



Girls Early Marriage Pilot Project

A Guide to Procedures for Dealing with Cases of Marriage of Under the age of 18



**Save the
Children**
إنقاذ الطفل

Acknowledgment

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This guide was developed based on in-depth discussion sessions with the Supreme Judge Department representatives and the Ministry's staff, as well as with a group of school counsellors, whose contributions ensured that the guide reflects the standard operations aligns with the national regulations and procedures to guaranteeing that students complete their compulsory education.

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"Girls Early Marriage" Project

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Summary

Jordan has made significant strides in addressing various forms of violence, particularly gender-based violence, domestic violence, and violence against children, as reflected in the development and amendment of key legislation such as the Child Rights Law, the Juvenile Law, and the establishment of the National Team for Family Protection from Violence. Complementing these efforts, national frameworks—including the National Framework for Family Protection from Violence (2016 and its update) and the 2018 "National Standardized Procedures for the Prevention and Response to Violence in Jordan"—have been introduced to guide coordinated protection responses. Additionally, Jordan has begun automating protection systems and enhancing inter-institutional coordination to improve service delivery and case management. Despite these achievements, child marriage remains a critical protection concern with lasting consequences for the health, education, and well-being of children, particularly girls. While the legislative and policy foundations are in place, gaps in implementation persist, especially within the education sector, which plays a crucial frontline role in identifying, preventing, and referring cases of child marriage and school dropout. The lack of clear procedural guidance defined roles, and coordination mechanisms has limited the effectiveness and consistency of the education sector's response.

To address this gap, Save the Children Jordan, in partnership with the **Ministry of Education and the Supreme Judge Department**, developed a specialized procedural guide titled "**A Guide to Procedures for Dealing with Cases of Marriage of Under-18s**," under "Girls Early Marriage" project funded by DANIDA. The guide was linked directly with the early detection indicators in its pathways and is rooted in the nationally adopted case management methodology and complements existing national frameworks and aligns with the Ministry of Education's 2020 Procedural Manual for Responding to Cases of Domestic Violence, Child Protection, and School Violence. It provides clear step-by-step procedures and defines the roles and responsibilities of educational service providers, school staff, and administrative personnel within the Ministry of Education—at both central and governorate levels—as well as staff within the Supreme Judge Department. The guide focuses specifically on their functions in responding to cases of child marriage and promotes inter-institutional coordination. By offering a structured and practical framework, it effectively operationalizes the case management approach that underpins national child protection efforts.

In terms of scope, the guide outlines two main categories of cases: those at **risk of early marriage** and those **formally submitted for marriage contracting**. It details procedures

for identifying and reporting cases in schools, managing them through structured stages, and providing services such as legal, psychological, and social support. The guide includes the necessary forms for documentation within the Ministry and explains the process for information exchange with the Supreme Judge Department. It clearly defines roles and responsibilities across institutions, outlines service timelines and priorities, and includes mechanisms for monitoring and coordination to ensure effective response.

The procedures pathways were designed as flowcharts, utilizing the case management methodology and incorporating color codes and symbols to visually represent the procedures in alignment with the national guidelines for child protection. For cases that are formally submitted to the Supreme Judge Department, a specific mechanism was developed in accordance with the Department's current regulations and internal electronic case-tracking system, including sharia documentation court, family mediation offices, and the directorate of inheritance and minors' affairs roles and responsibilities. Additionally, mechanisms for information sharing with the MOE were proposed to ensure effective coordination. Each flowchart is followed by a detailed explanation of the procedures illustrated within the pathway. The annexes include proposed modifications and/or adaptations to the nationally endorsed case management forms, adjusted to reflect the specific nature of the cases addressed by this protocol. These revisions were developed during a verification workshop to ensure contextual relevance. Additionally, the annexes contain a Task Matrix by Job Title based on the institutional structure of the Ministry of Education, outlining roles across the response phases for handling cases of violence and protection. A corresponding Task Matrix has also been developed based on the organizational structure of the Supreme Judge Department.