

## Template Workplan for Preventing Sexual Exploitation and Abuse (SEA) in XXX Region/Country Financial Year XXXX

Goal	Priority	Task	Who	By when?	Done?	Comment
<b>Getting the Right Staff</b>	1.1	Attempt to have an equal balance of male and female staff with all grades				
	1.2	Code of Conduct Signed by all Staff, Volunteers, Consultants etc.  <i>At minimum, the CoC should be signed in the presence of HR staff, and then the recruitment or line manager should include a discussion of the CoC in the induction. Ideally, the CoC will also be sent to potential employees with their offer letter. Code of Conduct available on the intranet.</i>				
	1.3	Ask Questions about Personal Conduct, Attitudes, Behaviours of Referees <a href="#">See supporting document</a>				
	1.4	Investigate Gaps in Employment History <a href="#">See supporting document</a>				
	1.5	Ask Questions About PSEA in Interview <a href="#">See supporting document</a>				
	1.6	Carrying Out a Criminal Records Check <a href="#">See supporting document</a>				
<b>Awareness Raising with Staff and Partners</b>  Attention – need to prioritise staff time so they can attend training, and need a budget line for some of these activities.	2.1	Country Director to Make Decisions - about personal behaviour standards <a href="#">See supporting document</a>				
	2.2	All Incoming Staff to go through Induction Pack  <i>Line manager to use resources on PSEA intranet page</i>				
	2.3	PSEA Materials up on Notice Boards <a href="#">See supporting document</a>				
	2.4	PSEA Pick Up & Go-type activity for all once a year  <i>See materials on PSEA intranet page (there is different training for management and non-management staff)</i>				
	2.5	Staff/managers attend 'other' trainings as appropriate: ie. BSO Investigators training, KCS child protection training, OGB protection training, UN SEA trainings etc.				
	2.6	Discuss and deliver to expectations and needs of partners <a href="#">See supporting document</a>				
<b>Awareness Raising with</b>	3.1	Train staff on how to deal with complaints <i>See training materials soon to appear on accountability intranet page</i>				

<b>Communities</b>	3.2	Discuss 'right to make a complaint' with communities <i>See training materials soon to appear on accountability intranet page</i>				
	3.3	Discuss with communities how best to make a complaint <i>See training materials soon to appear on accountability intranet page</i>				
	3.4	Communicate 'right to make a complaint' and how to make a complaint <i>See training materials soon to appear on accountability intranet page</i>				
	3.5	Feedback to communities what has changed as a result of complaints made <i>See training materials soon to appear on accountability intranet page</i>				
<b>Reporting Allegations and Incidents</b>  <i>See Guidelines for Procedures for Handling Allegations of SEA (under development)</i>	4.1	Communicate responsibility of all to report allegations  <i>Discuss in inductions; put information on Code of Conduct and whistle blowing on staff noticeboards; ensure regular reminders in staff meetings</i>  <i>(Maybe add a supporting doc here on what an allegation 'looks like?')</i>				
	4.2	Set up clear reporting lines, communicate to staff, partners & communities				
	4.3	Train/support all in use of complaints mechanism				
	4.4	Clarify and communicate to staff locally appropriate victim assistance strategy <i>See Guidelines on Victim Assistance (under development)</i>				
<b>Investigations</b>  <i>See Guidelines for Procedures for Handling Allegations of SEA (under development)</i>	5.1	Investigate all 'credible' allegations				
	5.2	Refer allegations about other agencies to appropriate agency  <i>Be sure to respect confidentiality and try to ensure assurances from the relevant agency that follow-up will be made.</i>				
	5.3	Work on respect for/of confidentiality for all with staff, partners & communities				
	5.4	Analyse and learn from investigations, share learning  <i>Undertake internal lessons learned exercise after each investigation; record learning; share with Region and Oxford so that other teams can benefit; be sure to look at these lessons learned the next time an allegation is made and before launching activities.</i>				
	5.5	Report confidential version of all investigations to HR/CHR				
<b>Lobbying / Advocacy</b>	6.1	Publicity, awareness raising with Oxfam colleagues – be a 'champion'!				
	6.2	Complete risk assessment, use as lobbying/advocacy tool <i>See risk assessment tool on PSEA intranet page</i>				
	6.3	Join appropriate local networks for preventing / reporting SEA				
	6.4	Encourage colleagues to live up to their responsibilities				