

Protection from Sexual Exploitation and Abuse (PSEA) Policy

Rescue Mission for Street Life (RMFSL)

Policy Objective

To establish a zero-tolerance policy for sexual exploitation and abuse (SEA) for all RMFSL employees and related personnel, ensuring that roles, responsibilities, and expected standards of conduct regarding SEA are known. RMFSL aims to create and maintain a safe environment, free from SEA, through robust prevention and response measures, both internally and in the communities where RMFSL operates.

Targeted Audience: All RMFSL employees and related personnel.

Effective Date: 30th June 2024

Mandatory Revision Date: 1st July 2025

1. Policy Statement

1.1 Sexual exploitation and abuse (SEA) violate universally recognized international legal norms and standards and are unacceptable behaviors for all RMFSL employees and related personnel.

1.2 RMFSL adopts a zero-tolerance approach to SEA. All employees and related personnel are expected to uphold the highest standards of conduct and provide services that respect and foster the rights of beneficiaries and vulnerable community members.

1.3 RMFSL's approach to SEA is rights-based, age-sensitive, disability-inclusive, gender-sensitive, non-discriminatory, culturally appropriate, and victim-centric.

2. Scope of Application

2.1 This policy applies to all RMFSL employees and related personnel, including staff, volunteers, consultants, contractors, interns, and daily laborers.

2.2 It covers all RMFSL activities and operations, both on and off-duty, and extends to SEA incidents occurring during or outside working hours.

3. Definitions of SEA

3.1 Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including profiting monetarily, socially, or politically.

3.2 Sexual Abuse: The actual or threatened physical intrusion of a sexual nature, whether by force or under coercive conditions.

3.3 SEA: Acts or attempted acts of sexual exploitation and abuse as defined above.

4. Commitment to PSEA

4.1 RMFSL commits to creating and maintaining a safe environment, free from SEA, by implementing a robust PSEA framework that includes prevention and response measures.

4.2 RMFSL aligns with the UN Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13) and commits to full implementation of the **IASC Six Core Principles**.

5. Six Core Principles

5.1 SEA by RMFSL employees or related personnel constitutes gross misconduct and is grounds for termination of employment.

5.2 Sexual activity with individuals under 18 years of age is strictly prohibited, regardless of the age of consent locally. Mistaken belief regarding the age of a child is not a defense.

5.3 The exchange of money, employment, goods, or services for sex, including sexual favors or exploitative relationships, is prohibited. This includes the exchange of assistance owed to beneficiaries.

5.4 Any sexual relationship between RMFSL employees or related personnel and beneficiaries that involves improper use of rank or position is prohibited.

5.5 Employees must report concerns or suspicions of SEA by a fellow worker, whether within RMFSL or another organization, using established reporting mechanisms.

5.6 All RMFSL employees and related personnel must foster an environment that prevents SEA and promotes this policy. Managers have additional responsibilities to develop and maintain such systems.

6. PSEA Framework

6.1 Prevention

6.1.1 **Vetting:** RMFSL systematically vets all job candidates using established screening procedures, including ethics and SEA-related questions.

6.1.2 **Training:** RMFSL provides mandatory induction and regular refresher training for all personnel on SEA policy and procedures.

6.1.3 **Community Awareness:** RMFSL will engage local communities to ensure culturally appropriate awareness materials and sessions are available.

6.2 Response

6.2.1 **Reporting Mechanisms:** RMFSL will establish safe, confidential, and accessible mechanisms for personnel, beneficiaries, and communities to report SEA allegations. Protections against retaliation for reporters will be enforced.

6.2.2 **Investigation:** RMFSL will promptly and thoroughly investigate SEA allegations, prioritizing confidentiality, transparency, and safety. Cases may be referred to national authorities with survivor consent.

6.2.3 **Victim Assistance:** RMFSL will provide survivor-centered support, including healthcare, psychosocial support, legal aid, and material assistance, based on consent and needs.

6.3 Cooperative Arrangements

6.3.1 Contracts and agreements with suppliers, contractors, and partners will include a zero-tolerance clause for SEA and requirements to prevent and respond to SEA.

6.3.2 Non-compliance with SEA standards will result in termination of agreements or contracts.

7. Review and Monitoring

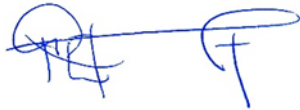
RMFSL will conduct annual reviews of this policy and operational practices to ensure alignment with global standards and lessons learned from implementation.

