of children provided with police informal diversion, such as a caution, warning, informal settlement (total and as a percentage of total children detained)[14]	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Diversion measure	Police (station logbook)
5	Number of children sentenced receiving a custodial sentence (percentage of total children convicted)	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Sentence duration	Judiciary/ prosecution (case files) Social welfare-corrections, rehabilitation/ educational centre[15] (registration files; case files)
6	Number of children sentenced with alternative measures (percentage of total children convicted)	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Alternative measure	Judiciary/ prosecution (case files) Social welfare/ community programmes (registration and case files)
7	Number of children who enter pre-trial diversion (percentage of total children charged with criminal offence)	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Diversion measure	Prosecution/ judiciary (case files) Social welfare/community programmes (registration and case files)
C. Children in detention			
8	Number of children in pre-trial detention (total and per 100,000)	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Reason for detaining	Police (charge book records) Prosecution (case file) Social welfare-corrections/ rehabilitation/educational centre (registration files; case files)
9	Number of children in detention after sentencing during the year (total and per 100,000)	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Duration of detention	Social welfare-corrections/ rehabilitation/ educational centre (registration files; case files)

[14] In some countries, police can use their discretion to determine if a child should be offered diversion instead of being charged with an offence for petty crimes and for first-time offenders. Informal police diversion is usually composed of warnings, cautions (formal and informal) and police settlement processes bringing together the child with the victim, for example, in a case of petty theft at a market. The child and his/her parent or guardian, along with the victim of the offence, must agree to meet for informal settlement discussions. There will be certain offences, such as violent and sexual offences, which will not be appropriate for informal diversion by the police. It was also noted that police in other countries are not authorized to make decisions about informal diversion, but instead the prosecution service decides when this is appropriate.

[15] It is recognized that the institutions that house offenders for custody sentences or pre-trial detention may be referred to differently, depending upon the country. In many countries, it is usually 'social welfare', as opposed to 'prison services', that are responsible for juvenile custody.

No.	Indicator	Disaggregation	Data source/Database
10	Duration of detention: a) Pre-sentence b) Post-sentence	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence	Social welfare-corrections/rehabilitation/educational centre (registration files; case files) Prosecution (case files)
11	Number of child deaths in detention during the year (total and per 1,000 children detained)	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Sentence duration and time served	Social welfare-corrections/rehabilitation/educational centre (registration files; case files)
D. Crimes against children			
12	Number of cases of crimes against children registered by the police during the year	For victim: • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Relation to accused and whether accused is a child or adult • Prior contact with justice system – how For perpetrator: • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Relation to victim	Police (station logbook; charge book records) Police (criminal database records for prior contact with system)
13	Number of registered crimes against children brought to trial during the year (total and percentage of total reported)	For victim: • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Relation to accused and whether accused is a child or adult • Prior contact with justice system – how For perpetrator: • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Relation to victim • Prior contact with justice system – how	Police (charge book records; investigation files) Prosecution (case files) Police (criminal database records for prior contact with system)

No.	Indicator	Disaggregation	Data source/Database
14	Number of criminal convictions during the year in which the victim was a child (total and percentage of total tried)	For perpetrator: • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Relation to victim and whether accused is a child or adult • Prior contact with justice system – how	Prosecution (case files) Judiciary (case files) Police (criminal database records for prior contact with system)
15	Number of child victims or witnesses provided with medical, psychological, social or other assistance in recovery during the year (total and percentage of total registered crimes against children)	• Victim or witness or both • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Type of support – medical, psychological, housing, etc. • Duration of offered support	Police/prosecution/judiciary (case files) Social welfare/community programmes/other institutions (registration files; case files)
16	Number of child victims or witnesses of crime provided with legal representation during the year (total and percentage of total registered crimes against children brought to trial)	• Victim or witness or both • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Relation to accused and whether accused is a child or adult	Prosecution/judiciary (case files) Legal aid/NGOs/bar association (registration files; case files)
E. Family/civil law cases			
17	Number of family/civil court cases involving children decided during the year	• Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of case and how child is involved: Family courts o Paternity o Custody and access o Child support/maintenance o Protection measures involving placement outside of family o Protection orders (no contact with domestic abuser) o Emancipation and/or marriage of child over 16 years o Dissolution of child marriage o Adoption o Name change Civil courts o Estates or trusts o Lawsuits for money o Petition for child employment (aged 14 years +) o Small claims Other (specify)	Judiciary (case files) Social welfare[16] (individual records)

[16] In many cases before the family courts, a social welfare officer will be involved in assessments of the child for the courts. As a result, they will have records of the children involved. However, the records will be categorized at the individual, as opposed to the event (case), level. For example, if a dispute over custody and access is brought before the court, the social welfare officer will have records of each child involved. If there are three children, they should have three case files. Using these records from social welfare is not an issue if the database systems are integrated or the systems are linked through court case numbers. If there are no database linkages and reporting relies on social welfare files in isolation, it is likely that numbers for the indicator will be incorrect. In the example provided, the court would count one case and the social welfare department would count three. In addition, not all family or civil law cases will necessarily involve the intervention of social welfare, particularly in countries without well-coordinated legal protection for children in the court system. Ideally, social welfare records should be cross-referenced with court files.

