

# Protection & Safeguarding Policies

**LEBANESE SPOTLIGHT**

**Beirut Lebanon**

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**Protection from Sexual Exploitation and Abuse Focal Point: Mr./Ms.**

**Highest Authority for Policy Approval: Mr. Ali Omar Ali**

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## List of Acronyms

**PSEA:** Protection from Sexual Exploitation and Abuse

**SEA:** Sexual Exploitation and Abuse

**ED:** Executive Director

**PSEA FP:** Protection from Sexual Exploitation and Abuse Focal Point

**EC:** Ethics Committee

**CoC:** Code of Conduct

**HR:** Human Resources

**IASC:** Inter-Agency Standing Committee

**LHDF:** Lebanese Humanitarian and Development NGOs Forum

**LSL:** Lebanese SpotLight

## List of Definitions

**Protection** : Protection is the active process of keeping someone or something safe from harm, danger, or any form of violence. It involves not only sheltering and defending but also ensuring the well-being and dignity of those under our care (working staff , Volunteers, Beneficiaries ,Partners) . True protection goes beyond mere physical safety, it includes preserving the integrity and respect of individuals, recognizing their inherent value, and shielding them from exposure, injury, damage, or destruction. At its core, protection is about safeguarding the essential needs of others while upholding their dignity and human rights.

**Safeguarding** : the duty of organizations to ensure the safety and well-being of their employees, operations, and stakeholders. Programs designed and / or implemented at LSL must not cause harm to children ,adults,and elderly who are at risk or expose them to abuse or exploitation.This term encompasses physical, emotional, and sexual harassment, exploitation, and abuse caused by staff members.

**Abuse:** Abuse is any act or behavior that causes harm, distress, or suffering to an individual. It can manifest in various forms, including physical, emotional, sexual, or psychological harm, as well as neglect or deprivation. Abuse is not limited to overt acts of violence; it can also involve threats, harassment, intimidation, or other disruptive behaviors that undermine a person's well-being and sense of security.

**Abuse against children** refers to any action or failure to act by a parent, caregiver, or any other person that results in actual or potential harm to a child. This harm can be physical, emotional, or sexual in nature, and can also include neglect, where a child's basic needs are not met.

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**Abuse against women** encompasses any behavior or action that causes physical, emotional, sexual, or psychological harm to a woman. This abuse can occur in various settings, including domestic environments, workplaces, or public spaces, and often involves an abuse of power or control.

**Youth** : individuals aged from 15 - 29 years old It was so defined by the Lebanese Ministry of Youth and Sport, and the United Nations agencies working with children and youth, youth associations in the Lebanese civil society, and experts, based on social and economic characteristics specific to Lebanon.As we At LSL Agree on , and ensure their protection and safeguarding through our policies.

**Children** : In Lebanon, a Child is defined as any male or female under 18 years of age. However, the age of legal responsibility begins at just 7 years old, which raises serious concerns. As we At LSL Agree on , and ensure their protection and safeguarding through our policies.

**Women:** referred to as Adult Females human beings. A woman , a person assigned a female sex at birth. At LSL ,Our belief is rooted in the respect for all women, ensuring their rights, safety, and dignity are upheld in every context.

**Elderly:** Individuals that are aged over 65 years old , referring to the Lebanese Law. At LSL, Our commitment is to ensure that the elderly are treated with the utmost respect, dignity, and care.

**Child protection** involves the prevention of and response to abuse, exploitation, and violence against children.At its core, child protection is about safeguarding children’s rights and well-being, while promoting actions and solutions that serve their best interests.

**Sexual Exploitation and Abuse:** Sexual exploitation and abuse refers to any breach of the provisions of the United Nations Secretary-General’s bulletin on “Special measures for protection from sexual exploitation and sexual abuse” (ST/SGB/2003/13), or the same definitions as adopted for military, police and other United Nations personnel.

**Sexual Abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual abuse is not limited to direct physical contact. Sending messages with sexual contact is considered also sexual abuse.

**Sexual Exploitation:** Any actual or attempted abuse of a 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 Harassment:** Any unwelcome sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another. Sexual harassment may occur when it interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive environment. It can include a one-off incident or a series of incidents. Sexual harassment may be deliberate, unsolicited and coercive.



## Introduction and Component of the Policy

This policy has been developed with the assistance of LHDF with the support of LHDF EC.

