



REPORTING SEXUAL EXPLOITATION AND ABUSE

Victims and survivors of sexual exploitation and abuse often find it difficult to speak up about their experiences because of the stigma that is usually associated with the ordeal. It is important to make the environment in which the person; child, youth or adult, feels safe and comfortable enough to open up about their experiences so that the perpetrator can be taken to task.

For this reason, SAFOD should have a designated PSEA focal person, where victims can report indecent or behaviors done to them, where their concerns will be properly documented, investigated, and referred to the relevant authorities if there is a need and properly prosecuted. By creating proper reporting channels, SAFOD ensures that all its stakeholders are protected in the environment in which they work in, and in the same light builds' credibility for the organization as a reputable one to its stakeholders, donors, beneficiaries and the communities they work in. By creating clear channels of reporting, SAFOD ensures that all allegations of any form of abuse are dealt with, internally and externally.

SAFOD ensures that reporting mechanisms adhere to core principles of effective reporting:

- o Safety: creating a safe environment for the victims of sexual exploitation and abuse to be able to report the incidents to the focal person within the organization in a secluded room away from everyone else.
- o Confidentiality: explain to the victim that whatever they share will not be shared with anyone unless they consent it or the matter needs to be taken to a third party who can appropriately deal with the matter and ensure that the perpetrator is persecuted (especially in the case of a minor or child with disability)
- o Transparency: by getting consent from the victim about recording and documenting what is being reported, and making sure that they understand that if there is need to report to external authorities (which SAFOD liaises with e.g., police, child protection department etc.) where mandatory reporting applies there will be.
- o Accessibility: make reporting mechanisms easy-to-use to remove any potential barriers for usage, by providing different forms of the mechanism, which are user

friendly to anyone who needs it, that is tailor making it to the target audience, so that SAFOD can tap into their level of understanding.

- Develop different reporting mechanism for those victims who are uncomfortable with talking about their experience, like an incident report box, which is only accessed by the PSEA focal person, or
 - in the case of a minors and vulnerable groups i.e.; children with disabilities including mental disabilities, use peer-to-peer support, where their peers can be the ones reporting on their behalf with consent form the victim.
- o **MANDATORY REPORTING:** sexual exploitation and abuse on vulnerable groups such as minors (under 18), and persons and children with disabilities, most especially those with mental disabilities (regardless of age) shall warrant a mandatory reporting.

STEPS TO REPORTING SEXUAL EXPLOITATION AND ABUSE ALLEGATIONS

STEP 1: report any allegations, rumors or incidents of sexual exploitation, abuse or harassment to the designated PSEA focal person through the different mechanisms of reporting. The PSEA focal person will document the incident and carry out an assessment with the victim to open a case file. The focal person should ask questions that will not make the victim uncomfortable, however questions that will help them get to the bottom of the allegations, asking questions like who, what, when, where, all the while making sure that the victim does not feel like they did anything wrong or that they brought the actions upon themselves. These assessments should be carried out in a secluded room away from everyone where the victim or person reporting can freely and comfortably tell their side of the story.

STEP2: PSEA focal person will submit the case to the organization's Human resource manager to do further investigations. Depending on what the HR uncovers and attached with the report from the PSEA focal person. The HR manager will report to higher management on the incident.

STEP3: HR manager 's findings together with the PSEA focal person's assessment will be consolidated and reported to external authorities like the police, child welfare department, hospitals and other counselling facilities which deal with the kind of exploitation or abuse, that is if the issue isn't one that can be dealt with within the organization. The organization should liaise with other stakeholders within the communities they work in to make sure issues of exploitation and abuse are dealt with.

STEP4: reporting to the relevant authorities that the organization works with like child welfare department, police department, clinics and hospitals for further assessments and investigations,

where the survivor will eventually get the relevant medical, legal or psychosocial support they require after the ordeal until the survivor's satisfaction and the case can be closed and the perpetrator prosecuted.

Incident Report Form for SEA Allegations

CONFIDENTIAL: Please restrict access to this document and keep it stored safely by using passwords or encryptions for computers and locking lock offices when unattended. Always use code names when referring to individuals involved in the case, omit information that could reveal identities (e.g., date of birth, address, phone number, description of unique physical traits) and keep information on the identity and personal details of persons involved separate from incident and related reports.

1. Details on how, when, and by whom, the allegation was received:

2. Description of alleged incident, including dates, times and locations:

3. Description of alleged or suspected survivors (e.g. name, age, gender, ethnic origin/nationality, specific needs):

4. Description of alleged or suspected perpetrators (e.g. name, age, gender, nationality, organizational affiliation/position, previous record of misconduct):

5. Actions taken by organization in response to allegations to date (e.g. referral for assistance, investigations, notification of UN/Host Government):

6. Actions taken by other organizations or entities (e.g. UN, Host Government) in response to the allegation:

7. Requested support from partners (e.g. support for SEA survivors, investigations)

Report transmitted by:	
Name:	Contact info (email, phone):
Title:	Date:

