

Policy on Safeguarding Against Sexual Exploitation, Abuse, and Harassment (SEAH)

Purpose:	<p>The purpose of the policy is to:</p> <ol style="list-style-type: none"> 1. Protect the safety, security, well-being, dignity, and rights of individuals who work, volunteer or interact with A Rocha International (ARI). 2. Create a safe environment where: <ul style="list-style-type: none"> ○ SEAH incidents are prevented; ○ All SEAH concerns and incidents are promptly and adequately considered and addressed. ○ SEAH victims/survivors receive adequate support. 3. Ensure ARI complies with legal, social, and moral responsibilities related to preventing, reporting and responding to SEAH.
Scope	<p>Regardless of their country of origin or where they are based or working, this policy applies to:</p> <ul style="list-style-type: none"> • All staff contracted by ARI. • All associated personnel such as ARI's trustees; volunteers and interns under agreement; and people on secondment to ARI. • Anyone formally representing ARI. • Anyone engaged with work or visits related to ARI, including but not limited to the following: consultants; trainers; contractors; guests; and visitors including celebrities, journalists, photographers, videographers, and interpreters. • Anyone working or volunteering in an ARI programme. <p>In addition, anyone benefitting from or participating in programmes run or managed by ARI, anywhere in the world, should be made aware of this policy and, in particular, how to report SEAH concerns and incidents to ARI, but they are not required to formally agree to abide by it.</p> <p>Where a safeguarding complaint, concern or incident relates to a child or adult at risk, ARI's Safeguarding Policy (Children and Adults at Risk) should be followed, instead of this one.</p>
Policy Statement	<p>A Rocha International is committed to safeguarding all individuals who are involved with its work by upholding a zero-tolerance approach towards all forms of harm, including sexual exploitation, abuse, and harassment (SEAH). We prioritise prevention, clear reporting mechanisms, and swift, respectful responses to concerns and incidents, creating a safe environment. Our focus is on promoting dignity, safety, and respect in all our interactions.</p>
Other policies and procedures which relate to this policy:	<p>Code of Conduct, Disciplinary Procedure; Safeguarding Policy (Children and Adults at Risk); and Whistleblowing Policy. They can all be accessed on The Hive.</p>
Definitions	<p>Could, should, and must: 'could' refers to something that can happen in a given situation (ability or permission); 'should' is used to talk about something that ought to happen (advice or recommendation); and 'must' refers to a condition that must be adhered to, failure to do so could result in disciplinary action being taken.</p>

	<p>In this policy:</p> <ul style="list-style-type: none"> • Associated personnel refers to members of ARI's board of trustees, volunteers, interns, and people seconded to ARI. • Abuse is any action, inaction, or interaction that causes harm or poses a risk of harm to an individual (not necessarily of a sexual nature). It can involve deliberate acts of mistreatment, neglect, or exploitation and can occur in any setting, at any time, involving people of any age (the cause or action that leads to harm). • Adult at risk refers to a person aged 18 or over, regardless of national laws or cultural practices that may set a lower age threshold. We have moved away from the term 'vulnerable adults' in favour of 'adults at risk of harm', often shortened to 'adults at risk'. It is also acceptable to use 'adults with a care and support need.' Since everyone may experience periods in life where they are physically, mentally, or emotionally less resilient, it is important to have a broad understanding of who an adult at risk is. • Child refers to a person below the age of 18, regardless of national laws or cultural practices which may stipulate a younger age. • Disclosure occurs when someone shares that they are experiencing or have experienced SEAH, or when they raise a safeguarding concern. It can also come from a third party — such as a parent, friend, or colleague — who has witnessed or become aware of SEAH. • False (or malicious) allegation means an inaccurate or misleading SEAH report that is made recklessly, or knowingly or deliberately for the purpose of gaining undue advantage or causing harm to a person or entity. • Harm refers to any psychological, physical, or other damage that negatively impacts an individual's well-being or infringes on their rights. This includes ill-treatment, or any impairment of an individual's health, development, or dignity (the result or effect of abuse). • Representative refers to any individual who, while not covered under other specific roles such as staff and volunteers, is authorised to act on behalf of ARI in any official capacity. This may include ambassadors, negotiators, advisors, or other individuals formally engaged to represent the organization in meetings, events, partnerships, or public communications. • Serious sexual assault refers to any form of non-consensual sexual activity, including rape, attempted rape, forced oral or anal intercourse, and other acts of sexual violence that are committed through coercion, physical force, or threats. These acts constitute grave violations of an individual's human rights and dignity, and can result in severe physical, emotional, and psychological harm to the survivor. • Service provider refers but is not limited to photographers, videographers, interpreters, consultants, trainers, and contractors hired by ARI. • Staff refers to all individuals contracted by ARI. • Subject of complaint refers to the individual against which the safeguarding complaint, allegation or concern has been raised – i.e., the alleged perpetrator. • Victim/Survivor refers to the person who is, or has been, sexually exploited, abused, or harassed. The term 'survivor' is preferred over 'victim' as it conveys strength, resilience, and the ability to overcome adversity. However, it is ultimately the individual's choice how they wish to identify themselves. • Well-being refers to the physical, emotional, psychological and spiritual health, safety, and dignity of an individual. It means
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	<p>ensuring they feel valued, respected, and protected from harm and abuse, while also supporting their resilience.</p> <ul style="list-style-type: none"> • Whistleblower is an individual, typically a staff member, volunteer, contractor, or associated personnel, who reports or raises concerns about misconduct, unethical behaviour, or breaches of policy within an organization, including SEAH and failure to uphold safeguarding responsibilities. Whistleblowers are entitled to confidentiality and protection from retaliation such as dismissal, demotion, harassment, or discrimination. For more details, please refer to ARI's Whistleblowing Policy. • Witness is an individual who observes or has knowledge of a SEAH incident or related misconduct but is not directly involved as a victim/survivor or perpetrator. Witnesses can provide critical information or evidence about the incident, either voluntarily or as part of an investigation. Like whistleblowers, they are entitled to confidentiality and protection from retaliation. <p>In addition, ARI follows the CAPSEAH and UN definitions for SEAH:</p> <ul style="list-style-type: none"> • Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. This includes profiting monetarily, socially, or politically from the sexual exploitation of another, such as coercing individuals into engaging in sexual activities in exchange for aid, services, or employment opportunities. • Sexual Abuse: The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This includes sexual assault, rape, molestation, and other forms of non-consensual sexual activity. • Sexual Harassment: A range of unacceptable and unwelcome behaviours and practices of a sexual nature that include, but are not limited to, sexual suggestions or demands, requests for sexual favours, and sexual conduct that might reasonably be perceived as offensive or humiliating. It can also include insulting or humiliating someone on the grounds of his/her sexual identity or orientation, touching or standing too close when not invited to, displaying or circulating offensive materials such as sexual pictures or cartoons, and making inappropriate jokes or comments of a sexual nature. Additionally, remarks or conversations that reinforce gender stereotypes, demean individuals based on their gender, or create a work environment where colleagues feel uncomfortable or disrespected are also unacceptable, even if they do not meet the legal definition of harassment.
Policy Owner:	Lead Trustee for Safeguarding – safeguarding@arocha.org
Approved by:	ARI's trustees
Approval date:	27 March 2025
Next formal review:	March 2028

Executive Summary

Sexual Exploitation, Abuse, and Harassment (SEAH) involve the misuse of power for sexual gain through coercion, force, or manipulation. Power imbalances due to all forms of discrimination including gender, racial, disability, age, religious and poverty-based discrimination, often contribute to SEAH, which can include sexual assault, exploitation for services or aid, and inappropriate sexual advances. SEAH disproportionately affects women, children, people with disabilities and adults at risk, occurring across all sectors and communities worldwide.

This policy emphasises A Rocha International's (ARI) commitment to safeguarding the rights, dignity, and safety of everyone benefitting from, participating or being involved in its work, promoting integrity, accountability, and respect. It complements the organization's Safeguarding Policy (Children and Adults at Risk), Gender Policy, Staff Code of Conduct and disciplinary measures, focusing specifically on the prevention, reporting, and response to SEAH. These policies and procedures can be accessed on A Rocha's intranet.

Where a safeguarding complaint, concern or incident relates to a child or adult at risk, ARI's Safeguarding Policy (Children and Adults at Risk) should be followed, instead of this one.

Aligned with international standards, this policy is a critical element of ARI's safeguarding framework, reflecting a zero-tolerance approach to SEAH and built on three key pillars: prevention, reporting, and response.

Prevention: ARI ensures that all relevant individuals have access to this policy, are aware of their safeguarding responsibilities and receive the necessary training to be able to fulfill them. We are committed to rigorous safeguarding procedures being implemented during vetting, recruitment and deployment of staff, associated personnel, representatives, and service providers, including background and criminal records checks. We are also committed to assessing potential safeguarding risks in programmes run or managed by ARI and in preparation for events and gatherings to help identify and mitigate related risks (Please refer to Annex 3). ARI also strongly recommends that all A Rocha Organizations (AROs) with field study centres and field offices and those operating in higher risk contexts (Please refer to Annex 4) conduct SEAH risk assessments on a regular basis (at least once a year). To ensure the dignity of people is upheld, ARI's communications and media work prioritise sensitivity to safeguarding as well as the protection of personal data, adhering to current legislation. Social media is used cautiously with an awareness of potential risks.

