

Quick reference: measures to prevent sexual exploitation and abuse

The [CHS Alliance Prevention of Sexual Exploitation and Abuse \(PSEA\) Handbook](#) provides a useful current overview of what your organisation should already have in place. Below are measures to prevent sexual exploitation and abuse that we have adapted from the [CHS Alliance PSEA Quick Reference Handbook](#).

	PSEA measures
Policy	<ul style="list-style-type: none"> • Describes the standard of behaviour expected of the organisation’s staff and representatives, and which specifically forbids sexual exploitation and abuse • Identifies the organisation’s commitment to the Secretary General’s Bulletin on Special Measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13) • Recognises the rights of all beneficiaries to be protected from sexual exploitation and abuse • Applies to all staff, volunteers and associates at all time • Identified and manages risk • Includes the organisation’s code of conduct • Integrates PSEA measures into all areas of the organisation.
Responsibilities	<ul style="list-style-type: none"> • Senior management takes responsibility for ensuring PSEA measures are implemented • Organisations assign focal points for PSEA, who coordinate the development and implementation of PSEA policy and procedures • PSEA responsibilities are reflected in role and job descriptions
Recruitment	<ul style="list-style-type: none"> • Job adverts include PSEA commitments • Gaps in employment history checked during interview • Questions related to PSEA asked during interview • At least two references taken from previous employers which include questions on candidate’s conduct, behaviour • Criminal records check is conducted, where possible • New employees sign contracts which include PSEA and the organisation’s code of conduct
Induction/training	<ul style="list-style-type: none"> • Induction includes at least a briefing on PSEA • All staff receive a half day training on PSEA – recognising and responding to risks and concerns • Annual refresher training opportunities provided

Performance management	<ul style="list-style-type: none"> • Performance management discussions include understanding of PSEA and an opportunity to raise concerns • Where performance management includes working to values or competencies, these include PSEA
Whistleblowing	<ul style="list-style-type: none"> • A policy or procedure which encourages people to report on concerns without fear or reprisals
Discipline and grievance	<ul style="list-style-type: none"> • SEA is explicitly stated as grounds for discipline which may result in termination
Programming guidelines	<ul style="list-style-type: none"> • Programming guidelines include identifying and mitigating risks in programmes to make them safer
Partnership agreements	<ul style="list-style-type: none"> • All contracts with partners/suppliers/contractors include clauses on PSEA • Capacity building for partners includes capacity to implement PSEA measures • Partner monitoring includes PSEA measures and SEA reports
Complaints/reporting	<ul style="list-style-type: none"> • Complaints mechanism developed to receive and respond to reports of SEA • Ensure that the mechanism can manage complaints in a confidential and timely manner which ensures the safety of all involved • An organisational culture in which complaints are taken seriously and acted upon
Implementation and monitoring	<ul style="list-style-type: none"> • Develop a PSEA implementation or work plan which identifies the gaps in the organisation in implementing PSEA measures, and states what action will be taken to address the gaps • Monitor the implementation plan on a quarterly basis to ensure the organisation is making steady progress towards fully implementing the PSEA policy and procedures
Review	<ul style="list-style-type: none"> • Review the PSEA policy and procedures every two years to ensure they are fit for purpose