



Prevention of Sexual Exploitation and Abuse (PSEA) Reporting & Investigation Procedure Policy





I. Introduction

This policy establishes a clear and standardized process for handling allegations of Sexual Exploitation and Abuse (SEA) with the utmost sensitivity, impartiality, and commitment to the rights and well-being of survivors.

II. Definitions

“Assessment (of an allegation)”

A review of information received to determine if this information amounts to an allegation of misconduct that warrants referral for an investigation.

“Focal Point”

a staff member of tasked with handling reports of sexual exploitation and abuse.

“Investigation”

A legally based and analytical process designed to gather information in order to determine whether wrongdoing occurred and, if so, the persons or entities responsible.

“Investigation report”

The full account of the relevant facts, reporting the findings resulting from an investigation.

“Perpetrator”	A person (or group of persons) who commits an act of SEA or other type of crime or offence.
“Sexual abuse”	Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
“Sexual exploitation”	Any actual or attempted abuse of 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.
“Sexual exploitation and abuse (SEA)”	A breach of the provisions of ST/SGB/2003/13 (Special measures for protection from sexual exploitation and sexual abuse), or the same definitions, as adopted for military, police and other United Nations personnel.
“Victim”	An individual, whose claims that he/she has been sexually exploited or abused by staff or related personnel.
“Witness”	A person who observed, or has direct knowledge of, something under investigation

III. Objective

The primary objective of this procedure is to ensure a thorough and impartial investigation into all allegations while providing support to survivors and promoting a safe and respectful environment for all individuals involved.

IV. Reporting

When an individual becomes aware of an SEA allegation, they must report it immediately to the designated focal point responsible for handling such cases. This focal point is the Corporate Secretary of the Quantum Foundation.

Reports can be made verbally or in writing, but written reports are preferred to ensure clarity and accuracy. These reports must be made to the Corporate Secretary of the Organisation. It is important for the reporter to provide all available details, such as the nature of the incident, date, time, location, and names of the individuals involved or witnesses, if applicable. Throughout the reporting process, the designated focal point(s) must maintain confidentiality.

V. Initial Assessment

Upon receiving the report, the designated focal point(s) will conduct an initial assessment of the allegations to determine their credibility and seriousness. This assessment may involve gathering additional information from the reporter, witnesses, and any other relevant sources. If the allegations appear credible, an investigation will be initiated promptly. This should be done 24 hours after the receipt of the complaint.

VI. Investigation

The investigation should be conducted by Dr. Michael Accra Jervis. This investigation team will gather and document all relevant evidence, which may include interviews,

statements, documents, photographs, or any other pertinent information. Throughout the investigation, the team must approach the process in a sensitive and respectful manner, prioritizing the survivor's well-being and ensuring their safety. The investigation should be completed within a reasonable timeframe, taking into account the complexity of the case and any external factors that may impact the investigation. This investigation must not exceed one month.

VII. Provision of Support Services

Support services should be made available to the survivor throughout the review process. These services may include access to medical care, counseling, legal advice, and any other necessary assistance. The survivor shall be provided with regular updates on the progress of the investigation, maintaining transparency while respecting confidentiality and privacy.

This serviced will be provided through coordination and collaboration among different stakeholders, including government agencies, NGOs, and community-based organizations, to ensure a multi-sectoral response to Sexual Exploitation and Abuse and Gender Based Violence. Establish referral pathways and networks to enhance access to services and support for survivors will be utilized as well as the referral of victims to the relevant support services.

VIII. Disciplinary Action

If the investigation substantiates the allegations, appropriate disciplinary action should be taken against the perpetrator(s) in accordance with organizational policies and legal requirements. Disciplinary actions may include, but are not limited to, termination of employment, legal proceedings, counseling, or mandatory training. Throughout the disciplinary process, the survivor's safety and well-being should be prioritized, including protection against retaliation.

IX. Reporting and Follow-Up

Once the investigation is concluded, a final report should be prepared, summarizing the findings, actions taken, and any recommendations for improvement. The report should be submitted to the relevant management or oversight body for review and consideration. If necessary, the organization should implement corrective measures, such as policy revisions, awareness campaigns, or additional training, to prevent future incidents of SEA.

X. Confidentiality

Confidentiality and data protection must be maintained throughout the review process in accordance with applicable laws and regulations. Personal information related to the survivor, witnesses, or other individuals involved in the investigation should be handled with the utmost care and stored securely.

XI. Documentation and Record Keeping

All documentation, evidence, and reports related to the investigation should be securely stored in accordance with organizational policies and legal requirements to ensure proper record-keeping.