Reporting: SEAH victims/survivors, whistleblowers, and witnesses are entitled to confidentiality, support and protection from retaliation such as dismissal, demotion, harassment, or discrimination. For more details, please refer to ARI's Whistleblowing Policy.

If you are concerned about SEAH, wish to make a complaint or report an incident, please call +44 (0) 300 770 1346 and leave a brief message, or send an email to ARI's Safeguarding Team (safeguarding@arocha.org), ideally enclosing a completed Safeguarding Report Form (see Annex 1). A member of ARI's Safeguarding Team will get back to you promptly to offer support and determine the most appropriate course of action to be taken. ARI's Safeguarding Report Form template is also available on A Rocha's intranet and arocha.org or it can be requested by emailing ARI's Safeguarding Team.

Response: ARI is committed to a victim/survivor-centred approach, enabling access to psychosocial, medical, and legal support wherever possible. Its response framework guarantees thorough, fair investigations, with disciplinary action as needed. Where SEAH incidents involve (or seem to involve) criminal activity, ARI cooperates with local authorities, including the Police, and prioritises the safety, security and well-being of the victim/survivor.

ARI is committed to transparency, but it also needs to maintain sensitivity and confidentiality throughout the process, sharing information on a 'need-to-know' basis only. ARI's Safeguarding Team keeps records of all SEAH complaints, concerns and incidents raised or reported to ARI. These records are reviewed regularly to ensure that good practice is being followed, and an appropriate response has been made.

This policy specifically addresses SEAH complaints, concerns and incidents related to ARI or occurring within ARI's scope of work and does not extend to unrelated situations or activities – in such cases, victims/survivors, witnesses and whistleblowers should be referred to the relevant Safeguarding Authorities, Social Services or the Police. ARI is also committed to regularly reviewing

this policy and its implementation to ensure continuous improvement and learning in the organization's safeguarding practices.

1. Prevention

ARI's prevention measures include:

- **Provision of SEAH safeguarding awareness and training:** ARI staff, associated personnel, representatives and service providers (the ones listed in "definitions") are made aware of how to access this policy. They also receive safeguarding training, which includes understanding power dynamics, gender inequalities, and vulnerabilities within local contexts. We also provide them with guidance on how to recognise potential signs/indicators of SEAH and other types of safeguarding issues (Please refer to Annex 2 for more details).
- **Safe vetting and recruitment practices:** We are committed to ensuring that ARI's trustees, staff, and associated personnel are suitable and legally able to act in their positions. Background and criminal records checks are used alongside references and interviews to give ARI a broad and informed view to manage potential risks of abuse or harm occurring. They are required to complete and sign a Safeguarding Declaration Form. Some roles may require a police check (or a suitable alternative) from a relevant agency or authority where the candidate resides or is originally from. In countries where the police are unable to provide a criminal records certificate or if they are unreliable, ARI reserves the right to hire a third-party organization to perform the required background checks. For some roles in England and Wales, a Disclosure and Barring Service (DBS) check may be required in standard or enhanced format. Similar background checks can be obtained in Scotland and Northern Ireland through Disclosure Scotland and AccessNI, respectively, if the roles are based in those nations.
- **SEAH risk assessments:** SEAH risk assessments are expected to be conducted by ARI staff or associated personnel at times such as:
 - a) Before the start of programmes run or managed by ARI in countries with higher prevalence of SEAH.
 - b) Before gatherings or events such as the A Rocha Worldwide Family Forum, training workshops, and conferences run or managed by ARI in countries with higher prevalence of SEAH.
 - c) Before field visits to remote, isolated or volatile locations where power imbalances, gender inequalities and other types of discrimination are highly prevalent.
 - d) Following any significant changes. For example, if there are major changes in an ARI programme scope, location, staffing, or other relevant factors, a new risk assessment should be conducted to address any newly emerging risks.
 - e) During reviews, evaluations or impact assessments of ARI's work in countries with higher prevalence of SEAH.
 - f) After serious safeguarding concerns or incidents have been reported to ARI.

Please refer to Annexes 3 and 4 for more details.

