



PREVENTION OF SEXUAL EXPLOITATION ABUSE -PSEA TRAINING MANUAL



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SAFOD Training Manual: Prevention of Sexual Exploitation and Abuse (PSEA)

Purpose:

This manual is designed to build the capacity of SAFOD staff, volunteers, interns, service providers, and affiliates to prevent, report, and respond to sexual exploitation and abuse (SEA), ensuring safe and inclusive programs for persons with disabilities.

Audience:

- SAFOD staff (new and existing)
- Volunteers and interns
- Service providers
- Affiliates (national OPDs)
- Partners working with SAFOD

1. Organizational Self-Assessment

Objective:

- Identify current strengths, gaps, and opportunities in PSEA practices.

Content:

- Review of existing policies, reporting mechanisms, and training practices.
- Reflection on staff and affiliate awareness of SEA risks and reporting procedures.
- Mapping of referral pathways and survivor support systems.

Exercise:

- Affiliates complete a self-assessment checklist.
- Discuss results in groups to identify areas for improvement and develop corrective action plans.

2. Executive Summary

Objective:

- Understand SAFOD's mission, advocacy, and capacity-building mandate.
- Recognize why PSEA is critical for safeguarding persons with disabilities.

Content:

- SAFOD is a regional umbrella organization coordinating 16 national OPD affiliates across Southern Africa.

- Core functions include capacity building, advocacy, governance strengthening, and resource mobilization.
- PSEA training is a capacity-building priority. Each affiliate will appoint a PSEA focal person responsible for training staff, monitoring compliance, and implementing survivor-centered procedures.
- Embedding PSEA standards ensures safe, inclusive, and accountable programming while reinforcing SAFOD's advocacy for the rights of persons with disabilities.

3. Understanding PSEA

Objective:

- Define SEA and related terms.
- Understand the PSEA response cycle (prevention, reporting, investigation, referral).
- Apply learning through group discussions and presentations.

3.1 Overview of PSEA

Definitions:

- Sexual Exploitation: Abuse of a position of vulnerability, differential power, or trust for sexual purposes.
- Sexual Abuse: Acts of a sexual nature imposed through coercion, threat, or unequal power.
- Survivor-Centered Approach: Prioritizing the rights, dignity, and needs of survivors.
- Zero-Tolerance: SEA is not tolerated by SAFOD staff, volunteers, affiliates, partners, or service providers.

Global Standards:

- UNICEF PSEA Toolkit (prevention, reporting, investigation, referral)
- UN Secretary-General's Bulletin (ST/SGB/2003/13)
- International humanitarian and protection standards

3.2 PSEA Response Cycle

Prevention

- Screening and vetting of staff, volunteers, and service providers.
- Integration of PSEA clauses in affiliate policies and agreements.
- Mandatory PSEA training.

Reporting

- Safe, confidential, and accessible reporting channels.
- Awareness raising on reporting obligations and protections.

Investigation

- Confidential, impartial, survivor-centered investigations.
- Collaboration with competent investigative bodies as required.

Referral and Assistance

- Referral to local PSEA networks, GBV services, and inter-agency partners.
- Consent and privacy prioritized for all survivors.
- Continuous follow-up to ensure support is delivered.

Exercises:

- Group Discussions: Analyze hypothetical SEA scenarios. Identify prevention, reporting, and referral strategies.
- Presentations: Groups present recommendations. Facilitator provides feedback aligned with UNICEF PSEA Toolkit.
- Application to Affiliates: Develop internal training plans and designate PSEA focal persons.

4. SAFOD PSEA Policies and Procedures

Objective:

- Understand SAFOD's PSEA policy framework and affiliate responsibilities.

Content:

- Policies accessible to all staff, volunteers, and affiliates.
- Written undertakings confirming adherence.
- Roles and responsibilities of staff, volunteers, and affiliates.

Exercise:

- Case study: Identify policy gaps in a hypothetical affiliate and propose corrective measures.

5. Human Resources and Vetting

Objective:

- Apply recruitment and vetting procedures to minimize SEA risk.

Content:

- Reference checks querying sexual misconduct.
- Candidate self-declaration on prior SEA-related sanctions.
- Verification of employment history related to SEA investigations.
- Confidential record-keeping.

Exercise:

- Role-play: Conduct vetting interviews including PSEA questions.
- Affiliates draft internal vetting checklists for staff, volunteers, and interns.

6. Reporting Mechanisms

Objective:

- Ensure understanding of reporting procedures and protections.

Content:

- Confidential and safe channels for staff, volunteers, affiliates, and beneficiaries.
- Transparent reporting flow and follow-up procedures.

Exercise:

- Scenario-based reporting exercise: Practice reporting a hypothetical SEA incident.
- Discuss challenges and potential improvements.

7. Assistance and Referral Pathways

Objective:

- Apply survivor-centered referral and assistance procedures.

Content:

- Referral to PSEA networks, GBV services, and inter-agency partners.
- Survivor consent and privacy prioritized.
- Follow-up to ensure adequate support.

Exercise:

- Mapping exercise: Identify local referral services and develop a flowchart for affiliate use.

8. Investigation and Corrective Actions

Objective:

- Implement impartial, confidential investigations and corrective measures.

Content:

- Investigations conducted with confidentiality and survivor focus.
- Referral to competent investigative bodies if needed.
- Corrective actions implemented while protecting privacy and complying with labor laws.

Exercise:

- Group scenario: Plan steps for investigation and corrective action while maintaining survivor confidentiality.
- Highlight the role of PSEA focal persons.

9. Training and Capacity Building

Objective:

- Embed PSEA as a core capacity-building function.

Content:

- PSEA training is a priority across SAFOD and its affiliates.
- Each affiliate appoints a PSEA focal person to oversee training, monitoring, and compliance.
- Training cycles include induction for new staff, refresher sessions for existing staff, and cascade training to volunteers and affiliates.

Exercise:

- Affiliates develop a PSEA training plan for staff and volunteers.
- Peer presentations of plans for facilitator feedback.

10. Monitoring, Evaluation, and Continuous Learning

Objective:

- Ensure continuous improvement of PSEA practices.

Content:

- Monitor training completion, reports, investigations, and referrals.
- Evaluate training effectiveness and affiliate implementation.
- Share lessons learned across affiliates to strengthen regional compliance.

Exercise:

- Affiliates develop a dashboard tracking PSEA indicators.
- Group discussion: Identify trends, challenges, and solutions for improvement.