Lebanese Spotlight is a nonprofit NGO that was launched in 2017 to empower the youth and make sure they are solidly and noticeably present in the society. Lebanese Spotlight is in constant pursuit of this goal through indulging in a variety of capacity building workshops and community service. Lebanese Spotlight understands that to build a strong and successful community, the organization must show zero tolerance to any possible form of exploitation of any volunteer or employee. LSL must also disallow any possibilities of abuse and unethical behavior.

### **Our Mission:**

Empowering and inspiring young individuals in Lebanon, providing them with the necessary skills, knowledge, and opportunities to become proactive changemakers in their communities. We aim to achieve this through diverse activities and initiatives that ignite passion, promote self-discovery, and support the environmentalist movement, all while aligning with the UN Sustainable Development Goals

### **Our Vision:**

Create a world where young individuals are the driving force behind positive societal transformation. A society where the youth in Lebanon are equipped with essential life skills and a profound sense of purpose, leading to communities flourishing with unity, mutual support, and a shared commitment to making a lasting impact.

### **Our Objectives :**

- Empowering Youth with Futuristic Skills: Offering training and resources to enable Lebanese youth to thrive in an ever-changing technological landscape, with the annual goal of reaching 500 participants.
- Guiding Career Exploration: Developing a career-oriented curriculum that empowers students to chart their own professional paths, aiming to help 10,000 participants achieve significant career milestones within three years.
- Cultivating Self-Discovery and Community Building: Organizing yearly workshops and events in Beirut to create spaces where youth can explore their potential and build meaningful connections.
- Driving Sustainable Change: Establishing and sustaining eco-conscious projects in Lebanon that actively promote eco-friendly practices and contribute to the Go Green movement.
- Encouraging Entrepreneurial Mindset: Implementing skill-enhancement programs focused on entrepreneurship, with a specific goal of enrolling 700 participants within the next six months.
- Empowering Youth Ambitions: Providing mentorship and resources to empower 10,000 young individuals in Lebanon, enabling them to turn their ambitions into achievements within the next year.

### **Our Values:**

- Inclusivity: Ensuring that Lebanese Spotlight is open and welcoming to all youth regardless of their Background Ethnicity religion gender or socioeconomic status
- Youth Voice and Participation: valuing the opinions, ideas, and contributions of young people in all aspects of LSL works from planning to implementation.
- Respect and Tolerance: Promoting respect for differing opinions and perspectives and encouraging tolerance and understanding among members.

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- **Accountability and Transparency:** allowing members and stakeholders to trust LSL, Holding the organization and its leaders accountable for their actions, decisions, and commitments.

This policy outlines the commitment of LSL to the prevention and response of sexual exploitation and any type of abuse of vulnerable beneficiaries, involving employees and related personnel.

This document clearly describes the main components of the Protection & Safeguarding policy that are guidelines and procedures for:

- Educating LSL employees and personnel on Protection & Safeguarding policies Knowledge during their daily tasks, which will increase their performance towards Protection & Safeguarding knowledge.
- Supporting LSL's safe identification and referral system when preventing and responding to any Protection & Safeguarding allegations.
- Advocate beneficiaries who are at risk of any kind of abuse.
- Reinforcing LSL's mission in safe programming and safe recruitment.
- Upholding LSL's partners accountable to Protection & Safeguarding policies' Principles.

## Policy Scope

This policy applies to all LSL's employees including, but not limited to, board members, highest management employees, service personnel, HR personnel, volunteers, contractors and consultants both on and off LSL's grounds, during and outside working hours.

## Policy Statement

Given LSL's dedication to promoting Protection & Safeguarding along with PSEA awareness at the workplace, SEA are considered a breach of the LSL code of conduct.

LSL does not tolerate any form of sexual exploitation and abuse, as well as bullying and non-sexual forms of power abuse, by LSL personnel or related parties against anyone else, regardless of age, gender, sexual orientation, disabilities, religion, or ethnicity.

LSL agrees to do everything possible to avoid potentially harmful conduct, such as SEA by LSL, and other personnel against beneficiaries and community members. LSL takes all complaints and concerns about sexual exploitation and abuse extremely seriously, and it conducts detailed investigation into any allegations that indicate a potential violation of this policy or the LSL Code of Conduct.

