

FINAL REPORT TEMPLATE FOR INVESTIGATIONS INTO NON-COMPLIANCE

**of the Policy on Protection Against Sexual
Exploitation, Abuse and Harassment
(PPSEAH)**

POLGOV02EN-FOR02EN

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1. INTRODUCTION

1.1. Exceptions

No exceptions are applied to this regulatory document.

1.2. Change logs

Version no.	Description of changes	Date of approval
1	Initial version	07/10/2021

1.3. Responsibilities

The final report of any investigation for clarifying a report/notification which has been received about a possible non-compliance of the PPSEAH must be written using this template, and the **members of the Safeguarding Committee** are responsible for writing the report.

The report must be handled in accordance with the principle of **confidentiality**, so it should be the exclusive knowledge of those who are responsible for preparing it, and subsequently shared with the specific instances involved in the case, as established in the flow charts for complaints/notifications of internal or external cases of suspected non-compliance with the PPSEAH. All those involved are obliged to maintain confidentiality and not to communicate information about the complaints/notifications made under any circumstances, an obligation that will be endorsed by signing the document of confidentiality and absence of conflict of interest (REGGOV02EN-FOR02EN).

This report, like all other reports resulting from the process carried out, should be duly filed - preferably in physical and digital versions - in the custody of the Focal Point for the PPSEAH, with support from the Focal Point for the PPBT.

2. DOCUMENT DEVELOPMENT

Final report template for investigations into reports/notifications of non-compliance of the PPSEAH.

Important note:

*This is a **confidential document** which must be filled in by the members of the Safeguarding Committee.
For the physical file, it is only necessary to print out this table, not the whole document.*

Section 1. Case background

Date on which the
report/notification was
received

Channel via which the
report/notification was
received

Summary of the
report/notification

Type of report/notification
(internal or external)

Level of seriousness of the
report/notification (minor,
serious, very serious)

Person(s) involved in the
report/notification

Person(s) affected by the event

Section 2. About the investigation

Aim of the investigation

Summary of the activities
carried out as part of the
investigation

Main results of the investigation	
Section 3. Conclusions	
What type of case was reported/notified (internal or external)?	
What kind of non-compliance with the PPSEAH was committed (harassment, abuse, exploitation)?	
Level of seriousness of the non-compliance of the PPSEAH (minor, serious, very serious)	
Is there sufficient evidence of non-compliance with the PPSEAH (yes/no)?	
Documents and others which support the conclusion regarding the existence or non-existence of the non-compliance.	
Section 4. Recommendations	
Suggested measures to be taken in this case (with reference to what is established in Annex 1 of the PPSEAH).	With the person reporting:
	With the person affected:
	With the person who has committed the offence:
	With other stakeholders involved (school, community, teachers, etc.)
Names and signatures of the members of the Safeguarding Committee who have written the report	

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