Case-Based Surveillance Study

Operations' Booklet
for the Researchers

&

Extraction Forms

September 2010

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ANNEXES

Introductory note

This booklet, developed in the context of BECAN WP4, addresses the researchers that will involved in the case-based surveillance study aiming to provide them guidance on how to use the forms for the extraction of CAN-related data from already existing files identified in social welfare, health, judicial, and police agencies and/or services.

First, along with the conceptual definitions, the operational definitions of key terms -namely CAN and its forms- are provided. It is expected that available data will differ depending on the sector from which the data has been derived. Conceptual and operational definitions aim to facilitate the researchers in locating CAN cases in the existing databases and/or archives. Next, the structure of the research tool will be presented as well as an overview of the variables included in the research protocol and the properties of both the extraction form for agencies and for cases. Lastly, a detailed presentation of characteristics of each individual variable is provided.

The present instructional booklet will be used during both, the train the trainers workshop and the training the researchers' seminars, as described in the "Protocol for Extracting CAN Information from Archives/Databases". Along with the booklet, each national research group will also receive a. a list of the agencies participating in the study and their contact details including names of contact persons and b. a timetable indicating the time period the research groups will work in each agency's facilities.

It should be noted that *all* of the identified cases of CAN (physical-, sexual- and psychological-abuse and neglect) will be eligible for extraction according to the conceptual and/or operational definitions provided below, regardless if they are *substantiated* or not.

Defining "a case"- Operational definitions

Most of the available archives/databases that will be used as "data sources" for the BECAN CBSS are not exclusively dedicated to CAN. To this end, researchers in each country should identify CAN cases and decide accordingly how the recording should be realised according to the needs of the study. Conceptual definitions, however, may not provide enough detail to allow researchers to determine whether an existing record in a database/archive concerns CAN or not. In order to facilitate this task, a set of operational definitions was developed, in order to assist the researchers in specifying what they should look for when examining a database or archive. This does not mean, however, that the provided operational definitions are exhaustive; rather they consist of a tool aiming to ensure a common method for data collection.

In the table below, next to the *conceptual definitions* provided by WHO and ISPCAN (2006), the operational definitions to be used in the context of BECAN CBSS are presented; an effort was made for these definitions to be sensitive (namely to provide the researchers with the ability to identify a high proportion of cases with the condition), specific (to guide researchers to avoid the inclusion of false positive cases), simple, understandable and unambiguous to apply.

Conceptual Definitions (WHO & ISPCAN, 2006)	Operational Definitions for the BECAN CBSS
Physical abuse: Physical abuse of a child is defined as the intentional use of physical force against a child that results in – or has a high likelihood of resulting in – harm for the child's health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating. Much physical violence against children in the home is inflicted with the object of punishing.	*Physical Abuse: A "physical abuse" case should be considered any file describing an incident including information for at least two elements, action and effect: an **action** on the part of a person [the (alleged) perpetrator] that has an **effect** upon the child. Physical abuse acts (hitting, beating, etc. also see variable C7), regardless of intent, result in a non-accidental physical injury to the child-victim, including incidents of unreasonably severe corporal punishment. The effect can be a physical injury, namely any reported intentional deliberate assault, such as bruises on the face, back, burns, fractures, cuts and scrapes (also see variable C9). In some cases, apart from or even without visible physical injury, the effect of physical abuse can be the adoption of a particular behaviour on the part of the child-victim. Behaviours that should be examined as effects of physical abuse may include comments indicating that the child was uncomfortable with physical contact, showed aggression or withdrawal, was frightened of parents/ caregivers and was afraid to return home.*
Sexual abuse: The involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared, or else that violates the laws or social taboos of society. Children can be sexually abused by both adults and other children who are – by virtue of their age or stage of development – in a position of responsibility, trust or power over the victim.	*Sexual abuse: A "sexual abuse" case should be considered any file describing an incident including at least one piece of information related to sexual matters. It is noted that files describing sexual abuse cases can include descriptions of **non-touching events** (such as indecent exposure and exposing the child to pornography) but also **touching-events** (such as fondling) and **sexual exploitation** (such as prostituting the child or using the child in pornography) (also see variable C11). Furthermore, any existing file accompanied by **documentation** such as physical exams and/or body maps by medical doctors indicating sexual abuse should be recorded as a "sexual abuse" case. Files including descriptions for specific child's behaviours such as age-inappropriate knowledge of sex, and unexplained fear of a person or place, should be examined closely to see if they are sexual abuse cases.*

***Psychological abuse**: Emotional and psychological abuse involves both isolated incidents, as well as a pattern of failure over time on the part of a parent or a caregiver to provide a developmentally appropriate and supportive environment. Abuse of this type includes: the restriction of movement; pattern of belittling, blaming, threatening, frightening, discriminating against or ridiculing; and other nonphysical forms of rejection or hostile treatment.*	***Psychological abuse**: A "psychological abuse" case should be considered any file describing an incident including information on **specific patterns** such as belittlement of the child, ridiculing, intimidating, ignoring or rejecting, indifference to the child's problems and unusual means of discipline by main caregiver [e.g. (step)parents]. Because **this type of abuse could also be a result of the two other forms of abuse and neglect**, researchers should carefully examine files that mention the following: the child had speech disorders, developmental delays, habits such as sucking thumb, biting, rocking, antisocial and destructive behaviour, sleep disorders, compliancy, passivity, aggression, self-destructive behaviour and suicide attempts, self-report of taking pleasure in hurting other people or animals, and delinquent behaviour (see also variable C13).*
***Neglect**: Neglect includes both isolated incidents, as well as a pattern of failure over time on the part of a parent or other family member to provide for the development and well-being of the child – where the parent is in a position to do so – in one or more of the following areas: health, education, emotional development, nutrition, shelter and safe living conditions." The parents of neglected children are not necessarily poor. They may equally be financially well-off.*	***Neglect**: A "neglect" case should be considered any file describing an incident including information related to failure of caregiver(s) to satisfy the child's basic needs (food, clothing, shelter), to provide adequate supervision and/or health care that is necessary for the child's health. In each neglect case two elements are expected to be included: **an omission** on the part of the caregiver(s) that has **an effect** (such as physical, behavioural, emotional) upon the child (also see C15).* *Any file should also be examined if it includes information concerning chaotic households, with no structure or routines (such as regular meal time, bedtime, homework time, no spaces set aside specifically for the child) and with existence of crises (job loss, serious illness or divorce). Additionally, researchers should consider file records where it is mentioned that the child appeared undernourished, hungry, lethargic, presented untreated injuries, poor hygiene, inappropriate dress for the weather, (self)report of many accidents and injuries and risky behaviour, substance abuse (alcohol or drugs) and learning difficulties.*

Research Tool

Structure

The tool consists of two parts: the first of which addresses issues related to the participating agencies and their CAN-records. The second part is related to the CAN-cases themselves. Each part includes a number of variables to be measured, which are categorized under general titles.

PART I

In order to be aware of the sources from where the data collected was gathered, this part of the extraction form contains information concerning the agency/organization providing the data.

This part includes two general categories related to the agency's identity and its archive.

The first part of the extraction form will be completed only once per each agency that will provide access to its database/archive, regardless of the number of cases that will finally be identified and extracted. A set of 13 variables will be used to record all information needed for the identity of the agency that provides the data and a second set comprised of 7 variables will be used to keep the needed information for the archive/database maintained by the agency. An overview of the variables included in the respective extraction form is presented in the Table 14.

PART II

This part includes ten general categories related to case identity, child, incident, perpetrator(s), caregivers (in cases where they are different persons than the perpetrators), family, household, history of previous maltreatment and which agencies they contacted and what services they provided as a consequence of the specific incident (if any).

The second part of the extraction form will be completed as many times as CAN-cases records/files are identified in an archive/database for the pre-defined time period, i.e. one form per each individual case. In the Table 15 an overview of the variables under the ten above mentioned general categories is presented.

Table 1: Overview of the 21 variables concerning the agency's identity and the archive/database's characteristics

Label	Category	Variable	Description
a1	Agency	Identification Code	Unique identification label assigned to each agency participating in the study
a2	Agency	Legal Status	What is the legal status of the agency
a3	Agency	Operating Status	Whether agency operates independently at nationwide or local level
a4	Agency	Sector	What is the sector that the agency belongs to
a5	Agency	Mission	What is the orientation of the mission of the agency
a6	Agency	Human Resources	Number of employees working in the agency
a7	Agency	Personnel working with CAN	Number of employees working in the agency devoted especially to CAN
a8	Agency	Number of CAN cases turnover	What the number is of CAN cases on average per month the Agency receives Agency-related information
a9	Agency	Area	Area that agency provides child welfare services
a10	Agency	Referral sources	What are the sources of referrals to the agency
a11	Agency	Screening	Whether policy for CAN routine screening is implemented by the agency
a12	Agency	Training on CAN issues	Existence of specialized training program on CAN
a13	Agency	Trained staff	Number of trained employees on CAN issues
a14	Agency	Statistics	Availability of CAN statistical data
b1	Archive	Time period covered	What is the total time period covered by the archive/database maintained by the agency
b2	Archive	Type of record	What is the format of the archive/database
b3	Archive	Recording Form	Whether a specific "CAN Recording Form" exists AND is used in the agency
b4	Archive	Content of archive/database	What type of cases are included in the agency's archive/database
b5	Archive	Personnel who record the cases	What is the profession of the staff who record the case
b6	Archive	Available Documentation	Whether there is any available documentation accompanying the records
b7	Archive	Text Description	Whether text describing the case of maltreatment is available

Table 2: Overview of the 82 variables concerning the ten general categories of information to be recorded per identified case

Label	Category	Variable	Description
A1	Case	Identification Code	Unique identification label assigned to a case
A2	Case	Child Identification Code	Unique identification label assigned to a child
A3	Case	Report Date	Date the child reached the agency and the maltreatment was recorded
A4	Case	Date of Record	Date case was recorded by the researcher in the BECAN extraction form
B1	Child	Child's Age	Child's age on date of report (years)
B2	Child	Child's Sex	Child's sex
B3	Child	Nationality	Child's nationality and specific ethnic group (if applicable)
B4	Child	Educational status	Child's educational status
B5	Child	Work status	Child's work status
B6	Child	Education-related problems	Child's reported education and school environment related problems
B7	Child	Behaviour-related problems	Child's reported behaviour related problems
B8	Child	Substance-abuse problems	Child's reported substance-abuse problems
B9	Child	Diagnosed disabilities	Child's diagnosed physical, mental or developmental disabilities
B10	Child	Telephone number	Availability of a telephone number where the child can be reached
B11	Child	Address	Availability of child's postal address
C1	Incident	Incident date	Date when the incident took place
C2	Incident	Duration of maltreatment	Clarification whether maltreatment refers to a single or to multiple incidents and its duration
C3	Incident	Source of referral	What was the source of referral for the specific incident
C4	Incident	Scene of incident	Place(s) where the incident(s) (single incident or multiple incidents e.g. neglect, sexual abuse) took place
C5	Incident	Form of maltreatment	Form of maltreatment
C6	Incident	Physical Abuse Status	Investigation results of CAN associated with report of physical abuse
C7	Incident	Physical abuse forms	Specification of forms of reported physical abuse
C8	Incident	Injury due to Physical abuse	Existence and assessment of the degree of physical injury resulted due to physical abuse
C9	Incident	Nature of physical injury	Nature of injury sustained or suffered by the child
C10	Incident	Sexual Abuse Status	Investigation conclusion concerning report of alleged sexual abuse
C11	Incident	Sexual abuse forms	Specification of forms of reported physical abuse
C12	Incident	Psychological Abuse Status	Investigation conclusion concerning report of alleged psychological/ emotional abuse
C13	Incident	Psychological maltreatment forms	Specification of forms of reported physical abuse
C14	Incident	Neglect Status	Investigation conclusion concerning report of alleged neglect

C15	Incident	Neglect forms	Specification of forms of reported neglect
C16	Incident	Case assessment of allegation	Case Assessment of allegation based on information/evidence provided by one or more sources
C17	Incident	Maltreatment confirmation	Recorded confirmation that maltreatment has occurred
C18	Incident	Legal Action Taken	Legal action taken following the recording of CAN
C19	Incident	Care Plan	Care plan for child
C20	Incident	Out of Home Placements	Consideration of out of home placement
D1	Perpetrator(s)	Number of perpetrators	How many perpetrators were involved
D2	Perpetrator(s)	Perpetrator/Alleged perpetrator	Decision after investigation for the perpetrator
D3	Perpetrator(s)	Sex	Perpetrator sex
D4	Perpetrator(s)	Age	Perpetrator's age on date of report, in years
D5	Perpetrator(s)	Nationality	Perpetrator's nationality & specific ethnic group
D6	Perpetrator(s)	Educational level	Perpetrator's educational level
D7	Perpetrator(s)	Employment status	Perpetrator's employment status
D8	Perpetrator(s)	Marital status	Perpetrator's marital status
D9	Perpetrator(s)	Relationship with child	Perpetrator's relationship with child-victim
D10	Perpetrator(s)	History of substance-abuse	Perpetrator's reported substance-abuse problems
D11	Perpetrator(s)	Physical/mental disabilities	Perpetrator's diagnosed physical or mental disabilities
D12	Perpetrator(s)	History of victimization/ abuse	Reported victimization of perpetrator during childhood or adult life
D13	Perpetrator(s)	Previous allegations	Reported previous allegations of similar offences for the perpetrator
D14	Perpetrator(s)	Telephone Number	Availability of perpetrator's telephone number
D15	Perpetrator(s)	Address	Availability of perpetrator's postal address
E1	Caregiver(s)	Caregiver and Perpetrator	If caregiver(s) is/are different person(s) than perpetrator/alleged perpetrator(s)
E2	Caregiver(s)	Number	How many caregivers are involved in the care of the child
E3	Caregiver(s)	Relationship to child	Caregiver's relationship to child-victim
E4	Caregiver(s)	Type of guardianship	What is the type of guardianship
E5	Caregiver(s)	Sex	Caregiver's sex
E6	Caregiver(s)	Age	Caregiver's age on date of report, in years
E7	Caregiver(s)	Nationality	Caregiver's nationality and specific ethnic group
E8	Caregiver(s)	Educational level	Caregiver's educational level
E9	Caregiver(s)	Employment status	Caregiver 's employment status
E10	Caregiver(s)	Marital status	Caregiver's marital status
E11	Caregiver(s)	History of substance-abuse	Caregiver's reported substance-abuse problems

E12	Caregiver(s)	Physical/mental disabilities	Caregiver's diagnosed physical or mental disabilities
E13	Caregiver(s)	History of victimization/ abuse	Whether caregiver is known or suspected to have a history of maltreatment
E14	Caregiver(s)	History of CAN allegations	Caregiver's history concerning allegations of offence related to maltreatment
E15	Caregiver(s)	Telephone Number	Availability of caregiver's telephone number
E16	Caregiver(s)	Address	Availability of caregiver 's postal address
F1	Family	Family status	Family status concerning the family that the child currently lives with
F2	Family	Number of co-habitants	Number of people living in the household other than child-victim (including mother/ father/ caregiver(s))
F3	Family	Co-habitants' identity	Identity of people living in the household other than child-victim
F4	Family	Other CAN victims	CAN incidents concerning other child in family
F5	Family	Other types of abuse	Violent incidents concerning adult person in family
F6	Family	Referrals made to services	Child- and family-focused referrals made
F7	Family	Services received	Child- and family-focused services received (ongoing or previously)
G1	Household	Inadequate Housing	Family reported to have inadequate housing
G2	Household	Household income	Reported household income
G3	Household	Source of income	Primary source of the household income
G4	Household	Financial problem	Family finances do not meet minimal needs
H1	Previous maltreatment	Incidents	Reference of previous maltreatment incidents
H2	Previous maltreatment	Types	Reference of most severe substantiated or unsubstantiated previous incident of maltreatment
H3	Previous maltreatment	Perpetrator(s)	Perpetrator(s) of most severe previous maltreatment
H4	Previous maltreatment	Investigating agencies	Agencies involved providing services during the investigation of the most severe incident of maltreatment
I1	Follow-up	Follow-up	Whether case's follow-up information is available in the agency

Overview of Variables to be explored

Following the rationale described in the Injury Surveillance Guidelines prepared by WHO,[1] variables included in the research tool under the general categories will be presented in a common and structured way.

