



SEA INCIDENT REPORTING

Introduction:

This document is an extension of the Protection from Sexual Exploitation and Abuse (PSEA) Policy of Save The Children India (STCI; Brand Name: Vipla Foundation). The policy is designed to ensure the safety and well-being of all personnel associated with STCI, including employees, beneficiaries, consultants, vendors, associates, donors, contractors, partner organizations, institutions and all related individuals. STCI is committed to providing guidance and training to all concerned persons/ entities to ensure implementation of this policy effectively. It is **mandatory and binding** for all the above-mentioned persons/ entities to promptly report any incidents of Sexual Exploitation and Abuse (SEA) occurring within their areas of operation and engagement with STCI. Clear channels for reporting SEA incidents within the organization have been established and all concerned persons shall be informed about the same.

The primary objective of this policy is to create a secure environment for all persons/ entities associated with STCI through its various programs and operations. It ensures that everyone has recourse without fear of reprisal or unjust treatment. In cases of SEA, STCI shall be providing necessary medical, psychological, and legal support to survivors based on the nature of each incident and in accordance with the Assistance and Referral policies and protocols of the organization.

SEA complaints shall be promptly addressed and processed. Upon receipt of a report, an acknowledgment will be issued within 72 hours, and investigations will be completed and a report will be submitted by the Committee within 90 working days wherever feasible. Any personnel against whom a SEA report is filed (henceforth referred to as 'respondent') will be immediately suspended pending investigation, ensuring their non-involvement is proven beyond doubt. Complainants may also request for leave (up to 3 months) or restraint on the respondent from evaluating their work performance during the period pending inquiry.

Contents of the Incident Report:

The Committee will be required to submit an Incident Report for each reported incident of SEA at the organization. This report shall include the following.

1. Details of Allegation Reception:
 - Information on how, when, and by whom the allegation was received.
2. Description of Alleged Incident:



- Detailed account including dates, times, and locations.
3. Description of Survivors:
 - Information such as name, age, gender, nationality, geographic location, organizational affiliation/position, and any specific needs of the survivor/s.
 4. Description of Respondent:
 - Details including name, age, gender, nationality, geographic location, organizational affiliation/position, and any previous record of misconduct.
 5. Actions Taken by the Organization:
 - Steps taken in response to the allegations, such as referral for assistance, initiation of investigations, and notification of relevant authorities.
 6. Actions Taken by Other Entities:
 - Any actions taken by external organizations or entities, such as the UN or Host Government, in response to the allegation.
 7. Requested Support from Partners:
 - Any support requested from partners, including assistance for SEA survivors and support for investigations.

Report Submitted by:	
Name:	Contact info (Email and Phone):
Title:	Date:

Confidentiality:

This document is strictly confidential. Access will be restricted, and it will be stored securely, utilizing passwords or encryption for electronic copies and physical locks for hard copies. Code names will be used when referring to individuals involved, and any information that could reveal identities will be omitted. The identity and personal details of the individuals involved will be kept separate from incident reports to maintain confidentiality.