## Safeguarding Policy AT LSL :

### Principles

- a. **Zero Tolerance:** Lebanese Spotlight has a zero-tolerance policy towards all forms of harm, abuse, exploitation, and neglect. We do not tolerate any behavior that jeopardizes the safety or well-being of individuals, especially those who are vulnerable.
- b. **Safeguarding First:** Safeguarding is paramount in all our activities and decision-making processes. We prioritize the safety and dignity of individuals above all other considerations.



c. **Informed Consent:** We uphold the principle of informed consent, ensuring that individuals are fully informed about the nature, purpose, and potential risks of our activities, and that they have the right to make voluntary and informed decisions.

d. **Confidentiality:** We respect the confidentiality of individuals who report safeguarding concerns or incidents, and we ensure that their identities are protected to the fullest extent possible, except where disclosure is required by law or necessary to prevent harm.

e. **Accountability and Transparency:** We are accountable to the individuals and communities we serve, as well as to our donors, partners, and other stakeholders. We are committed to transparency in our safeguarding practices and to taking appropriate action in response to safeguarding concerns.

### **Safeguarding Measures**

a. **Recruitment and Screening:** We prioritize the safety and well-being of those we serve by carefully selecting individuals to work with LSL. Our recruitment process includes thorough protective background checks, such as criminal record and reference checks, to ensure that everyone who joins our team is trustworthy and committed to our values.

b. **Staff and Volunteer Training:** We believe that everyone involved with LSL should be equipped to protect and support those in our care. That's why we provide comprehensive training to all staff, volunteers, and relevant stakeholders. This training covers our safeguarding policies, how to recognize signs of harm, the steps to report concerns, and how to respond effectively when issues arise.

c. **Code of Conduct:** At LSL, we hold ourselves to the highest standards of behavior. Our code of conduct clearly outlines what is expected of everyone associated with our organization, prohibiting any form of harm, abuse, or exploitation. We require all our team members to uphold these principles, ensuring a safe and respectful environment for all.

d. **Risk Assessment and Mitigation:** We are proactive in identifying and addressing potential risks within our programs and operations. Regular risk assessments help us spot vulnerabilities and take preventive measures to minimize harm. By doing so, we create safer spaces for everyone involved with LSL.

e. **Reporting Mechanisms:** We have made it easy and safe for anyone to report concerns or incidents related to safeguarding. Our reporting mechanisms are clear, accessible, and confidential, allowing individuals to speak up without fear of retaliation. When a report is made, we respond promptly, conduct impartial investigations, and take appropriate action to address the situation.

f. **Support and Assistance:** We are here to help those who have experienced harm, abuse, exploitation, or neglect. Lebanese Spotlight offers support services, including access to medical care, counseling, legal aid, and more. Our commitment extends beyond immediate assistance, as we also work to prevent further harm and provide ongoing support to those in need.

### **Compliance and Monitoring**

a. **Compliance:** All individuals associated with Lebanese Spotlight are expected to comply with this safeguarding policy and uphold its principles and guidelines in their conduct and interactions.

b. Monitoring and Evaluation: We conduct regular monitoring and evaluation of our safeguarding practices to assess their effectiveness, identify areas for improvement, and ensure compliance with this policy and relevant standards.

### **Review and Revision**

This safeguarding policy is subject to periodic review and revision to ensure its effectiveness, relevance, and alignment with our mission, values, and evolving best practices.

## **PSEA Principles at LSL**

LSL supports and follows the six core principles relating to sexual exploitation and abuse adopted by the IASC members in 2002, and the six core principles are:

1. “Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.
3. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
4. Any sexual relationship between those providing humanitarian assistance and protection and a person benefiting from such humanitarian assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.
5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.” (Principles, 2002)

LSL ensures that, where necessary, they will report to the proper authorities for criminal prosecution and judicial process, and that they will require active a court case as an affected party.

## **Roles and Responsibilities**

### **1- PSEA Focal Point**

The focal point in charge of the application of the PSEA policy, is an employee designated or co-opted according to the rules of the established rules of procedure, he/she/they in charge of

- Collect all information received concerning possible complaints of an act that goes against the principles defended by PSEA;
- Report any event or testimony, in compliance with the rules of confidentiality, to the bodies in charge of investigations and decisions;
- Manage the effectiveness of the means of collecting complaints;
- Animate the spirit of the teams with regard to humanitarian values and in particular PSEA;

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- Assess the risks for each project and program
- Increase interest in the fight for PSEA by actively participating in meetings example: PSEA working groups.