The following Table presents the way in which each piece of information is defined and is going to be coded. For the presentation of each individual variable, the information presented in the first column is provided; in the second column, a description per information is provided

Table 16: **Characteristics provided for each variable**

Information	Description
Label	Abbreviation of the variable based on the category it belongs to and its unique ID
Variable	Name of variable In total 104 variables are going to be included in the protocol (22 in the extraction form related to the agency and archive and 82 in the extraction form related to cases)
Definition	A short description is provided concerning what each individual variable is intending to measure
Category	Indicates the CAN-related general category to be explored, namely under which of the eleven categories the variable belongs. Targeted categories are: **Extraction Form for Agency/Archive (Part I):** To be completed once per agency data-source (regardless of the number of cases that will be extracted) <table><tr><td>**Categories**</td><td>**Variables**</td></tr><tr><td>a. Agency</td><td>a.1-a.15</td></tr><tr><td>b. Archive</td><td>b.1-b.7</td></tr></table> **Extraction Form for Cases (Part II):** To be completed for each individual case <table><tr><td>**Categories**</td><td>**Variables**</td></tr><tr><td>A. Case Identity</td><td>A1-A4</td></tr><tr><td>B. Child-related information</td><td>B1-B11</td></tr><tr><td>C. Incident-related information</td><td>C1-C20</td></tr><tr><td>D. Perpetrator(s)-related information</td><td>D1-D15</td></tr><tr><td>E. Caregiver-related information</td><td>E1-E16</td></tr><tr><td>F. Family-related information</td><td>F1-F7</td></tr><tr><td>G. Household-related information</td><td>G1-G4</td></tr><tr><td>H. Previous maltreatment</td><td>H1-H4</td></tr><tr><td>I. Follow-up</td><td>I1</td></tr></table>
Completion	This field indicates whether the completion of the variable should be treated as mandatory or conditional, namely whether the particular variable is considered as essential for the exploration of the category (mandatory completion), or conditional (depending on the answers in a previous variable). Out of the 82 variables included in the protocol concerning CAN cases, 54 are mandatory and 28 conditional (see table below); for the Agency 14 are mandatory and 1 conditional and for the archive all 7 variables are mandatory.

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[1] Holder, Y., Peden, M., Krug, E. et al (Eds). (2001). Injury surveillance guidelines. Geneva, World Health Organization.

Targeted Categories	Total Variables	Mandatory	Conditional (filters)
I. Agency	15	14	1
II. Archive	7	7	0
PART 1-Total	*22*	*21*	*1*
A. Case Identity	4	4	0
B. Child-related information	11	11	0
C. Incident-related information	20	10	10
D. Perpetrator(s)-related information	15	15	0
E. Caregiver-related information	16	1	15
F. Family-related information	7	7	0
G. Household-related information	4	4	0
H. Previous maltreatment	4	1	3
I. Follow-up	1	1	0
PART 2-Total	*82*	*54*	*28*
Total (Part I &II)	**104**	**75**	**29**

Coding   Indicates whether the code for that variable is numeric or string; numeric codes are preferable to string, as the former are expected to facilitate the extraction process

Coding:	Numeric	92
	String	12
Total variables		104

Measurement level   The level of the measurement of the variable (scale, ordinal, nominal)

Measurement level:	Scale	9
	Ordinal	3
	Nominal	92
Total variables		104

Code values   Indicates the potential values that the variable could take; for each individual value belonging to the list of potential values of the pre-coded variables, a description is provided (e.g. 0=No, 1=Yes, etc.)

For the development of the lists of variables and their potential values, previous coding systems and/or other related protocols were taken into account:
- Injury surveillance guidelines published by WHO (2001),[2]
- User's Guide and Codebook of the National Child Abuse and Neglect data System (NCANDS) published by the National Data Archive on Child Abuse and Neglect in collaboration with Walter R. McDonald & Associates in 2003,[3]
- International Classification of External Causes of Injuries (ICECI) prepared by ICECI Coordination and Maintenance Group in 2004,[4]
- Guidelines on data collection and monitoring systems on child abuse prepared by the European Network of National Observatories on Childhood in 2008,[5]

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[2] Holder, Y., Peden, M., Krug, E. et al (Eds). (2001). Injury surveillance guidelines. Geneva, World Health Organization.

[3] National Data Archive on Child Abuse and Neglect in collaboration with Walter R. McDonald & Associates, Inc. (2003). National Child Abuse and Neglect Data System (NCANDS) Detailed Case Data Component, 1998 – 1999: User's Guide and Codebook, New York.

[4] ICECI Coordination and Maintenance Group (2004). International Classification of External Causes of Injuries (ICECI) version 1.2. Consumer Safety Institute, Amsterdam and AIHW National Injury Surveillance Unit, Adelaide.

[5] Child Europe, European Network of National Observatories on Childhood (2008). Guidelines on Data Collection and Monitoring Systems on Child Abuse - Series 1.

	- Report of the Canadian Incidence Study of Reported Child Abuse and Neglect (2001), [6]
	- Conceptual and epidemiological framework for child maltreatment surveillance (2001),[7]
	- Guidelines for reporting and classification of child abuse in health care settings (1998),[8]

Two codes used in common for all variables are:

"Other" code = 88 (with available space for comments) and

"Unspecified" code = 99; This code should be used in cases where an information is missing even though the agency's representative has indicated (during the completion of the Extraction form-Part I concerning the characteristics of the maintained archive) that this specific type of information is normally collected.

In cases that specific types of information are not collected by the agency and therefore are not included in the archive, then the symbol in the upper right hand corner of the variable indicating "Non applicable" should be checked.

Note: Researchers should be very careful to not over-use "unspecified" so that avoid lost of important information.

Comments	For each variable further comments and notes are provided where needed.
	Comments can have the format of

a. Instructions (e.g. multiple selection of all applicable values per case)

b. Explanation of values (e.g. "2=**Legal guardian**: Legal guardian is the person or institution named in a will or assigned by the court to take care of minor children or incompetent adults ", "3=**Step parent**: A step-parent can be the adult who assumed the role of a parent because of the death of a parent, the remarriage of a parent, or an adoption")

c. Notes (further information for the researcher concerning the scope of the variable)

[6] Trocmé, N., MacLaurin, B., Fallon, B. et al. (2001). Canadian Incidence Study of Reported Child Abuse and Neglect: Final Report. Ottawa, Ontario: Minister of Public Works and Government Services Canada

[7] Wolfe, D. A., Yuan, L. (2001). A conceptual and epidemiological framework for child maltreatment surveillance. Ottawa: Minister of Public Works and Government Services Canada, Health Canada.

[8] Health Canada (1998). Child Abuse: Reporting and Classification in Health Care Settings, Ottawa: Health Canada.

Format of Extraction Forms

In order for the Extraction Forms to be as user friendly as possible, a number of specific formatting characteristics were used, as presented in the Table below.

Table 17: Characteristics of the Extraction Forms	
Symbol Coding	Four different symbols are used in the extraction forms aiming to facilitate researchers during the extraction process.

Four different symbols are used in the extraction forms aiming to facilitate researchers during the extraction process.

- The first two symbols concern the "non-applicable" responses resulting from the characteristics of the archive/database from which a case is derived. Both of these symbols are used exclusively in the Extraction Form for Cases (Part II).
- The next two symbols accompany all values except for the cases where a date or number such as the child's age is requested.

○ This symbol should be checked in cases where an existing archive/database does not include information for a general category (for example, as regards the perpetrator). In such a case, the researcher should skip all variables under the specific category because no related information is available.

Example:

D. PERPETRATOR(S)-RELATED INFORMATION ○

○ This symbol should be checked in cases where, even though information for a general category in the archive/database is available, one or more variables under this category are not kept by the agency (for example, educational level of caregivers). In such cases, the researcher should skip the specific variable (or variables) as it is "not applicable" and check the respective symbol at the upper right corner of the cell including the name of variable.

Example:

H1: Previous maltreatment incidents ▼ ○
- ○ 00 No (single incident)
- ☐ 01 Yes, substantiated maltreatment
- ☐ 02 Yes, indicated incident
- ☐ 88 Other
- ○ 99 Unknown

○ This symbol is used to indicate that **SINGLE** selection among variable's values should be made, namely that the values are mutually excluded (for example it could be not feasible to have at the same time values "Yes" and "No").

Example:

B2: Sex ▼ ○
- ○ 01 Male
- ○ 02 Female
- ○ 99 Unknown

In many variables, this symbol appears along with the "square" symbol indicating multiple choice. This means that the information to be extracted will either have multiple values (indicated with the square symbol) or only one single value (indicated with the "circle" symbol).

Example:

b4: Content of archive/database ▼
- ☐ 01 Reported CAN cases
- ☐ 02 Detected CAN cases
- ☐ 03 Mixed (CAN & non-CAN cases)
- ☐ 88 Other
- ○ 99 Unknown

An archive maintained by an Agency could include reported CAN cases but also other types of cases (e.g. unintentional injury related). In such a case the researcher should select values 01 AND 03 (square symbols). If, however, the content of the archive is not known, then the researcher should check the code 99 (circle symbol) and nothing else. It is not possible for the value(s) of a variable to be "known" & "unknown" at the same time.

☐ This symbol is used to indicate that a specific variable can take more than one value (**MULTIPLE** selection).
Example:

B8: Substance-abuse problems ▼
- 00 None
- 01 Drug abuse
- 02 Alcohol abuse
- 88 Other substances
- 99 Unknown

As mentioned above, multiple selections should include ONLY values accompanied by the "square" symbol. In the example, codes 01, 02 and 88 can be valid for a specific case and therefore should be checked. If, however, either 00 (None) or 99 (Unspecified) code is selected, then none of the 01, 02 and 88 values are valid.

Color Coding

Four different colors are used in the extraction form.

The dark teal color indicates the general category in which the variables that follow belong.

Example:

D. PERPETRATOR(S)-RELATED INFORMATION

The remaining two colors indicate whether the completion of a variable is mandatory or conditional, as follows:

Mandatory completion *(if available in the archive)*

Example:

B2: Sex ▼
- 01 Male
- 02 Female
- 99 Unknown

Conditional completion *(if available in the archive)*

C6: Physical Abuse Status ▶C5=1▼
- 01 Substantiated
- 02 Indicated
- 03 Unsubstantiated
- 04 Closed no finding
- 88 Other
- 99 Unknown

Concerning this type of variable, a note in red font indicates the prerequisite value in a previous variable that will enable the extraction of the information for the conditional one.

C5: FORM OF MALTREATMENT ▼
- 01 Physical Abuse
- 02 Sexual Abuse
- 03 Psychological Abuse
- 04 Neglect
- 88 Other form of maltreatment
- 99 Unknown

In our example (C6: Physical Abuse Status) the variable will be recorded only if the value "1" is selected in variable C5 (Form of Maltreatment); in any other case (namely if "1" is not selected or variable C5 is non-applicable) then variable C6 will be skipped.

Detailed presentation of the variables

PART I: Extraction Form for Agency & Archive

General Note: This form is going to be completed on the basis of the answers of a representative of each individual Agency that will participate in the CBSS. To this end, the most appropriate mean for collecting the necessary information is a short structured interview that each researcher will conduct with the Agency's representative.
For facilitating the process for the researchers, after the "Definition" of each individual variable a question is provided (where needed) to be used by the researchers for the completion of this form.