Annexes

1. Sample Roles and Responsibilities for PSEA

- Executive Director: Ensure overall implementation and monitoring of the PSEA policy.
 - PSEA Focal Point: Coordinate prevention activities, receive reports, and ensure proper follow-up.
 - HR Manager: Oversee SEA-related vetting and training processes.
2. **Reporting Guidelines and Forms**
 - Provide a template for reporting SEA incidents, including sections for confidentiality agreements and acknowledgment.
 3. **Standard Operating Procedures (SOPs) for Referrals and Investigations**
 - Outline detailed steps for reporting, investigating, and responding to SEA allegations.
 4. **Local Service Provider Directory**
 - Include a list of local healthcare providers, legal aid organizations, and psychosocial support services.
 5. **PSEA Risk Assessment and Management Form**
 - Include a template for assessing SEA risks and planning mitigation measures.
 6. **Acknowledgment and Acceptance Form**
 - Require all personnel to sign a form acknowledging understanding and acceptance of the PSEA policy.
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Approved by:



SSEMPEWO Edward
Executive Director, RMFSL
Date: 30th June 2024

Next Review Date: 1st July 2025

Roles and Responsibilities on PSEA within RMFSL

Note: RMFSL integrates PSEA-related roles and responsibilities into personnel's existing terms of reference, particularly for those with substantial involvement, such as the PSEA focal point.

Personnel	Sample Roles and Responsibilities
Management	● Provide strategic oversight of PSEA prevention and response efforts. ● Review and update RMFSL's PSEA policies and guidelines regularly. ● Allocate resources and ensure PSEA considerations are embedded across all RMFSL activities. ● Facilitate investigations into allegations of SEA and ensure follow-up actions are taken. ● Coordinate PSEA efforts with other organizations and stakeholders, including donors. ● Foster a safe and inclusive work environment where all staff feel empowered to speak out against sexual exploitation and abuse. ● Ensure that all actions related to PSEA are victim-centered, prioritizing the needs and rights of survivors.
PSEA Focal Point (in coordination with gender/GBV/CP personnel)	● Support management in fulfilling PSEA responsibilities effectively. ● Report challenges or concerns regarding PSEA implementation to senior management. ● Receive and respond to reports of SEA allegations and ensure appropriate coordination of the response. ● Lead training sessions and awareness-raising activities for staff and stakeholders on PSEA policies. ● Represent RMFSL in external PSEA forums and inter-agency networks. ● Ensure clear communication of PSEA policies and procedures to the community, including access to reporting channels, complaint mechanisms, and service referrals.
Human Resources	● Screen all new staff for past SEA violations and other breaches of RMFSL policies (e.g., fraud, abuse of power). ● Ensure all personnel are familiar with and sign RMFSL's code of conduct, which includes PSEA provisions. ● Incorporate PSEA clauses into employment contracts and agreements, including those with subcontractors. ● Provide support during investigations of SEA allegations and maintain confidentiality. ● Keep PSEA-related documents on file, including signed codes of conduct and investigation records.

All Personnel	● Adhere to RMFSL’s code of conduct and PSEA-related policies.
	● Participate in PSEA training and awareness-raising activities to understand responsibilities and best practices.
	● Report any suspected or known SEA incidents through RMFSL’s designated reporting mechanisms.
	● Engage in investigations as required, ensuring respect for all parties involved.
	● Identify and mitigate potential risks of SEA within programming, especially for those involved directly with children and vulnerable populations.

This framework ensures alignment with RMFSL's sexual protection policy and promotes a consistent, victim-centered approach in preventing and responding to sexual exploitation and abuse.

Local Service Provider Directory

Rescue Mission for Street Life

Purpose:

The directory provides a list of local service providers available to support survivors of Sexual Exploitation and Abuse (SEA) and ensure immediate, appropriate, and survivor-centered assistance.

Instructions:

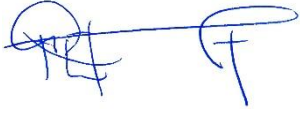
This directory will be regularly updated and shared with relevant staff and stakeholders.

