IFHV **VENRO**
VERBAND ENTWICKLUNGSPOLITIK
UND HUMANITÄRE HILFE

# PUTTING PSEAH POLICIES INTO PRACTICE

Humanitarian organisations are already well equipped with policies, guidelines and Codes of Conduct when it comes to the prevention of sexualised exploitation, abuse and harassment (PSEAH). Putting these policies and guidelines into practice presents a challenge for many NGOs.

In four online sessions, participants will learn what steps are necessary from the finalisation to lived practice of their guidelines. They will discuss how to implement those steps together with their partner organisations. Prerequisite for participation is the completion of provided e-learning modules.

The training is targeted at experienced staff of German and local/national humanitarian NGOs responsible for PSEAH or managers responsible for the implementation of policies. Participating organisations have to have existing PSEAH policies in place. We kindly ask German NGO colleagues to forward this invitation to their local and national partner organisations.

The seminar will be facilitated by Oluchi Ihedoro, safeguarding expert and trained PSEAH investigator with CHS Alliance. She currently works for the Safeguarding Resource and Support Hub and leads the development and implementation of safeguarding strategies.

The sessions will be in English. Participation is free of charge. To enable interactive sessions, the number of participants is limited. Participants will receive feedback on their admission to the course one to two weeks after their registration.

This seminar is part of a joint project of the Institute for International Law of Peace and Armed Conflict (IFHV) of the Ruhr-University Bochum and VENRO. It is financially supported by the German Federal Foreign Office.

**WHEN?**
Tuesday, 6 June,
Tuesday, 13 June,
Thursday, 15 June and
Monday, 19 June 2023

1:00-5:00 pm CEST each

**WHERE?**
Online (Zoom)

**REGISTRATION**
Please register ↘ online until 25 May 2023.

**CONTACT**
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**PROGRAMME**

**Session 1: Tuesday, 6 June 2023**

**Objectives:**

1.  **Participants understand the importance of the safeguarding policy in their work**

2.  **Participants understand their policy contents and ensure they are up-to-date**

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| 1:00 pm | **Welcoming and introduction** |
| 1:30 pm | **Reflection activities:**<br>1. Knowledge test on safeguarding and safeguarding policies: using poll questions<br>2. Review of responses |
| 1:40 pm | **Presentation:**<br>What is a safeguarding policy?<br>Why do we need a safeguarding policy?<br>What makes a robust safeguarding policy? |
| 2:20 pm | **Break** |
| 2:40 pm | **Review of a sample of safeguarding policies** |
| 3:30 pm | **Group reflection:**<br>What are the components of your or your partners' safeguarding policies?<br>What areas need improvement? Why?<br>How can they be improved? |
| 4:20 pm | **Plenary discussion** |
| 4:50 pm | **Take home task:**<br>Review your safeguarding policies and reflect on how to update them |
| 5:00 pm | **End of session** |

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**Session 2: Tuesday, 13 June 2023**

**Objectives:**

1.  **Participants understand who their safeguarding policy applies to and how**

2.  **Participants understand how to design safeguarding roles and responsibilities for their entire team**

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| 1:00 pm | **Welcoming and quick recap of the last session** |
| 1:10 pm | **General sharing:** <br> 1. What changes would you make to your safeguarding policy and why? <br> 2. What other gaps were identified in your safeguarding system? How could this be managed? |
| 1:40 pm | **Brainstorming session:** <br> Reflecting on your work, to whom does the safeguarding policy apply? Why? |
| 2:00 pm | **Group work:** <br> Case studies – using a fictitious organisation and team members to reflect further on who the policy applies to |
| 2:50 pm | **Break** |
| 3:10 pm | **Group presentation** |
| 4:00 pm | **Plenary session:** <br> General discussions and agreements/identification of who the safeguarding policy applies to in your work |
| 4:50 pm | **Take home task:** <br> Identify and design the safeguarding roles and responsibilities of all your team members |
| 5:00 | **End of session** |

## Session 3: Thursday, 15 June 2023

### Objectives:

1. **Participants understand how to operationalise their safeguarding policy**

2. **Participants' confidence is built to develop strategies to operationalise their organisations' safeguarding policy**

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| 1:00 pm | **Welcoming and quick recap of the last session** |
| 1:10 pm | **Safeguarding roles and responsibilities**<br>General reflections on the safeguarding roles and responsibilities |
| 1:30 pm | **Case studies on safeguarding processes and implementation**<br>What is the status of the organisations' safeguarding policies? How can you describe the operation of the policies? Gaps? |
| 2:00 pm | **Group presentation** |
| 2:30 pm | **Break** |
| 2:50 pm | **Presentation**<br>How to make your safeguarding policy a live document – processes and procedures |
| 3:20 pm | **Group work on case study: Operationalising policies**<br>What challenges do you foresee? How to manage them? |
| 4:20 pm | **Group presentations** |
| 4:50 pm | **Take home task:**<br>Design an awareness raising campaign and implementation plans for your team to improve the implementation of your safeguarding policies |
| 5:00 pm | **End of session** |

## Session 4: Monday, 19 June 2023

**Objectives:**
1. **Participants understand how to monitor the implementation of their safeguarding policies and commitments**
2. **Participants are confident to develop their organisations' monitoring strategies on safeguarding**
3. **Participants understand how to motivate their employees to implement their safeguarding commitments.**

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| 1:00 pm | **Welcoming and quick recap of the last session** |
| 1:10 pm | **Safeguarding policy awareness raising**<br>1. Share key strategies for your safeguarding policy awareness raising and implementation plans<br>2. Discuss the key persons involved in the implementation of the strategies |
| 2:00 pm | **Reflection and sharing on video**<br>1. How does the video resonate with you/your organisation?<br>2. What was done well? Why?<br>3. What should have been done better? |
| 2:30 pm | **Break** |
| 2:50 pm | **Presentation**<br>How to monitor your safeguarding implementation |
| 3:10 pm | **Group work on case study: Monitoring**<br>Identification of steps for a good monitoring system |
| 4:00 pm | **Group presentations** |
| 4:20 pm | **Open questions and answers, training assessment** |
| 5:00 pm | **End of training** |