ID	a. Agency	Variables Presentation
a1	**Variable:**	**Agency Identification Code**
	Definition:	Unique identification label assigned to each agency participating in the study
	Category:	Record-related information
	Completion:	Mandatory
	Coding:	String
	Measurement level:	Nominal
	Code values:	9-digit code
	99	Unspecified
	Comments:	A. The 9-digit code consists of 2-letters for the country + 4 letters for the region + 3-digit ID for the agency per country (based on the list of participating agencies in the study, see tables 4 to 12 in the Protocol)
		Example: GRATTI001=first agency (Institute of Child Health) from the region of Attica in Greece
		Note: Given that National Coordinators already have available the list of the Agencies that will participate in CBSS (see Protocol, Tables 4.1 to 4.9), it is suggested that this code be pre-completed in order to avoid confusion among researchers and double coding.
		Example: Country-Greece [GR]

List of Agencies	Geographic area	Agency ID
Agency 1	Attica	GRATTI001
Agency 2	Attica	GRATTI002
Agency 3	Central Macedonia	GRMACE001
Agency …	Crete	GRCRET001
Agency n	Crete	GRCRET002

ID	a. Agency	Variables Presentation
a2	**Variable:**	**Legal Status**
	Definition:	What is the legal status of the agency
	Suggested question:	*"What is the legal status of your organization?"* [Provide the alternatives]
	Category:	Agency-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Not-for-profit NGO
	2	Semi-public agency
	3	Public Regional Organization
	4	Central Government Organization
	5	Independent Authority (such as Child Ombudsman)
	88	Other
	99	Unspecified
	Comments:	A. Explanation of values:
		1. Not-for-profit NGO: To be considered a *not-for-profit NGO*, an organization must be free from government control, non-profit, not

		considered a political party, and not involved in criminal activity.
		2. Semi-public agency: Either a private entity owned or sponsored regularly in accordance with the applicable provisions of state funds of the annual budget or a public enterprise or a public institution
		3. Public Regional Organization: An organization belonging to a regional/local government (applicable for countries with decentralized governmental administration)
		4. Central Government Organization: An organization belonging to the governmental structure under a specific Department or Ministry.
		5. Independent Authority: An authority independent of the executive branch of any Government, such as the Ombudsman, targeting to safeguard the rights of citizens
		88. Other
		99. Unspecified
		Note: To be adapted according to country specifics
a3	Variable:	**Operating Status**
	Definition:	Whether agency <u>operates independently</u> at nationwide or local level
	Suggested question:	*"What is the status of your organization concerning its operations and decision making: is it independent or part of a wider structure working according to some centrally defined rules?"* [Provide the alternatives]
	Category:	Agency-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Independent Agency- National level
	2	Independent Agency- Local level
	3	Central Governmental Agency-National level
	4	Regional Governmental Agency-Regional level
	5	Local Agency-Part of Central Governmental Agency
	6	Local Agency-Part of Regional Governmental Agency
	88	Other
	99	Unspecified
	Comments:	A. Explanation of values:
		1. Independent agency-Nationwide: e.g. an NGO operating independently at national level
		2. Independent agency-Local: an NGO operating independently at local level
		3. Central Governmental Agency operating at National level: a governmental central structure (such as a National CAN Reporting Center) that collects data from a number of other agencies
		4. Regional Governmental Agency operating independently at regional level [applicable for countries with decentralized governmental structure] (such as a Regional CAN Reporting Center)
		5. Local Agency-Part of Central Governmental Agency: a local agency (such as a Municipality Social Work Department) that provides CAN data to a Central Nationwide Agency
		6. Local Agency-Part of Regional Governmental Agency: a local agency (such as a Social Work Service) that provides CAN data to a Regional Governmental Agency
		88. Other
		99. Unspecified
a4	Variable:	**Sector**
	Definition:	What is the sector that the agency belongs to
	Suggested question:	*"What is the sector or the sectors in the context of which your agency operates?"* [Provide the alternatives]
	Category:	Agency-related information

	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Health sector
	2	Social welfare
	3	Judicial sector
	4	Order/ Police
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable values)
		B. Explanation of values
		1. Health sector: Includes any organization, agency, institution or association involved in health care delivery, regardless of its legal status and the level of its operation
		2. Social welfare: Includes any organization, agency, institution or association involved in the promotion of the well-being of the community as a whole, regardless of its legal status and the level of its operation
		3. Judicial sector: Any organization related to the system of legal courts that administer justice and constitute the judicial branch of a Government
		4. Order/ Police: Any organization related to the enforcement of the law and the protection of citizens and property
		88. Other
		99. Unspecified
a5	Variable:	**Mission**
	Definition:	What is the orientation of the mission of the agency
	Suggested question:	*"What your agency's mission according to its statutory objectives in terms of prevention?"* [Provide the alternatives]
	Category:	Agency-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Primary prevention
	2	Secondary prevention/ support
	3	Tertiary prevention/treatment
	4	Legal support
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable values)
		B. Explanation of values
		1. Primary prevention: The agency organizes, implements, and lobbies for practices and actions addressing the community and individuals towards violence, and especially child maltreatment, prevention (before such phenomena arise). The activity of the agency Includes health promotion aiming to reduce the incidence of violence in general and CAN in particular
		2. Secondary prevention/support: The agency is activated to identify and treat an existing problematic condition, namely substantiated violence victimization which leads to health and mental health problems in its early stages, before it results in significant morbidity; furthermore, secondary prevention targets the prevention of recurrences of similar conditions that already has been identified as well as re-victimization and to minimize complications or after-effects of the violent incident.
		3. Tertiary prevention/ treatment: Main activities of the Agency target to

		reduce the negative impact of substantiated violent incidents that lead to health and other problems by restoring victim functionality and reducing incident-related complications; Agency takes measures in order to provide appropriate supportive and rehabilitative services to minimize morbidity and maximize quality of life after a CAN or other violent incident is present.
		4. Legal support: Agency's activities includes the provision of some level of legal aid to persons (namely CAN victims or their caregivers) in order to have at least basic legal representation and access to the court system
		88. Other
		99. Unspecified
a6	Variable:	**Human Resources**
	Definition:	Number of employees working in the agency
	Suggested question:	*"How many people in total work in your agency (including permanent personnel, volunteers etc)?"*
	Category:	Agency-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Scale
	Code values:	Number of employees
	88	Other
	99	Unspecified
	Comments:	Note: General human resources of the Organization including e.g. volunteers
a7	Variable:	**Personnel working with CAN**
	Definition:	Number of employees working in the agency devoted especially to CAN
	Suggested question:	*"How many of the personnel in your agency are working especially with CAN cases (including permanent personnel, volunteers etc)?"*
	Category:	Agency-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Scale
	Code values:	Number of employees
	88	Other
	99	Unspecified
	Comments:	Note: Proportion of personnel of the Organization working exclusively with CAN cases including e.g. volunteers
a8	Variable:	**Number of CAN cases turnover**
	Definition:	What the number is of CAN cases on average per month the Agency receives
	Suggested question:	*"To your knowledge, what is the monthly average number of CAN cases reaching your organization?"*
	Category:	Agency-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Scale
	Code values:	[Number]
	88	Other
	99	Unspecified
	Comments:	A. Explanation of values:
		Number (approximately): the mean number of new CAN cases/month reaching the Agency (reported/ detected/ referrals) BASED ON THE KNOWLEDGE OF THE INTERVIEWED EMPLOYEE
		88 Other
		99 Unspecified

a9	**Variable:**	**Area**
	Definition:	Area that agency provides child welfare services
	Suggested question:	*"What is the geographic area or the areas that your agency provides child welfare services?"* [Provide the alternatives]
	Category:	Agency-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Urban
	2	Suburban
	3	Rural
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable values)
		1. Urban area: a geographical area constituting a city or town (>10.000 inhabitants)
		2. Suburban area: a residential district other than city (>1.500-<10.000 inhabitants)
		3. Rural area: all territory lying outside urban and suburban areas (<1.500 inhabitants)
		88. Other(e.g. nationwide)
		99. Unspecified
		Note: The number of inhabitants should be adapted according to country specifics
a10	**Variable:**	**Referral sources**
	Definition:	What are the sources of referrals to the agency
	Suggested question:	*"What are the sources of CAN referrals to your agency?"* [Provide the list]
	Category:	Agency-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Social Services
	2	Medical personnel/Health professional
	3	Mental Health Professionals/ Services
	4	Legal personnel
	5	Police
	6	Community agency
	7	School personnel
	8	Child-Alleged victim
	9	Parent /foster parent/ care provider
	10	Relative
	11	Friend/ Neighbour
	12	Alleged perpetrator
	13	Anonymous reporter
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable values)
		B. Explanation of values:
		1. Social Services: include referrals from hospitals' social work departments, municipalities' social work departments, social assistance workers, etc.
		2. Medical personnel/Health professional: includes hospital- and clinic based physicians and nurses, and public health nurses

		3. Mental Health Professionals/Services: includes family service agencies, mental health centres (other than hospital psychiatric wards), and private mental health practitioners (psychologists, social workers, other therapists) working outside of a school/hospital/child welfare setting 4. Legal personnel: e.g. public prosecutors 5. Police: any member of police services, including municipal forces 6. Community agency: includes agencies running any form of recreation and community activity program (e.g. sport centres); shelters for family violence or homelessness; child care or day care services; or any other community agency or service 7. School personnel: includes any school personnel (teacher, principal, teacher's aide, school psychologist –where applicable, etc.) 8. Child-Alleged victim: a self-referral by any child 9. Parent/foster parent/care provider: includes adults involved as a caregiver to the reported child 10. Relative: includes any relative of the child in question other than the parents 11. Friend/ Neighbour: includes any neighbour or friend of the child(ren), or of the family) 12. Alleged perpetrator 13. Anonymous reporter: any unidentified caller 88. Other 99. Unspecified
a11	Variable:	**Screening**
	Definition:	Whether policy for CAN routine screening is implemented by the agency
	Suggested question:	*"Does your Organization implement routine screening for CAN in its daily operations?"* [Explain "routine screening" if needed]
	Category:	Agency-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No
	1	Yes
	2	Not applicable
	88	Other
	99	Unspecified
	Comments:	Note: "Routine Screening" is the usage of screening questions that are asked routinely about abuse and neglect of both parents and children. Agencies who have a "routine screening" policy (usually most mandated reporters) perform some kind of routine intake assessment—for example, as a child enters a new school, as part of a medical examination, or as part of case management services. Screening questions about child abuse and neglect can be added to any agency's assessment form and social scientists working in the agencies can learn to ask these questions in a gentle, non-threatening manner in a way that does not create lasting anxiety or fear (for example, alternatively between questions that could uncover abuse, and questions about more conventional subjects, keeping the interview positive and informational). In any case the "screening questions" should be tailored to individual settings.
a12	Variable:	**Trained staff for recording cases**
	Definition:	Existence of trained staff for recording of CAN cases
	Suggested Question:	*"Is the personnel that is responsible for the recording of CAN cases especially trained for this task?*
	Category:	Agency-related information
	Completion:	Mandatory

		Coding:	Numeric
		Measurement level:	Nominal
		Code values:	Values
		0	No
		1	Yes
		2	Yes, but not formally
		99	Unspecified
a13		**Variable:**	**Training on CAN issues**
		Definition:	Existence of specialized training program on CAN
		Suggested Question:	*"Does your organisation have a specialized training program for your staff on CAN issues such as CAN reporting and recording?*
		Category:	Agency-related information
		Completion:	Mandatory
		Coding:	Numeric
		Measurement level:	Nominal
		Code values:	Values
		0	No
		1	Yes
		2	Yes, but not formal
		99	Unspecified
		Comments:	Note: Formal training based on a specific module with specific characteristics (duration, content, tools, etc). Informal training: when an already experienced employee trains the newcomers and monitors them concerning CAN recording for a period of time.
a14		**Variable:**	**Staff trained at the agency**
		Definition:	Number of trained employees on CAN issues
		Suggested question:	*"How many employees in your organization have gone through the training you mentioned in the previous question?"*
		Category:	Agency-related information
		Completion:	Conditional [a13 = 1, 2]
		Coding:	Numeric
		Measurement level:	Nominal
		Code values:	Values
		0	None
		1	Some
		2	All
		88	Other
		99	Unspecified
		Comments:	Note: If a13 = 0, 88 or 99, then skip a14
a15		**Variable:**	**Statistics**
		Definition:	Availability of CAN statistical data
		Suggested question:	*"Does your organization maintain statistics on the CAN cases reaching your premises?"*
		Category:	Agency-related information
		Completion:	Mandatory
		Coding:	Numeric
		Measurement level:	Nominal
		Code values:	Values
		0	No
		1	Yes
		88	Other
		99	Unspecified
		Comments:	A. If the response is "Yes", then researcher should ask CAN data for: _____ [*time period to be defined*]

ID	b. Archive	Variables Presentation
b1	**Variable:**	**Time period covered**
	Definition:	What is the total time period covered by the archive/database maintained by the agency
	Suggested question:	*"What is the total time period your Organization has been maintaining a CAN cases-related archive/ database? When did it start? Is information maintained up to today?"*
	Category:	File-related information
	Completion:	Mandatory
	Coding:	Date
	Measurement level:	Nominal
	Code values:	Values
	Starting date	6-digit
	Ending date	6-digit
	88	Other
	99	Unspecified
	Comments:	A. Explanation of values
		Starting Date: 6-digit (MM/YYYY). Example: 031987 (= March 1987)
		Until: 6-digit (MM/YYYY). Example: 102010 (= October 2010)
		88 Other (e.g. in case a database was maintained for a period of time, then stopped and afterwards started again)
		99 Unspecified
		Note: If no exact date is available, please record the year (last four digits)
b2	**Variable:**	**Type of record**
	Definition:	What is the format of the archive/database
	Suggested question:	*"In what way does your organization maintain the CAN archive?"* [Provide the alternatives]
	Category:	File-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Paper archive
	2	Electronic archive
	3	Electronic database
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable values)
		B. Explanation of values
		1. An exclusively paper-based archive containing all historical records and documents for each individual case (reports, documentation etc)
		2. Electronic archives including all related files (reports, assessments, documentation, etc.) in e-folders (scanned documents, word documents, etc.)
		3. Databases including all related information organized and stored electronically in a uniform file structure (based on pre-defined forms) that allows data elements to be manipulated, correlated, or extracted to satisfy diverse analytical and reporting needs
		88. Other
		99. Unspecified
b3	**Variable:**	**Recording Form**

