Appendix 15. Protection from Sexual Exploitation, Abuse and Harassment Policy

(Next review by November 2029)

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Responsible person	CEO	Scheduled review date by	Nov 2029

Introduction

Assisi Aid Projects (Assisi) is committed to providing a safe environment that protects everyone we engage with, whether directly or through our partner organisations, from sexual exploitation, abuse or harassment. The nature of development initiatives can exacerbate inequitable power dynamics within the communities we work with and therefore requires vigilant attention to maintain the highest professional and ethical standards. To manage this risk and safeguard vulnerable people, Assisi is committed to non-discriminatory and respectful behaviour, where misconduct is not accepted, where power is not abused, and vulnerabilities and power inequality are not exploited.

Assisi adopts a rights-based approach, which is underpinned by our Code of Conduct, Gender Equality, Disability Inclusion, Child Protection, Whistle Blowing, and Equal Opportunities Policy, as well as our Programming methodology. Assisi also upholds all domestic laws and international commitments that are relevant to our work, including United Nations Conventions. Assisi, our partners, and other agencies are committed to the important work of further improving standards, practice and culture to prevent and respond to sexual exploitation, abuse and harassment.

Assisi does not tolerate sexual exploitation, abuse or harassment (SEAH) of any kind. Assisi is a signatory to the Australian Council for International Development (ACFID) Code of Conduct and is committed to the safeguarding of those who are vulnerable to sexual exploitation and abuse. This policy also aligns to Assisi's obligation as a Department of Foreign Affairs and Trade (DFAT) Australian NGO Cooperation Project (ANCP) partner to ensure protection from sexual exploitation, abuse and harassment. This policy includes a zero tolerance, victim-survivor centric, risk-based approach and a requirement for procedural fairness.

This Policy outlines expectations and requirements for Assisi staff, members, Governing Body members (including both Committee of Management and subcommittee members), volunteers, representatives, contractors, and visitors to project sites, as well as our partners

to manage the risk of SEAH and SEAH incidents that could occur in the course of program delivery and operations. Preventing and protection from SEAH (PSEAH) is a shared responsibility. All staff, members, Governing Body members (including Committee of Management and sub-committee members), volunteers, representatives, contractors, visitors to project sites and partner organisations are required to play an active role in addressing SEAH and safeguarding vulnerable people. This policy applies during and after work hours.

Children are at high risk of SEAH, particularly those affected by lower socio-economic backgrounds, children impacted by disaster and/or displacement, children with disabilities, children living in residential care, children who have experienced previous trauma or abuse, and children with diverse genders and sexual orientations. Assisi is committed to safeguarding children, who are protected under our Child Protection Policy.

PSEAH Broader Context

Power and gender dynamics play a pivotal role in increasing the risk of SEAH in the development sector. In the development context, project participants and communities are often at a higher risk of SEAH due to their reliance or dependence on others for the delivery of services and support. This causes a power imbalance between project participants and implementing NGO personnel.

People at risk of social exclusion or marginalisation, including women and children, are at an increased risk of SEAH. Findings from CHS Alliance and the Steering Committee for Humanitarian Response (2024) show that 84% of SEAH victims are women and girls, with one in five under the age of 18. This highlights the necessity of targeted gender- and child-sensitive approaches to PSEAH. Our commitment to child safeguarding is covered within Assisi's Child Protection Policy.

SEAH is known to cause psychological, health, social and even economic harm for victim-survivors. It may also increase vulnerability to further sexual violence. SEAH may impact the victim-survivor's overall quality of life, and the effect can be long-lasting. The impact of SEAH can be particularly significant for already vulnerable populations, such as those living in poverty, young people, and people with disabilities.

Purpose

This Policy outlines Assisi's commitment to ensuring that those we work with directly or through partners are protected from sexual exploitation, abuse, and harassment by:

- Promoting a culture of mutual respect, equal opportunity, and transparency.
- Undertaking a thorough gender, disability and community analysis of projects to ensure that factors impacting gender relations in projects are understood, considered in design and risk assessment.
- Implementing systems, policies and processes to ensure the prevention of and protection from sexual abuse, exploitation and harassment.

