



Guide for Country specific sexual violence information

Purpose

As part of its organizational strategy, and the implementation of the Crossroads' Sexual Violence Code of Conduct, and Crossroads' policies on Sexual Violence, Gender, and Respect in the Workplace and the Crossroad's Sexual Violence Survivor Support Guide, Crossroads **addresses the risks of sexual violence** by mobilizing staff, partners, volunteers, and program beneficiaries to support survivors, and help them to provide clear information so that survivors can make informed decisions.

This guide is addressed to **regional and country focal points** to provide them with advice and recommendations in **collecting data** on services, and resources available at the country level to support sexual violence survivors in their efforts, and to help focal points complete **the country-specific information template to respond to sexual violence**.

Once completed, the template will be integrated to each **country security guide** to make sure the information is easily and quickly available to all stakeholders – including staff, volunteers, and partners.

By adding a guide dedicated to responding to sexual violence for each country, Crossroads reinforces its commitment to a survivor-centered approach by giving survivors control of the decision-making process following an incident of sexual violence.

All resources on prevention of sexual violence can be found in the [employee resource Centre](#) on Sharepoint

Duty of care

Crossroads is committed to creating and maintaining a respectful, trusted, and inclusive workplace and programs free from sexual violence throughout its operations and programs globally.

At Crossroads, we recognize our duty of care to all the people we work with, employ, and engage with, which is further amplified by the power imbalances inherent in our programs, projects, and activities.

As light has been shed on sexual violence within our sector, it is our duty of care to ensure proactive measures are in place to prevent and mitigate risk of sexual violence and do no harm in the communities we serve.

Crossroads is committed to providing equitable support to all survivors of sexual violence perpetrated by Crossroads staff or which happens as a direct result of Crossroads' work, regardless of whether they are staff, volunteers, or members of the communities where we work, no matter when and where the incident occurred.

Crossroads recognizes that service provision will differ from place to place, and it may not always be possible to access some services. Crossroads will bear any reasonable costs of accessing services, on a case-by-case basis, in consultation with the survivor.

Crossroads is equally committed to ensuring all staff receive the assistance they require to maintain their security, their physical and emotional health, and well-being.

General advice on completing the template

- 1) It is recommended that all focal points have one a contact in the country they are writing a guide for. Focal points should reach out to women's rights organizations that are working in the PSEA sector or are known for their advocacy work in the country. They should be paid for the time that they invest in working on these resources.
- 2) The more thorough the groundwork for this Guide, the more people it can help and the more likely it is it will be used to support all stakeholders: beneficiaries, local staff, and expatriate staff.
- 3) Resources, policies, and procedures are a great start. The next step is for a survivor (or organizations that support survivors) to look them over. Survivors who are willing to engage in this work are graciously leveraging their lived experiences so that individuals and organizations do not have to wait for an emergency to make improvements. This ensures proactive preparation for anything that could happen in the field.
- 4) Finally, all stakeholders must have access to the template without having to ask someone for it. This ensures that if a survivor does not want to disclose what has happened, they can still receive support. This also ensures that someone who could provide support is ready in the immediate aftermath of an emergency.

Country specific information template

Refer to the Crossroads Sexual Violence Survivor Support Guide, particularly the sections on [Survivor Medical Care and Legal/Law Enforcement Response](#), as well as the [Survivor Support Checklist](#) and the [Sexual Violence Incident Report](#) to complement this section.

1) Steps to take following an incident of sexual violence

Take as much space as needed to clearly lay out all options available to the survivor following an incident. This section should be completed in as much detail as possible and in clear step-by-step language so that the survivor can make the most informed decision possible in an instance of sexual violence, a survivor has had their agency taken from them. Providing as much detail as possible will empower them to make informed choices on their own behalf.

You can refer yourself to the [Survivor self-help tip sheet](#) (p.3) to start laying out what processes and options exist in your country for sexual violence survivors to consider getting the practical and emotional support they may need.

It is also important for survivors to know what the steps will be after they file a police report, if they choose to do so. In some contexts, a survivor may have to remain in the country to ensure legal proceedings take place.

| STEPS | WHAT ? WHERE ? HOW ? | DEPENDENCY (if certain steps are necessarily prior to others) |
|-------|--|--|
| 1 | <i>e.i Your safety is a priority. Consider whether or not you are in a safe place? If you are not feeling safe, it is important to reach out to someone you trust at Crossroads for support. You do not have to go through this alone. Crossroads staff have received a base level of training to help you receive the support you need.</i> | |
| 2 | <i>e.i Contact local authorities to report incident. You will need to fill a report and go get authorisation at local police station to receive medical care</i> | |
| 3 | <i>e.i Seek medical attention to treat any possible injuries and to check for injuries you may not be able to see</i> | <i>e.i Step 2 mandatory to move on to step 3</i> |
| (...) | | |

2) Medical services

Please first refer to the [Immediate Medical Measures for Sexual Violence](#) document to inform this section. It will provide detailed information about appropriate medical support for survivors.

