

BASIC NOTIFICATION AND RESPONSE PROCEDURE – BOARD OF TRUSTEES, STAFF TEAM AND PEOPLE SENT BY EDUCO

CONCERN, SUSPICION OR INCIDENT IDENTIFIED

24 hours

Local Child Safeguarding Focal Point ¹

Registers case

Immediate application of protection measures

24 hours

Assessment by Child Safeguarding Focal Points in the country office ² + CCSC ³ (if applicable)

Inform

Support/guide

Regional Child Safeguarding Focal Point + Global Child Safeguarding Focal Point + Crisis Committee ⁴ + Country Director ⁵ (if applicable)

NO

YES

Formal investigation (if applicable)

NO

YES

Minor breach of the CSP ⁶

Serious breach of the CSP ⁶

Very serious breach of the CSP ⁶

Local Child Safeguarding Focal Point ¹

Country Child Safeguarding Focal Point

Informs

Informs

Country Child Safeguarding Focal Point + CCSC ³ + Director of People and Culture

Informs

Manager of the person involved

Application of accompaniment or disciplinary measures

Local Child Safeguarding Focal Point ¹

Country Child Safeguarding Focal Point

Case resolution report

CASE CLOSED

Crisis Committee ⁴ + Country Director ⁵

Inform

Compliance Committee

Transfer of the case to the competent authorities

HR in the country office

Informs

Manager of the person involved

Application of disciplinary measures/ end of the relationship with Educo

PROTECTION AND SUPPORT FOR CHILDREN AND THEIR FAMILIES

BEST INTERESTS OF THE CHILD

¹ If there isn't one, straight to the National Child Safeguarding Focal Point

³ Country Child Safeguarding Committee

⁵ Not applicable in cases where this person is involved in the concern, suspicion or incident

² Local Child Safeguarding Focal Points + Country Child Safeguarding Focal Point

⁴ People and Culture Director + Deputy Director for Country Offices + Communications Director + Head of Security

⁶ Child Safeguarding Policy