- **Effective SEAH protocols at field study centres and field offices:** Included in A Rocha's Safeguarding Minimum Standards, all A Rocha Organizations (AROs) with field study centres and/or field offices are required to maintain appropriate living and working conditions to help prevent SEAH (and other types of Safeguarding) incidents. ARI is committed to working with them to mitigate SEAH risk factors, and implement effective protocols to ensure safety, protection, privacy, and respect for everyone who works, volunteers, visits or stays at their field study centres or field offices. We are aware that some countries where ARI and AROs operate have specific legislation and processes that need to be observed and complied with and, for this reason, it may be necessary to access specialised advice locally.
- **Visiting remote, isolated or volatile communities in countries where there is higher SEAH prevalence (See Annex 4):** Given the heightened risks, the following advice is provided to ARI staff, associated personnel, service providers and representatives:

- **Teamwork and support:** You must work in pairs or teams and seek prior agreement.
- **Regular communication:** You must maintain regular communication with your line manager, colleagues, or the ARI person who has hired you or commissioned work from you. Communication protocols will include scheduled check-ins and reporting on potential SEAH risks.
- **Safety protocols and emergency plans:** You must be familiar with safety protocols and evacuation plans before starting work in remote, isolated or volatile areas or while visiting them. Special attention will be given to ensuring that nobody is put at additional risk.

If the above advice cannot be followed/implemented, the work or visit must be cancelled or postponed until conditions are met. Additional guidance is provided in ARI's International Travel Policy, which is available on the organization's intranet.

- **Open dialogue:** Open discussions on the prevention of SEAH incidents and concerns are encouraged throughout the organization.
- **Communications and media:** To ensure the dignity of people is upheld, ARI's communications and media work prioritise sensitivity to SEAH and the protection of personal data, adhering to current legislation. Social media is used cautiously and sensitively with an awareness of potential SEAH risks. Guidance on photographing and filming is available in ARI's Safeguarding Policy (Children and Adults at Risk) or they can be requested to ARI's Safeguarding Team. You should also refer to [ARI's Privacy Policy](#) for additional guidance.

2. Reporting

SEAH victims/survivors, whistleblowers, and witnesses are entitled to confidentiality, support and protection from retaliation such as dismissal, demotion, harassment, or discrimination. For more details, please refer to ARI's Whistleblowing Policy.

If you are concerned about SEAH, wish to make a complaint or report an incident, please call +44 (0) 300 770 1346 and leave a brief message, or send an email to ARI's Safeguarding Team (safeguarding@arocha.org), ideally enclosing a completed Safeguarding Report Form (see Annex 1). A member of ARI's Safeguarding Team will get back to you promptly to offer support and determine the most appropriate course of action to be taken. ARI's Safeguarding Report Form template is also available on A Rocha's intranet and arocha.org or it can be requested by emailing ARI's Safeguarding Team.

The timing of the incident — whether recent or historic — is irrelevant. All reports will be treated with equal seriousness and followed up using the same response procedure.

Other ways of reporting SEAH complaints, concerns or incidents:

SEAH complaints, concerns or incidents can be reported directly to ARI's Executive Director, ARI's Board Chair or other ARI Trustees, as appropriate, **if** such complaints, concerns or incidents involve or implicate ARI's Lead Trustee for Safeguarding, the Safeguarding Lead, Executive Director, or the Chair of the Board of Trustees. If possible, the Safeguarding Report Form (Annex 1) should also be used. If you are not certain about who to contact, please call the number above or email ARI's Safeguarding Team.

In all cases, you must not question or confront the subject of complaint/the alleged perpetrator (i.e., the individual against which the safeguarding complaint, allegation or concern has been raised) as this could put you at risk or negatively affect a possible investigation.

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure, the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes a false or malicious allegation, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

3. Response

ARI's response framework includes:

- Survivor-centred support and immediate action:** Victims/survivors will be supported throughout the process, with timely and appropriate action taken to prioritise their safety, dignity, and well-being. This support may include psychosocial, medical, and legal assistance, where possible, regardless of whether a formal internal investigation is conducted. In the first instance, and especially if the person has been subjected to **serious sexual assault**, ensure that he/she is in a safe and secure environment, away from any immediate threat. Listen without judgment or pressure, respect their choices, and avoid intrusive questions, and do not force them to disclose more than they are comfortable sharing.
Encourage them to seek medical attention to address any physical health concerns and preserve evidence, if they choose to report the assault. Decisions about support must be guided by the survivor's wishes, with access to counselling or legal advice provided where available. Throughout the process, maintain confidentiality, uphold their autonomy in deciding next steps, and ensure they are treated with dignity and respect, without discrimination based on gender, age, race/ethnicity, ability, sexual orientation, or other characteristics.
- Preserving evidence:** If you witnessed sexual abuse, or you are the first person at the scene, you should consider securing the room/area and any other rooms/areas where the abuse may have occurred. If sexual assault, molestation, and other forms of non-consensual sexual activity are suspected or disclosed, the victim/survivor should be asked not to change their clothes or wash as it is essential to preserve evidence. Body fluids can be detected on clothes and bedding. Don't clean up and don't throw anything away. Note the state of the person's clothing. Try not to have physical contact with the victim/survivor as this may cross contaminate evidence. Preserve anything used to comfort or warm the victim/survivor, for example, a blanket. Avoid touching anything unless a person's life is in danger. If you must touch something, use limited contact and wear gloves. Any CCTV footage should also be secured. You should always try to prevent anyone else entering the scene to prevent contamination of evidence. This will assist the Police should they need to gather evidence.
- Investigations:** Safeguarding reports will be investigated internally, in a confidential, fair, and impartial way, following an agreed protocol. Such investigations are administrative in nature, rather than criminal. ARI is committed to a principle of zero tolerance for inaction while ensuring due process for all involved. Investigators may be unable to share specific details about the follow-up actions taken or the next steps in the process with the victim/survivor or the person who has reported the SEAH concern or incident. In some cases, ARI reserves the right to appoint an external person or agency to conduct investigations. Additionally, it may not always be necessary to carry out a detailed investigation.
- Accountability and governance:** ARI staff and associated personnel found to have committed SEAH are likely to face disciplinary measures, up to and including dismissal or contract termination. In cases where criminal activity is also involved or suspected, ARI cooperates with the relevant authorities while safeguarding the best interests of the victim/survivor. ARI is required to disclose serious SEAH incidents to the Charity Commission (England and Wales). It may also be necessary to inform the Police and/or the Safeguarding Authorities of the country where the incident has occurred. ARI is also committed to reporting serious SEAH incidents to its donors as appropriate.
- ARI's Board of Trustees appoints a Lead Trustee for Safeguarding, who is supported by a Safeguarding Lead. For a detailed description of their roles and responsibilities, please refer to ARI's Safeguarding Policy (Children and Adults at Risk). Safeguarding reports are discussed with ARI's Board of Trustees at least once a year, without disclosing information that will identify the individuals involved or implicated.
- Transparency, sensitivity and confidentiality:** ARI is committed to transparency, but it also needs to maintain sensitivity and confidentiality throughout the process.

When transparency applies:

- ARI is transparent about its commitment to safeguarding (e.g., making policies publicly available, ensuring staff and stakeholders understand reporting mechanisms).
- ARI communicates openly about its safeguarding approach, lessons learned, and improvements while protecting identities.

- Key stakeholders (i.e., ARI's trustees and the Safeguarding Team) are informed about trends, risks, and general actions taken.

When sensitivity applies:

- ARI is committed to handling all SEAH complaints, concerns and incidents with care and respect.
- Reports are received with compassion, ensuring individuals feel heard and supported.
- Responses prioritise the well-being, dignity, and safety of victims/survivors, considering cultural and personal needs.
- Investigations are conducted fairly and discreetly to minimise harm, and communication is handled professionally to avoid distress.
- Sensitivity ensures transparency does not cause harm and confidentiality does not silence concerns.

When confidentiality applies:

- Personal details of victims/survivors, witnesses, whistleblowers and alleged perpetrators are only shared on a strict 'need-to-know' basis.
- Case details are handled securely to prevent unauthorised access and protect those involved from harm or retaliation.
- Sensitive information is not disclosed publicly, including in reports or awareness-raising activities, unless anonymised and agreed upon.

How transparency and confidentiality are balanced:

- **Case Handling:** While ARI ensures that concerns are taken seriously and acted upon, details are only shared with those directly responsible for handling the case.
- **Decision-making:** Transparency ensures fair processes, while confidentiality protects individuals involved.
- **Communication:** Internal and external updates focus on safeguarding principles, trends, and responses while avoiding case-specific disclosures.
- **Contractual and informal partnerships and agreements:** ARI reserves the right to terminate a contractual or informal partnership or agreement with other organizations, networks, volunteers, interns, contractors, or service providers in the event of a breach of its Safeguarding and SEAH policies, as long as such actions are consistent with the terms of the agreement and applicable legal frameworks. Termination may occur following an investigation and appropriate due process, ensuring that all parties are informed, and that the decision is made in alignment with ARI's commitment to upholding the highest ethical standards and protecting individuals from SEAH and other types of harm and abuse.

4. Monitoring and learning

ARI will regularly review and monitor its SEAH prevention, reporting and response systems, ensuring that lessons learned are integrated into future practice. Feedback received from ARI and ARO staff, associated personnel, service providers, representatives, programme participants, Strategic Partners, Friends of A Rocha and others will be used to improve SEAH prevention and other Safeguarding efforts.