Service Provider Name	Service Category	Location	Contact Information	Operating Hours	Specialized Services	Notes/Remarks
Dr. Lydia Buzaalirwa	Medical Care	Uganda Cares	0788156800	8am-5pm	Medical care, Counseling	24/7 emergency care
Elvis Kalugaba	Legal Support	Mabirizi Complex	0780899508	8am-5pm	Legal representation	Free services for survivors
Dr. Lydia Buzaalirwa	Psychosocial Support	Uganda Cares	0788156800	8am-5pm	Therapy, Family support	Child-friendly environment
Covennat Youth Home	Shelter/Accommodation/ Material Assistance	Plot 1295, Kalema Rd	0706134524	8am-5pm	Safe housing for survivors	Confidential location
Old Kampala Police Post	Law Enforcement	Old Kampala	0752018512	8am-5pm	Reporting, Investigation	24/7 accessibility
Ssanyu Babies Home	Social Services	Mengo - Lubaga	0706652495	8am-5pm	Community integration, Vocational training	Focus on women & children

Instructions for Use:

- Contact information for each service provider must be kept up to date and easily accessible.
- Ensure that services are relevant to the needs of SEA survivors, including healthcare, legal, psychosocial, shelter, and law enforcement support.
- Regular reviews should be conducted to confirm service providers' availability and quality of services.

Approval:

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line and a vertical line, and a large 'E'.

SSEMPEWO Edward,
Executive Director.
30th. June, 2024

Reporting Process Flowchart

1. Incident reported →
2. Focal point reviews and acknowledges receipt →
3. Survivor support services initiated →
4. Investigation launched (if required).

Template: Standard Operating Procedures (SOPs) for Referrals and Investigations

Referral Process Checklist

Step	Action
Immediate Needs Assessment	Conduct safety, medical, and psychosocial assessment.
Coordination with Providers	Contact service providers using the directory.
Follow-Up	Provide survivor with updates and feedback.

Investigation Steps

Phase	Action
Receiving Complaints	Record and log complaints in a secure database.
Preliminary Assessment	Determine credibility and initiate investigation if warranted.
Investigation Team Formation	Assemble gender-sensitive, trained personnel.
Data Collection	Conduct interviews and gather documentation.
Reporting	Prepare detailed findings and submit to management.
Accountability Measures	Ensure appropriate disciplinary or legal actions are taken.

Approval:



SSEMPEWO Edward,
Executive Director.
30th. June, 2024

PSEA Risk Assessment and Management Template for RMFSL

Section	Question	Risk Level (High/Medium/Low)	Management Strategy	Responsible Person/Department	Timeline for Implementation
1. Profile of Beneficiaries	What is the demographic profile of beneficiaries? (Age, gender, vulnerability)	High/Medium/Low	Target awareness-raising efforts to vulnerable groups	Nabatanzi Edith (Child Protection Officer)	Ongoing
	Are any specific groups particularly vulnerable to SEA?	High/Medium/Low	Tailor interventions for high-risk groups (e.g., girls, unaccompanied children)	Nabatanzi Edith (Child Protection Officer)	Immediate/Ongoing
	Are beneficiaries from unsafe family environments or street-connected?	High/Medium/Low	Provide safe spaces and specialized support for high-risk children	Nabatanzi Edith (Child Protection Officer)	Immediate/Ongoing
2. Profile of Personnel	Is there a gender balance of personnel working with beneficiaries?	High/Medium/Low	Ensure gender-sensitive recruitment practices	Busuulwa David (HR Department)	Immediate/Ongoing
	Have personnel been vetted for past SEA allegations?	Yes/No	Screen all personnel for SEA-related misconduct	Busuulwa David (HR Department)	Immediate/Annually
	Are personnel trained in PSEA and child protection?	Yes/No	Provide regular PSEA and child protection training	Nabatanzi Edith (Child Protection Officer)	Annually
3. Program	Does the programme	Yes/No	Ensure monitoring	Mugenyi George William	Ongoing

me Approach es	involve direct contact between personnel and beneficiaries?		and supervision of staff/beneficiary interactions	(Program Manager)	
	Are personnel working in pairs during beneficiary interactions?	Yes/No	Enforce staff pairing and supervision protocols	Mugenyi George William (Program Manager)	Immediate/Ongoing
	Are personnel identifiable (e.g., wearing visible IDs)?	Yes/No	Issue identification to all personnel engaging with beneficiaries	Busuulwa David (HR Department)	Immediate
	Are external visitors allowed unaccompanied to programme activities?	Yes/No	Restrict visitor access to sensitive areas	Mugenyi George William (Program Manager)	Ongoing
4. Program me Context	Where are the programme activities taking place? (Urban, rural, informal settlement)	High/Medium/Low	Assess and address risks specific to programme location	Ssempewo Edward (Executive Director)	Immediate/Ongoing
	Are beneficiaries aware of how to report SEA?	Yes/No	Implement awareness campaigns and distribute reporting materials	Nabatanzi Edith (Child Protection Officer)	Ongoing
	Is there an inter-agency complaints mechanism in place?	Yes/No	Ensure access to and awareness of complaints mechanisms	Ssempewo Edward (Executive Director)	Ongoing

5. Risk Mitigation Measures	Are security measures in place (e.g., lighting, guards)?	Yes/No	Enhance security measures at programme locations	Security Officer/ Mugenyi George William (Program Manager)	Immediate/ Ongoing
	Is the complaints mechanism adapted to meet beneficiaries' needs?	Yes/No	Adapt complaint mechanisms to be child-friendly and accessible	Nabatanzi Edith (Child Protection Officer)	Immediate/ Ongoing
	Are awareness campaigns on SEA held regularly?	Yes/No	Implement and update regular SEA awareness and prevention campaigns	Nabatanzi Edith (Child Protection Officer)	Ongoing
6. Action Plan for Mitigation	Identified Risks	High/Medium/Low	List Mitigation Measures	Mugenyi George William (Program Manager)	Immediate/ Ongoing
	Proposed Mitigation Measures		Action steps (e.g., increase monitoring , training)	Mugenyi George William (Program Manager)	Ongoing
	Responsible Person/Department		Name the person/team responsible for implementation	Mugenyi George William (Program Manager)	Ongoing
	Timeline for Implementation		Date of action completion	Mugenyi George William (Program Manager)	Ongoing
	Follow-up and Monitoring		Continuous monitoring to assess	Mugenyi George William (Program Manager)	Ongoing

			effectiveness		
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This version incorporates RMFSL's staff members and aligns the PSEA Risk Assessment and Management template with the SVSP Model for a more customized approach.

Acknowledgment and Acceptance Form for the PSEA Policy

I, the undersigned, _____,

Position: _____

Within RESCUE MISSION for Street Life,

From _____ to _____,

In _____

Hereby acknowledge and confirm the following:

I have received, read, and fully understand the **Code of Conduct** and **Protection from Sexual Exploitation and Abuse (PSEA) Policy** of RESCUE MISSION for Street Life. These documents outline RESCUE MISSION for Street Life's commitment to a **zero-tolerance policy** regarding Sexual Exploitation and Abuse (SEA) and reflect the organization's core values of integrity, respect, and safeguarding.

By signing below, I confirm the following commitments and responsibilities:

Commitment to Ethical Standards and Respect

- I acknowledge RESCUE MISSION for Street Life's commitment to safeguarding children, vulnerable adults, and staff, ensuring their protection from all forms of abuse, exploitation, and misconduct as defined in the **Code of Conduct/PSEA Policy**.
 - I agree to uphold the highest ethical standards and conduct myself in a manner that reflects the principles of respect, dignity, and fairness, without discrimination of any kind, and in accordance with the values set by RESCUE MISSION for Street Life.
 - I commit to treating all individuals with whom I interact—whether children, beneficiaries, staff, or community members—with the utmost respect, free from any form of exploitation, abuse, or harassment.
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Understanding and Compliance with PSEA Policy

- I have fully read and understood what constitutes **sexual exploitation and abuse** and the various forms they may take, as outlined in the **Code of Conduct/PSEA Policy**.
- I understand that I am obligated to comply with the standards of behavior defined in the policy and must actively avoid any actions or omissions that could contribute to exploitation or abuse.
- I recognize that I have a **personal responsibility** to report any **suspected or known incidents of sexual exploitation or abuse** involving beneficiaries, colleagues, or any persons within the scope of RESCUE MISSION for Street Life's operations.

- I agree to report any violations of the **PSEA Policy** promptly and confidentially through the appropriate channels as outlined in the policy, ensuring that the privacy and dignity of all involved are respected.
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Reporting and Protection from Retaliation

- I am aware of the **reporting mechanisms** and understand that reports of SEA will be treated with **confidentiality**, professionalism, and respect.
 - I understand that I will be protected from any form of **retaliation** if I report an incident of sexual exploitation or abuse in good faith or cooperate with an investigation. I also have the right to report any retaliation I might experience as a result of reporting or cooperating in good faith.
-

Training and Capacity Building

- I agree to participate in mandatory **PSEA training** and other awareness-raising activities organized by RESCUE MISSION for Street Life to stay informed of best practices for preventing and addressing sexual exploitation and abuse.
 - I recognize the importance of continuous learning to ensure the safety and well-being of the children, families, and communities we serve.
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Consequences of Non-Compliance

- I understand that failure to comply with the **Code of Conduct/PSEA Policy**, or failure to report a case of sexual exploitation or abuse, may result in disciplinary actions, including termination of employment or contractual agreements, in line with RESCUE MISSION for Street Life's internal policies.
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Acknowledgment

By signing this document, I confirm that I have read and understood the **Code of Conduct** and **PSEA Policy** in their entirety. I agree to adhere to the standards set forth and commit to promoting a culture of safety, respect, and accountability within RESCUE MISSION for Street Life.