## **Selection:**

The ED is responsible to assign a PSEA FP. The assignment of PSEA FP should go with accordance to the rules that abide with the recruitment procedures.

The job description for this role is briefly described in appendix 4.

In case of any allegations against the ED, the PSEA FP should immediately raise this concern to the EC after informing the board members of LSL.

## **2- Executive Director**

The ED is the person in charge of overseeing the execution of the PSEA within LSL. Additionally, the ED ensures that suitable complaint processing and investigation systems, as well as employee disciplinary procedures, are in place. When the ED is unavailable, they may choose someone from the EC to carry out their responsibilities and ensure that actions are carried out.

## **3- Ethics Committee**

It consists of an odd number of members, at least 5 members of LHDF. This committee invite personnel in their capacity as experts with a psychologist in charge of assessing the case and a lawyer for legal advice. Each member must sign a privacy statement and accept the TOR of that commission or committee.

Its main mission is to receive:

- Major complaints reported by the focal point
- Assess and categorize complaints
- Calling on the experts
- Proceed by appointing two of its members to the investigations
- Call on external investigators (investigation pool) in agreement with management
- Launching procedures for the protection of victims and witnesses
- Inform the organization's managers

## **4- Human Resources**

Human Resources shall guarantee that all LSL employees and associated persons (volunteers, interns, consultants, contractors, etc.) understand and adhere to this policy, as well as sign the PSEA policy and LSL CoC, with the assistance of PSEA FP. HR is also in charge of comprehensive recruitment, induction, and orientation, while Managers are in responsibility of performance management to prevent sexual exploitation and abuse, as well as any other type of abuse or grooming of beneficiaries. If needed, HR will assist in the coordination with the EC.

## **5- LSL Personnel**

LSL personnel including, but not limited to: staff, volunteers, interns and consultants should not request beneficiaries of LSL programs or other members of the communities in which LSL works for

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any service or sexual favor in exchange of protection or humanitarian assistance, and must not engage in sexually exploitative relationships.

In addition, all personnel should abide to the following guidelines:

- a- LSL personnel shall not utilize the services of sex workers while on LSL assignment, specifically while on LSL premises or accommodation or when attending meetings, seminars, and trainings; regardless of the local or national legislation addressing sex work or prostitution in Lebanon.
- b- LSL personnel must put off engaging in sexual activity with beneficiaries because there is an inherent conflict of interest and the potential for imbalance of power can happen in such situations. If a staff member engages in sexual activities with a beneficiary, he/she/they must inform their supervisor immediately. Failing to report such misconduct may take disciplinary action.
- c- LSL personnel must report any concern or suspicion of SEA using the policy established reporting procedures under any circumstances even if the accused perpetrator is a colleague. Information on SEA incidents involving LSL colleagues or any other personnel, should only be communicated with the PSEA FP or their replacement who will take over the investigation.
- d- All LSL personnel must read, fully comprehend and sign the PSEA policy and the CoC, in addition to attend any required capacity building training or induction sessions that may increase their knowledge towards preventing and responding to SEA allegations.
- e- All LSL personnel must promote a positive work environment, demonstrate honesty and integrity and finally work ethically and professionally.

## Confidentiality and Data Protection

### Data Protection and Storing Information

LSL Protection Officer & PSEA FP is well aware that all matters relating to Protection and Safeguarding policies alongside with PSEA are confidential. Accordingly, any records that contain sensitive information about a survivor will be stored using strict confidentiality and data protection guidelines. This includes information on how to password protect soft copies and clear guidelines on storage of hard copies.

### Need-to-know basis

The LSL Protection Officer and PSEA FP will only disclose information about a survivor to other members of staff and/or authority on a need-to-know basis. The EC should be involved in the reporting pathway and legally mandated to handle incidents/cases of abuse will require information to intervene.

### Consent before sharing information

Any information disclosed by a survivor belongs to the survivor and therefore they must give consent before it is shared.

### Protecting Sensitive Information

Spreading rumors about incidents or sharing details about cases constitute a serious break in confidentiality and would be referred to the ED for appropriate action. Everyone is expected to protect information and limit its spread at all times and in all situations.

Security of Copies stored on a PC:

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Documents relating to an investigation must be retained, in a secure place, by the organization together with a written record of the outcome of the investigation and, where disciplinary action has been taken, retained on the member of staff's, personal and confidential file in accordance with the organization's disciplinary procedures.