5. Effective date

This Policy came into effect following its adoption by the Board of Trustees of A Rocha International on 27th March 2025.

Annex 1: Safeguarding Report Form

When a Safeguarding incident takes place, **the first step** is to ensure the victim/survivor is out of immediate danger and provided with adequate care and support promptly. This is especially important if they have suffered a serious sexual assault. The incident may have affected a child, an adult at risk of harm/abuse, or another individual subjected to SEAH (Sexual Exploitation, Abuse or Harassment). We recognize that some victims/survivors may choose to report their own safeguarding concern or incident themselves, rather than asking someone else to do this on their behalf. In any case, you should not question or confront the (alleged) perpetrator or carry out an investigation into what has happened.

Please call A Rocha International on +44 (0) 300 770 1346 and leave a brief message or, if possible, email your completed Safeguarding Report Form to safeguarding@arocha.org. Our Lead Trustee for Safeguarding or the Safeguarding Lead will get back to you without delay and determine the appropriate course of action to be taken, following an agreed protocol.

This form can also be used to make a safeguarding complaint to A Rocha International or raise a safeguarding concern involving or implicating A Rocha International staff, associated personnel, representatives, or service providers.

We strongly encourage you to read our Safeguarding Policy (Children and Adults at Risk) and/or the Policy on Safeguarding Against SEAH before completing this form. You can complete this form in English, French, Spanish or Portuguese.

PART 1 - About You

Your name:

The nature of your involvement with A Rocha International, if any:

(e.g., staff or board member, volunteer, intern, service provider, representative, programme participant etc.)

Which of the following category(ies) would you say you fall under?

- a) *The (alleged) victim/survivor in a safeguarding incident.*
- b) *Someone who witnessed a safeguarding incident that happened to someone else.*
- c) *Someone who heard about a safeguarding incident that has allegedly happened to someone else.*
- d) *Someone who has a safeguarding concern (related to yourself or someone else).*
- e) *Someone who wishes to make a safeguarding complaint (related to yourself or someone else).*
- f) *Another category. Please specify below.*

Your answer:

Your contact details

Address:

Tel.:

Email:

PART 2 - About the individual victim/survivor

Again, we recognize that some victims/survivors **may choose to report their own safeguarding concern or incident themselves**, rather than asking someone else to do this on their behalf.

Name, gender, ethnicity, nationality, approximate age of the victim/survivor, if known:

(If more than one person, please provide information on each one of them)

Address of the victim/survivor: *(If the address is not known, please provide the name of the town, village, or area where they live, if known):*

Who does the victim/survivor live with?

Is the victim/survivor in a safe place and receiving appropriate care and support?

Are there any immediate medical or safety issues for the victim/survivor?

Does the victim/survivor have any disabilities or special needs?

Are there any relevant cultural issues or practices that need to be taken into consideration?

If you are not the victim/survivor, is he/she...

- a) an ARI staff member, associated personnel, representative or service provider? Please specify.*
- b) someone from a community that takes part in/benefits from an A Rocha International programme?*
- c) someone who is associated with ARI in other ways, such as supporting it financially, promoting its work or using its resources?*
- d) an A Rocha Organization (ARO) staff member, associated personnel, representative or service provider? Please specify below.*
- e) in another category. Please specify below.*

Your answer:

PART 3 - What has happened?

The more information you can provide, the easier it will be to decide how best A Rocha International needs to respond. The information provided by you will be treated confidentially and sensitively.

Is the person identified as allegedly responsible for the safeguarding incident...

- a) an ARI staff member, associated personnel, representative or service provider? Please specify below.*
- b) someone from a community that takes part in/benefits from an A Rocha International programme?*
- c) someone who is associated with ARI in other ways, such as supporting it financially, promoting its work or using its resources?*
- d) an A Rocha Organization (ARO) staff member, associated personnel, representative or service provider? Please specify.*
- e) unknown to you or in another category. Please specify below.*

Your answer:

What is the nature of the safeguarding complaint, concern or incident that you are reporting?

Please describe the circumstances and what is alleged to have happened, including names, dates, times, and locations, if known.

If applicable, what was said by the victim/survivor or witness of the safeguarding concern or incident that you are reporting (in their words) and what did you say to them in return?

What action has been taken since, if any? Please remember that you should not question or confront the (alleged) perpetrator or carry out an investigation into what has happened.

Date and time this report was completed.

