

## PSEAH Policy: How To Guide

### Introduction

- The purpose of this How To guide is to help your project and organisation create a suitable Safeguarding and Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy. It is meant simply as a guide to use in conjunction with your own policies and procedures. A template has been developed and other templates referenced to give you an outline.
- A policy is a live, dynamic document that is meant to be followed and adapted as needed. A safeguarding and PSEAH policy should work in partnership with your organisation's Code of Conduct, Whistleblowing and any other policy that may describe acceptable conduct of staff, volunteers, trustees or other representatives of your organisation.

### Step-by-Step Instructions

#### Step 1: Preparation

- Start with Why: why does your organisation need a safeguarding and PSEAH policy? How will having this policy help you to provide services or aid in a way that keeps people safe from harm?
- Familiarise yourself with understanding PSEAH principles and minimum actions. All OCEAN work is based on the [Common Approach to PSEAH \(CAPSEAH\)](#). CAPSEAH is a guide to help all people and organisations to tackle SEAH within the aid sector.
- Who? Who needs to be part of this process? Ensure that your leadership and Human Resources (HR) services are part of the process for creating and maintaining the policy.

**See Bond's helpful resource:**

[Developing and modelling a positive safeguarding culture: A tool for leaders](#)

#### Step 2: Initial Setup

- Templates can be helpful to ensure you are following recognised best practice. We have provided a policy template for OCEAN but you can also review other templates for more examples.

**Warning:** be sure to not just copy and paste a policy without adapting to your context! All policies need to be in line with local HR laws.

- Reviewing policies from other organisations or engaging with your local networks is a great way to learn from each other. [The Safeguarding Resource and Support Hub \(RSH\)](#), funded by the UK Foreign, Commonwealth and Development Office (FCDO) is a great resource to learn from other organisations and share your own learnings.
- Policies should be unique to your organisation and systems – however, we suggest you include the following as a minimum:
  - A zero tolerance to inaction statement
  - Scope – who is this policy for?
  - Contact details to report concerns – we suggest this is a position within your organisation or project rather than a named person. Multiple channels of reporting also allows people to report in a way that feels comfortable to them.

- Notification that violation of the Safeguarding and PSEAH policy can result in disciplinary measures up to and including dismissal and / or termination of contract
- Principles: PSEAH work is guided by various principles developed for various humanitarian, development and peacekeeping entities. Our template policy outlines the principles from the [CAPSEAH](#), but your organisation may choose to follow others such as [IASC 6 Principles](#), relevant [standards of the CHS](#) or [Keeping Children Safe](#).
- Clear guidance on expectations around behaviour including what is and is not acceptable.
- Glossary of terms. You may find the [PSEA Glossary](#) useful in translating PSEAH terms into local languages.

### Step 3: Review and Implementation

- Review your new policy through your organisation's standards and procedures.
- Is your policy easy to read? Remember that your policy may be the first place a victim-survivor may go to understand how to report a concern: is it easy to find this information?
- Accessible: can people with varying needs access your policy? For example, do you have a version in local languages? How would someone with poor literacy skills access your policy? Are alternative versions available such as large print or braille?
- Implementation: how will your staff learn about your new policy? Will training take place to ensure they understand the importance and implications of the policy? How will communities you work with know the policy and understand their right be protected from SEAH?

*Remember a policy is just one part of ensuring the protection of everyone from sexual exploitation, abuse and harassment. Safeguarding people is the responsibility of everyone and affects all aspects of an organisation.*

### Need more information?

For more information and resources please see below:

- In depth How To note [How to develop your organisational safeguarding policy For civil society organisations \(CSOs\)](#)
- [PSEAH Handbook Additional Resources](#): a handy list of resources from the CHS Alliance that covers specific aspects of implementing PSEAH in your organisation