Scope

This policy applies to all of Assisi's staff, members, Governing Body members (including Committee of Management and sub-committee members), volunteers, representatives, contractors and visitors to project sites, who will be hereinafter referred to as "personnel". The policy also applies to our overseas partner organisations, who must comply with the policy principles, which must be supported via a local organisational policy and reporting process. All personnel have a moral and legal obligation to prevent sexual exploitation, abuse and harassment and report suspected or confirmed instances of threat or harm in a timely fashion.

Assisi is firmly committed to working with its in-country partner organisations and other relevant stakeholders to ensure Assisi projects comply with this policy, and to support partners to strengthen their own protection from sexual exploitation, abuse and harassment policies and practices in line with required compliance and recognised good practice standards.

Sexual misconduct will include the situations typically referred to by the following characterisations:

- Sexual exploitation and abuse
- Sexual harassment
- Child sexual abuse and exploitation
- Women and men sexually exploited through sex work
- Possessing, controlling, producing, distributing, obtaining or transmitting sexually exploitative images of adults and children

Definitions

Assisi adopts DFAT's definitions as found in DFAT's PSEAH Policy, 2025, in addition to definitions in the United Nations Convention on the Rights of the Child.

Sexual Exploitation, Abuse and Harassment (SEAH) – occurs against a child or an adult and can occur between people of the same or different genders. It includes situations such as:

- Sexual exploitation and abuse
- Sexual harassment
- Child sexual abuse and exploitation
- Women and men sexually exploited through sex work
- Possessing, controlling, producing, distributing, obtaining, or transmitting sexually exploitative images of adults and children.

Sexual exploitation:	Any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another. For example, coercing individuals into engaging in sexual activities in exchange for aid, services, employment opportunities or other benefits.

Sexual abuse:	The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This includes all forms of sexual assault, rape, molestation and other forms of non-consensual sexual activity.
Sexual harassment:	A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person being harassed would be offended, humiliated or intimidated. Sexual harassment can take many forms. It can be overt, covert or subtle, physical or verbal. It can be repeated or a one-off incident. Sexual harassment can happen in person, over the phone or online – including via social media. It can be perpetrated by any person of any gender and anyone can experience sexual harassment, regardless of their sex, gender identity, sexual orientation or intersex status. Examples include but are not limited to: unwelcome physical touching, jokes, comments or messages of a sexual nature; suggestive looks, staring or leering; display of or circulation of pornographic material; and sharing or threatening to share intimate images or video without consent
Child or children:	In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being under the age of 18 unless under the law applicable to the child, majority is attained earlier. For the purposes of this policy, Assisi considers a child to be a person under the age of 18.
Victim-survivor:	Victim-survivor is a term used to describe a person who is, or has been, sexually exploited, abused or harassed. The term 'victim-survivor' acknowledges both the harm suffered (victim) and the resilience or agency of the individual in coping with the aftermath (survivor). This term emphasises a supportive, rights-based approach to addressing their needs and upholding their dignity throughout the reporting and response process. Sexual exploitation, abuse and harassment can be perpetrated against beneficiaries of DFAT programs, community members, citizens and non-citizens, DFAT staff and the personnel of partner organisations.
Safeguarding	Actions, policies and procedures that create and maintain protective environments to protect people from exploitation, harm and abuse of all kinds.

Transactional sex	The exchange of money, employment, goods, services or other benefits for sex or sexual acts.

Principles

This policy is underpinned by the following Principles (adapted from the DFAT Protection from Sexual Exploitation, Abuse and Harassment Policy, 2025):

Principle 1: Zero tolerance for sexual exploitation, abuse and harassment, and zero tolerance of inaction of incidents of SEAH. Sector wide commitment is needed to reduce incidents of SEAH. Reports of incidents may occur or increase as awareness grows, reporting mechanisms are developed and culture changes. Assisi defines zero-tolerance as acting on every allegation in a fair and reasonable way, with due regard for procedural fairness.

