

Toolkit

Child labour prevention and remediation in vanilla and centella supply chains, Madagascar

Editable working templates — June 2026

Purpose

This mini-toolkit supports companies, exporters, cooperatives, collectors, civil society organisations and field teams in identifying, preventing, mitigating and responding to child labour risks in vanilla and centella asiatica supply chains in Madagascar. It is designed for production and collection that is rural, seasonal, informal, family-based or mediated through collectors and sub-collectors.

The toolkit contains four editable tools: a risk-screening template, supplier minimum expectations, an age-assurance and safe recruitment checklist, and a referral and escalation pathway for suspected child labour cases. It should be used as part of a child rights and human rights due diligence system, consistent with Article 32 of the Convention on the Rights of the Child¹, ILO Conventions No. 138 and No. 182²³, and the UN Guiding Principles and OECD Guidelines on business and human rights due diligence⁴⁵. Under Madagascar's domestic Labour Code, the general minimum working age is 16, and no person under 18 may perform hazardous work⁶; both thresholds are built into the tools below. The toolkit should never be used to punish children or families. Where child labour is identified, the priority is safe withdrawal from hazardous work, school retention or reintegration, household support, and referral to competent child protection actors.

How to use and edit this toolkit

- Checkboxes are real, clickable Word fields. In Microsoft Word, click directly on a box to mark it; it will show as checked. They are not plain text and do not need to be retyped.
- Shaded blank cells are for typed responses. Click into a shaded cell and type directly; cells expand automatically as text is added.
- Every table, row and field may be edited, renamed, reordered, added to or deleted. Nothing in this toolkit is fixed; it is a starting structure to adapt to local language, context and institutions.
- Tool 4 (referral and escalation) must not be used until the local referral directory at its end has been completed with real contacts.

¹Convention on the Rights of the Child, adopted 20 November 1989, entered into force 2 September 1990, art. 32.

²ILO Convention No. 138 concerning Minimum Age for Admission to Employment, 1973.

³ILO Convention No. 182 concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, 1999.

⁴United Nations Human Rights Council, Guiding Principles on Business and Human Rights, A/HRC/17/31 (2011), Principles 13 and 17.

⁵OECD, OECD Guidelines for Multinational Enterprises on Responsible Business Conduct (Paris: OECD Publishing, 2023); OECD-FAO Guidance for Responsible Agricultural Supply Chains (Paris: OECD Publishing, 2016).

⁶Republic of Madagascar, Labour Code, arts. 147, 148, 149 and 360 (minimum age 16; hazardous work prohibited under 18); Constitution of Madagascar, art. 24.

Tool 1. Child labour risk screening template

1.1 Basic screening information

Company / cooperative / exporter	
Supplier / collector / production group	
District / commune / fokontany	
Commodity	☐ Vanilla ☐ Centella asiatica
Date of screening	
Screening team	
Type of visit	☐ Announced ☐ Unannounced ☐ Follow-up ☐ Complaint-triggered
Production stage observed	☐ Farm / plot ☐ Collection site ☐ Aggregation ☐ Curing / drying ☐ Transport ☐ Market point
Peak season?	☐ Yes ☐ No ☐ Unknown
Children observed on site?	☐ Yes ☐ No ☐ Not directly observed
Immediate protection concern identified?	☐ Yes ☐ No

1.2 Risk factor checklist

Risk factor	Yes / No / Unknown	Notes / evidence
Children present during production, harvesting, collection, curing or transport.	☐ Yes ☐ No ☐ Unk.	
Children reported by adults as helping with commodity-related tasks.	☐ Yes ☐ No ☐ Unk.	
Children reported missing school during production or harvest peaks.	☐ Yes ☐ No ☐ Unk.	
Children involved before school, during school hours, late evening or at night.	☐ Yes ☐ No ☐ Unk.	
Children carrying heavy loads.	☐ Yes ☐ No ☐ Unk.	
Children using sharp tools, scalding liquids, or exposed to fire or smoke.	☐ Yes ☐ No ☐ Unk.	
Children working in isolated locations or far from home.	☐ Yes ☐ No ☐ Unk.	
Work organised through collectors, sub-collectors or intermediaries.	☐ Yes ☐ No ☐ Unk.	
Payment by weight, volume, quota or output.	☐ Yes ☐ No ☐ Unk.	
Advance payments, debt or repayment obligations reported.	☐ Yes ☐ No ☐ Unk.	
No clear age-verification process exists.	☐ Yes ☐ No ☐ Unk.	
Workers or families lack birth certificates or age documents.	☐ Yes ☐ No ☐ Unk.	
No child labour policy communicated to producers or collectors.	☐ Yes ☐ No ☐ Unk.	
No accessible grievance or reporting mechanism exists.	☐ Yes ☐ No ☐ Unk.	

