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# Safeguarding

## Project visit debrief questions

February 2020

**NB. This debrief does not replace reporting mechanisms. If Fund Manager staff or associated personnel witness or experience a safeguarding incident or issue on their trip, they should report as soon as possible to the partner or through Girls' Education Challenge (GEC) reporting mechanisms.**

**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 safeguarding concern involving a GEC fund recipient please contact the GEC's Safeguarding Lead, *[full name and email address]*.**

### Overview of Safeguarding at the GEC

The Fund Manager recognises that the safety of women, men, boys and girls who come into contact with the GEC is a collective and paramount responsibility that requires the Fund Manager and fund recipients to work together. The GEC therefore has several workstreams to support this: (1) Compliance: through safeguarding action plans, contractual safeguarding special conditions and review and response to evidence submitted by projects to support them meeting the GEC's 14 safeguarding standards; (2) capacity development: through 1:1 discussions, webinars and support visits; (3) raising standards across different workstreams within the GEC and acknowledging the need to mainstream safeguarding through all of our work; (4) case management support. We aim to not only ensure our partners' work is compliant, but also is of a quality that ensures safe and equitable access to aid, that harm is not inadvertently caused by our work, and that beneficiaries and staff alike are protected from violence, discrimination and other forms of abuse. Our work merges 'traditional' safeguarding approaches with gender, GBV and child protection work to ensure a holistic, survivor-centred, trauma-informed approach is taken, whilst ensuring that our work is mindful of the root causes of the majority of safeguarding concerns.

### Safeguarding and project visits

The Fund Manager has recently developed a set of standardised monitoring tools for specialist and non-specialist monitors to use. It is expected that all visitors and monitors are reminded of the Fund Manager's safeguarding policy and code of conduct before they travel. This introduction should be completed by their manager/supervisor. The monitor or visitor should use the safeguarding monitoring tools (whether they are a safeguarding monitor or not) whilst in-country. Safeguarding reports are to be sent to the Safeguarding Lead: *[email address]*.

Following monitors/visitors return from visits, the person who commissioned the monitoring work or Fund Manager staff member's manager/supervisor should conduct a 15 minute debrief with them specifically about safeguarding. This provides an opportunity for the monitor/visitor to talk openly about things they have seen which they may have not felt sure about formally reporting. If any cause for concern is raised, this information is to be sent to the Safeguarding Lead, [*email address*] and to the GEC whistleblowing email address, [*email address*].

**Debriefs should be conducted within 1 week of the end of the visit/assignment.**

## Debrief questions

- Did you see anything on your visit which breached the code of conduct or safeguarding policy?
- Did the project share their own code of conduct and safeguarding policy with you when you arrived?
- Is there anything you would like to share about your experience of monitoring?
- Did you see anything which made you feel uncomfortable? You may provide examples here:
  1. Example 1: Did you see any staff members or associated personnel behaviour in a way towards other staff, or to beneficiaries, that made you think there could have been an inappropriate relationship? It is ok if you didn't see 'evidence', but it is important to say something.
  2. Example 2: Did you see any staff, teachers, facilitators or associated personnel condoning violence, or explaining that violence is normal and cannot be challenged?
  3. Example 3: Did you see any Donor, NGO or UN staff members, from our partners or otherwise, breaching the standards of the code of conduct or our safeguarding policy?
  4. Example 4: Did someone from the project team talk in a way which might lead you to believe they have views that support violence, discrimination and abuse against: women, girls, children, LGBTI+ communities, people with disabilities, any other group?
  5. Further examples: Did a child/adult at risk or someone else in his/her vicinity raise a concern with you?; Did you observe any contact between a child and a staff/contractor in a context where they should not be interacting?; Is a person trying to find ways to be alone with a child/vulnerable adult?; Do children look uncomfortable or try to find ways to not be near one person in particular?