Done in _____ on _____

Signature: _____

Name (Printed): _____

Position: _____

Date: // _____

Memorandum

To: All staff across the organization

From: The management of the organization



Date: 15th. June, 2024

Object: Designation of PSEA focal points

Dear colleagues,

RESCUE MISSION for Street Life follows a zero tolerance policy with regard to Sexual Exploitation and Abuse (SEA), and reaffirms its commitment to prevent SEA and to respond to incidents of SEA by providing adequate assistance to survivors, in order to protect the rights and enhance the safety of its teams and beneficiaries. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin our organization.

For this purpose we inform you that RESCUE MISSION for Street Life has designated the following team members as the Focal Points for Protection from Sexual Exploitation and Abuse (PSEA):

- [NABATANZI Edith], [Assistant Administrator], [edithtricia@gmail.com], [0746282870]

Please find attached the terms of reference detailing the responsibilities of these focal points.

Do not hesitate to reach out to them if you have any questions or concerns about sexual exploitation and abuse as part of the projects of the organization.

RESCUE MISSION for Street Life is at your disposal and thanks you for your collaboration.

[Note: Organizations can adapt this sample ToR to include their organization's mandate and mission, commitments to PSEA and specific expectations for PSEA focal points within their organization. Where possible, organizations should consider having at least two focal points in each office, including one female and one male focal point].

Terms of reference:

Protection from Sexual Exploitation and Abuse (PSEA) Focal Point

1. Background

1. Rescue Mission for Street Life (RMFSL) upholds a zero-tolerance policy toward sexual exploitation and abuse (SEA), ensuring the safety and dignity of vulnerable children and communities. Through the holistic SVSP Model—addressing Safety, Vulnerability, Sustainability, and Parental Support—RMFSL implements strong prevention and response measures. All personnel are trained, monitored, and held accountable to these principles.

2. Purpose

The purpose of the PSEA focal point is to have a designated staff member who supports senior management in coordinating the development and implementation of PSEA policy and procedures.

3. Scope of work

Key roles and responsibilities of PSEA focal points include:

Prevention:

- Conduct periodic assessments of RESCUE MISSION for Street Life’s PSEA policies and practices and suggest improvements to senior management.
- Conduct training and awareness-raising sessions on PSEA for all personnel on a regular basis.
- Work with human resource and other relevant personnel Busuulwa Javila on PSEA-related aspects, including ensuring that all personnel sign the code of conduct and that screening for past SEA violations is a regular part of the recruitment process .
- Facilitate awareness-raising campaigns with beneficiaries and local communities on the definition of SEA, the standards of conduct expected of RESCUE MISSION for Street Life’s personnel, and the various mechanisms for raising SEA allegations or concerns, including contact details.

Reporting allegations of SEA

- Manage the development of internal procedures for personnel to report incidents of sexual exploitation and abuse safely and confidentiality.
- Receive reports of SEA allegations and related information and coordinate the response according to relevant procedures.
- Report concerns or issues with PSEA implementation to senior management.

Response to SEA allegations

- Once a complaint is received, coordinate RESCUE MISSION for Street Life's response, including referral of SEA survivors for immediate, professional assistance and referral of the case for further investigations to [name of organization's entity responsible for handling internal investigations].

Other responsibilities

- Coordinate RESCUE MISSION for Street Life's PSEA activities with relevant organizations, including inter-agency initiatives, as appropriate.
- Support senior management in implementing other PSEA-related activities, as appropriate.

4. Competencies and Experiences

- Proven integrity, objectivity and professional competence
- Demonstrated sensitivity and knowledge of cultural and gender issues; experience in GBV programming is preferred
- Fluent in English
- Demonstrated experience of working directly with local communities
- Proven communication skills

Upon appointment, the focal point will undergo organization-specific training on PSEA, as soon as feasible.