

Safeguarding Investigation Summary, Recommendations and Actions

Executive Summary

The Agency received on (ADD DATE) an unconfirmed report from (ADD COMPLAINANT NAME) (Complainant), in (ADD COMPLAINANT LOCATION) about an Agency (ADD RESPONDANT STATUS e.i. STAFF/VOLUNTEER/CONSULTANT) (Respondent) who was (DESCRIBE THE MISCONDUCT).

After confirming the reliability and credibility of the complaint received, the Agency initiated a formal investigation with the support of an independent safeguarding investigating consultant based in (ADD COUNTRY) who travelled to (ADD LOCATION) from the (ADD TRAVEL DATES) to interview the complainant, witnesses, survivors, Agency staff/volunteers/consultants and the respondent in person and by phone to investigate the allegations submitted against the Respondent.

The investigator submitted to the Agency the Safeguarding Investigation Report that concludes the following:

The allegations against the Respondent regarding safeguarding concerns involving **sexual abuse, harassment and exploitation** which was a breach of the Agency (ADD Volunteer/Staff/Consultant contract and/or the Agency PSEA Policy and/or PSEA Code of Conduct) **were substantiated** based on key witness testimonies and testimonies from two survivors.

Recommendations:

Recommendations	Actions had been discussed with the Agency's relevant staff members and with the partner. <i>The notes of the discussions/agreements are in blue</i>
1. <u>Informing parties</u> : Share the findings of this investigation with the respondent and other relevant parties, including the partner and the leaders of the community for transparency, and to demonstrate the agency's zero tolerance approach to sexual misconduct.	The Agency has communicated appropriately to all the parties involved (Complainant, Respondent, Witnesses and Survivors) and has shared with them the relevant information.
2. <u>Preventing future hiring</u> : Include a brief statement in the respondent's human resources folder in order to prevent their future hiring.	The Agency has added a note in the respondent's file that his contract was not renewed and that an investigation was conducted which confirmed the allegations of misconduct.

	<p>Agency local team confirmed that the respondent has not received any letter of recommendation from the Agency.</p> <p>The partner will add the respondent's name into their "do not hire list".</p>
<p>3. <u>Training</u>: All staff and volunteers in the agency's offices must undertake a standard Code of Conduct and PSEA policy training. To this end, develop a clear plan that includes training dates and continued refreshers.</p>	<p>The Agency will focus on strengthening awareness and understanding of the Agency Prevention of Sexual Exploitation and Abuse (PSEA) Policies and Code of Conduct (CoC) including to provide training to staff members and volunteers on roles and responsibilities in preventing and responding to Sexual Violence concerns and incidents.</p> <p>All Agency staff members and volunteers in the location have received two hours Safeguarding training session.</p> <p>The Agency' partner will share additional training materials with the Agency.</p>
<p>4. <u>Community Level Participation</u>: The agency's leadership should provide clear information about policies and procedures, as well as roles and responsibilities of assigned staff known to work with community members, to improve engagement with the local community.</p>	<p>The Agency will meet with the partner to clarify roles and responsibilities related to PSEA.</p> <p>In collaboration with the partner and community leaders the Agency will raise awareness of their PSEA policy and CoC and their reporting mechanism and will clarify the scope/applicability of the partner PSEA policies and procedures.</p> <p>The Agency will follow up the Agency PSEA CoC and Policy for any complaint related to the Agency staff/volunteers/consultants and will inform the partner about any complaint received, the steps taken to address it and the investigation's results.</p> <p>The partner will share with the Agency any complaint received against the Agency staff/volunteers/consultants using their Complaint Referral Form.</p>



5. Human Resources: Keep a clear recruitment/dismissal Standard Operation Procedures (SoP) for volunteers/staff/consultants and outline their supervisors' responsibilities. Such procedures should be clarified to ensure ongoing awareness of what is happening at the community level, including through measures such as regular supervisory visits, engagement, and communication with community leaders.

The Agency will review the process for recruitment, training and supervision of staff/volunteers/consultants and will identify areas of improvement in collaboration with the partner.

The recruitment of staff/volunteers/consultants is managed primarily by the Agency and will continue to work with the communities to engage them during this process.

The Agency will review their recruitment process to include the PSEA dimension and to add additional filters. Example: PSEA position statement at Agency website, PSEA note in the Job Description, Auto declaration, PSEA key questions for the Personal and Professional References etc.