
Girls' Education Challenge

Safeguarding

Non-specialist monitoring

[Internal Document]

Key aspects to consider before monitoring visit¹

Contact the Portfolio Manager and the Safeguarding Lead [*email address*] to inform them about your trip and ask for the following information to be shared:

- **What is the safeguarding risk level of this project?** This should inform how much time you dedicate to testing the safeguarding systems in place. If a project includes frequent or unsupervised contact between project hired staff (or consultants, volunteers etc.) and beneficiaries you should dedicate more time to testing their safeguarding policy implementation.
- Remember that **all partners are expected to adhere to the GEC's minimum standards on safeguarding** (see table below). They all need to have Safeguarding policies that are implemented. The Portfolio Manager and the Safeguarding Lead can let you know if they are struggling in any specific areas of safeguarding and advise if there is anything you can monitor as a non-specialist.
- **Checking that a project has strong Safeguarding systems in place does not need to take a long time.**

The 14 minimum standards on safeguarding for all GEC-funded projects

GEC safeguarding standards <i>These apply to all organisations receiving GEC funding (lead, downstream or other partners or contractors).</i>	
Safeguarding	<ol style="list-style-type: none">1. All organisations receiving GEC funding must have either an overarching/combined safeguarding <u>policy</u> or a combination of relevant policies which address bullying, sexual harassment and abuse targeted at both beneficiaries, including adults at risk, partner staff and staff within an organisation.2. All organisations must have a separate child safeguarding policy which address all forms of sexual, physical and emotional violence towards children.
Whistleblowing	<ol style="list-style-type: none">3. All organisations must have comprehensive systems for <u>escalating and managing concerns and complaints</u>. These must include the option of whistleblowing and for this to be available to both beneficiaries, including children and their caregivers, and staff without reprisal.4. A clear <u>handling framework</u>, to respond appropriately to all concerns and support the survivor of violence must also be in place.
Human resources	<ol style="list-style-type: none">5. All organisations must have a <u>human resources system</u> which includes effective management of recruitment, vetting and performance management. Vetting must include adequate screening and assessment of individuals that will have direct contact with children.

¹ If you have a concern about inappropriate behaviour perpetrated by a GEC Fund Manager staff member or contractor, please contact your line manager or report anonymously to the GEC whistleblowing email address [*email address*] or telephone [*telephone number*].
If you have a child safeguarding concern involving a GEC fund recipient please contact the GEC's Safeguarding Lead, [*full name and email address*].

	6. All staff, contractors, volunteers and other representatives of the organisation have at least a mandatory induction when they start and annual refresher <u>training</u> on the organisation's safeguarding policy (or bundle of policies), child safeguarding policy and whistleblowing.
Risk management	<p>7. Each organisation must have a comprehensive and effective <u>risk management</u> framework in place which includes reference to both safeguarding and a detailed risk registers for the LNGB project. The LNGB risk register must include reference to safeguarding risks, including those for children.</p> <p>8. Each organisation must have procedures in place to make sure that safeguarding processes and standards are also upheld for any <u>partner, contractor or supplier</u> they work with.</p>
Code of conduct	<p>9. Each organisation needs to have a <u>code of conduct</u> which is applicable both inside and outside of working hours. This needs to set out the ethics and behaviour expected of all parties.</p> <p>10. Specific behaviour protocols must be in place outlining appropriate and inappropriate behaviour of adults towards <u>children</u> (and children to children).</p>
Governance and accountability	<p>11. Effective <u>governance and accountability</u> standards must be in place within all organisations with the Board holding ultimate responsibility for safeguarding.</p> <p>12. <u>Designated safeguarding Officers</u> must be found at different levels including at least at senior level in the country office and at the Board.</p> <p>13. There are clear guidelines for monitoring and overseeing implementation of the policy (policies).</p> <p>14. All safeguarding incidents and allegations must be <u>reported to the GEC Fund Manager</u> within 24 hours.</p>

Monitoring safeguarding implementation for non-specialists

Please complete the below and return to the Safeguarding Lead [email address] and the appropriate Portfolio Manager within 24 hours of returning from a trip.

