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| 1. Programme Checklist: thinking about the risk of sexual abuse and exploitation  *- this tool should be used by MSM staff during the response design phase, with NS managers, to reflect on the levels of risk of SEA for the response, and approaches for mitigating this.*
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| **Statements[[1]](#footnote-1)** | **True** | **False** |
| 1. My programme is operating in a context with large numbers of displaced people.
 | **[ ]**  | **[ ]**  |
| 1. My programme is being implemented in a context where there are already high levels of sexual violence, abuse or exploitation.
 | **[ ]**  | **[ ]**  |
| 1. My programme’s main target population is women and/or children.
 | **[ ]**  | **[ ]**  |
| 1. My programme aims to serve the most vulnerable people.
 | **[ ]**  | **[ ]**  |
| 1. My programme will require staff or volunteers to enter participants’ homes for various reasons.
 | **[ ]**  | **[ ]**  |
| 1. My programme has delegated sole responsibility for “beneficiary selection” in a community (or other key decisions on resource allocation) to selected staff, volunteers or community members who live in the same community.
 | **[ ]**  | **[ ]**  |
| 1. My programme (or the programme of other partners or organisations working in the same camp/community) is distributing high value items, for example food, shelter, money, equipment, etc.
 | **[ ]**  | **[ ]**  |
| 1. My programme is not sharing information widely with communities (for example selection criteria and process, deliverables, program length etc).
 | **[ ]**  | **[ ]**  |
| 1. My programme has not involved men and women in its design.
 | **[ ]**  | **[ ]**  |
| 1. My programme has not discussed with women possible risks they may face as a result of the program.
 | **[ ]**  | **[ ]**  |
| 1. Many of my programme staff and volunteers have not received a briefing on the Staff and Volunteer Code of Conduct.
 | **[ ]**  | **[ ]**  |
| TOTAL |  |  |
|  | *The more “Trues” you have selected, the higher the risk of sexual abuse and exploitation linked to your program.* *🡺 See the ‘Quick Reminder’ for how to reduce and manage this risk.* |

**B) Quick reminder: minimising harm linked to Red Cross presence through prevention of sexual abuse and exploitation (PSEA)**

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| **Extract from the IFRC Staff Code of Conduct**All staff and volunteers shall:* Not commit any act of sexual exploitation, sexual abused or sexual violence.
* Not engage in any sexual activity with persons (adult or child) that look to or benefit from assistance, or with any persons under the age of 18 (mistaken belief in the age of a child is not a defence).
* Not exchange money, employment, goods or services for sex, or sexual favours. This prohibition extends to any use of sex trade workers.
* Abstain from all acts which could be considered harassment, abuse, discrimination or exploitation.

*Note: Host National Societies may or may not have a Code of Conduct for their staff and volunteers.*  |  | **What should staff or volunteers do if they see or hear of an allegation of misconduct?** * Be aware of what is happening around you, and take responsibility for what you hear and see.
* Write down what you saw or heard so you do not forget details (Who? What? When? Where?)
* Speak immediately to your supervisor, nearest Human Resource Staff, the IFRC operations management or the IFRC Country Representative.
* If, for whatever reason, you are not able to raise it with the above people then contact:
	+ BRC Disaster Response Programme Manager or BRC Disaster Response Manager in the UK office.
	+ Safecall (an independent company) via Tel: + 44 207 6965952, email ifrc@safecall.co.uk or their website www.safecall.co.uk
* *Do not*gossip to others about what you have seen or heard. Confidentiality is key!
* *Do not* try to investigate yourself.
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| **Prevention of SEA in emergency response programmes - the responsibility of managers**Ensure staff and volunteer awareness* *All* people involved in project activities should have signed and *be briefed* on a staff and volunteer Code of Conduct (both the content and how to report breaches). *Handing out the code of conduct at the time of recruitment is not enough.*
* Managers should be able to explain this code of conduct to others.
* Staff should know their roles and responsibility as part of this.

Inform beneficiaries and community members about:* Their right to be protected from abuse and exploitation by staff and volunteers, what conduct they can expect from staff and how to raise concerns.
* Programme activities, entitlements and targeting processes.
 |  | Design and implement programmes through a PSEA lens. * Consider how programs might increase people’s vulnerability to sexual exploitation and abuse[[2]](#footnote-2).
* Involve more vulnerable groups in developing programmes to identify how risks can be reduced.

Ensure community and staff reporting options are in place* Set up a reporting/complaints mechanism for community members and ensure that complaints are taken seriously and responded to.
* Proactively seek feedback about poor practice and misconduct from field staff, volunteers and community members.
* Ensure a clear reporting mechanism for staff and volunteers, including identifying a ‘focal point’ for reporting.
* Ensure all rumours, suspicions, or allegations are taken seriously and investigated by qualified people.
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| **What to do if you hear or suspect incidents of child abuse or exploitation in the community (i.e. not connected to any Red Cross staff or volunteer)?** Every effort should be made to report suspected incidents to UNICEF, or Save the Children, who will be able to advise on local options for safeguarding at risk children. |

1. These statements were adapted from a tool developed by CRS for programmes in Haiti. They are grouped by four themes, allowing MSM staff to discuss each theme and if there are other factors in the repsonse context that will impact the risk of SEA. Statements 1-2 relate to the ‘**context**’ in which the response is operating. The higher the risk of abuse and exploitation happening anyway in the general population, the higher the risk linked to the programme. Statements 3-4 relate to ‘**who the programme is targetting**’. In most contexts certain groups are more at risk than others from abuse and epxloitation, if your response programme is targetting these groups then there is higher risk associated with the programme. Statements 5- 10 relate to the ‘**programme type and ways of working**’ that may increase or decrease the risk. Statements 11 relate to the ‘**organisation’s approach for managing the risk of SEA**’, as taking certain action can decrease the risk. [↑](#footnote-ref-1)
2. For example: Does the programme create opportunities for staff/volunteers to abuse their positions of power? This may include requiring individual staff/volunteers to visit vulnerable people alone in their home, or to be responsible for selecting beneficiaries (in the absence of clear criteria and checks and balances). At the same time you should consider: does the programme put people at risk from other threats? For example latrines built on the edge of communities with no lighting might put women at risk of attack from others if they use the latrines at night. [↑](#footnote-ref-2)