Principle 2: Victim-survivor-centred approach to SEAH prevention and response – Action to address SEAH will be undertaken prioritising a 'do no harm' approach which prioritises the rights, needs and wishes of the victim-survivor, whilst ensuring procedural fairness to all parties. This includes:

- Treating the victim-survivor with dignity and respect
- Involving the victim-survivor in decision-making and respecting their wishes, whilst respecting their privacy and confidentiality
- Providing the victim-survivor with comprehensive information
- Not discriminating based upon gender, age, race/ethnicity, ability, sexual orientation, or other characteristics
- Considering the need for health services, counselling, or other psychosocial support, to assist the victim-survivor, and their family with their recovery.
- Ensuring responses to incidents are trauma-informed.

Principle 3: Promote inclusion and equity and recognise diversity - All actions and decisions must be inclusive and equitable, recognising power imbalances. Studies to date indicate that the majority of SEAH victim-survivors are female, and the majority of perpetrators are male. However, people may be at increased risk of SEAH due to other factors such as age, gender identity, sexual orientation, disability, ethnicity, socio-economic status, displacement. Efforts must address barriers to participation, protection, reporting and support such as language, safety, discrimination and accessibility.

Principle 4: Prioritise prevention – Assisi must be proactive in minimising the risk of SEAH and creating safe environments in all contexts, both in the physical environment and online. Actions to prevent SEAH and promote safety must be embedded in policies, programs, recruitment, staff training and daily operations to minimise risks.

Principle 5: Adopt an empowering and participatory approach - A participatory approach builds trust, increases relevance and promotes shared responsibility for safeguarding. People in communities, especially women, girls, and other groups in vulnerable situations, play a vital role in safeguarding efforts. Assisi must ensure these stakeholders are consulted (e.g. by local partners) when assessing SEAH risk and in developing effective, culturally relevant measures to prevent SEAH.

Principle 6: Reporting incidents is mandatory – Strong and immediate reporting for SEAH is essential to allow Assisi to monitor SEAH, understand and assess risks, improve assurance and support partner organisations to improve systems and safeguards accordingly. Personnel are made aware of clear, accessible reporting mechanisms, which ensure that those who raise concerns are protected and that concerns are addressed effectively and in a timely and appropriate manner.

Principle 7: Embed safeguarding into organisational culture and leadership - Preventing SEAH is everyone's responsibility. Assisi requires the commitment, support and investment of all personnel and partners to prevent SEAH. Assisi commits to building and regularly reinforcing organisational capacity to deal sensitively and effectively with SEAH. A strong safeguarding culture requires clear accountability, leadership commitment, investment of resources and continuous review and improvement of policies and practices.

Focal Point

The Assisi Focal Point for PSEAH is the Chief Executive Officer (CEO). The CEO has responsibility for the development and implementation of the PSEAH policy, and as a focal point for any reports or complaints that are made.

The focal point can be contacted via assisi@assisi.org.au or +61 452 065 747.

Policy

Assisi is committed to providing a safe, flexible and respectful environment for personnel and participants, which is free from all forms of sexual exploitation, abuse, discrimination, harassment and bullying.

- All Assisi personnel are required to treat others with dignity, courtesy, and respect.
- Assisi has a zero-tolerance approach to SEAH, with the perspective that SEAH is never acceptable. Assisi recognises zero tolerance as acting on every allegation in a fair and reasonable way with due regard for procedural fairness.
- By effectively implementing our **Protection from Sexual Exploitation, Abuse and Harassment Policy** we will implement quality projects, attract talented employees, and create and maintain a safe and positive environment for everyone.

Actions to address SEAH will be underpinned by a do no harm approach, prioritising the rights, needs and wishes of the victim-survivor whilst ensuring procedural fairness to all.

As a default, allegations involving sexual misconduct will be reported to local enforcement authorities, regardless of local mandatory obligation. This will not occur if doing so is at odds with the wishes or welfare of the affected person or the life or serious welfare of the alleged perpetrator.

Assisi will document all misconduct incidents, with consideration of the wishes and welfare of the victim-survivor.