Monitoring aspects	First stage	Second stage (prompts)	Why do we want to know this?
Accessibility of Safeguarding policy A copy of the Safeguarding policy should be easily accessible and visible in all project offices.	<p>When you enter a project office (consortium lead or implementing partner), whether country office or field office, check to see if you can easily see a copy of the Safeguarding policy.</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Where is the (simplified/translated/child friendly) Safeguarding policy placed? Can people easily see how to report a concern? 2. In clubs/schools/facilities run by projects where children/beneficiaries will frequently be present is there a child friendly copy of the safeguarding policy available? Is this also accessible for children with different impairments? 3. Does project staff remind you of what your safeguarding responsibilities are (you are a visitor to their project and they should never assume that you have been adequately vetted by the FM or that you don't need to follow the code of conduct). You should also be told how you can report concerns/issues/incidents. 4. Are there different promotional materials (posters, leaflets etc) 	<p>If you can't see a simplified version of the safeguarding policy, ask a member of staff where it is displayed. If it's not visible ask why not.</p>	<p>The reason a simplified version of the safeguarding policy should be displayed is so everyone is clear on the commitment to keep children/beneficiaries/staff members/the community safe and understand how to raise a complaint.</p> <p>How can women, men, boys and girls be expected to use the complaint mechanism if they don't know it exists? A simplified safeguarding policy therefore needs to exist and be displayed in every national/district/school.</p> <p>Remember that projects also should not set up parallel systems so if a project works in a school that has its own safeguarding policy they wouldn't want to give children two conflicting reporting processes to display next to each other (i.e., the schools policy and the project's policy). In this case they may for example be better off: a) providing a copy of the project's policy to the school leadership b) providing a copy to the community where children live c) tell children about the policy but encourage them to use the normal school procedures if they have a concern.</p>

	<p>which discuss behavioural expectations of staff members?</p> <p>5. Are there different promotional materials (posters, leaflets etc) which discuss sexual exploitation and abuse?</p> <p>6. Are there different promotional materials (posters, leaflets etc) which clearly outline how to report safeguarding concerns/issues/incidents?</p>		
Monitor's report:			
Staff knowledge of safeguarding policy <p>Different people involved in the project should have basic knowledge of the safeguarding policy, including knowing how to report a breach.</p>	<p>Ask the following questions to test basic knowledge:</p> <ol style="list-style-type: none"> 1. Who would you report to if you had a safeguarding concern? Note if people you speak to outline the same (correct) process. 2. What is included in the code of conduct? 3. When was the last time you had safeguarding training? 4. What would you do if you became aware of a child abuse case a) in the community generally and b) perpetrated by a colleague or other 	<p>Ask different members of staff the same questions in different settings (you should get the same answer).</p> <p>Don't forget to include more junior staff such as drivers or project assistants and senior staff such as Portfolio Managers or country director.</p> <p>Remember to ask both in field offices and country offices and both for the lead</p>	<p>A safeguarding policy needs to be adhered to by everyone and everyone needs to know how it relates to them.</p> <p>At a minimum everyone should know:</p> <ol style="list-style-type: none"> 1. What is child abuse 2. What is sexual exploitation and abuse 3. What they can and cannot do (for example can they take photos of children when on field trips, can they be alone with a child, is corporal punishment acceptable) 4. How and when to report a concern and what to report

	<p>staff/volunteers/etc. engaged in the project?</p> <p>5. Who is the focal point for safeguarding at national/district level?</p>	<p>and the implementing partners.</p> <p>Remember that the GEC operates a zero tolerance for any type of physical, emotional or sexual violence.</p>	<p>5. What the consequences are of breaching the safeguarding policy</p>
<p>Monitor's report:</p>			