	Definition:		Whether a specific "CAN Recording Form" exists AND is used in the agency
	Suggested question:		*"Is there one or more specific forms (document) on the basis of which you collect and systematize the information for the CAN cases reaching your Organization?"*
	Category:		File-related information
	Completion:		Mandatory
	Coding:		Numeric
	Measurement level:		Nominal
	Code values:		Values
		0	No
		1	Yes
		99	Unspecified
	Comments:		A. If the response is "yes", then researchers should ask for a copy of the Form
			Note: CAN Recording form: Standard paper or electronic forms structured as "checklists" and permitting recording of all necessary information in a uniform manner based on multiple/single choice selection. Because no standard form can cover all situations, open-ended questions are also included for recording of qualitative information related to individual cases.
b4	**Variable:**		**Content of archive/database**
	Definition:		What type of cases are included in the agency's archive/database
	Suggested question:		*"What kind of cases are included in your organization's archive/database as regards to the way these cases are identified, namely reported, detected or both?"*
	Category:		File-related information
	Completion:		Mandatory
	Coding:		Numeric
	Measurement level:		Nominal
	Code values:		Values
		1	Reported CAN cases
		2	Detected CAN cases
		3	"Mixed" (including also non-CAN cases)
		88	Other
		99	Unspecified
	Comments:		
			A. Multiple selection (all applicable values)
			B. Explanation of values:
			1. Reported CAN cases by the victim, other person or agency
			2. Detected CAN cases by the agency during the routine screening process
			3. CAN cases and other non-CAN related cases such as cases related to intentional injuries or illness ("mixed" archive/database)
			88 Other
			99 Unspecified
b5	**Variable:**		**Personnel who record the cases**
	Definition:		What is the profession of the staff who record the case
	Suggested question:		*"What is the profession of the person or persons who record the CAN cases?"* [Provide the alternatives]
	Category:		File-related information
	Completion:		Mandatory
	Coding:		String
	Measurement level:		Nominal
	Code values:		Values
		1	Social worker
		2	Health professional
		3	Mental health professional

		4	Education-related professional
		5	Police officer
		6	Judicial officer
		88	Other
		99	Unspecified
		Comments:	A. Multiple selection (all applicable values)
b6	Variable:		**Available Documentation**
	Definition:		Whether there is any available documentation accompanying the records
	Suggested question:		*"Does your Organization collect and maintain further supportive documentation along with the archived CAN cases?"* [Provide explanation for the "documentation" if needed]
	Category:		File-related information
	Completion:		Mandatory
	Coding:		Numeric
	Measurement level:		Nominal
	Code values:		Values
		0	No
		1	Yes
		99	Unspecified
	Comments:		Note: Documentation e.g. medical files, body maps indicating CAN, judicial documents, experts' reports, etc.
b7	Variable:		**Text Description**
	Definition:		Whether text describing the case of maltreatment is available
	Suggested question:		*"Does your Organization prepare and archive text descriptions for the CAN cases in its database?"* [Provide explanation of "text description" if needed; normally, organizations who do not use specific forms for recording should maintain at least text descriptions]
	Category:		File-related information
	Completion:		Mandatory
	Coding:		Numeric
	Measurement level:		Nominal
	Code values:		Values
		0	No
		1	Yes
		99	Unspecified
	Comments:		Note: Text description could be a report prepared by a social worker or a health/ mental health professional, a psychological assessment, a complaint report etc.

PART II: Extraction Form for Cases

ID	A. Case Identity	Variables Presentation
A1	**Variable:**	**Case Identification Code**
	Definition:	Unique identification label assigned to a case
	Category:	Record-related information
	Completion:	Mandatory
	Coding:	String
	Measurement level:	Nominal
	Code values:	12-digit code
	Comments:	A. A 12-digit code consists of the 3-digit Case ID (001, 002 etc.) + 9-digit ID of agency CASE ID example: 011GRATTI001=11th case recorded from the archives of the first agency (Institute of Child Health) from Attica in Greece B. Definition of "a case": Most of the available archives/databases are not exclusively dedicated to CAN. To this end, researchers should identify CAN cases and decide accordingly their recording for the needs of BECAN CBSS. As already mentioned, conceptual definition of child maltreatment and its forms (physical abuse, sexual abuse, emotional abuse and neglect) are adopted by WHO & ISPCAN. Conceptual definitions, however, may not provide enough detail to allow researchers to determine whether or not an existing record to a database/archive concerns CAN. In order to facilitate them with this task, a set of operational definitions was developed, namely to support researchers to specify what they look for when examine a database or archive. This does not mean, however, that the provided operational definitions are exact but consist an agreed upon tool among partner countries aiming to assure a common way for data collection. *See also "Operational Definitions"*
A2	**Variable:**	**Child Identification Code**
	Definition:	Unique identification label assigned to a child
	Category:	Record-related information
	Completion:	Mandatory
	Coding:	String
	Measurement level:	Nominal
	Code values:	9-digit code
	Comments:	Note: For ethical reasons, the "child identification code" should not be recognizable and identifiable by any third party (apart from researchers and national coordinators). At the same time, such an ID is needed in order for the researchers to be able to identify & avoid double recording of the same child for the same incident. To this end, given that birth day is the only "identifier" for the child the following way is suggested for the formulation of such unidentifiable child identification code. A 9-digit code consists of the "reconstructed" date of child's birth (dd/mmm/yyyy→m/yyyy/m/dd/m) where – M: 3rd letter of the month of birth [MM (letters: JAN→N, FEB→B, MAR→R, APR→R, MAY→Y, JUN→N, JUL→L, AUG→G, SEP→P, OCT→T, NOV→V, DEC→C)] – YYYY: year of birth reversed e.g. 1992→2991 – M: 2nd letter of the month of birth [MM (letters: JAN→A, FEB→E,

		MAR→A, APR→P, MAY→A, JUN→U, JUL→U, AUG→U, SEP→E, OCT→C, NOV→O, DEC→E)] − DD: day of birth (numbers from 01-31) − M: 1st letter of the month of birth [MM (letters: JAN→J, FEB→F, MAR→M, APR→A, MAY→M, JUN→J, JUL→J, AUG→A, SEP→S, OCT→O, NOV→N, DEC→D)] Example 1: for a child born in 13th of January 1995 a. 1st digit will be the 3rd letter of the month of birth in the ID (N) b. 2nd to 5th digits: the year of birth reversed (1995→5991) c. 6th digit: the second letter of the month (A) d. 7th & 8th digits: the date of birth in normal order (13) e. 9th digit: the 1st letter of the month (J) In this way, the ID for the child in the example (born in 13th of January 1995) will be **N 5 9 9 1 A 1 3 J** **Example 2:** birthday 24 July 1998 → **L 8 9 9 1 U 2 4 J** **Example 3:** birthday 12 March 2000 → **R 0 0 0 2 A 1 2 M** **Note 2:** Case and Child have different IDs because more than one cases could be identified for one sole child (this is a measure in order to avoid duplication of maltreatment as we are interested to identify abused children)
A3	**Variable:** Definition: Category: Completion: Coding: Measurement level: Code values: 99 Comments:	**Report Date** Date the child reached the agency and the maltreatment was recorded Record-related information Mandatory Date Nominal 8-digit code Unspecified A. 8-digit code deriving from the date maltreatment was reported dd/mm/yyyy Example: 01011995
A4	**Variable:** Definition: Category: Completion: Coding: Measurement level: Code values: 99 Comments:	**Date of Record** Date case was recorded by the researcher in the BECAN extraction form Record-related information Mandatory Date Nominal 8-digit code Unspecified A. An 8-digit code consists of the date the case is recorded in the BECAN extraction form (dd/mm/yyyy). Example: 01102010

ID	B. Child-related information	Variables Presentation
B1	**Variable:**	**Child's Age**
	Definition:	Child's age on date of report (years)
	Category:	Child-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Scale
	Code values:	Age in years
	99	Unspecified
	Comments:	A. number of years at the moment of the report
		B. The term "child" refers to **any person under 18 years of age** on the date of report (according to the Convention on the Rights of the Child). **However, for the needs of the BECAN CBSS ONLY cases concerning children aged 11, 13 & 16 years old during the 12-month reported period will be eligible for extraction, namely children born during one of the following years: 2000 (children who were 10 years old during 2010 & 11 years old in 2011) 1998 (children who were 12 years old during 2010 & 13 years old in 2011) 1995 (children who were 15 years old during 2010 & 16 years old in 2011)**
		C. Extraction of information concerning children of 11, 13, 16 years old is the minimum requirement. BECAN partners can also decide to extract information for children aged from 11 to 16 years old. However, only the cases concerning 11, 13 and 16 year old children will be compared with the respective data that will be collected in the context of epidemiological survey.
B2	**Variable:**	**Child's Sex**
	Definition:	Child's sex
	Category:	Child-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Male
	2	Female
	99	Unspecified
	Comments:	Note: In the field of CAN surveillance, a gender sensitive approach is needed. It is important to differentiate between gender-sensitive data collection, which allows data to reflect the different experiences of boys and girls (for example, different rates of exposure to victimization according to different types of abuse).
B3	**Variable:**	**Nationality**
	Definition:	Child's nationality and specific ethnic group (if applicable)
	Category:	Child-related information
	Completion:	Mandatory
	Coding:	String
	Measurement level:	Nominal
	Code values:	Values
	Ethnicity	[to be specified]
	Specific ethnic group	[to be specified; if non applicable, then write "NA"]

		99	Unspecified
		Comments:	Note: The variable is going to be closed-ended after the data collection. Note: Social vulnerability of certain groups is another dimension that the Convention on the Rights of the Child Committee has recommended to be investigated and recorded such as if the child belongs to some specific ethnic group. Definitions: **Nationality**: The particular nation in which belongs a person by birth or naturalization. **Ethnic group**: A group of people who are part of a common and distinctive culture. An ethnic group can be determined on the basis of a complex set of characteristics, including race, nationality, religion, ancestry, and language.
B4	Variable:		**Educational status**
	Definition:		Child's educational status
	Category:		Child-related information
	Completion:		Mandatory
	Coding:		Numeric
	Measurement level:		Nominal
	Code values:		Values
		1	not attending school at all
		2	dropped out
		3	attends school➔specify grade:
		88	Other
		99	Unspecified
	Comments:		**A. Explanation of values** 1. not attending school at all: the child has never been in school 2. dropped out: the child attended school for a specific time period and then dropped out or every year child attended school for a limited period and then dropped out; specify the last grade which was accomplished 3. attends school: in this case the grade should be specified 88. Other 99. Unspecified
B5	Variable:		**Work status**
	Definition:		Child's work status
	Category:		Child-related information
	Completion:		Mandatory
	Coding:		Numeric
	Measurement level:		Nominal
	Code values:		Values
		0	not working
		1	working (domestic unpaid work)➔specify:
		2	working (salaried work)➔specify:
		88	Other
		99	Unspecified
	Comments:		A. Multiple selection (all applicable) B. Explanation of values 0. Not working: (a child doing exclusively school-related work is considered as "not working") 1. Domestic (unpaid) work: the child is responsible for household chores or supports family in agricultural jobs (legal practices according to each country specifics) 2. Salaried work: the child is employed at regular and sustained labour or in informal sector such as selling things on the streets (illegal practices according to each country specifics) 88. Other

		99. Unspecified
B6	**Variable:**	**Education-related problems**
	Definition:	Child's reported education and school environment related problems
	Category:	Child-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Learning disability
	2	Specialized education class
	3	Irregular school attendance
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable values) B. Explanation of values: 0. None 1. The child was reported to have a learning disability such as dyslexia, dysgraphia, other speech and language disorders, attention deficit hyperactivity disorder 2. The child has been involved in special education program for learning disability, special needs, or behavioral problems 3. The child was reported to have shown irregular attendance and truancy (more than 5 days/ month) 88 Other 99 Unspecified
B7	**Variable:**	**Behaviour-related problems**
	Definition:	Child's reported behaviour related problems
	Category:	Child-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Problems in school
	2	Problems in home
	3	Violent behaviour
	4	Bullying
	5	Self-harming behaviour
	6	Running away
	7	Negative peer involvement
	8	Inappropriate sexual behaviour
	9	Criminal involvement
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable values) B. Explanation of values: 0. None 1. Problems in school: the child was reported to have at least one behaviour problem in school, such as isolation, self-exclusion, refusal to go to school, truancy, bully, gang involvement 2. Problems in home: the child was reported to have at least one behaviour problem in home such as aggressive behaviour refuse to do as they are asked by caregivers in spite of being asked many times, are rude and have tantrums, their behaviour is out of the ordinary (much more than

ordinary childish mischief or rebelliousness) and seriously breaks the rules accepted in their family

3. Violent behaviour: the child was reported to have displayed aggression and violent behaviour towards other children and adults (hitting or kicking of others is common) or destroy property in the community, break or spoil things that matter to others, are repeatedly being disobedient and cheeky

4. Bullying: the child was reported to repeatedly intimidate weaker children to make them do something (including verbal, physical and/or anti-social, -such as exclusion, gossip and non-verbal body language- behaviours and actions)

5. Self-harming behaviour: the child was reported to have engaged in high-risk or life-threatening behaviour, suicide attempts, or physical mutilation or cutting

6. Running away: the child was reported to have run away from home (or other residence) on at least one occasion, for at least one overnight period

7. Negative peer involvement: the child was reported to have been involved in high-risk peer activities, such as gang activities, vandalism or substance abuse

8. Age-inappropriate sexual behaviour: the child was reported to have been involved in age-inappropriate sexual behaviour with friends or with family members

9. Criminal involvement: the child was reported to have a history of charges, incarceration, or alternative measures with the juvenile detention system

88 Other

99 Unspecified

B8	Variable:	Substance-abuse problems
	Definition:	Child's reported substance-abuse problems
	Category:	Child-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Drug abuse
	2	Alcohol abuse
	88	Other substances
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
		B. Explanation of values:
		0. None
		1. The child was reported to have a problem with illegal drug abuse such as hash, marijuana, heroine, etc.
		2. The child was reported to have a problem with alcohol abuse
		88 Other substances: The child was reported to have a problem with any type of substance abuse such as prescription drugs and solvents
		99 Unspecified
B9	Variable:	Child Health Condition
	Definition:	Child's diagnosed physical, mental or developmental disabilities
	Category:	Child-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None