No.	Indicator	Disaggregation	Data source/Database

18	Number of family/civil court cases involving children decided during the year in which the child or children concerned were heard, either directly or through a representative (total and percentage of all children who are involved in civil or family law cases)	• Sex/gender
		• Age
		• Ethnicity/religion, where appropriate
		• Physical and/or developmental disabilities, where appropriate
		• Area (rural/urban) and region/geocoded, if possible
		• Education/work/migration status, where appropriate
		• Type of case and how child is involved
		
		    Family courts
		    o Paternity
		    o Custody and access
		    o Child support/maintenance
		    o Protection measures involving placement outside of family
		    o Protection orders (no contact with domestic abuser)
		    o Emancipation and/or marriage of child over 16 years
		    o Dissolution of child marriage
		    o Adoption
		    o Name change
		    Civil courts
		    o Estates or trusts
		    o Lawsuits for money
		    o Petition for child employment (aged 14 years +)
		    o Small claims
		    Other (specify)
			Judiciary (case files)
			
			Social welfare (individual records)

The following indicators can also be used to measure justice for children. There is a notable gap in the collection of data on children in civil/family courts and administrative tribunals, the former due to children not necessarily being named and recorded as primary parties (neither complainant nor respondent in most cases), and the latter resulting from the fact that administrative tribunals in immigration, refugee and border services, and labour and health sectors are not consistently part of the child justice network. In addition, information on administrative detention is difficult to come by as a consequence of the lack of records in this area. Finally, there are few complaints and appeals filed by children with independent, national human rights institutions and ombudsperson offices. Both of these institutions undertake investigations into child justice, but this does not represent administrative data. In fact, these investigations usually rely on administrative data provided by police, prosecution, judiciary, and social welfare/corrections records. Nevertheless, it is hoped that countries not currently collecting these data will aspire and plan to include these sectors when making future investments in administrative data systems on justice for children.

If data are readily available from these institutions to report on, countries should include them among the core data to collect, collate, analyse and report.

No.	Indicator	Disaggregation	Data source/Database
F. Administrative proceedings			

19	Number of children involved in administrative proceedings/tribunals during the year (total and per 100,000)	• Sex/gender
		• Age
		• Nationality/ethnicity/religion, where appropriate
		• Physical and/or developmental disabilities, where appropriate
		• Area (rural/urban) and region/geocoded, if possible
		• Education/work/migration status, where appropriate
		• Type of hearing/sector:
		    o Child welfare/protection
		    o Immigration/refugee
		    o Education
		    o Health
		    o Labour
		    o Other (specify)
		• Child accompanied/alone
			Child welfare and protection board[17]
			
			Immigration and refugee board/border services
			
			Education department
			
			Health department
			
			Labour board
			
			Other (specify)

[17] Each of these data sources may be known by another name in different countries. If the indicator is being used, each country should adapt this section to reflect its administrative board and tribunal names.

No.	Indicator	Disaggregation	Data source/Database
20	Number of children involved in administrative proceedings/tribunals in which the child was heard, either directly or through a representative (total and percentage of all children involved in administrative hearings)	• Sex/gender • Age • Nationality/ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of hearing/sector: o Child welfare/protection o Immigration/refugee o Education o Health o Labour o Other (specify) • Child accompanied/alone	Child welfare and protection board Immigration and refugee board/border services Education department Health department Labour board Other (specify)
G. Administrative detention			
21	Number of children held in administrative detention during the year (total and per 100,000)	• Sex/gender • Age • Nationality/ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of detention	Child welfare agency Immigration and border control officers Police officers Medical professionals Local and regional governments
H. Complaints to ombudsperson offices/national human rights institutions			
22	Number of complaints brought to the ombudsperson's office/ human rights commission by or on behalf of a child during the year (total and per 100,000)	• Sex/gender • Age • Nationality/ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of complaint/sector • Complaint by child or on behalf of child	Ombudsperson's office/ national human rights commission
23	Number of complaints resolved by the adoption of a recommendation that the child receive a remedy (total and percentage of all complaints filed by or on behalf of children)	• Sex/gender • Age • Nationality/ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of case/sector • Remedy/recommendation • Remedy or reparation received or not	Ombudsperson's office/ national human rights commission

Only the minimum set of indicators are used in the questionnaires, so there is no separate questionnaire for either administrative tribunals or ombudsperson's offices/national human rights institutions. Both of these institutions may participate in the completion of the Questionnaire for the Central Reporting Facility and All Stakeholders to consider investments needed in the future to enable the collection of these indicators.

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