No referral pathway for child protection cases exists.	☐ Yes ☐ No ☐ Unk.	
--	--	--

1.3 Commodity-specific risk indicators

Commodity	Risk indicators to check	Present?	Notes
Vanilla	Hand-pollination; harvesting; carrying; night guarding of curing beans; drying; scalding with hot water during curing; school absence during the April–June peak.	☐ Yes ☐ No ☐ Unk.	
Centella asiatica	Long-distance collection; carrying bundles; payment by weight; children accompanying adults to collection areas, including peripheral or unsupervised routes; school interference during the October–May season.	☐ Yes ☐ No ☐ Unk.	

1.4 Risk rating

Risk level	Criteria	Selected
Low	No children observed or reported; age assurance exists; school attendance not affected; no hazardous tasks; grievance and referral mechanisms exist.	☐
Medium	Children may be present in household production; no clear hazardous work observed; age assurance weak; school interference uncertain; monitoring required.	☐
High	Children observed or credibly reported working; school interference likely; hazardous tasks possible; intermediary pressure or volume-based payment present.	☐
Critical	Child under minimum age working regularly; child under 18 exposed to hazardous work; coercion, debt, violence, trafficking, sexual exploitation, or immediate danger suspected.	☐

1.5 Immediate action required

Action	Responsible person	Deadline	Status
Record case using anonymised code.			
Activate referral pathway if protection concern exists (see Tool 4).			
Inform supplier of corrective expectations (see Tool 2).			
Develop remediation plan with family / child protection actors.			
Schedule follow-up visit.			
Update risk register.			

Tool 2. Supplier minimum expectations

2.1 Supplier commitment

The supplier commits to prevent and address child labour in all production, collection, aggregation, curing and transport activities connected to the supply chain. This commitment applies to direct workers, seasonal workers, family labour, collectors, sub-collectors, labour brokers, intermediaries and any other person or entity contributing to supply. Madagascar's general minimum working age is 16; no person under 18 may perform hazardous work⁷.

2.2 Minimum expectations

Area	Minimum expectation	Evidence required
Minimum age	No child below 16 may be engaged in work. No person under 18 may perform hazardous work.	Age verification record, birth certificate or alternative age assurance record (see Tool 3).
Hazardous work	No person under 18 may carry heavy loads, use sharp tools, work at height, handle scalding liquids, work near fire or smoke, work at night, or work in isolated high-risk tasks.	Task allocation list; site observation; training records.
Schooling	Work must not interfere with school attendance, punctuality, homework, progression or rest.	School-sensitive scheduling around the vanilla pollination/harvest and centella collection seasons; attendance monitoring where appropriate.
Family labour	Family help must not become child labour. Children must not be mobilised for intensive, hazardous or school-interfering work.	Household awareness records; monitoring visit notes.
Collectors and intermediaries	Collectors and sub-collectors must respect the same child labour standards as suppliers, including for peripheral or unaffiliated collection routes.	Signed collector commitments; training attendance; monitoring logs.
Payment practices	Payment by weight, quota or volume must not incentivise the use of children.	Payment records; producer feedback; risk review.
Recruitment	No informal recruitment of children for commodity tasks. No debt-based, coercive or forced work.	Recruitment checklist (Tool 3); worker records; complaint review.
Grievance mechanism	Workers, families and children must have a safe way to report concerns.	Posted mechanism; community communication; case log.
Remediation	If child labour is identified, the supplier must cooperate in safe remediation and must not punish the child or family.	Remediation plan (Tool 4); referral record; follow-up record.
Access and transparency	Supplier must allow reasonable monitoring, including visits to relevant production and collection points.	Visit records; access agreements.

2.3 Prohibited supplier conduct

- Using or permitting children to perform hazardous tasks.
- Hiding children during visits or instructing families not to speak.
- Dismissing, threatening or penalising a family because a child labour case is identified.
- Terminating supply relationships without assessing the risk of harm to the child.
- Using collectors or sub-collectors to avoid child labour responsibility.
- Accepting products where there is credible evidence of unresolved child labour risk.

⁷See note 6 above (Madagascar Labour Code).