In this section, please highlight how medication can be accessed and the associated costs of required hospital services which may include:

| Service | Detail (what tests or material is available) | Cost |
|--|--|------|
| 1) A rape kit ¹ | | |
| 2) Blood work | Sexually transmitted infections (STIs) : | |
| | HIV : | |
| | Others : | |
| 3) Medications | PLAN B (emergency contraceptive) : <i>Some countries also do not have any form of Plan B because family planning is taboo so this is one more medication that people can travel with to be on the safe side. Please indicate if it's the case</i> | |
| | Antibiotics : | |
| | Post-exposure for HIV : <i>Some organizations have their staff travel with one dose of post-exposure medication for HIV because the first tablet must be taken within 48 hours of exposure and often, it is not possible to be evacuated that quickly or to locate the medication in country that fast. Please let Crossroads know if it is the case</i> | |
| | Others : | |
| 4) Ultrasound (depending on the extent of injuries and type of trauma) | | |
| 5) Others | | |

¹ A rape kit is a package of items used by medical personnel for gathering and preserving physical evidence following an allegation of sexual assault. Rape-kit can have different names. It can be referred to as sexual violence kit (SAK), a sexual violence forensic evidence (SAFE) kit, a sexual violence evidence collection kit (SAECK), a sexual offense evidence collection (SOEC) kit, or a physical evidence recovery kit (PERK). For more information: <https://www.rainn.org/articles/rape-kit>

By clearly understanding potential costs, Crossroads can allocate an appropriate budget to cover all required expenses. This assessment will also clarify the amount of cash required by the survivor before going to the hospital.

Important : Crossroads insurance coverage with XN Health Insurance will cover all costs related to necessary medical treatment following an incident of sexual violence as it is considered a medical emergency. For psychological care coverage, Crossroads International currently benefits from the Employee Assistance Program which is a voluntary and confidential support service that offers up to 3 one-hour sessions with a professional counsellor.

That said, it is important for Crossroads and all stakeholders to have information about and understand the financial costs and impact of an event of sexual violence.

Please detail:

- a) Which hospitals administer rape kits
- b) What the hospital does with a survivor's information once their statement has been given and tests completed tests.
- c) The age of consent in the country.
- d) Other important details

3) Contact information for local survivor support Ngos

Reach out to women's rights organizations working in the PSEA sector or are known for their advocacy work in the country. Request information on the resources they can offer (if any) to support survivors throughout the process such as going to the hospital, to legal authorities, or any other steps. They can also provide critical on the ground insight on the entire guide to make sure it is correct. Their support will assist in ensuring resources like this can be easily disseminated to the right audience in the country itself.

It is crucial that these organizations and advocates are paid for the time they invest in working on these resources.

| NGO name | Adress | Contact Information | Services provided |
|----------|--------|-------------------------------|---|
| | | Phone number Email address | Advocacy, survivor support, legal counsel, etc. |

| | | | |
|--|--|---------|--|
| | | Website | |
| | | | |
| | | | |
| | | | |
| | | | |

4) Legal law enforcement/response

Important: *Crossroads cannot provide survivors with legal advice or representation, due to potential conflicts of interest. However, Crossroads' role is to provide support, outline options and provide clear information to allow survivors to make an informed decision. If there is difficulty in identifying a reliable service provider in the country of activity, Crossroads will cover travel expenses for the survivor to the closest reputable service provider.*

A list of resources and service providers in Canada for volunteers and staff is also available in [the Sexual Violence Survivor Tip Sheet](#) (p.5-11).

In many countries violence against women and girls (VAWG) is defined differently and varied offences have disparate consequences. It is important the survivor has this information and can make informed choices about what is right for them in the moment and in the days, weeks, and months ahead, to the best of their ability.

Explain clearly what the following terms mean in the legal context of the country in question:

- 1) Age of consent
- 2) Consent
- 3) Domestic violence / Intimate partner violence (there may be different levels of legal protection depending on whether sexual violence occurs within or outside of marriage. Please do make the distinction if needed)
- 4) Sexual harassment
- 5) Sexual assault
- 6) Sexual violence
- 7) Rape
- 8) Others ?