Any and all misconduct incidents will be reported to the CEO and the Committee of Management, who will maintain a confidential record of incidents in the incident log.

Respecting victim-survivor needs, Assisi will provide feedback to the person making a misconduct complaint within applicable privacy provisions.

Where appropriate Assisi will support the victim/survivor to access referral and/or relevant services to support their recovery.

Any SEAH incidents will be reported to DFAT through the approved reporting channels immediately (within 24 hours).

Assisi's Code of Conduct includes clear guidelines as to what is acceptable and unacceptable behaviour within the workplace. It establishes a common understanding of the standards of behaviour and appropriate boundaries expected of staff and other personnel and it promotes transparency and accountability. All Assisi personnel are expected to sign and adhere to the Code of Conduct and PSEAH policy.

Reporting Procedure

Assisi has adopted principles that will underpin intervention when abuse has been suspected and/or identified.

- The rights and welfare of the victim-survivor is of prime importance. Every effort will be made to protect the rights and safety of the victim-survivor throughout the investigation. If longer-term support is required Assisi will do their utmost to facilitate this.
- Assisi will treat all concerns raised seriously and ensure that all parties will be treated fairly, and the principles of natural justice will be a prime consideration.
- All reports will be handled professionally, confidentially, and expediently. Reports can be made anonymously but must provide enough information to investigate.
- Those making reports should not try to mediate or investigate, but report and allow Assisi Aid Projects to investigate as appropriate.
- All reports made in good faith will be viewed as being made in the best interests of the victim-survivor regardless of the outcomes of any investigation. Assisi will ensure that the interests of anyone reporting PSEAH in good faith are protected.
- Reports made in bad faith will be considered a breach of the PSEAH policy and may be subject to disciplinary processes.

1. Who should report?

It is mandatory for all Assisi personnel and partners to report any witnessed, suspected or alleged incidents of sexual abuse or any breach of the Protection from Sexual Exploitation, Abuse and Harassment Policy and/or the Assisi Code of Conduct. The PSEAH policy is publicly available on the Assisi website, and information on how to report will be provided by downstream partners to community members in local language.

Reporting is not mandatory for victim-survivors, however reporting is encouraged to enable support and care to be provided.

Incidents relating to persons under the age of 18 should be reported following procedures in the Child Protection Policy.

2. What should be reported?

Any disclosure, concern or allegation regarding the safety, abuse, exploitation, or harassment of an individual (this includes actual or suspected risk of abuse or harm to an individual) should be reported. This may relate to personnel or partner staff involved in Assisi's work both in Australia and overseas. It may also include a concern about an individual outside of the organisation programs, such as a community member.

If in doubt, personnel or partner staff should report an incident in line with the zero-tolerance approach.

Overseas sexual abuse investigations that involve a criminal aspect will comply with local laws and penalties, and be reported within Australia, respecting the wishes of the victim-survivor and/or whistleblower if relevant.

3. When to report?

Concerns should be raised immediately (within 24 hours), or as soon as is safe to do so.

4. Process for reporting

Making a report:

If Assisi personnel or partner staff become aware of a PSEAH incident in Assisi's work in Australia and/or overseas they must immediately (within 24 hours) report it to the Focal Point (CEO) via email at assisi@assisi.org.au or phone +61 452 065 747. If it is not possible or appropriate to report to the Focal Point, a report should be made to the President of the Committee of Management via elizabeth.morris@assisi.org.au.If the report is about both the CEO and President, the report should be made to the next appropriate authority within Assisi's Committee of Management.

Participants and community members should also be encouraged to report SEAH incidents, and information on how to do this is communicated to them in local language media as part of project activities.

They should immediately document any relevant information that details what happened, who was involved, when and where the incident took place. The report should also include how they learned of the incident, and/or other witnesses or persons who may have relevant information.

Reports may be made via the Assisi PSEAH reporting form, (which is available in Assisi's Good Practice Manual and website), via email, or over the phone but should include the information outlined above to enable an investigation to take place.

