

TEMPLATE FOR REPORTING POSSIBLE 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 **Focal Point for the PPSEAH in the Country Office, at a local level or Head Office**, is the main person responsible for filling in this template every time a report or notification of possible non-compliance with the PPSEAH is registered. If the Focal Point for the PPSEAH is unavailable - at country or local level -, this responsibility will be assumed by another member of the Safeguarding Committee who will act as Substitute Focal Point.

The report/notification registered must be handled in accordance with the principle of **confidentiality**, therefore it should be the exclusive knowledge of the person who receives the report/notification and the person who presents the report/notification, and will only be shared with the members of the Safeguarding Committee when the analysis of the report/notification is made to define the steps to be followed. The information about the case will then be shared with the Country Director - when he or she is not the person accused or involved in some way in the report - and possibly with the members of the SMT. All this must be in accordance with what is established in the flow charts for reports/notifications of internal or external cases of suspected non-compliance of 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 document, 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

Template for registering reports/notifications of possible non-compliance with the PPSEAH.

<p>Important note: <i>This document is confidential and must be filled in by the Focal Point for the PPSEAH - at country or local level -, and in the event of his or her absence by the Substitute Focal Point. For the physical file, it is only necessary to print out this table, not the whole document.</i></p>	
Date and time of the report/notification	
Section 1. About the person who is presenting the report/notification	
Name (optional)	
Gender	
Relationship with Educo (if relevant)	
Relationship with other Educo partner organisation (if relevant)	
Role/position in Educo (if relevant)	
Role/position in other organisation (if relevant)	
Contact details	
Relationship with other person(s) affected	
Section 2. About the person(s) affected	
Name (optional)	
Gender	

<i>Relationship with Educo (if relevant)</i>	
<i>Relationship with other Educo partner organisation (if relevant)</i>	
<i>Role/position in Educo (if relevant)</i>	
<i>Role/position in other organisation (if relevant)</i>	
<i>Relationship with other person(s) affected</i>	
Section 3. Details of the possible non-compliance that has been reported/notified	
<i>What happened? Fill in all the information available about the situation reported.</i>	
<i>Who was involved?</i>	
<i>Where and when did it happen (place, date and time)?</i>	
<i>What kind of non-compliance with the PPSEAH was committed (harassment, abuse, exploitation)?</i>	
<i>Is it an external or internal case? Why?</i>	
Section 4. First measures taken	
<i>Have any measures been taken so far to protect the affected person or with the person suspected of non-compliance? Who implemented these measures? What do they involve?</i>	
<i>Are there current concerns for the safety/wellbeing of the</i>	

<i>person concerned and/or the person reporting (if it is not the same person)?</i>	
<i>What kind of measures do you recommend taking now?</i>	
<i>Any other data or information that you consider complementary and relevant to clarify the situation.</i>	
Name and signature of the person(s) who notifies (where possible)	
Name and signature of the Focal Point for the PPSEAH	