



ANNEX 8

ECPAT INTERNATIONAL SAFEGUARDING CONCERN REPORTING*

A safeguarding concern arises:

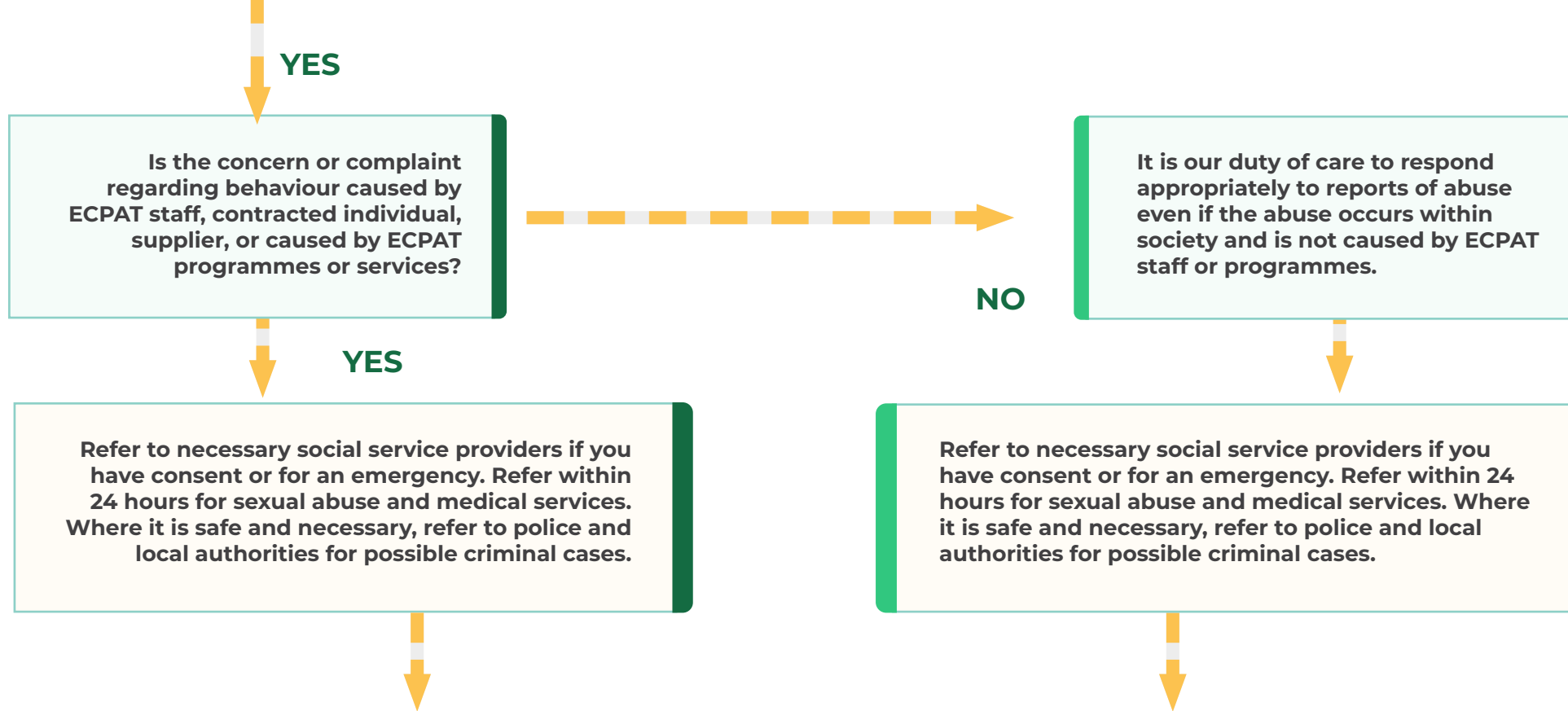
A report or complaint is made by a staff member, contracted individual, supplier, partner staff, programme participants, or anyone who interacts with ECPAT International. A report is received through community reporting channels, internal reporting, informal discussions, suspicions, witnessing an event, etc.

Pass the report to the designated person, e.g., your manager or the ECPAT Safeguarding Focal Point.

Does the report or complaint relate to sexual exploitation, abuse, sexual harassment (SEAH) of an adult, or the abuse of a child or children?

NO

Initiate other internal complaints procedures, e.g. fraud or corruption (finance team), or programme complaints (programme or Monitoring & Evaluation team).



Referrals to social services and case management:

Some SEAH or child safeguarding cases may require specialised services based on needs. Some necessary services could include:

- Medical care
- Trauma counselling
- Legal support
- Food and nutrition support
- Shelter or a safe space

These may be government services or services provided by a civil society organisation (CSO). A CSO working in the same area may have services that the SEAH or child safeguarding victim or survivor can benefit from.

Once a victim or survivor has been referred to a service or to one social service professional who will manage the case (a case manager), it is important to follow up and make sure that the necessary services are provided. Once the services are provided,

The ECPAT Safeguarding Focal Point will meet with the Executive Director (ED), HR Director, and a Board representative to discuss potential actions. ED informs all staff that a safeguarding concern has been raised and is being handled in line with ECPAT policies.

Make immediate decisions, e.g.: How to deal with the alleged perpetrator? How to support victim/survivor and include their views? How to uphold any contractual or donor requirements? E.g., informing donor of basic info on the case.

Follow up on support provided by social services. Record details. Follow up on action taken by authorities, if necessary. Record details.

Where relevant to others working in the same area, share information on changes in safeguarding risk level. Never share confidential or private information.

Develop a plan and carry out a safety risk assessment for the case. Revisit immediate decisions where they present risks, e.g.:

- Assign roles within the team (victim/survivor liaison should be Safeguarding Focal Point, alleged perpetrator liaison is HR)
- Decide if an investigation is needed (internal or external?). Write terms of reference (TOR), set timeframe and standards, and contact organisations for assistance in finding an investigation manager.
- If no investigation, ensure there is a clear justification to reject or close the case.
- (Re) assess if the concern needs to be reported to local authorities.
- Decide if other organisations and partners should be informed (without revealing confidential information).
- Assess the risks for the victim/survivor, ECPAT, the alleged perpetrator, and others in your planning.
- Understand what the victim/ survivor wants throughout your planning.