Acting on the report:

Once an incident has been reported to the Assisi CEO, the CEO will report to the President of the Committee of Management.

The Chief Executive Officer and/or Committee of Management President will agree on a plan, and if required, gather more information to:

- Identify immediate and potential risks to the individual victim-survivor.

- Identify an investigator if required. Investigations will be undertaken by experienced and qualified professionals who are trained on sensitive investigations and in a victim-survivor centred approach.
- Develop and implement an Action Plan to ensure the individual victim-survivor's safety.
- Assess the risk to other individuals, or project activities and put in place a risk mitigation plan to safeguard against further incidents.
- Report any PSEAH incidents to DFAT immediately (within 24 hours) via seah.reports@dfat.gov.au.

The Action Plan will include but is not limited to the following actions, which will be implemented or undertaken based upon outcomes of the investigation:

- Report the matter to local police and/or the protection authority; and/or
- Ensure referral to relevant services and support for the victim-survivor; and/or
- Report the incident to the Australian Federal Police when it is suspected or becomes clear that a federal crime has been committed regarding sexual abuse or exploitation by an Australian Citizen or Resident; and/or
- Manage internally in accordance with Assisi's Human Resources procedures if not a criminal matter, identifying the relevant breach in the Code of Conduct and/or PSEAH Policy; or
- Take no further action; and
- Report the incident to DFAT at: seah.reports@dfat.gov.au if the victim-survivor is over the age of 18, or follow the process outlined in the child projection policy if under the age of 18
- Record the incident in the confidential incident log.

Reporting to the Committee of Management

The Chief Executive Officer will provide a report on PSEAH incidents on a quarterly basis to the Committee of Management as a standing item on the meeting agenda.

Risk Management

Assisi recognises the importance of proactively assessing and managing risks to individuals in order to reduce the risk of harm. This occurs in several ways:

1. Risk Assessment at the organisational level
    - Assisi maintains an organisational wide Risk Register that is reviewed every quarter or in the case of an incident. This register will assess SEAH risks such as: risk of noncompliance with policy, risk of systems and procedures failure, support and compliance from in country partners, emergencies and disasters and reputational. It will also ensure that mitigation strategies are put in place.
    - Assisi will also undertake and review on a quarterly basis operating risk against DFAT's Comprehensive Standards for the Protection from SEAH, which will be filed with the organisational risk register.
    - SEAH risks and protection from SEAH are a standing agenda on all Assisi Committee of Management meetings.
2. Risk Assessment in projects

- All projects and activities will include assessment of SEAH risks as part of their project level risk assessment. Mitigation strategies will be put in place for any risk identified and these (and any emerging risks) will be actively monitored throughout the activity/program cycle or in the case of an incident.
- As part of the design process for new projects, activities will be assessed against DFAT's Comprehensive Standards for PSEAH, and appropriate risk mitigations put in place.

Training and Awareness

Assisi is committed to ensuring all personnel, visitors to project sites, partner organisations and participants are aware of this Protection from Sexual Exploitation, Abuse and Harassment Policy and Assisi's Code of Conduct.

Upon induction, or after any policy revisions, all stakeholders will be provided with a copy of the Policy; briefed on the Policy as part of their orientation or induction; and required to understand the requirements of the Policy. Assisi's induction and orientation process will cover all aspects of the Protection from Sexual Exploitation, Abuse and Harassment Policy. All personnel are to receive appropriate training regarding abuse awareness, protection of participants and current legislative environment. The level of training required varies depending on the position and potential contact with vulnerable people. All relevant personnel will complete training annually.

The PSEAH Policy, as well as the Child Protection Policy, Whistleblowing Policy and Complaints procedure are shared on the Assisi website. As part of their commitment to PSEAH, downstream partners will ensure that participants are made aware of our shared commitment to PSEAH in local language using appropriate media – for example referral cards, posters or flyers.

Recruitment, Screening and Personnel Management

Assisi is committed to preventing the employment of a person who presents an unacceptable risk to others and will follow the recruitment and screening processes as outlined in the Human Resources section of Assisi's Good Practice Manual.