	1	Physical handicap or illness
	2	Visual, hearing, speech impairment
	3	Impaired cognitive functioning
	4	Psychiatric disorder
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable) B. Explanation of values 0. None 1. Physical handicap or illness: the child was reported to have a physical handicap such as orthopedic, neuromuscular and pulmonary disorders either congenital or resulting by injury OR the child has a diagnosis or indication of physical/ developmental disabilities (e.g. autism, paralysis, cerebral palsy, or learning disability) OR the child has a diagnosis of chronic disease or poor health 2. Visual, hearing or speech impairment: the child was reported to be visually, hearing or speech impaired OR the child was clinically diagnosed to be visually, hearing or speech impaired 3. Impaired cognitive functioning: the child was reported to be significantly sub average in general cognitive ability OR the child has a diagnosis of a developmental delay, or developmental delay was clearly indicated by the child's appearance or behaviour 4. Psychiatric disorder: the child was reported to be depressed or emotionally disturbed having extremely sad, hopeless or worthless feelings OR the child has a diagnosis or indication of being extremely anxious or depressed; Psychiatric Disorder: the child has a diagnosis of psychiatric disorder by a psychiatrist (e.g. conduct disorder, anxiety disorder) 88 Other: the child has an ongoing physical health condition (e.g. chronic disease, frequent hospitalization) 99 Unspecified Note: Data related to vulnerability of certain groups with specific characteristics -such as if the child has a disability- are also recommended by the Convention on the Rights of the Child Committee to be investigated and recorded.
B10	**Variable:**	**Telephone Number**
	Definition:	Availability of a telephone number where the child can be reached
	Category:	Child-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No
	1	Yes
	99	Unspecified (Provisioned but not available-not mentioned in the file/archive)
B11	**Variable:**	**Address**
	Definition:	Availability of child's postal address
	Category:	Child-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No
	1	Yes
	99	Unspecified (Provisioned but not available-not mentioned in the file/archive)

ID	C. Incident-related information	Variables Presentation
C1	**Variable:**	**Incident date**
	Definition:	Date when the incident took place
	Category:	Incident-related information
	Completion:	Mandatory
	Coding:	Date
	Measurement level:	Nominal
	Code values:	Values
		Date: 8-digit code
	1	Non applicable
	2	Not precise
	99	Unspecified
	Comments:	A. Explanation of values
		Date: 8-digit code (DD/MM/YYYY). Example: 01012010
		1. Non applicable: Date is not applicable because non specific incident took place (e.g. cases of neglect or other type of abuse that take place for long periods of time)
		2. Not precise: There was a specific event ("triggering" event) but the exact date that it happened is not recorded
		99. Unspecified: From the available information it is not clear whether or not there was a specific violent incident
C2	**Variable:**	**Duration of maltreatment**
	Definition:	Clarification whether maltreatment refers to a single or to multiple incidents and its duration
	Category:	Incident-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Single incident
	2	Multiple incidents: Duration:
	88	Other
	99	Unspecified
	Comments:	A. Explanation of values:
		1. Single incident
		2. Multiple incidents: specify duration (months) on the basis of information available in the archive
		88 Other
		99 Unspecified
C3	**Variable:**	**Source of referral**
	Definition:	What was the source of referral for the specific incident
	Category:	Incident-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Social Services
	2	Medical personnel/Health professional
	3	Mental Health Professionals/ Services
	4	Legal personnel
	5	Police

		6	Community agency
		7	School personnel
		8	Child-Alleged victim
		9	Parent /foster parent/ care provider
		10	Relative
		11	Friend/ Neighbour
		12	Alleged perpetrator
		13	Anonymous reporter
		88	Other
		99	Unspecified
	Comments:		A. Multiple selection (all applicable values) B. Explanation of values: 1. Social Services: include referrals from hospitals' social work departments, municipalities' social work departments, social assistance workers, etc. 2. Medical personnel/Health professional: includes hospital- and clinic based physicians and nurses, and public health nurses 3. Mental Health Professionals/Services: includes family service agencies, mental health centres (other than hospital psychiatric wards), and private mental health practitioners (psychologists, social workers, other therapists) working outside of a school/hospital/child welfare setting 4. Legal personnel: e.g. public prosecutors 5. Police: any member of police services, including municipal forces 6. Community agency: includes agencies running any form of recreation and community activity program (e.g. sport centres); shelters for family violence or homelessness; child care or day care services; or any other community agency or service 7. School personnel: includes any school personnel (teacher, principal, teacher's aide, school psychologist –where applicable, etc.) 8. Child-Alleged victim: a self-referral by any child 9. Parent/foster parent/care provider: includes adults involved as a caregiver to the reported child 10. Relative: includes any relative of the child in question other than the parents 11. Friend/ Neighbour: includes any neighbour or friend of the child(ren), or of the family) 12. Alleged perpetrator 13. Anonymous reporter: any unidentified caller 88. Other 99. Unspecified Note: "Collecting information on the role of the people or services making referrals for cases of abuse or neglect is very useful as it can enable researchers and administrators to know which professionals and agencies working with children and families report the most or the least numbers of children. These data also provide information to inform: specific training needs to improve detection capabilities; the opportunity to adopt agreements or protocols to facilitate cooperation and reporting (e.g. between social services, protection agencies and police). This information also describes the nature and characteristics of the network of agencies collaborating with the authorities (protection agencies or police): the broader the network, the more developed the level of awareness and social responsibility in the local community is."[9]

[9] Child Europe, European Network of National Observatories on Childhood. (2008). Guidelines on Data Collection and Monitoring Systems on Child Abuse - Series 1.

C4	Variable:	Scene of incident (s)
	Definition:	Place where the incident took place (for single incident) or places where the maltreatment took place (for multiple incidents e.g. in case of sexual abuse)
	Category:	Incident-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Home/ Foster family
	2	School area
	3	Medical Service Area
	4	Commercial area
	5	Street, public transport & area surrounding
	6	Sports-athletics/ Recreational area
	7	Child care institution
	88	Other place (such as Other parent/caregiver home)
	99	Place Unspecified
	Comments:	A. Multiple selection (all applicable)
C5	Variable:	Form of maltreatment
	Definition:	Form of maltreatment
	Category:	Incident-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Physical abuse
	2	Sexual abuse
	3	Psychological abuse
	4	Neglect
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable) B. Explanation of values **Note: For detailed information concerning forms of CAN, please see "Conceptual" and "Operational" definitions** 1. Physical abuse: whether child was substantiated or indicated victim of physical abuse 2. Psychological abuse: whether child was substantiated or indicated victim of psychological abuse 3. Sexual abuse: whether child was substantiated or indicated victim of sexual abuse 4. Neglect: whether child was substantiated or indicated victim of neglect 88 Other, such as economic exploitation 99 Unspecified Note: Economic exploitation is not defined as a separate CAN form in the WHO-ISPCAN (2006) definition of Child maltreatment adopted for the CBSS. According to these definitions, financial exploitation is a sub-form under "neglect"). **Instruction for the researchers: If there are cases with multiple forms of abuse, you can copy the respective parts of the extraction form (D & E) and use one per form of abuse.**

C6	**Variable:**	**Physical Abuse Status**
	Definition:	Investigation results of CAN associated with report of physical abuse
	Category:	Incident-related information
	Completion:	Conditional: **Prerequisite ➜ C5="1"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Substantiated
	2	Indicated
	3	Unsubstantiated
	4	Ongoing
	88	Other
	99	Unspecified
	Comments:	A. Explanations of values
		1. Substantiated: a case is considered substantiated if the balance of evidence indicates that abuse or neglect has occurred. The term is synonymous with the terms "verified" or "confirmed," which are used in some jurisdictions
		2. Indicated: a case is indicated /suspected if there is not enough evidence to substantiate maltreatment, but there nevertheless remains a suspicion that maltreatment has occurred
		3. Unsubstantiated: A case is unsubstantiated if there is sufficient evidence to conclude that the child has not been maltreated
		4. Ongoing: process of agency's investigation is ongoing and no definite conclusion is available
		88 Other
		99 Unspecified
		Note: Substantiation distinguishes cases in which maltreatment is confirmed following a police-/ attorney-/ social work services-investigation from cases in which it is not. In the context of this study a four-level classification system will be used, in which a "suspected" level provides an important distinction in certain cases: those in which there is not enough evidence to substantiate maltreatment, but maltreatment cannot be ruled out. (Loo S K et al (1999). Child abuse: reporting and classification in health care settings. Minister of Public Works and Government Services Canada)
		Note 2: If the organization states that they consider the case to be substantiated, then it will be recorded as substantiated. If however a court decides the opposite then the abuse will be considered to be unsubstantiated. Again, only information taken from the report will be taken into consideration. Include a blank line for notes for contradictory opinion with the legal system. Also, ongoing investigation will refer to investigation undertaken by the agency.
C7	**Variable:**	**Physical abuse forms**
	Definition:	Specification of forms of reported physical abuse
	Category:	Incident-related information
	Completion:	Conditional: **Prerequisite ➜ C5="1"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Pushing/ kicking /throwing
	2	Grabbing/ shaking
	3	Slapping/ beating
	4	Hitting on head
	5	Spanking

		6	Hitting with an object
		7	"Beat-up"
		8	Choking/ Smothering /Squeezing neck
		9	Burning/ Scalding
		10	Forcing spicy foods
		11	Locking up
		12	Tying up or tying to something
		13	Twisting ears
		14	Biting
		15	Hair-pulling
		16	Pinching
		17	Forcing child to hold painful position
		18	Threatening with a knife or a gun
		19	Stabbing/ Shooting
		88	Other
		99	Unspecified

	Comments:	A. Multiple selection (all applicable)
		B. Explanation of values
		1. Pushing/ kicking /throwing
		2. Grabbing by clothes or some part of the body and shaking
		3. Slapping/ beating
		4. Hitting on head with knuckle or back of the hand
		5. Spanking on the bottom with bare hand
		6. Hitting on the buttocks or elsewhere with an object such as a stick, broom, cane, or belt
		7. Hitting over and over again with object or fist ("beat-up")
		8. Choking or smothering (prevent breathing by use of a hand or pillow) or squeezing neck with hands (or something else)
		9. Burning/ scalding
		10. Putting chilli pepper, hot pepper, or spicy food in child's mouth
		11. Locking up in a small place or in a dark room
		12. Tying up or tying to something using a rope or a chain
		13. Twisting ears roughly
		14. Biting
		15. Hair-pulling
		16. Pinching roughly
		17. Forcing child to hold a position that causes pain or humiliates child as a means of punishment
		18. Threatening with a knife or a gun
		19. Stabbing/ Shooting
		88. Other
		99. Unspecified
		Note: Physical assault such as intentionally burning a child or hitting the child is inflicted on the child in a manner that does not appear to be intended as punishment. The distinction between this category and the one related to physical punishment is that in the latter, the abusive act is performed within a context of punishment, whereas in the former there is no clear punitive or corrective context
C8	**Variable:**	**Injury due to Physical abuse**
	Definition:	Existence and assessment of the degree of physical injury resulted due to physical abuse
	Category:	Incident-related information
	Completion:	Conditional: **Prerequisite ➔ C5="1"**
	Coding:	Numeric
	Measurement level:	Nominal

	Code values:	Values
	0	No injury
	1	Minor
	2	Moderate
	3	Severe
	4	Life threatening
	99	Unspecified
	Comments:	A. Multiple selection (all applicable among 1, 2, 3 and 4)
		B. Explanation of values
		0. No injury: no apparent injury
		1. Minor: superficial injury such as bruises and minor cuts
		2. Moderate: injury requiring skilled treatment such as fractures and sutures
		3. Severe: injury requiring intensive medical/surgical management such as internal hemorrhage, punctured organs, severed blood vessels
		4. Life threatening: Injury that can lead to death
		99. Unspecified
C9	**Variable:**	**Nature of physical injury**
	Definition:	Nature of injury sustained or suffered by the child.
	Category:	Incident-related information
	Completion:	Conditional: **Prerequisite ➔ C8="1" OR "2" OR "3" OR "4"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Fracture
	2	Sprain/Strain
	3	Cut, bite, open wound
	4	Bruise
	5	Burn
	6	Concussion
	7	Organs system injury
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
C10	**Variable:**	**Sexual Abuse Status**
	Definition:	Investigation conclusion concerning report of alleged sexual abuse
	Category:	Incident-related information
	Completion:	Conditional: **Prerequisite ➔ C5="2"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Substantiated
	2	Indicated
	3	Unsubstantiated
	4	Ongoing
	88	Other
	99	Unspecified
	Comments:	A. Explanations of values
		1. Substantiated: a case is considered substantiated if the balance of evidence indicates that abuse or neglect has occurred. The term is synonymous with the terms "verified" or "confirmed," which are used in some jurisdictions
		2. Indicated: a case is indicated /suspected if there is not enough evidence to substantiate maltreatment, but there nevertheless remains a suspicion

		that maltreatment has occurred
		3. Unsubstantiated: A case is unsubstantiated if there is sufficient evidence to conclude that the child has not been maltreated
		4. Ongoing: process of agency's investigation is ongoing and no definite conclusion is available
		88 Other
		99 Unspecified
C11	**Variable:**	**Sexual abuse forms**
	Definition:	Specification of forms of reported physical abuse
	Category:	Incident-related information
	Completion:	Conditional: **Prerequisite ➜ C5="2"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Completed sexual activity (define: oral, anal, vaginal)
	2	Attempted sexual activity (define: oral, anal, vaginal)
	3	Touching/fondling genitals
	4	Showing/Looking at genitals
	5	Sexual exploitation
	6	Sexual harassment
	7	Voyeurism
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
		B. Explanation of values
		1. Completed sexual activity includes oral, vaginal, or anal penetration
		2. Attempted sexual activity includes attempts to have oral, vaginal, or anal penetration
		3. Touching and fondling genitals refers to sexual activity where touching/fondling genitals were involved
		4. Showing/Looking at genitals consisted of exposure of genitals but also wanting to look at the child's
		5. Sexual exploitation refers to child involvement in prostitution or pornography and includes situations in which an adult sexually exploited the child for purposes of financial gain or other profit
		6. Sexual harassment includes proposition, encouragement, or suggestion of a sexual nature. Examples: making child upset by speaking to him/her in a sexual way or writing sexual things about him/her or making child watch a sex video or look at sexual pictures in a magazine or computer when s/he did not want to
		7. Voyeurism includes activities in which the child was encouraged to exhibit himself/herself for the sexual gratification of the perpetrator as well as for pornographic activities such as making a sex video or taking photographs of child alone, or with other people, engaging in sexual acts
		88 Other
		99 Unspecified
		Note: If 1, 2, or 3 are checked, then define by underlining all that apply
C12	**Variable:**	**Psychological Abuse Status**
	Definition:	Investigation conclusion concerning report of alleged psychological/ emotional abuse
	Category:	Incident-related information
	Completion:	Conditional: **Prerequisite ➜ C5="3"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values