2.4 Corrective action

Situation	Required action	Timeline
No policy or weak awareness.	Training, written commitment, monitoring plan.	30 days
Age assurance gap.	Establish age assurance process and document workers/collectors.	30–60 days
Medium-risk family labour.	Household awareness, school-sensitive planning, follow-up visit.	30 days
Child labour without immediate danger.	Remediation plan, school support, follow-up, supplier corrective action.	Immediate plan; follow-up within 30 days
Hazardous child labour.	Immediate removal from hazardous task, referral, remediation plan, escalation to buyer.	Same day
Coercion, violence, trafficking, sexual exploitation or immediate danger.	Stop interview or audit probing; activate referral; escalate internally; protect confidentiality.	Same day

Tool 3. Age assurance and safe recruitment checklist

3.1 Purpose

This checklist helps suppliers, cooperatives and buyers prevent underage recruitment and avoid placing children in hazardous work. It should be used before recruitment, during onboarding, before peak seasons and when engaging collectors or seasonal workers. Madagascar's general minimum working age is 16; no person under 18 may perform hazardous work⁸. Age assurance must protect children. Lack of documentation should trigger support and verification, not automatic exclusion from school, services or protection.

3.2 Age assurance process

Step	Question	Yes / No	Action if No
1	Is there a written minimum age rule (16; 18 for hazardous work) communicated to all suppliers, collectors and supervisors?	☐ Yes ☐ No	Issue and communicate the rule before recruitment.
2	Is the minimum age aligned with domestic law and supplier policy?	☐ Yes ☐ No	Review and correct policy.
3	Is there a process to verify age before work starts?	☐ Yes ☐ No	Establish age verification procedure.
4	Are acceptable documents defined?	☐ Yes ☐ No	Define birth certificate, national ID, school record or other lawful documents.
5	Is there a safe process where no document exists?	☐ Yes ☐ No	Use non-punitive age assessment and referral to civil registration support.
6	Are records kept securely and confidentially?	☐ Yes ☐ No	Establish secure record storage.
7	Are supervisors trained to avoid informal child recruitment?	☐ Yes ☐ No	Conduct training before peak season.
8	Are collectors and sub-collectors covered by the same rule?	☐ Yes ☐ No	Add clauses to collector agreements.
9	Are young workers aged 16–17 protected from hazardous tasks?	☐ Yes ☐ No	Create a task restriction list for under-18 workers.
10	Is school attendance checked where adolescent work is allowed?	☐ Yes ☐ No	Include a schooling check before work allocation.

3.3 Safe recruitment checklist

Recruitment safeguard	Required standard	Verified?	Notes
No recruitment below the minimum age.	Age must be verified before work begins.	☐ Yes ☐ No	
No hazardous work under 18.	Under-18 workers must be excluded from hazardous tasks.	☐ Yes ☐ No	
No night work for children.	Children must not work late evening, night or unsafe hours.	☐ Yes ☐ No	
No recruitment through debt or advances affecting children.	Debt or advance systems must not pressure children to work.	☐ Yes ☐ No	
No recruitment by informal intermediaries without oversight.	Collectors / sub-collectors must follow child labour rules.	☐ Yes ☐ No	
No school interference.	Work must not affect attendance, punctuality or learning.	☐ Yes ☐ No	
Clear task allocation.	Each worker's tasks must be age-appropriate and documented.	☐ Yes ☐ No	

⁸See note 6 above (Madagascar Labour Code).

Young worker protection.	Adolescents allowed to work must have reduced risk, limited hours and supervision.	☐ Yes ☐ No	
Complaint channel explained.	Workers and families know how to report concerns safely.	☐ Yes ☐ No	
Referral pathway available.	Child protection contacts are known and active (see Tool 4).	☐ Yes ☐ No	

3.4 Alternative age assurance where documents are missing

Situation	Recommended response	Prohibited response
No birth certificate.	Refer family to civil registration support; use school record or other lawful evidence where available.	Do not ignore age risk. Do not force the child into work because documents are missing.
Age appears uncertain.	Treat as under 18 until verified; exclude from hazardous tasks.	Do not rely on appearance alone to assign adult work.
Child says they are below working age.	Do not recruit; assess support needs and school status.	Do not ask the child to change their answer.
Parent claims child is older than they appear.	Request lawful verification; keep child out of hazardous work until clarified.	Do not accept unsupported claims for high-risk tasks.
Young person is 16–17.	Allow only lawful, non-hazardous, school-compatible work if permitted.	Do not assign heavy, dangerous, night or isolated work.

Tool 4. Referral and escalation pathway for suspected child labour cases

4.1 Purpose

This pathway provides a basic response structure when suspected child labour is identified. It distinguishes between low-risk concerns, child labour without immediate danger, hazardous child labour, and urgent protection cases. It must be adapted to each district using actual child protection services, social workers, CSOs, commune authorities, labour inspection, police or gendarmerie and health services. Do not use this template without first completing the local referral directory at section 4.7.