The checks include:

- Use of child safeguarding awareness interview questions, at least two reference checks, working with children checks or local equivalent, and national Police Checks for all staff members.
- All applicants are required to disclose any proven allegations of SEAH as part of our commitment to protecting participants.
- All job advertisements and position descriptions detail Assisi's commitment to PSEAH.
- Employment and service provider contracts detail clear provisions for dismissal, suspension or transfer to other duties for any personnel who breach the PSEAH Policy, Code of Conduct or Child Protection Policy, and have provisions to dismiss any staff members, or volunteers, if allegations are substantiated.

- If allegations of a breach of the PSEAH policy are made, staff may be suspended or transferred to other duties while the investigation takes place. The course of action will be determined by the CEO and President of the Committee of Management as part of the investigation plan.
- Accepting and signing the requirements of the Assisi Code of Conduct.

Transactional Sex and Fraternisation

A person can be sexually exploited through transactional sex (the exchange of money, employment, goods or services or other advantages for sex or sexual acts), even in places where sex work is legal.

In high-risk settings, it is often impossible to distinguish between exploitative and non-exploitative transactional sex. Where there are power imbalances at play (based on gender, age, ability, authority, social and economic inequality, etc), the potential for exploitative transactional sex is heightened. For these reasons, transactional sex is prohibited for all Assisi personnel and downstream partner personnel whilst engaged in the delivery of Assisi business.

Fraternisation refers to any intimate or social relationship occurring in the course of conducting business. This could involve – or appear to involve – partiality, preferential treatment or improper use of rank or position, including but not limited to consensual sexual behaviour. Where there are power imbalances at play (based on gender, age, ability, authority, social and economic inequality, etc), particularly in high-risk settings, including development, humanitarian and peacekeeping settings, the potential for exploitative fraternisation is heightened. For this reason, serious consideration and care should be taken before fraternisation occurs. Assisi personnel and downstream partner personnel should consider the risks of exploitative fraternisation within their SEAH risk assessments to determine if it should be prohibited in high-risk contexts or activities.

Humanitarian Response

Whilst Assisi does not routinely engage in humanitarian response, this can occur when there is unmet humanitarian need in our programming locations. Humanitarian programming presents a very high level of risk in relation to SEAH.

Should Assisi personnel who are not contract staff visit project sites during a humanitarian response, they will be required to sign a deployment agreement incorporating the standard PSEAH requirements.

Breaches of Policy

A failure to comply with the Protection from Sexual Exploitation, Abuse and Harassment Policy and/or the Assisi Code of Conduct, or any allegations made in bad faith may lead to disciplinary action, legal action, or criminal investigation and prosecution.

Working with Partners

Partners play a vital role in PSEAH by consulting with communities, raising awareness of expected behaviours and complaints mechanisms, managing behaviour of staff and responding to complaints or incidents. Assisi is committed to working with partners to develop, strengthen and maintain their own organisational policies and procedures to PSEAH in line with required compliance and recognised good practice standards. As part of our Partner Assessment process, and following in-country monitoring visits, Assisi works with partner staff to develop action plans to address areas where improvement is required, including appropriate capacity development support and risk mitigation planning. Implementation of PSEAH policy will also be reported on specifically in the trip report format.

This includes supporting them to develop policies, codes of conduct, participate in training and have an informed understanding of what behaviours are inappropriate and how to report, investigate, document and manage sexual misconduct incidents. In addition, they will be supported to develop reporting procedures in line with the local laws of their country. Assisi will also support partners to develop appropriate awareness raising tools and approaches on PSEAH for their staff and communities they work with, to ensure that programming is accessible and accountable to participants and communities.

All Memorandum of Understanding and Project Agreements will include Assisi's expectations regarding PSEAH, as well as partner obligations as recipients of Australian funding. An assessment of capacity for PSEAH will also be incorporated into the Assisi Partner Assessment process (Outlined in the Program Guidelines) and resulting shared capacity development plans.