		1	Substantiated
		2	Indicated
		3	Unsubstantiated
		4	Ongoing
		88	Other
		99	Unspecified

		Comments:	A. Explanations of values 1. Substantiated: a case is considered substantiated if the balance of evidence indicates that abuse or neglect has occurred. The term is synonymous with the terms "verified" or "confirmed," which are used in some jurisdictions 2. Indicated: a case is indicated /suspected if there is not enough evidence to substantiate maltreatment, but there nevertheless remains a suspicion that maltreatment has occurred 3. Unsubstantiated: A case is unsubstantiated if there is sufficient evidence to conclude that the child has not been maltreated 4. Ongoing: process of agency's investigation is ongoing and no definite conclusion is available 88 Other 99 Unspecified

C13	**Variable:**	**Psychological abuse forms**
	Definition:	Specification of forms of reported physical abuse
	Category:	Incident-related information
	Completion:	Conditional: **Prerequisite ➔ C5="3"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Rejection through verbal abuse
	2	Isolation
	3	Ignorance
	4	Corruption
	5	Exploitation
	6	Terrorization
	7	Witnessing family violence
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable) B. Explanation of values[10] 1. Rejection: Putting down the child and its needs using methods such as constant criticism, name-calling, telling child he/she is ugly, yelling or swearing at the child, frequent belittling-use of labels such as "stupid", "idiot", constant demeaning jokes, verbal humiliation, constant teasing about child's body type and/or weight, expressing regret the child wasn't born the opposite sex, refusing hugs and loving gestures, physical abandonment, excluding child from family activities, treating an adolescent like she/he is a child, expelling child from family, not allowing youth to make own reasonable choices 2. Isolation: Keeping the child away from family members and friends using tactics such as leaving child in room unattended for long periods, keeping child away from family, not allowing child to have friends, not permitting child interaction with other children, keeping child away from other caregiver if separated, rewarding child for withdrawing from social

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[10] Barriere, D. Child Abuse Effects (website). http://www.child-abuse-effects.com/types-of-emotional-abuse.html

contact, ensuring child looks and acts differently than peers, isolating child in closet, insisting on excessive studying and/or chores, preventing youth participating in activities outside the home and punishing child for engaging in normal social experiences, such as parties, excursions, school trips, after school activities (sports, meeting friends, etc)

3. Ignorance: Failing to give any response to or interact with the child at all, namely providing no response to infant's spontaneous social behaviours, not accepting the child as an offspring, denying required health care, denying required dental care, failure to engage child in day to day activities, failure to protect child, not paying attention to significant events in child's life, lack of attention to schooling, etc., refusing to discuss child's activities and interests and planning activities/vacations without adolescent

4. Corruption: Encouraging the child to do things that are illegal or harmful to themselves such as rewarding child for bullying and harassing behaviour, teaching racism and ethnic biases, encouraging violence in sporting activities, inappropriate reinforcement of sexual activity, rewarding child for lying and stealing, rewarding child for substance abuse and sexual activity, supplying child with drugs, alcohol and other illegal substances, promoting illegal activities such as selling drugs and teaching and promoting prostitution

5. Exploitation: Giving the child responsibilities that are far greater than a child that age can handle such as infants expected not to cry, anger when infant fails to meet a developmental stage, child expected to be 'caregiver' to the parent, young child expected to take care of younger siblings, blaming child for misbehaviour of siblings, unreasonable responsibilities for jobs around the house and expecting child to support family financially. It is also using a child for profit such as in cases of encouraging child's participation in pornography and requiring child to participate in sexual exploitation

6. Terrorization: Causing the child to be terrified by the constant use of threats and/or intimidating behaviour. Such behaviours include excessive teasing, yelling and scaring, unpredictable and extreme responses to child's behaviour, extreme verbal threats, raging, alternating with periods of artificial warmth, threatening abandonment, threatening to destroy a favourite object, threatening to harm a beloved pet, forcing child to watch inhumane acts against animals, inconsistent demands on the child, displaying inconsistent emotions, changing the 'rules of the game', threatening that the child is adopted and doesn't belong, ridiculing the child in public, threats to reveal intensely embarrassing traits to peers and threatening to kick child out of the house

7. Witnessing family violence: This includes witnessing, which is when a child or youth observes violence, hears violence, or knows that violence is taking place in the home. When the child is exposed to family violence it frequently fear the parent/caregiver's reactions, and is placed in a constant state of anticipating the adult's moods, watch over siblings in order to protect them, suffer from sleeplessness, watch assaults on family members, is are forced to lie about the events going on in their home and may be injured while trying to protect siblings and/or the battered caregiver

88 Other

99 Unspecified

Note: Emotional maltreatment is a difficult category to document because often it does not involve a specific incident or visible injury. In addition, the effects of emotional maltreatment, although often severe, tend to become apparent over time (e.g. impaired cognitive, social, and emotional

		development). Given that the study will cover cases that occurred within the previous 12 months, it is possible the effects of emotional abuse will not be evident. **Note**: Coding of psychological abuse forms is mainly based on a standard and widely accepted classification of psychological maltreatment (Garbarino, Guttman,&Seeley, 1986; Baily and Baily, 1986; Wolfe, 1999)
C14	**Variable:**	**Neglect Status**
	Definition:	Investigation conclusion concerning report of alleged neglect
	Category:	Incident-related information
	Completion:	Conditional: **Prerequisite ➔ C5="4"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Substantiated
	2	Indicated
	3	Unsubstantiated
	4	Ongoing
	88	Other
	99	Unspecified
	Comments:	A. Explanations of values
		1. Substantiated: a case is considered substantiated if the balance of evidence indicates that abuse or neglect has occurred. The term is synonymous with the terms "verified" or "confirmed," which are used in some jurisdictions
		2. Indicated: a case is indicated /suspected if there is not enough evidence to substantiate maltreatment, but there nevertheless remains a suspicion that maltreatment has occurred
		3. Unsubstantiated: A case is unsubstantiated if there is sufficient evidence to conclude that the child has not been maltreated
		4. Ongoing: process of agency's investigation is ongoing and no definite conclusion is available
		88 Other
		99 Unspecified
C15	**Variable:**	**Neglect forms**
	Definition:	Specification of forms of reported neglect
	Category:	Incident-related information
	Completion:	Conditional: **Prerequisite ➔ C5="4"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Physical neglect
	2	Medical neglect
	3	Educational neglect
	4	Economic exploitation
	5	Failure to supervise/protect from physical harm
	6	Failure to supervise/protect from sexual abuse
	7	Failure to provide treatment for mental health problems
	8	Permitting maladaptive/criminal behaviour
	9	Abandonment/refusal of custody
	88	Other
	99	Unspecified

	Comments:	A. Multiple selection (all applicable)

B. Explanation of values[11]

1. Physical neglect: the child has suffered or was at substantial risk of suffering physical harm caused by the caregiver's failure to care and provide for the child adequately. Physical neglect includes inadequate nutrition/ clothing, hygiene (regular bath, clean hair and dental hygiene) and/or dangerous living conditions. There must be evidence or suspicion that the caregiver is at least partially responsible for the situation

2. Medical neglect: the child required medical treatment to cure, prevent, or alleviate physical harm or suffering, and the child's caregiver did not provide, refused, or was unavailable or unable to consent to the treatment

3. Educational neglect: caregivers knowingly allowed chronic truancy (several days a month), failed to enroll the child, or repeatedly kept the child at home

4. Economic exploitation: means either forcing a child to engage in activities that are illegal in order to gain profit or to use, acquire or release the assets of a child for purposes other than its well-being.

5. Failure to supervise or protect leading to physical harm: the child suffered or was at substantial risk of suffering physical harm because of the caregiver's failure to supervise and protect the child adequately. Failure to protect included situations in which a child was harmed or endangered as a result of a caregiver's actions (e.g. drunk driving with a child, or engaging in dangerous criminal activities with a child)

6. Failure to supervise or protect leading to sexual abuse: the child has been or was at substantial risk of being sexually molested or sexually exploited, and the caregiver knew or should have known of the possibility of sexual molestation and failed to protect the child adequately

7. Failure to provide treatment for mental, emotional or developmental problem: the child was at substantial risk of suffering from emotional harm as demonstrated by severe anxiety, depression, withdrawal, self-destructive or aggressive behaviour, or suffering from a mental, emotional, or developmental condition that could seriously impair the child's development. The child's caregiver did not provide, or refused, or was unavailable or unable to consent to treatment to remedy or alleviate the harm. This category includes failing to provide treatment for school-related problems such as learning and behaviour problems, as well as treatment for infant development problems such as non-organic failure to thrive.

8. Permitting maladaptive/criminal behaviour: the child has committed a criminal offence with the encouragement of the child's caregiver, or because of the caregiver's failure or inability to supervise the child adequately. Alternatively, services or treatment were necessary to prevent a recurrence and the child's caregiver did not provide, refused, or was unavailable or unable to consent to those services or treatment. There is some overlap between this form of neglect and a failure to both supervise and failure to provide treatment. If a situation involved both criminal activity and some kind of harm or substantial risk of harm to the child, both forms of maltreatment were included

9. Abandonment/refusal of custody: the child's caregiver has died or was unable to exercise custodial rights and did not make adequate provisions for care and custody, or the child was in a placement and the caregiver refused or was unable to take custody

88 Other

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[11] Trocmé, N., MacLaurin, B., Fallon, B. et al. (2001). Canadian Incidence Study of Reported Child Abuse and Neglect: Final Report. Ottawa, Ontario: Minister of Public Works and Government Services Canada

		99 Unspecified
		Note: Child neglect includes situations in which children have suffered harm, or their safety or development has been endangered as a result of the caregiver's failure to provide for or protect them. Unlike abuse, which is usually incident-specific, neglect often involves chronic situations that are not as easily identified as specific incidents.
C16	**Variable:**	**Case assessment of allegation**
	Definition:	Case Assessment of allegation based on information/evidence provided by one or more sources
	Category:	Incident-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Medical /Health services
	2	Mental Health services
	3	Education services
	4	Social services
	5	Police services
	6	Legal/Judicial services
	88	Other
	99	Unspecified
	Comments:	A. Explanations of values
C17	**Variable:**	**Maltreatment confirmation**
	Definition:	Recorded confirmation that maltreatment has occurred
	Category:	Incident-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Medical /Health services
	2	Mental Health services
	3	Education services
	4	Social services
	5	Police services
	6	Legal/Judicial services
	88	Other
	99	Unspecified
	Comments:	A. Explanations of values
C18	**Variable:**	**Legal Action Taken**
	Definition:	Legal action taken following the recording of CAN
	Category:	Incident-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None legal action taken
	1	Social service/police measures-NO court involvement
	2	Emergency protection procedures implemented
	3	Judicial action to protect victim by court order(s)
	4	Judicial action to remove parent(s) rights
	5	Police/Judicial action to prosecute abuser
	88	Other
	99	Unspecified

	Comments:	A. Multiple selection (all applicable)
		B. Explanations of values
		1. None legal action taken
		2. Social service/police measures to protect victim without court involvement
		3. Emergency protection procedures implemented
		4. Judicial action to protect victim by court order(s)
		5. Judicial action to remove parent(s) rights/responsibility for child
		6. Police/Judicial action to prosecute abuser
		88 Other
		99 Unspecified
		Note: Values of this variable should be adapted per country specifics
C19	**Variable:**	**Care Plan**
	Definition:	Care plan for child
	Category:	Incident-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Child remains in family with no intervention
	2	Child remains in family with planned intervention
	3	Child removed from family home (parents co-operation)
	4	Child removed from family home by court order
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
		B. Explanations of values
		1. Child remains in family with no intervention
		2. Child remains in family with planned intervention
		3. Child removed from family home with parents co-operation (social service/parent agreement)
		4. Child removed from family home by court order (application by social service as parents NOT co-operative)
		88 Other
		99 Unspecified
		Note: Values of this variable should be adapted per country specifics
C20	**Variable:**	**Out of Home Placements**
	Definition:	Consideration of out of home placement
	Category:	Incident-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No out of home placement
	1	Children's Home Institution without individual carer
	2	Mother/child shelter with parent and child together
	3	Kinship Care with relatives/extended family
	4	Foster Care with volunteer/paid carers
	5	Adoption with parents agreement or court order
	6	Abuser leaves the family home
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
		Note: Values of this variable should be adapted per country specifics

ID	D. Perpetrator(s)-related information	Variables Presentation
D1	**Variable:**	**Number of perpetrators**
	Definition:	How many perpetrators were involved
	Category:	Perpetrator(s) related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Scale
	Code values:	Values
	1	1
	2	2
	3	3
	4	4 or more
	88	Other
	99	Unspecified
	Comments:	Note: In case of more than 1 perpetrator, please record the following information (D2-D15) for up to 2 of them and duplicate the form for the 3rd & 4th etc.
D2	**Variable:**	**Perpetrator/Alleged perpetrator**
	Definition:	Decision after investigation for the perpetrator
	Category:	Perpetrator-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Perpetrator
	2	Alleged Perpetrator
	99	Unspecified
	Comments:	A. Explanation of values: 1. Perpetrator: The term "**perpetrator of child abuse and neglect**" refers to parents and other caretakers (such as relatives, babysitters, and foster parents) as well as others (such as acquaintances or strangers) **who have harmed a child (substantiated report of abuse by legal authorities)**. 2. Alleged Perpetrator: The term "**alleged perpetrator**" refers to the person or persons who **were suspected of having maltreated the child following the investigation by legal authorities**. 99. Unspecified
D3	**Variable:**	**Sex**
	Definition:	Perpetrator sex
	Category:	Perpetrator-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Male
	2	Female
	99	Unspecified
D4	**Variable:**	**Age**