XII. Review and Evaluation:

Regular reviews and evaluations of the procedure should be conducted to identify areas for improvement and ensure its effectiveness in addressing SEA allegations.

Appendix

Reporting Form

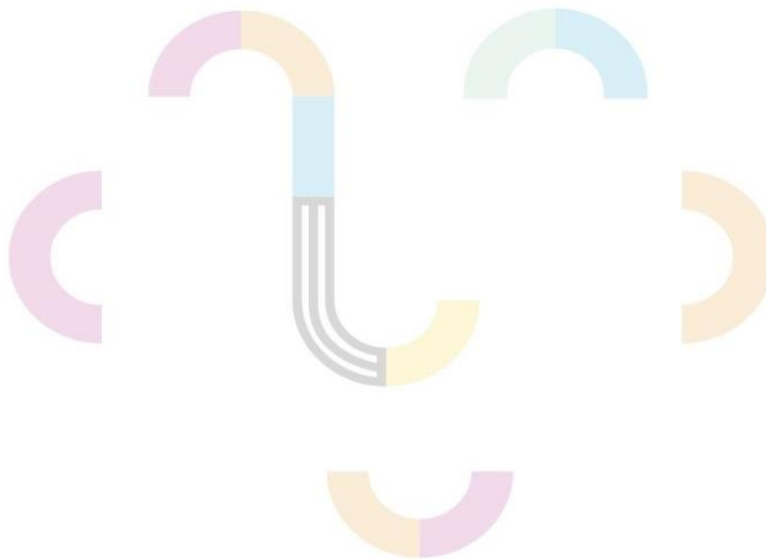
1. About Reporter:	
Your name:	
Your relationship to the alleged victim	
Your contact details:	
Have you discussed this concern with any other person? If so, who?	
2. About the alleged victim	
Alleged victim's name:	
Alleged victim's gender:	
Alleged victim's age:	
Alleged victim's contact details:	
Is this alleged victim involved in one of the Quantum Foundation's Projects	
3. About the concern	
Was abuse suspected or witnessed?	
Is this concern based on firsthand information or information divulged to you by someone else? (if so, who?)	
Did the alleged victim disclose abuse to you? If so, describe in detail what the alleged victim said to you, how the alleged victim presented/looked when talking to you.	

Are there any witnesses to the situation? (if so, who)	
Context of the alleged incident:	
Location of the alleged incident:	
Name of alleged perpetrator:	
Is the perpetrator a beneficiary, staff member, or visitor?	
Title of alleged perpetrator:	
Nature of the concern//What type of event are you concerned about, that would raise suspicion on abuse:	
Your personal observations:	
Exactly what the alleged victim or other source said to you (if relevant) and how you responded to him or her (record actual details)	
Any other information not previously covered:	

Were there any other beneficiaries involved in the situation? Were there any other parties involved in the situation?	
Action taken/What did you do?	

Signature: -----

Date: -----



Inter-Agency SEA Complaint Intake and Referral Form

Details of the Complainant:		
Name of Complainant:		Nationality:
Age:		Sex:
Position/Identity Number:		Address/Contact Details:
Details of Victim/Survivor:		
Name of victim/survivor (if not the complainant):		Nationality:
Age:	Sex:	Pregnancy involved? YES: ☐ NO: ☐
Address/Contact Details:		Identity No.
Name (s) & address of parents/legal guardian, if under 18:		
Is the victim/survivor receiving any type of humanitarian assistance? (Name the organisation/agency providing assistance):		
Has survivor given consent for service provision?		YES: ☐ NO: ☐ I DON'T KNOW: ☐
Has survivor/complainant given consent to participate in the PSEA mechanism?		YES: ☐ NO: ☐ I DON'T KNOW: ☐
Details of Incident(s):		
Date of incident(s):	Time of incident(s):	Location of incident(s):
Brief description of incident(s) in the words of the survivor / complainant:		
Briefly describe service(s) provided or referral made for service provision to survivor:		
Is the perpetrator a continuing threat to the safety of the survivor, complainant, staff or any beneficiary? Please explain any safety concerns:		
Alleged Perpetrator Details:		
Name of accused person(s):		Position / Job title of person(s):
Agency accused person(s) works for:		Nationality:
Address or location where accused person(s) works:		
Agency receiving complaint:		
Agency and Name of person completing form:		Position / Job title:
Contacts (Email & Tel):	Signature:	Date:
Referral to CBCM/Agency of Concern /PSEA Focal Point		
Name of agency report forwarded to:		Date of referral:
Name and position of person report forwarded to:		