Date:

Time:

Your signature:

**Thank you for completing this form. Please send it to:
safeguarding@arocha.org**

Annex 2: Potential Indicators of Sexual Exploitation, Abuse and Harassment (SEAH)

Here are potential indicators of **sexual exploitation, abuse** and **harassment** based on guidance from [CAPSEAH](#) and the [UN](#):

The indicators are split into physical and behavioural observations for each category. It is important not to jump to conclusions, while these indicators should not be ignored, they do not always mean SEAH have occurred, as another explanation is possible.

Potential Indicators of sexual exploitation:

Physical observations:

- Unexplained injuries or bruising in areas that may suggest physical coercion.
- Unexplained access to or possession of luxury items, gifts, money, or other benefits inconsistent with the person's economic situation.
- Changes in appearance, such as grooming, clothing, or accessories that may be linked to attempts to meet someone's expectations or demands.
- Frequent presence in places where services, goods, or resources are exchanged for sexual favours.

Behavioural observations:

- Secretive or withdrawn behaviour, particularly around new relationships or external contacts.
- Sudden improvement in lifestyle, coupled with reluctance to explain the source of new resources.
- Fearful, anxious, or submissive behaviour, especially towards individuals in positions of power.
- A tendency to miss work, school, or social activities unexpectedly or without explanation.
- Inconsistent accounts or vague explanations when questioned about time spent with certain individuals.
- Reluctance to engage in social interactions, or conversely, an overfamiliar attitude toward authority figures or strangers.

Potential Indicators of sexual abuse:

Physical observations:

- Damage to genitalia, anus or mouth, sexually transmitted diseases, unexpected pregnancy, soreness in genital area, anus or mouth, unexplained urinary tract infections and discharges or abdominal pain.

Behavioural observations:

- Inappropriate sexual knowledge, sexually provocative behaviour, hinting at sexual activity, socially withdrawn, insecure and clinging behaviour, self-disgust, self-mutilation and eating disorder.

Potential Indicators of sexual harassment:

Physical observations:

- Physical signs of stress, such as frequent headaches, stomach problems, or other stress-related illnesses.
- Avoidance of certain spaces, offices, or locations within the work or community setting.
- Reluctance or discomfort in proximity to certain individuals, possibly accompanied by visible signs of distress.

- Changes in physical presentation, such as dressing more conservatively or changing appearance to avoid attention.

Behavioural observations:

- Increased absenteeism or requests for changes in schedules or work locations.
- Withdrawal from team activities, meetings, or social events involving particular individuals.
- Emotional distress, including anxiety, mood swings, irritability, or depression.
- Sudden drop in performance, productivity, or enthusiasm in work or social interactions.
- Frequent checking of surroundings, nervous or avoidant body language, or reluctance to be left alone with certain people.
- Sharing subtle hints or complaints about uncomfortable situations without directly reporting harassment.

Annex 3: Safeguarding Risk Assessment Template

1. Programme/Activity information

Programme/Activity Name	
Location(s)	
Date of assessment	
Completed by	
Reviewed by	ARI's Safeguarding Lead / Lead Trustee for Safeguarding
Next review due	

2. Scope of assessment

Safeguarding risk assessments are part of ARI's commitment to protect the well-being, dignity, and rights of individuals. They are expected to be completed by ARI staff or associated personnel at times such as:

- Before the start of programmes run or managed by ARI in countries with higher prevalence of SEAH.
- Before gatherings or events such as the A Rocha Worldwide Family Forum, training workshops, and conferences run or managed by ARI in countries with higher prevalence of SEAH.
- Before field visits to remote, isolated or volatile locations where power imbalances, gender inequalities and other types of discrimination are highly prevalent.
- Following any significant changes. For example, if there are major changes in an ARI programme scope, location, staffing, or other relevant factors, a new risk assessment should be conducted to address any newly emerging risks.
- During reviews, evaluations or impact assessments of ARI's work in countries with higher prevalence of SEAH.
- After serious safeguarding concerns or incidents have been reported to ARI.

Please refer to the list of countries with higher prevalence of SEAH provided by ARI's Safeguarding Team.

Once completed, please email this form to safeguarding@arocha.org so that ARI's Lead Trustee for Safeguarding or Safeguarding Lead can review it and get back to you – ideally no later than one week before mitigation actions need to start.

3. Risk identification and evaluation

For each identified risk, please assess the potential likelihood and impact using the following scale:

Likelihood: Low / Medium / High and **Impact:** Low / Medium / High

Some examples of **possible risk areas:**

During staff and volunteer recruitment processes; when hosting visitors; during field visits; and in situations where there are power imbalances.