## Reporting

The Fund Manager places a **mandatory obligation on all staff and contractors to immediately report concerns, suspicions, allegations and incidents that indicate actual or potential abuse of children.**

If during the debrief anything is raised which should be reported, the interviewer should report immediately using the following reporting lines.

Case description	Reporting lines
1. Cases involving Fund Manager staff and contractors (breach of Fund Manager's safeguarding policy)	Line manager and then PMO or directly to PMO.
2. Cases involving fund recipients (lead partners, consortium partners, implementing partners, contractors) staff, contractors or volunteers as Persons of Concern (PoC).	Projects report via SHE - PM, Safeguarding Lead and Risk and Mobilisation Lead are alerted to report.  Whistleblower may raise a concern using the GEC whistleblowing email address [ <i>email address</i> ] or by writing directly to the Safeguarding Lead [ <i>email address</i> ].
3. Cases involving school staff, or other staff, volunteers or associated personnel, who have (or are likely to have) received GEC support in kind - for example, bursaries, loans, materials.	Projects report via SHE - PM, Safeguarding Lead and Risk and Mobilisation Lead are alerted to report.

<p>Or at a school that the project has a 'partnership' with and encourages children to attend.</p>	<p>Whistleblower may raise a concern using the GEC whistleblowing email address <i>[email address]</i> or by writing directly to the Safeguarding Lead <i>[email address]</i>.</p>
<p>4. A situation where the design or implementation of a project gives rise to harm. Harm may have already occurred or may be likely (reporting of design or implementation problems are encouraged to take place before harm has been caused in order to prevent harm from taking place). Harm may be caused intentionally or unintentionally by the project's implementation.</p> <p>Harm can be in the form of interpersonal violence, in the form of increased risk to violence (for example community and individual backlash not being taken into account in programmes and mitigated against; safeguarding reporting mechanisms not being in place; promotion of GBV-related communication material without appropriate services in place. Other forms of harm that may be caused by the design or implementation of a project may be increasing conflict and fragility in a context.</p>	<p>Projects/whistleblower report via SHE - PM, Safeguarding Lead and Risk and Mobilisation Lead are alerted to report.</p> <p>Whistleblower may raise a concern using the GEC whistleblowing email address <i>[email address]</i> or by writing directly to the Safeguarding Lead <i>[email address]</i>.</p>
<p>5. Health and safety concern raised concerning infrastructure or physical danger.</p>	<p>Projects/whistleblower report via SHE - PM, Safeguarding Lead and Risk and Mobilisation Lead are alerted to report.</p> <p>Whistleblower may raise a concern using the GEC whistleblowing email address <i>[email address]</i> or by writing directly to the Safeguarding Lead <i>[email address]</i>.</p>
<p>6. Concerns raised through monitoring and evaluation work which are generalised (not related to a specific identifiable incident/incidents), e.g. prevalence of corporal punishment raised through household surveys, generalised complaints of sex for grades in focus groups.</p>	<p>Projects/whistleblower report via SHE - PM, Safeguarding Lead and Risk and Mobilisation Lead are alerted to report.</p> <p>Whistleblower may raise a concern using the GEC whistleblowing email address <i>[email address]</i> or by writing directly to the Safeguarding Lead <i>[email address]</i>.</p>
<p>7. (Non-safeguarding) General GBV and Child Abuse cases where victims/survivors are girls taking part in our projects (serious incidents reported – all survivors/victims should be appropriately referred to services).</p>	<p>Projects report via SHE - PM, Safeguarding Lead and Risk and Mobilisation Lead are alerted to report.</p> <p>Whistleblower may raise a concern using the GEC whistleblowing email address <i>[email address]</i> or by writing directly to the Safeguarding Lead <i>[email address]</i>.</p>
<p>8. Cause for concern – logged outside of SHE system by Safeguarding Lead/PMO</p>	<p>Projects report to any members of Fund Manager staff.</p> <p>Fund Manager staff sends cause for concern the GEC whistleblowing email address <i>[email address]</i> or by writing directly to the Safeguarding Lead <i>[email address]</i>.</p>