	Definition:	Perpetrator's age on date of report, in years	
	Category:	Perpetrator-related information	
	Completion:	Mandatory	
	Coding:	Numeric	
	Measurement level:	Scale	
	Code values:	Age (years)	
	99	Unspecified	
	Comments:	Note: Please, record the number of years at the time of the report	
D5	**Variable:**	**Nationality**	
	Definition:	Perpetrator's nationality & specific ethnic group	
	Category:	Perpetrator-related information	
	Completion:	Mandatory	
	Coding:	String	
	Measurement level:	Nominal	
	Code values:	Values	
	Ethnicity	[to be specified]	
	Specific ethnic group	[to be specified] if non applicable, then write "NA"]	
	99	Unspecified	
	Comments:	Note: The variable is going to be closed-ended after the data collection.	
D6	**Variable:**	**Educational level**	
	Definition:	Perpetrator's educational level	
	Category:	Perpetrator-related information	
	Completion:	Mandatory	
	Coding:	Numeric	
	Measurement level:	Ordinal	
	Code values:	Values	
	0	Has not attended school	
	1	Elementary school	
	2	Middle School	
	3	High School	
	4	Technical School	
	5	University	
	6	Post-graduate studies	
	88	Other	
	99	Unspecified	
	Comments:	Note: Next to selected value please note **"not completed"** if this is mentioned in the case's file	
D7	**Variable:**	**Employment status**	
	Definition:	Perpetrator's employment status	
	Category:	Perpetrator-related information	
	Completion:	Mandatory	
	Coding:	Numeric	
	Measurement level:	Nominal	
	Code values:	Values	
	1	Employed	
	2	Unemployed	
	3	Retired	
	88	Other	
	99	Unspecified	

D8		
	Variable:	**Marital status**
	Definition:	Perpetrator's marital status
	Category:	Perpetrator-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	Single
	1	Married
	2	Living together
	3	Separated
	4	Divorced
	5	Widow/er
	88	Other
	99	Unspecified
D9		
	Variable:	**Perpetrator's relationship with child**
	Definition:	Perpetrator's relationship with child-victim
	Category:	Perpetrator-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Mother
	2	Father
	3	Step-mother
	4	Step-father
	5	Full sibling
	6	Partial/half sibling
	7	Step-sibling
	8	Grandparent
	9	Other blood relative: Specify:_____
	10	In-laws
	11	Foster Parent
	12	Caregiver in institution
	13	Health care provider
	14	Parent's partner
	15	Date
	16	Roommate
	17	Work related person
	18	Neighbour
	19	Friend
	20	Official /legal authority
	21	Stranger
	22	Babysitter
	23	School Teacher
	24	Teacher/ Coach (outside school activities)
	25	Family friend
	88	Other
	99	Unspecified
	Comments:	**Note**: Specify the form of abuse for individual perpetrators (writing all applicable forms of abuse, namely physical, sexual, psychological, neglect) next to the perpetrator's identity
		Note: In order to improve the quality of data collection and monitoring of

		child abuse it is important to collect information on the relationship between the perpetrator and the child.
		It is also important to maintain the link between the victim and the perpetrator in order to have a correct representation of the events and to take adequate preventive and protective measures. Given the increase in the number of cases related to bullying by peers or violence between siblings, it is important for data collections to distinguish between cases of violence against minors due to aggressive behaviour of an adult and those committed by youngsters or minors against peers or children.[12]
D10	**Variable:**	**History of substance-abuse**
	Definition:	Perpetrator's reported substance-abuse problems
	Category:	Perpetrator-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Drug abuse
	2	Alcohol abuse
	88	Other substances
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
		B. Explanation of values:
		0. None
		1. The perpetrator was reported to have a problem with illegal drug abuse
		2. The perpetrator was reported to have a problem with alcohol abuse
		88. Other substances abuse: The perpetrator was reported to have a problem with any type of substance abuse such as prescription drugs
		99. Unspecified
D11	**Variable:**	**Physical/mental disabilities**
	Definition:	Perpetrator's diagnosed physical or mental disabilities
	Category:	Perpetrator-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Physical handicap
	2	Psychiatric Disorder
	3	Impaired cognitive functioning
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
		B. Explanation of values
		0. No history of physical or mental disabilities
		1. Physical handicap: the perpetrator was reported to have a physical handicap either congenital or resulting by injury
		2. Psychiatric Disorder: the perpetrator has a diagnosis of psychiatric disorder by a psychiatrist (e.g. a diagnosis of being extremely anxious or depressed)

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[12] Child Europe, European Network of National Observatories on Childhood. (2008). Guidelines on Data Collection and Monitoring Systems on Child Abuse - Series 1.

		3. Impaired cognitive functioning: the perpetrator has a diagnosis of a cognitive developmental disability 88. Other 99. Unspecified
D12	**Variable:**	**History of victimization/abuse**
	Definition:	Reported victimization of perpetrator during childhood or adult life
	Category:	Perpetrator-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No
	1	Yes, victim of physical abuse in childhood
	2	Yes, victim of psychological abuse in childhood
	3	Yes, victim of sexual abuse in childhood
	4	Yes, victim of neglect in childhood
	5	Living in an Institute during childhood
	6	Yes, victim of physical abuse in adulthood
	7	Yes, victim of psychological abuse in adulthood
	8	Yes, victim of sexual abuse in adulthood
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
D13	**Variable:**	**Previous allegations of similar offence**
	Definition:	Perpetrator's history concerning reported previous allegations of similar offences
	Category:	Perpetrator-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Child physical abuse
	2	Child psychological abuse
	3	Child sexual abuse
	4	Child neglect
	5	Adult physical abuse
	6	Adult psychological abuse
	7	Adult sexual abuse
	8	Criminal involvement
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable values) B. Explanation of values: 0. None 1. Child physical abuse 2. Child psychological abuse 3. Child sexual abuse 4. Child neglect 5. Adult physical abuse (e.g. intimate partner, elderly, other adults) 6. Adult psychological abuse (e.g. intimate partner, elderly, other adults) 7. Adult sexual abuse (e.g. intimate partner, elderly, other adults) 8. Criminal involvement: the perpetrator has history of charges /incarceration

		88. Other
		99. Unspecified
		Note: extra pages of the form might be needed for multiple forms of abuse
D14	**Variable:**	**Telephone Number**
	Definition:	Availability of perpetrator's telephone number
	Category:	Perpetrator-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No
	1	Yes
	99	Unspecified
D15	**Variable:**	**Address**
	Definition:	Availability of perpetrator's postal address
	Category:	Perpetrator-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No
	1	Yes
	99	Unspecified

ID	E. Caregiver(s)-related information	Variables Presentation
E1	**Variable:**	**Caregiver and Perpetrator**
	Definition:	If caregiver(s) is/are different person(s) than perpetrator/alleged perpetrator(s)
	Category:	Caregiver(s) related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	Same person(s)
	1	Different person(s)
	88	Other, clarify:
	99	Unspecified
	Comments:	A. Explanation of values
		0. Same person(s): all caregivers are perpetrators
		1. Different person(s): none of the caregivers is perpetrator
		88 Other, clarify: In case that one of the caregivers is also one of the perpetrators, while the 2nd caregiver is not a perpetrator, please clarify (e.g. caregivers: mother & father, perpetrator: father). In such cases, only the information concerning the caregiver who is not a perpetrator should be extracted in "Section E"
		99 Unspecified
E2	**Variable:**	**Number of caregivers**
	Definition:	How many caregivers are involved in the care of the child
	Category:	Caregiver(s) related information
	Completion:	Conditional: **Prerequisite ➜E1="1"**
	Coding:	Numeric
	Measurement level:	Scale
	Code values:	Values
	1	1
	2	2
	3	3
	4	4 or more
	88	Other
	99	Unspecified
	Comments:	A. Variables E3-E16 should be completed ONLY in cases where the caregiver is a different person than the perpetrator/alleged perpetrator
		B. In case of more than 1 caregiver, please complete variables E3-E16 for up to 2 of them
E3	**Variable:**	**Caregiver's relationship to child**
	Definition:	Caregiver's relationship to child-victim
	Category:	Caregiver-related information
	Completion:	Conditional **Prerequisite ➜E1="1"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Mother
	2	Father
	3	Step mother
	4	Step father
	5	Grandmother

		6	Grandfather
		7	Sibling
		8	Step sibling
		9	Other blood relative: Specify
		10	In laws
		11	Foster mother
		12	Foster father
		13	Caregiver in institution
		14	Parent's partner
		88	Other relationship
		99	Unspecified

E4	Variable:	**Type of guardianship**
	Definition:	What is the type of guardianship
	Category:	Caregiver-related information
	Completion:	Conditional **Prerequisite ➜E1="1"**
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Parent
	2	Legal guardian
	3	Step parent
	4	Foster parent
	5	Caretaker
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)

B. Explanation of Values /Operational definitions

1. **Parent**: the person who begets, gives birth to, or nurtures and raises a child; a father or mother (biological)
2. **Legal guardian**: Legal guardian is the person or institution named in a will or assigned by the court to take care of minor children or incompetent adults
3. **Step parent**: A stepparent can be the adult who took on the role of a parent because of the death of a parent, the remarriage of a parent, or an adoption
4. **Foster parent**: Any adult who is licensed by the county to provide a temporary home for children whose birth parents are unable to care for them. These services may be provided with or without compensation, and can often continue for several months or even years, depending on the circumstances of the child and the foster parents
5. **Caretaker**: A generic term referring to a person (family member e.g. grandparents or other paid or on a voluntary basis e.g. nannies), in whose care a biological or adoptive parent or legal guardian has left a child on an extended basis and who exercises parental authority in the capacity of a guardian
88. Other
99. Unspecified

Note: A person responsible for a child's care includes the child's parent, guardian, foster parent, an employee of a public or private residential home, agency or institution or other person legally responsible under National law for the child's welfare in a residential setting; or any staff person providing out-of-home care, including center-based child day care, family day care, or group day care

E5	Variable:	**Sex**

		Definition:	Caregiver's sex
		Category:	Caregiver-related information
		Completion:	Conditional **Prerequisite ➜E1="1"**
		Coding:	Numeric
		Measurement level:	Nominal
		Code values:	Values
		1	Male
		2	Female
		99	Unspecified
E6		**Variable:**	**Age**
		Definition:	Caregiver's age on date of report, in years
		Category:	Caregiver-related information
		Completion:	Conditional **Prerequisite ➜E1="1"**
		Coding:	Numeric
		Measurement level:	Scale
		Code values:	Age (years)
		99	Unspecified
		Comments:	Note: Please record the number of years at the time of the report
E7		**Variable:**	**Nationality**
		Definition:	Caregiver's nationality and specific ethnic group
		Category:	Caregiver-related information
		Completion:	Conditional **Prerequisite ➜E1="1"**
		Coding:	String
		Measurement level:	Nominal
		Code values:	Values
		Ethnicity	[to be specified]
		Specific ethnic group	[to be specified] if non applicable, then write "NA"]
		99	Unspecified
		Comments:	Note: The variable is going to be closed-ended after the data collection.
E8		**Variable:**	**Educational level**
		Definition:	Caregiver's educational level
		Category:	Caregiver -related information
		Completion:	Conditional **Prerequisite ➜E1="1"**
		Coding:	Numeric
		Measurement level:	Ordinal
		Code values:	Values
		0	Has not attended school
		1	Elementary school
		2	Middle School
		3	High School
		4	Technical School
		5	University
		6	Post-graduate studies
		88	Other
		99	Unspecified
		Comment:	Note: Next to selected value please note **"not finished"** if this is mentioned in the case's file
E9		**Variable:**	**Employment status**
		Definition:	Caregiver 's employment status
		Category:	Caregiver-related information

	Completion:	Conditional **Prerequisite ➔E1="1"**	
	Coding:	Numeric	
	Measurement level:	Nominal	
	Code values:	Values	
	1	Employed	
	2	Unemployed	
	3	Retired	
	88	Other	
	99	Unspecified	
E10	Variable:	**Marital status**	
	Definition:	Caregiver's marital status	
	Category:	Caregiver-related information	
	Completion:	Conditional **Prerequisite ➔E1="1"**	
	Coding:	Numeric	
	Measurement level:	Nominal	
	Code values:	Values	
	0	Single	
	1	Married	
	2	Living together	
	3	Separated	
	4	Divorced	
	5	Widow/er	
	88	Other	
	99	Unspecified	
	Comments:		
E11	Variable:	**History of substance-abuse**	
	Definition:	Caregiver's reported substance-abuse problems	
	Category:	Caregiver-related information	
	Completion:	Conditional **Prerequisite ➔E1="1"**	
	Coding:	Numeric	
	Measurement level:	Nominal	
	Code values:	Values	
	0	None	
	1	Drug abuse	
	2	Alcohol abuse	
	88	Other substances	
	99	Unspecified	
	Comments:	A. Multiple selection (all applicable)	
		B. Explanation of values:	
		0. No history of substance abuse	
		1. The caregiver is known or suspected to have a problem with illegal drugs abuse that pose a problem for the family	
		2. The caregiver is known or suspected to have a problem with alcohol abuse that pose a problem for the family	
		88. Other substances abuse: The caregiver was reported to have a problem with prescription drugs or other substances than alcohol or illegal drugs that pose a problem for the family	
		99. Unspecified	
E12	Variable:	**Physical/mental disabilities**	
	Definition:	Caregiver's diagnosed physical or mental disabilities	
	Category:	Caregiver-related information	
	Completion:	Conditional **Prerequisite ➔E1="1"**	
	Coding:	Numeric	

		Measurement level:	Nominal
		Code values:	Values
		0	None
		1	Physical handicap
		2	Psychiatric Disorder
		3	Impaired cognitive functioning
		88	Other
		99	Unspecified
		Comments:	A. Multiple selection (all applicable)
			B. Explanation of values
			4. No history of physical or mental disabilities
			5. Physical handicap: the caregiver was reported to have a physical handicap either congenital or resulting by injury
			6. Psychiatric Disorder: the caregiver has a diagnosis of psychiatric disorder by a psychiatrist (e.g. a diagnosis of being extremely anxious or depressed)
			7. Impaired cognitive functionin: the caregiver has a diagnosis of a cognitive developmental disability
			88. Other
			99. Unspecified
E13		**Variable:**	**History of victimization/ abuse**
		Definition:	Whether caregiver is known or suspected to have a history of maltreatment
		Category:	Caregiver-related information
		Completion:	Conditional **Prerequisite ➜E1="1"**
		Coding:	Numeric
		Measurement level:	Nominal
		Code values:	Values
		0	No
		1	Yes, victim of physical abuse in childhood
		2	Yes, victim of psychological abuse in childhood
		3	Yes, victim of sexual abuse in childhood
		4	Yes, victim of neglect in childhood
		5	Living in an Institute during childhood
		6	Yes, victim of physical abuse in adulthood
		7	Yes, victim of psychological abuse in adulthood
		8	Yes, victim of sexual abuse in adulthood
		88	Other
		99	Unspecified
		Comments:	A. Multiple selection (all applicable)
E14		**Variable:**	**History of CAN allegations**
		Definition:	Caregiver's history concerning allegations of offence related to maltreatment
		Category:	Caregiver-related information
		Completion:	Conditional **Prerequisite ➜E1="1"**
		Coding:	Numeric
		Measurement level:	Nominal
		Code values:	Values
		0	None
		1	Child physical abuse
		2	Child psychological abuse
		3	Child sexual abuse
		4	Child neglect
		5	Adult physical abuse
		6	Adult psychological abuse