Roles and Responsibilities

As outlined in the Policy Overview, there are roles and responsibilities that apply to all policies. In addition, the following apply specifically to this policy.

Responsibilities of the Committee of Management:

- Remain aware of potential breaches in PSEAH and report these as per the reporting procedure.
- Engage proactively in the development of a leadership and organisational culture that recognises the importance of collective action to prevent SEAH.
- Comply with this Policy and Assisi's Code of Conduct.
- To act as an alternate reporting contact should it be inappropriate to report to the CEO and President.

Responsibilities of the President of the Committee of Management

- To support the CEO in undertaking PSEAH investigations, providing guidance to ensure best practice is adhered to.
- To act as an alternate reporting contact should it be inappropriate to report to the CEO.
- Comply with this Policy and Assisi's Code of Conduct.

Responsibilities of Chief Executive Officer:

- Remain aware of potential breaches in PSEAH and report these as per the reporting procedure.
- Ensure risks to vulnerable individuals, including SEAH are considered in the organisational risk register, and in all project risk assessments.
- Proactively put in place measures to promote PSEAH including arranging timely and appropriate training for personnel, visitors to project sites and partners in issues of PSEAH and supporting partners to develop their own child protection policies in line with required compliance and recognised good practice standards..
- Ensure all personnel and visitors to project sites are aware of this policy and sign Assisi's Code of Conduct, and PSEAH policy.
- Comply with this Policy and Assisi's Code of Conduct.

Responsibilities of all other personnel, including volunteers, contractors and visitors:

- Remain aware of potential breaches in PSEAH and report these as per the reporting procedure.
- Contribute to the development of an organisational culture that recognises the importance of collective action to prevent SEAH.
- Comply with this Policy and Assisi's Code of Conduct.

Procedures:

Refer to Assisi's Good Practice Manual for procedures relating to:

- Complaints mechanisms
- Recruitment
- Induction and on-going training
- Investigating reports
- Disciplinary actions
- Partner due diligence
- Project risk assessment
- Role of the governing body
- External reporting requirements

Related Documents

Assisi – Code of Conduct

Assisi – Child Protection Policy

Assisi – Human Resources section of the Good Practice Manual

Assisi – Programs Manual

Assisi – Risk Management Procedures outlined in Good Practice Manual

Assisi – Whistle Blowing Policy and Procedure

Assisi – PSEAH Reporting Form

Reference List

In developing this policy Assisi referred to the following policy and guidance documents that were generously shared by other organisations:

ACFID – Guidance for the development of a PSEAH policy https://acfid.asn.au/sites/site.acfid/files/resource_document/Guidance%20for%20the%20development%20of%20a%20PSEAH%20Policy.pdf

AVI Prevention of Sexual Exploitation and Abuse Policy https://www.avi.org.au/wp-content/uploads/2023/01/AVI-PSEAH-Policy_Aug-2022.pdf

Bond - Safeguarding policy templates https://www.bond.org.uk/resources/safeguarding-policy-templates/

DFAT – Protection from Sexual Exploitation, Abuse and Harassment Policy

Protection from Sexual Exploitation, Abuse and Harassment Policy

DFAT – Interim Guidance on DFAT's PSEAH and Child Protection Policies

DFAT's Protection from Sexual Exploitation, Abuse and Harassment and Child Protection Policies

DFAT – Child and Adult Safeguards Implementation Handbook for Staff and Partners

https://acfid.asn.au/good-practice-toolkit-2023/definitions/general-definitions/

IWDA SUBMISSION - ACFID Independent review into prevention of sexual misconduct and DFAT Policy Preventing Sexual Exploitation, Abuse and Harassment 2018 https://iwda.org.au/assets/files/IWDA-SUBMISSION_ACFID-Independent-review-2018.pdf

Save the Children – Child Protection Policy https://resourcecentre.savethechildren.net/document/save-children-child-protection-policy/

United Nations – Glossary on Sexual Exploitation and Abuse https://hr.un.org/sites/hr.un.org/files/SEA%20Glossary%20%20%5BSecond%20Edition%20-%202017%5D%20-%20English_0.pdf