

# TEMPLATE FOR REPORTING POSSIBLE NON-COMPLIANCE of the Policy on Protection Against Sexual Exploitation, Abuse and Harassment (PPSEAH)

POLGOV02EN-FOR02EN

<b>Written by:</b> Global Safeguarding Expert	<b>Reviewed by:</b> People and Culture Team	<b>Approved by:</b> Head of People & Culture	<b>Next review:</b> People & Culture Department
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# 1. INTRODUCTION

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## 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 te PPBT.

## 2. DOCUMENT DEVELOPMENT

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

**Important note:**

*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.*

<b>Date and time of the report/notification</b>	
<b>Section 1. About the person who is presenting the report/notification</b>	
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	
<b>Section 2. About the person(s) affected</b>	
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>	
<b>Section 3. Details of the possible non-compliance that has been reported/notified</b>	
<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>	
<b>Section 4. First measures taken</b>	
<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>	



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<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>	
<b>Name and signature of the person(s) who notifies (where possible)</b>	
<b>Name and signature of the Focal Point for the PPSEAH</b>	