		7	Adult sexual abuse
		8	Violent relationship
		9	Criminal involvement
		88	Other
		99	Unspecified

		Comments:	A. Multiple selection (all applicable values)
			B. Explanation of values:
			  0. None
			  1. Child physical abuse
			  2. Child psychological abuse
			  3. Child sexual abuse
			  4. Child neglect
			  5. Adult physical abuse (e.g. elderly, other adults)
			  6. Adult psychological abuse (e.g. elderly, other adults)
			  7. Adult sexual abuse (e.g. elderly, other adults)
			  8. Violent relationship (whether caregiver is known or suspected to be in a violent relationship e.g. date- or intimate partner violence)
			  9. Criminal involvement: the perpetrator has a history of charges or incarceration
			88. Other
			99. Unspecified

E15	**Variable:**		**Telephone Number**
	Definition:		Availability of caregiver's telephone number
	Category:		Caregiver-related information
	Completion:		Conditional **Prerequisite** ➔**E1="1"**
	Coding:		Numeric
	Measurement level:		Nominal
	Code values:		Values
		0	No
		1	Yes
		99	Unspecified
E16	**Variable:**		**Address**
	Definition:		Availability of caregiver's postal address
	Category:		Caregiver-related information
	Completion:		Conditional **Prerequisite** ➔**E1="1"**
	Coding:		Numeric
	Measurement level:		Nominal
	Code values:		Values
		0	No
		1	Yes
		99	Unspecified

ID	F. Family-related information	Variables Presentation
F1	**Variable:**	**Family status**
	Definition:	Family status concerning the family that the child currently lives with
	Category:	Family-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Married (or living together) parents
	2	Divorced (or separated) parents
	3	Single parent family (or other parent was never present, or has died)
	4	Step family
	5	Foster family
	6	Adoption family
	88	Other
	99	Unspecified
	Comments:	A. Multiple choice (all applicable)
F2	**Variable:**	**Number of co-habitants**
	Definition:	Number of people living in the household other than child-victim (including mother/ father/ caregiver(s))
	Category:	Family-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Scale
	Code values:	Value
	88	Other
	99	Unspecified
	Comments:	Note: Refers to the family that the child currently lives with
F3	**Variable:**	**Co-habitants' identity**
	Definition:	Identity of people living in the household other than child-victim
	Category:	Family-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Mother
	2	Father
	3	Full sibling-brother(s) (define number)
	4	Full sibling-sister(s) (define number)
	5	Partial/half sibling-brother(s) (define number)
	6	Partial/half sibling-sister(s) (define number)
	7	Step sibling-brother(s) (define number)
	8	Step sibling-sister(s) (define number)
	9	Grandmother (define number)
	10	Grandfather (define number)
	11	Other blood relative(s) (define number)
	12	Other in-laws (define number)
	13	Mother's partner (define number)
	14	Father's partner (define number)
	88	Other
	99	Unspecified

	Comments:	A. Multiple selection (all applicable)
		Note: In cases such as a grandparent is living in the same building as the family, if it's clear that they eat together and cook together, then they will be considered as co-habitants
F4	**Variable:**	**Other CAN victims**
	Definition:	CAN incidents concerning other child in family
	Category:	Family related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Full sibling-brother
	2	Full sibling-sister
	3	Partial/half sibling-brother
	4	Partial/half sibling-sister
	5	Step sibling-brother
	6	Step sibling-sister
	88	Other
	99	Unspecified
	Comments:	
F5	**Variable:**	**Other types of abuse**
	Definition:	Violent incidents concerning adult person in family
	Category:	Family-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Intimate partner violence
	2	Elderly abuse
	3	Sibling/peer abuse
	88	Other
	99	Unspecified
	Comments:	**Note:** If other types of abuse =1, 2 & 3, then clarify the time they happened (by writing "present" (last 12 months), "past" (the period before that) or both)
F6	**Variable:**	**Referrals made to services**
	Definition:	Child- and family-focused referrals made
	Category:	Family-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Parent support program
	2	Drug or alcohol counselling
	3	Other family counselling
	4	Social welfare assistance
	5	Food Bank
	6	Shelter services
	7	Domestic violence counselling

		8	Psychological services
		9	Psychiatric services
		10	Special education referral
		11	Recreational program
		12	Victim support program
		13	Medical/dental services
		14	Other child counselling
		88	Other
		99	Unspecified

Comments: A. Multiple selection (all applicable-except for if value ="0")

B. Explanation of values

0. None

1. Parent support program: any group program designed to offer support or education (e.g. parenting instruction course) [WHERE APPLICABLE]

2. Drug/alcohol counselling: addiction programs (any substance) for caregiver(s)

3. Other family counselling: includes programs for family therapy/counselling (e.g. mental health centre)

4. Social welfare assistance: referral for social assistance to address financial concerns of the household

5. Food Bank: referral to any food bank

6. Shelter services: regarding family violence or homelessness

7. Domestic violence counselling: regarding domestic violence, abusive relationships, or the effects of witnessing violence

8. Psychological services: child referral to psychological services (trauma, high-risk behaviour, or intervention)

9. Psychiatric services: child referral to psychiatric services (trauma, high-risk behaviour, or intervention)

10. Special education referral: any specialized school program to meet a child's educational, emotional, or behavioural needs

11. Recreational program: referral to a community recreational program (e.g. organized sports centres, community recreation)

12. Victim support program: child-focused support program related to victim support

13. Medical/dental services: any specialized service to address the child's immediate medical or dental health needs

14. Other child counselling: any other child-focused counselling service (e.g. counselling centre, mental health centre, family service bureaus, drug or alcohol counselling)

88. Other services: any other form of child- or family-focused services

99. Unspecified

Note: Values should be adapted per country specifics

F7	Variable:	**Services received**
	Definition:	Child- and family-focused services received (ongoing or previously)
	Category:	Family-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Parent support program
	2	Drug or alcohol counselling
	3	Other family counselling
	4	Social welfare assistance
	5	Food Bank

		6	Shelter services
		7	Domestic violence counselling
		8	Psychological services
		9	Psychiatric services
		10	Special education referral
		11	Recreational program
		12	Victim support program
		13	Medical/dental services
		14	Other child counselling
		88	Other
		99	Unspecified
	Comments:		A. Multiple selection (all applicable) B. Explanation of values 0. None 1. Parent support program: any group program designed to offer support or education (e.g. parenting instruction course) [WHERE APPLICABLE] 2. Drug/alcohol counselling: addiction programs (any substance) for caregiver(s) 3. Other family counselling: includes programs for family therapy/counselling (e.g. mental health centre) 4. Social welfare assistance: referral for social assistance to address financial concerns of the household 5. Food Bank: referral to any food bank 6. Shelter services: regarding family violence or homelessness 7. Domestic violence counselling: regarding domestic violence, abusive relationships, or the effects of witnessing violence 8. Psychological services: child referral to psychological services (trauma, high-risk behaviour, or intervention) 9. Psychiatric services: child referral to psychiatric services (trauma, high-risk behaviour, or intervention) 10. Special education referral: any specialized school program to meet a child's educational, emotional, or behavioural needs 11. Recreational program: referral to a community recreational program (e.g. organized sports centres, community recreation) 12. Victim support program: child-focused support program related to victim support 13. Medical/dental services: any specialized service to address the child's immediate medical or dental health needs 14. Other child counselling: any other child-focused counselling service (e.g. counselling centre, mental health centre, family service bureaus, drug or alcohol counselling) 88. Other services: any other form of child- or family-focused services 99. Unspecified **Note: Values should be adapted per country specifics**

ID	G. Household-related information	Variables Presentation
G1	**Variable:**	**Housing adequacy**
	Definition:	Family reported to have inadequate housing
	Category:	Household-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No
	1	Yes
	88	Other
	99	Unspecified
	Comments:	A. Explanation of values
		0. No: There is information concerning lack of electricity, hygiene and sanitation facilities, unsafe housing environment (frequent accidents), poor perception of safety/fear of crime, crowding
		1. Yes: Adequate housing
		88. Other (e.g. non standard house, homelessness)
		99. Unspecified
G2	**Variable:**	**Household income**
	Definition:	Reported household income
	Category:	Household-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Ordinal
	Code values:	Values
	1	Very low [range]
	2	Low [range]
	3	Moderate [range]
	4	High [range]
	5	Very high [range]
	88	Other
	99	Unspecified
	Comments:	Note: Range should be adapted according to countries' specifics
G3	Variable:	**Source of income**
	Definition:	Primary source of the household income
	Category:	Household-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No source of income
	1	Full time employment
	2	Part time/Seasonal employment
	3	Social assistance
	4	No reliable source
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
		B. Explanations of values
		0. No source of income is mentioned (needy)

		1. Full time employment: at least one caregiver is employed in a permanent, full-time position
		2. Part time/Seasonal employment: family income is derived primarily from part-time employment, full-time or part-time positions for temporary periods of the year, or several part-time temporary jobs. Neither caregiver is employed in a permanent, full-time position
		3. Social/public Assistance: family income is derived primarily from benefits (e.g. long-term disability, pension, or child support), employment insurance benefits, or social assistance (e.g. general welfare or family assistance)
		4. No Reliable Source: there is no reliable source of income for the family. Caregiver(s) may work at temporary jobs, but these are not predictable
		88. Other
		99. Unspecified
G4	**Variable:**	**Financial problem**
	Definition:	Family finances do not meet minimal needs
	Category:	Household-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No
	1	Yes
	88	Other
	99	Unspecified
	Comments:	A. Explanation of values
		0. If G2=3, 4 or 5 and G3=1 or 2
		1. If at least one reference is included in the report (e.g. employment problems, lack of financial sources) or if G2=1, 2 and G3=0, 3, 4
		88. Other
		99. Unspecified (if no information is included)

ID	H. Previous maltreatment-related information	Variables Presentation
H1	**Variable:**	**Previous maltreatment incidents**
	Definition:	Reference of previous maltreatment incidents
	Category:	Previous maltreatment-related information
	Completion:	Mandatory
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	No
	1	Yes, substantiated maltreatment
	2	Yes, unsubstantiated incident
	88	Other
	99	Unspecified
	Comments:	A. Explanation of values
		0. No: It is clearly mentioned that there are no previous maltreatment incidents related to the specific child
		1. Yes, substantiated maltreatment: There is information that the child was previously abused
		2. Yes, unsubstantiated incident: There is information about previous maltreatment related to the specific child but the investigation concluded that the maltreatment was unsubstantiated
		88. Other
		99. Unspecified
H2	**Variable:**	**Type of the most severe maltreatment**
	Definition:	Reference of the most severe substantiated or unsubstantiated previous incident of maltreatment
	Category:	Previous maltreatment-related information
	Completion:	Mandatory: **Prerequisite ➔** H1="1" OR "2"
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Physical abuse
	2	Psychological abuse
	3	Sexual abuse
	4	Neglect
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
		B. Explanation of values
		1. Physical abuse: whether child was substantiated or indicated victim of physical abuse
		2. Psychological abuse: whether child was substantiated or indicated victim of psychological abuse
		3. Sexual abuse: whether child was substantiated or indicated victim of sexual abuse
		4. Neglect: whether child was substantiated or indicated victim of neglect
		88 Other, such as economic exploitation
		99 Unspecified
H3	**Variable:**	**Perpetrator(s) of most severe previous maltreatment**
	Definition:	Perpetrator(s) of the most severe previous maltreatment

	Category:	Previous maltreatment-related information
	Completion:	Mandatory: **Prerequisite ➔** H1="1" OR "2"
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	1	Mother
	2	Father
	3	Step-mother
	4	Step-father
	5	Full sibling
	6	Partial/half sibling
	7	Step-sibling
	8	Grandparent
	9	Other blood relative: Specify:_____
	10	In-laws
	11	Foster Parent
	12	Caregiver in institution
	13	Health care provider
	14	Parent's partner
	15	Date
	16	Roommate
	17	Work related person
	18	Neighbour
	19	Friend
	20	Official /legal authority
	21	Stranger
	22	Babysitter
	23	School Teacher
	24	Teacher/ Coach (outside school activities)
	25	Family friend
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)
		Note: Specify the form of abuse for individual perpetrators (writing all applicable forms of abuse, namely physical, sexual, psychological, neglect) next to the perpetrator's identity
H4	**Variable:**	**Investigating agencies**
	Definition:	What agencies were involved providing services during the investigation of the most severe incident of maltreatment
	Category:	Previous maltreatment-related information
	Completion:	Mandatory: **Prerequisite ➔** H1="1" OR "2"
	Coding:	Numeric
	Measurement level:	Nominal
	Code values:	Values
	0	None
	1	Social services
	2	Mental health services
	3	Medical services
	4	Legal services
	5	Police services
	88	Other
	99	Unspecified
	Comments:	A. Multiple selection (all applicable)

ID		Variables Presentation
I1	**Variable:**	**Follow-up**
	Definition:	Whether case's follow-up information is available in the agency
	Category:	Case -related information
	Completion:	Mandatory
	Coding:	Date
	Measurement level:	Nominal
	Code values:	Values
	0	No – case is closed, no follow-up report is available
	1	Yes – case is closed, with follow-up report in the file
	88	Other – on-going case, follow-up not applicable
	99	Unspecified

Coding of data

Both extraction forms are pre-coded. Specific numeric and string codes for the values of each individual variable are available in both, the forms and the operations' booklet for the researchers, in the section "Detailed presentation of the variables".

Upon the completion of the forms, extracted data will be entered in an SPSS file developed for this specific dataset (see separate file *.sav and the respective documents including comments and instructions for coding the CBSS data).

ANNEXES