



# ANNEX 7

## ECPAT INTERNATIONAL SAFEGUARDING FOCAL POINT

### Terms of Reference

#### *Role/Purpose*

Serve as the key individual receiving reports of child safeguarding and sexual exploitation, abuse, and harassment concerns. Coordinate, support and advise on the implementation of the organisation's Child Safeguarding Policy and Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedures.

### Key Responsibilities

1. Receive all reports of safeguarding concerns about ECPAT International staff or other contracted individuals or suppliers and anyone associated with ECPAT, as well as any other concerns reported of breaches of the child safeguarding or PSEAH policies.
2. Using a triage approach, quickly determine the general details of a reported concern, requesting clarifying information from the reporter as soon as possible.
3. Support the initial reporter to complete the Safeguarding Concern reporting form, sign, witness and date it. Utilising the information in this form, input all relevant information into a tracking sheet, utilising a coding system for identifying information of details involved if necessary.
4. Immediately refer all serious safeguarding incidents to the Executive Director and as per reporting guidelines. If the Executive Director is the subject of concern, the Focal Point will report directly to the Board and seek further guidance from them, based on our procedures.
5. Ensure that the victim/survivor is physically safe, receives medical attention if necessary, and refer to relevant service provider agencies. ECPAT International is not a direct service provider; Focal Point must take all steps necessary to ensure immediate and appropriate referral and follow-up. Keep in mind the principles of the 'best interests of the child' as well as a 'survivor centred approach'. Maintaining confidentiality is critical.
6. For concerns amounting to a serious breach of the ECPAT International Child Safeguarding Code of Conduct or the PSEAH Policy, the Focal Point must consult with the Executive Director, the Board, and HR to decide on a course of action. All suspected criminal offences must be reported to the local authorities, as long as it is safe for the victim/survivor and ECPAT International staff to do so. All local legislation and reporting guidance must be followed, including any mandatory reporting to government bodies in addition to law enforcement.
7. The Safeguarding Focal Point will seek guidance from the Board on sourcing a qualified safeguarding investigator from an external agency. Agencies which can recommend certified investigators include Keeping Children Safe, the Safeguarding Resource and Support Hub, Humanitarian HR, CHS Alliance, and the Inter-Agency Standing Committee.<sup>1</sup>

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<sup>1</sup> Keeping Children Safe. [Practice reviews and investigations](#); Safeguarding Support Hub. [PSEAH](#); Inter-Agency Standing Committee. [Our Commitment to Protection from Sexual Exploitation and Abuse](#).

8. Plan and support any investigation of a safeguarding incident, as necessary. Support the investigator in logistics as necessary, and ensure the investigator has access to all relevant documentation and information. Discuss subsequent action required, to ensure the safety and welfare of individuals in cases of SEAH caused by the organisation, with the investigator, senior management, and the Board. Take responsibility for ensuring the investigator's recommendations are implemented, and lessons learned are recorded for future purposes. Ensure all documentation related to the investigation is stored securely in a password-protected folder.
9. Take a lead role in raising awareness about ECPAT International's Child Safeguarding and PSEAH Policies and related measures.
10. In collaboration with HR, ensure job adverts include a safeguarding commitment statement and a link to the ECPAT International Child Safeguarding policy and ECPAT International PSEAH Policy.
11. Support HR and hiring managers to follow the ECPAT International Safe Recruitment Guidelines (Annex 4 of the Child Safeguarding Policy).
12. Support managers and staff to conduct safeguarding risk assessments during the design phase of any new project or programme proposal, or the design of a new activity. Annex 2 of the Child Safeguarding Policy is the ECPAT International Child Safeguarding Risk Assessment; Annex 3 is the Child Safe Event Planning checklist.
13. After completion by ECPAT staff, review the safeguarding risk assessments conducted, at a minimum for large project/programme design documents and all activities involving direct contact with children.
14. Promote the participation of communities so they are aware of ECPAT International's Child Safeguarding and PSEAH policies, particularly the relevant Codes of Conduct. Ensure community members understand their right to protection, including how to raise a concern about Sexual Exploitation, Abuse and Harassment (SEAH) and child safeguarding concerns. Provide technical support or guidance to ECPAT managers and staff in this regard.
15. In collaboration with service provision organisations and partner agencies, work with ECPAT teams in different locations to conduct service mapping and develop referral pathways for the referral of survivors to access available services.
16. Work with managers to ensure that monitoring and evaluation (M&E) activities incorporate indicators to reduce or eliminate all safeguarding risks.
17. Work with programme managers to establish community-level complaints mechanisms that facilitate the reporting of concerns by children, their communities, ECPAT staff, ECPAT member agencies and partners.
18. Work with managers to support staff/supervisees in setting safeguarding objectives on annual performance appraisals.
19. Work with communication and media team to ensure communication materials/contents on different media platforms do not carry identifiable information and uphold the dignity and respect of those sharing their stories. Ensure all images, videos, and recordings are accompanied by a signed/witnessed/dated consent/assent form (see Annex 10 of the Child Safeguarding Policy, Image Consent Form). Refer to Section 3.2, Communication and Media, in the ECPAT International Child Safeguarding Procedures.
20. Monitor the progress of all cases and provide regular summary progress updates to the Executive Director.
21. Liaise between staff and managers to access technical support on complex child safeguarding issues.
22. Coordinate regular reports to senior management on the implementation of PSEAH measures.

23. Network with safeguarding/PSEAH focal points of similar organisations through participation in meetings and working groups.
24. Contribute to proposals to ensure safe programming and safeguarding activities are budgeted for. Document and share project learning, best practices, and experiences in safeguarding measures.

## Competencies

- ▶ Strategy/decision-making.
- ▶ Strategic thinker/planner who can take an overview of child safeguarding/PSEAH and develop strategies and plans for strengthening the organisation's child safeguarding/PSEAH measures.
- ▶ Confident in making appropriate decisions with particular attention paid to the sensitivity of the subject.
- ▶ Able to gather and analyse information from across an organisation to inform strategy and decisions.
- ▶ Maintains confidentiality in information management, and communication, as appropriate.
- ▶ Capacity development experience.
- ▶ Skilled in analysing capacity building needs and designing and delivering a range of capacity development interventions.
- ▶ Access to, or able to develop, a range of child and adult safeguarding tools and resources. Can support others in capacity development on child safeguarding/PSEAH with affected populations, including consultations on community-friendly reporting mechanisms.
- ▶ Influencing others to positively change their behaviour and actions.
- ▶ Ability to present information to senior management in a manner that enables them to make decisions.
- ▶ Persuasive in arguments for organisational change, drawing on evidence and examples.