The PC should be password protected and in a room with limited access. Updated antivirus should be on the computer. All records should be saved in a single folder that is not obvious to find on the desktop. Records should be labeled using the branch location, initials of the survivor and a code consisting of the Day, Month and year e.g. RL130617 or AS150217.

All records with sensitive information should be password encrypted on Microsoft word.

## **Responding to Concerns – Managing Allegations**

As part of embedding PSEA in programmes and activities at LSL, complaint mechanisms should be put in place in order to ensure that beneficiaries and LSL staff are able to raise concerns. Every affected recipient of humanitarian assistance at LSL has access to safe pathways to report SEA and any type of violence through internal complaints mechanisms that are appropriate and are accessible.

Complaints are to be reported directly to the Protection officer hotline & PSEA FP Hotline through direct phone call, texting, or in person disclosure. In addition, beneficiaries and staff will have an access to report through complaint boxes that are available at LSL centers. These complaint boxes will be checked on a weekly basis. Both, the ED and the PSEA FP should be available while checking the boxes.

Anyone has the responsibility to report SEA concerns to the PSEA FP who will be in charge to receive the concern, assess it and refer it to the EC who will take charge in suggesting the corresponding action plan with coordination with the PSEA FP and ED.

When receiving the complaint, PSEA FP must not tolerate its continuation. The PSEA FP should immediately inform the ED who will be in charge to inform the HR about the incident. No details about the incident are to be discussed with the HR until the investigation is done. Alleged perpetrators should be immediately informed by the HR to dismiss their presence in any of LSL premises including but not limited to, field visits, conferences or any activity under LSL's programmes. Suspected personnel will be placed under a probation period until the investigation process is finalized.

Failure to commit to the probation period will be considered as a breach or major misconduct, will then lead to a termination of the employee contract along with corresponding legal actions.

Before proceeding with the investigation, the PSEA FP should record the incident by using the incident report form – appendix 2, and by copying the ED, the EC should start the investigation within the following 24 to 48 hours depending on the severity of the incident.

When the investigation is done, if the SEA is confirmed, it is LSL responsibility to undertake legal measures towards the perpetrator with the intervention of LSL's lawyer, the ED and the EC through the relevant legal labor law in Lebanon.

In case of any allegations against the Protection officer & PSEA FP, receiving complaints will be held by the ED as well as the sanctions against these 2 focal points are under the ED and EC responsibility.



In case of any allegations against the ED or any board member, the PSEA will be in charge to receive the concern and refer it to the EC who will assess the level of risk and accordingly suggest an intervention or action plan.

## **LSL Behavioral Conduct:**

All personnel have a duty to:

- Adhere to any of the LEBANESE SPOTLIGHT policies and protocols
- Refrain from engaging in any fraudulent or sexual harassment conduct including its facilitation towards any other colleague, volunteer, or beneficiary
- Refrain from engaging in any activity that can cause harm to the organization, colleagues, or beneficiaries
- Forbid any hate or harmful speech towards any colleague or beneficiary
- Hold accountable to report any misconduct with respect to this CoC and other policies (PSEA)
- Hold accountable to respect the organization's data protection protocol and confidentiality guidelines

Ensure that all material related or acquired during employment by the organization including reports, records, contacts, and work-related correspondence is professionally and completely handed over to the organization's leadership or any subsequent successors

### **Breaching the code of conduct**

All colleagues have a duty to report any breach of the CoC. Any violations of the rules and regulations outlined above will subject the individual in question to a formal review and investigation carried out by the Executive Director of the organization and/or the Ethics Committee depending on the severity of the violation. Decisions by these parties might lead to disciplinary action or termination of appointment/employment when and where warranted.

The violation must be reported within 24 hours. Any signatories encountering such an accusation should be withdrawn from their position and from any involvement with the beneficiaries in question until the claim is thoroughly examined and addressed.

Making false allegations of a violation of the Code of Conduct against a participant, whether intentional or unintentional, is forbidden.

### **For employees/volunteers:**

This CoC is directly linked to their contract of employment. Any employee who fails to comply with the Code of Conduct will be subject to disciplinary action, up to and including dismissal from employment.