4.2 Case classification

Case type	Indicators	Immediate response
Risk concern	Child may be helping occasionally; no clear hazard; school impact unclear.	Record as risk concern; monitor; conduct awareness; follow up.
Suspected child labour	Child under minimum age working, or work appears to affect schooling.	Open case code; assess school and family situation; inform safeguarding focal point; plan remediation.
Hazardous child labour	Child under 18 exposed to heavy loads, sharp tools, scalding liquids, climbing, night work, heat, smoke, fire, isolated work or dangerous equipment.	Remove from hazardous task immediately if safe; activate referral; notify safeguarding lead and supplier management.
Worst forms / urgent protection	Coercion, trafficking, commercial sexual exploitation, violence, debt bondage, severe injury, threats or immediate danger.	Stop probing; ensure immediate safety; activate urgent referral pathway; escalate same day; protect confidentiality.

4.3 Referral pathway template

Step	Action	Responsible person	Timeframe
1	Identify concern and assign anonymised case code.	Field staff / monitor	Same day
2	Assess immediate safety.	Safeguarding focal point	Same day
3	If urgent, activate emergency referral.	Safeguarding focal point	Same day
4	If non-urgent, conduct child-safe assessment with guardian and child assent where appropriate.	Trained staff / CSO partner	Within 7 days
5	Confirm school status and immediate needs.	CSO / school focal point	Within 7 days
6	Develop remediation plan (section 4.6).	Supplier + CSO + family + child protection actor	Within 14 days
7	Remove child from hazardous / prohibited work.	Supplier / family / child protection actor	Immediate or as safely planned
8	Provide or link support: school materials, birth registration, catch-up schooling, social protection, health care.	CSO / service provider	14–30 days
9	Follow up with child and family.	Trained monitor / CSO	30, 60, 90 days
10	Close case only when child is safe, school pathway is stabilised, and no hazardous work continues.	Safeguarding committee	After verified follow-up

4.4 Escalation matrix

Situation	To supplier?	To buyer?	To child protection authority?	To law enforcement?
Low-risk school interference concern	☐ Yes	☐ No	☐ If repeated	☐ No
Underage work without immediate danger	☐ Yes	☐ Yes	☐ Yes, for support	☐ No unless required

Hazardous child labour	☐ Yes	☐ Yes	☐ Yes	☐ If severe / required
Violence or abuse	☐ Limited, if safe	☐ Yes, confidentially	☐ Yes	☐ Per law / protocol
Trafficking, coercion, sexual exploitation or immediate danger	☐ Only if safe	☐ Yes, confidentially	☐ Yes, urgently	☐ Yes, urgently
Retaliation risk against child / family	☐ No w/o safeguard	☐ Yes, confidentially	☐ Yes	☐ If threats / violence

4.5 Case intake form

Case code	
Date identified	
District / commune / fokontany code	
Commodity	☐ Vanilla ☐ Centella asiatica
Child age band	☐ Under 12 ☐ 12–14 ☐ 15–17 ☐ Unknown
Sex	☐ Girl ☐ Boy ☐ Other / not recorded
School status	☐ Enrolled ☐ Not enrolled ☐ Dropped out ☐ Unknown
Work / task reported or observed	
Hazard indicators	
School impact	
Immediate danger?	☐ Yes ☐ No ☐ Unknown
Referral required?	☐ Yes ☐ No
Referral made to	
Consent / assent considerations	
Follow-up date	
Case owner	

4.6 Remediation plan template

Need	Action	Responsible actor	Deadline	Follow-up evidence
Safe withdrawal from hazardous task				
School reintegration or attendance support				
School materials / fees / transport support				
Birth registration / age documentation				
Health care / psychosocial support				
Household livelihood or social protection referral				

Supplier corrective action				
Collector / intermediary corrective action				
Follow-up visit				

4.7 Minimum safeguards

- Do not disclose the child's identity to the buyer, supplier or collector unless this is necessary for protection and authorised under the safeguarding protocol.
- Do not remove a child from work in a way that increases household harm or exposes the child to violence.
- Do not terminate a supplier relationship without assessing the impact on children and families.
- Do not interview the child repeatedly about traumatic events.
- Do not publish identifiable case details.
- Do not treat lack of birth registration as proof of fraud or as a reason to deny protection.

4.8 Local referral directory – complete before use

Service / actor	Name	Location	Contact	Services / emergency?	Notes
Child protection service				☐ Emergency	
Social worker / caseworker				☐ Emergency	
CSO partner				☐ Emergency	
School focal point				☐ Emergency	
Health centre				☐ Emergency	
Labour inspectorate				☐ Emergency	
Commune authority				☐ Emergency	
Police / gendarmerie				☐ Emergency	
Emergency GBV / child protection actor				☐ Emergency	