Examples of **possible mitigation measures:** (please write to safeguarding@arocha.org if you need help or advice)

Provide safeguarding and SEAH training; maintain accessible, confidential, and anonymous channels for reporting safeguarding incidents or concerns; ensure thorough background and reference checks are conducted; regularly review and update safeguarding policies and procedures; and engage local communities and programme participants in co-designing safeguarding measures.

Mitigating High Likelihood and High Impact risks should be a priority. Please include them in your work plans.

Description of Safeguarding risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation measure(s)	Responsible person/team

Annex 4: Countries with higher prevalence of SEAH

Sexual exploitation, abuse and harassment are pervasive issues affecting many countries worldwide. While comprehensive data is challenging to obtain due to underreporting and the clandestine nature of these crimes, certain regions have been identified with notably higher prevalence rates:

Africa

- **Democratic Republic of Congo (DRC):** Widespread sexual violence linked to armed groups and humanitarian crises.
 - *DR Congo: UN reports over 600 cases of sexual violence in conflict in 2020* (United Nations News, July 2021)
- **Central African Republic (CAR):** Sexual exploitation and abuse cases involving UN peacekeepers.
 - *UN peacekeepers in CAR face fresh allegations of sexual abuse* (Al Jazeera, February 2021)
- **South Sudan:** Reports of conflict-related sexual violence against women and girls.
 - *South Sudan: UN reports alarming rise in conflict-related sexual violence* (United Nations News, March 2020)
- **Ethiopia:** SEAH cases linked to conflict in the Tigray region.
 - *Ethiopia: UN reports serious allegations of sexual violence in Tigray* (United Nations News, April 2021)
- **Nigeria:** Widespread cases of sexual exploitation, including abuse by Boko Haram and in displacement camps.
 - *Nigeria: Women and girls 'raped and starved' in displacement camps* (Amnesty International, May 2018)
- **Ghana & Liberia:** Past UN peacekeeping scandals involving sexual abuse and exploitation.
 - *UN peacekeepers' sex scandals: Congo to Haiti* (Al Jazeera, April 2017)
- **Sierra Leone & Ivory Coast:** Reports of sexual exploitation during post-conflict recovery.
 - *UN sexual abuse scandal in Africa* (Human Rights Watch, February 2018)
- **West Africa (Nigeria, Ghana, and neighbouring countries):** Rising cases of sextortion by cybercriminal networks.
 - *Interpol warns of cybercrime sextortion surge in West Africa* (Interpol, August 2020)

Latin America and the Caribbean

- **Brazil and Mexico:** High levels of commercial sexual exploitation of children.
 - *Child sexual exploitation rampant in Brazil and Mexico, says report* (ECPAT International, November 2019)
- **Haiti:** UN peacekeeping forces accused of widespread sexual exploitation.
 - *UN peacekeepers implicated in sexual exploitation in Haiti* (The New York Times, December 2019)

Asia

- **India & Thailand:** Major hubs for sex trafficking and child exploitation.
 - *India and Thailand among top countries for human trafficking* (U.S. Department of State, Trafficking in Persons Report, 2021)
- **Philippines:** High prevalence of online sexual exploitation, human trafficking, and child prostitution.
 - *Philippines a global hotspot for online child sexual exploitation* (Reuters, May 2020)
- **Afghanistan:** Reports of sexual abuse linked to the Taliban and previous government officials.
 - *Afghanistan: Sexual abuse of boys widespread, officials complicit* (Human Rights Watch, December 2018)

Middle East

- **Saudi Arabia & UAE:** Cases of human trafficking and forced labor exploitation.
 - *Saudi Arabia and UAE criticized for human trafficking records* (U.S. Department of State, Trafficking in Persons Report, 2021)
- **Iraq & Syria:** ISIS-linked sexual slavery cases.
 - *ISIS's Yazidi genocide: UN confirms over 3,000 in captivity* (BBC News, August 2019)

Europe

- **Spain:** Organized sex trafficking and exploitation networks.
 - *Spain dismantles major sex trafficking ring* (Europol, June 2019)
- **UK:** Rise in online sextortion cases linked to international networks.
 - *UK reports surge in sextortion cases during pandemic* (National Crime Agency, October 2020)

Australasia

- **Australia:** Significant rise in reported sexual offenses, particularly against young girls.
 - *Australia sees increase in child sexual abuse reports* (Australian Institute of Criminology, July 2020)
- **New Zealand:** Reports of child sexual exploitation and trafficking cases.
 - *New Zealand faces challenges in combating child sex trafficking* (U.S. Department of State, Trafficking in Persons Report, 2021)

Please note that the prevalence of SEAH is subject to change, and it is essential to consult up-to-date sources for the latest information.