When inappropriate behavior occurs and leads to a breach of the CoC, it will be reported to the HR and/or line manager if applicable and/or the executive director when appropriate, who shall then determine the consequences depending on the assessment of the severity of the situation with possible responses including:

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- Counselling
- Verbal Warnings
- A meeting is to be held with the employee/volunteer in the presence of the HR and the line manager
- Written warning
- Suspension or Expulsion as a last resort

For signatories that are not employees - volunteers:

This document is directly linked to any other contract or agreement of cooperation by which they represent LEBANESE SPOTLIGHT. Failure to comply with the Code of Conduct might lead to breaking the contract or agreement that exists between the organization and the signatory. Contracts and agreements include clauses to interrupt the collaboration in case of breaches of the code of conduct.

## **Declaration of Commitment to the CoC:**


**I, the undersigned, hereby declare that I have read and understood all of the terms mentioned in LEBANESE SPOT LIGHT's Code of Conduct and agree to respect and follow their guidelines to the best of my ability for the entire duration of my employment and/or affiliation with Helem**

**Full Name of Signatory:** -----

**Date:** -- / -- / ----

**Title:** -----

**Signature:** -----

L E B A N E S E  
S P  T L I G H T  
Appendices

**List of appendices:**

- 1- Declaration of Commitment to LSL PSEA
- 2- Incident Report Form
- 3- PSEA Focal Point Case Log Sheet
- 4- PSEA Focal Point Job Description

**Appendix 1: Declaration of Commitment to LSL PSEA**

**I, the undersigned (Full name) ....., having read and understood the principles and basic standards of the Protection from Sexual Exploitation and Abuse at LSL Association, agree to implement the policy throughout the time I am affiliated with this association.**

**Date: -- / -- / ----**

**Signature: -----**

**Appendix 2: Incident Report Form**

This report should be filled by the PSEA FP in order to document the incident, refer it to the EC and accordingly document the required action plan.

<b>Name of the Reporter (Optional):</b>		<b>Date of Reporting:</b> -- / -- / ----
<b>Name of the Survivor (If different than the reporter):</b>		
<b>Code Designated to the survivor:</b>		
<b>Age:</b>	<b>Phone Number:</b>	
<b>If under 18, which organization has the case been referred to?</b>		
<b>Date of the Incident:</b> -- / -- / ----		
<b>Location of the Incident:</b>		
<input type="checkbox"/> Inside LSL's Premises: -----		
<input type="checkbox"/> Other / Please Indicate: -----		
<b>Details of the incident:</b>		
<b>Physical, Medical and Emotional State of the survivor:</b>		
<b>Info about witnesses and contact information- if available:</b>		
<b>Recommendations:</b>		
<b>Name of the PSEA FP:</b>		<b>Signature:</b>
<b>Name of the ED:</b>		<b>Signature:</b>

### Appendix 3: PSEA FP Case Tracking Sheet

This sheet should be updated on a regular basis in order to keep track of the flow of the intervention in each case.

PSEA FP Name:

Year: 2022

	حالة	Date Concern Received	Type of Concern	Status
1	<i>Example: IC-1</i>	<i>12/12/2022</i>	<i>Witnessed or Doubt</i>	<i>Intervention has started or pending</i>
2				
3				
4				
5				
6				
7				
8				
9				
10				

#### **Appendix 4: PSEA FP Job Description**

The ED, with coordination with the EC at LSL, is responsible to assign a PSEA FP. It is advisable that the PSEA FP to be a certified psychologist or social worker since either occupation helps an individual handle any suspected or witnessed case of SEA.

Responsibilities of the PSEA Focal Point:

- 1- Ensure that the PSEA policy is displayed at prominent places within the office, as well as online, and to make it accessible to all members or staff.
- 2- Work with others to create a safe environment where staff and others feel able to raise concerns without fear of retribution.
- 3- Ensure that this policy is displayed at prominent places within the office, as well as online, and to make it accessible to all members of staff.
- 4- Ensure that all inductions include a discussion of this policy.
- 5- Deliver training to all staff on this policy and other policies that fall within the PSEA.
- 6- Work with others to ensure that the values, commitments, and procedures set forth in this policy are embedded throughout all LSL's programmes and activities, and those of our partners.
- 7- Act as the first responder to any PSEA complaints
- 8- Ensure that they raise all concerns and complaints relating to PSEA with respect to the referral procedure system.
- 9- Document all cases on the incident form and the case tracking sheet
- 10- Attend PSEA working groups when needed
- 11- Represent LSL in PSEA working groups
- 12- Coordinate with LHDF EC
- 13- Coordinate with the PSEA network in Lebanon when needed