

## HOW TO REFER CASES OF CHILDREN OUT-OF-SCHOOL OR WHO ARE AT RISK OF DROPPING OUT

### 1. Purpose

As part of the project “Enhancing Access to and Retention in Education for Vulnerable and Disadvantaged Children,” supported by UNICEF, and implemented by ECMI Kosovo, in continued coordination with MEST and the Municipalities involved in the project, a guide has been developed to help the municipal PRTAN to practice the role and the mandate which they have in the prevention, reaction and adequate training in regards to the dropouts and the registration for obligatory education.

Beside the EPRBM at municipal level, the children outside of schools can be identified from a number of institutions/professional mechanisms. NGOs/CSO and community mediators play an important role in identifying these children. This tool, developed in the framework of the European Union/Council of Europe ACCESS project, provides an overview of the steps and procedures which need to be followed by a community mediator or an official from an NGO/CSO in order to refer these cases of school drop outs.

### 2. Scope

Even though the data has shown a decrease of the children who drop out of school over the past years, the current figures are very worrying. MEST and the Municipalities are aiming at all-inclusive and quality education for all, and NGOs/CSO and the mediators can play a very important role in the community to improve the situation. This tool has been developed to harness civil society works and to help them provide better contribution in this area in a more structured manner.

### 3. Responsibilities

The personnel that have a primary role in the Standard Operating Procedures are community mediators and representatives from NGO/CSO. They have to implement each procedure from this SOP in order to give their structural contribution on referring cases of children out-of-school or who are at risk of dropping out.

## 5. Procedure

Below are the steps required to perform this procedure?

Steps		How
Step 1	<i>Identification of the children out-of-school or who are at risk of dropping out.</i>	<p>Mediators and NGOs/CSOs representatives can identify cases:</p> <ul style="list-style-type: none"> <li>➤ in a structured way, through various surveys/research that NGOs/CSOs develop</li> <li>➤ during ad-hoc various meetings/activities in community-during individual meetings with community leaders or families</li> </ul>
Step 2	<i>Identification of the reasons why children are out-of-school or are at risk of dropping out.</i>	<p>The mediator or NGO/CSO representative must analyse <b>risk factors</b> (see below – 6. Risk Factors) and do a research to identify reasons why children are out-of-school or are at risk of dropping out.</p> <p>This can be done in several ways:</p> <ul style="list-style-type: none"> <li>➤ Visit the family</li> <li>➤ Meetings with Community</li> <li>➤ Meetings with peers</li> <li>➤ Interview with a child who is subject of the case</li> </ul> <p>The data found through research must classify based on the list of risk factors (see below – 6. Risk Factors)</p>
Step 3	<i>Entering the data on the form for referring cases of children out-of-school or who are at risk of dropping out</i>	<p>The mediator or NGO/CSO representative will enter all relevant data on the form for referring cases of children out-of-school or who are at risk of dropping out. The tool is part of the manual for Municipality PRTAN (see Annex 5). Two copies of the Referral Form should be prepared.</p>

<p style="text-align: center;"><b>Step 4</b></p>	<p style="text-align: center;"><i>Submitting the Referral Form to Municipality Education Department (MED)/Municipality PRTAN</i></p>	<p>Referring should be done to the Municipality Education Department (MED). Depending on the Municipality, referring should be done different ways:</p> <ul style="list-style-type: none"> <li>➤ If a <b>PRTAN has been established</b> in respective municipality, then a case should be referred to the case manager, which after this takes over the responsibility to manage the case.</li> <li>➤ If a <b>PRTAN has not been established</b> in respective municipality, then cases should be referred to the MED official that is responsible for that level of schooling.</li> </ul> <p>Delivery of the Referral Form should be done in two copies where information on the recipient and her/his signature should be included. The recipient holds a copy, and returns the other copy to the referring person (mediator or NGO/CSO representative)</p>
<p style="text-align: center;"><b>Step 5</b></p>	<p style="text-align: center;"><i>Submitting the Referral Form to other institutions or mechanisms</i></p>	<p>The mediator or NGO/CSO representative, depend on the nature of the case, can refer the case also to other institutions and mechanisms such as Centre for Social Work, School PRTAN etc with the same form.</p>

## 6. Risk Factors

**Individual factors:** Different diseases, disability, early marriages, lack of family support, involvement in detrimental activities, drug abuse, individual approach to education, etc.

**Family factors:** Lack of proper parental care (without one or both parents, and divorces), education level of parents, families, cultural background, lack of cooperation/failure of a family to adapt to surroundings (especially migrant families), children acting as breadwinners, etc.

**School factors:** Geographic location of schools (risks during travel especially in mountainous areas), teacher-student relations and vice-versa, student-to-student relations, (misbehaviour, violence, misuse of technology, etc.), lack of proper professional services dealing with problems within the school, inadequate level of cooperation between schools and other municipal services and the community, the impact of detrimental external activities, etc.

**Social factors:** Social problems/poverty, inadequate level of inter-institutional cooperation and with the community, detrimental activities in society, migration, etc.