



**SAFEGUARDING POLICY
OF
THE COMMUNITY INITIATIVE FOR PARTNERSHIP AND
DEVELOPMENT (CIPAD)**

**REVISED BY:
SENIOR MANAGEMENT TEAM IN AWEIL,
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**APPROVED BY:
CIPAD BOARD OF DIRECTORS IN AWEIL,**

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1. Welcome To CIPAD

1.1. Introduction

The Community Initiative for Partnership and Development (CIPAD) is a nationally registered, community-driven, non-governmental organization operating in the Republic of South Sudan. Established in 2010 as a Community-Based Organization (CBO) in response to the long-standing humanitarian, development, and peacebuilding challenges faced by South Sudanese communities, CIPAD was founded by a group of committed youth, women leaders, and development professionals who had personally experienced the devastating effects of armed conflict, displacement, poverty, marginalization, and social exclusion.

In 2017, CIPAD transitioned from a CBO to a fully registered National NGO (RRC Reg. No. 902), with the aim of expanding its reach, professionalizing its services, and strengthening its institutional capacity to partner with government entities, civil society organizations, international donors, and UN agencies. This evolution reflects CIPAD's continued commitment to addressing the root causes of vulnerability and inequality through locally-led, rights-based, and sustainable development solutions.

CIPAD is driven by the conviction that long-term peace, humanitarian response, and sustainable development must be led and owned by the people most affected. Our approach emphasizes the inclusion of marginalized populations, the protection and promotion of human rights, and the transformation of conflict through peaceful and participatory means. We recognize that development cannot be meaningful or sustainable unless it protects people from harm, respects their dignity, and ensures their active participation in shaping their future.

CIPAD implements its programs across eight strategic pillars:

1. Sustainable Livelihoods and Food Security
2. Peacebuilding, Social Cohesion, and Conflict Transformation
3. Humanitarian Response and Community Resilience
4. Gender Equality and Gender-Based Violence Prevention
5. Child Protection, mental health, and Psychosocial Support
6. WASH, Health, Education, and Nutrition
7. Human Rights, Civic Education, and Inclusive Governance
8. Climate Adaptation and Environmental Sustainability

Our programming is designed to be trauma-informed, conflict-sensitive, inclusive, and participatory. We work with a broad range of stakeholders including returnees, refugees, internally displaced persons (IDPs), host communities, children, women, people with disabilities, and community-based organizations to ensure that our interventions reflect local priorities and promote sustainable change.

This Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) Policy forms a critical part of our organizational integrity and accountability framework. It outlines CIPAD's firm commitment to the prevention of abuse, exploitation, harassment, and neglect of all people

especially those who are most at risk due to age, gender, disability, displacement, or other vulnerabilities. The policy sets out the standards of behavior expected from all staff, volunteers, consultants, contractors, and partners, and details the mechanisms by which CIPAD will prevent, respond to, and report safeguarding and PSEA violations.

CIPAD recognizes that safeguarding is not simply a compliance issue, it is a core organizational value that underpins the trust placed in us by the communities we serve, our donors, and our stakeholders. Every individual involved in CIPAD's work has a responsibility to uphold this value by ensuring that their behavior and actions foster safe, inclusive, and empowering environments for all.

1.2. Vision, Mission, and Goal

Our Vision

CIPAD envisions a just, peaceful, and resilient society where all people live with dignity, self-reliance, and well-being. We believe that achieving lasting peace and sustainable development in South Sudan requires communities that are safe, empowered, and inclusive especially for the most vulnerable groups, including children, women, people with disabilities, returnees, and refugees.

Our vision reflects our unwavering commitment to creating an environment where human rights are respected, protected, and fulfilled, and where every person regardless of age, gender, ability, or background has the opportunity to thrive free from harm, abuse, or exploitation.

Our Mission

CIPAD's mission is to advance sustainable development, deliver humanitarian assistance, and advocate for inclusive policies by empowering communities and fostering equitable partnerships. This mission is grounded in the belief that people directly affected by crises and conflict must be at the forefront of their own recovery and development.

We are committed to programming that is participatory, locally led, gender-sensitive, and rights-based. As part of this mission, safeguarding and the prevention of sexual exploitation and abuse (PSEA) are integral to how we operate, partner, and deliver services. We recognize that the safety and dignity of every person we serve must never be compromised, and we embed safeguarding across every level of our operations, from community engagement to staff recruitment and donor reporting.

Our Goal

The overarching goal of this Safeguarding and PSEA Policy is to create and maintain safe, protective environments for all stakeholders who interact with or benefit from CIPAD's programs especially vulnerable populations. Through strong institutional safeguards, proactive prevention, timely response, and survivor-centered support mechanisms, we aim to ensure that:

- No child, woman, or adult is subjected to abuse, exploitation, harassment, or neglect in the course of our work;
- Our staff, partners, and representatives uphold the highest ethical standards and are held accountable for their behavior;
- Communities are empowered to report abuse without fear of reprisal, stigma, or discrimination;
- Survivors of abuse receive timely, confidential, and appropriate support and referrals;
- Our systems, structures, and culture promote dignity, transparency, and inclusion at all levels.

This policy contributes to our broader organizational goal of ensuring safe programming and accountable humanitarian action across all of CIPAD's thematic sectors. Safeguarding is not only a legal and donor requirement but a moral imperative and a reflection of our values as a community-rooted organization serving in fragile and complex environments.

1.3.Objectives of the Safeguarding Policy, Including PSEA

The Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) Policy of the Community Initiative for Partnership and Development (CIPAD) has been developed to ensure a proactive, comprehensive, and systematic approach to preventing and responding to any form of harm, abuse, exploitation, or misconduct involving children, adults at risk, staff, partners, volunteers, and community members.

This policy applies to all individuals representing CIPAD, including full-time and part-time staff, volunteers, interns, board members, consultants, implementing partners, suppliers, and any other individuals or organizations working on behalf of or in collaboration with CIPAD.

The main objectives of the policy are as follows:

1.3.1. To Prevent Harm, Abuse, and Exploitation

- To prevent all forms of abuse, exploitation, neglect, harassment, and violence particularly sexual exploitation and abuse (SEA) by establishing strong preventive measures across all CIPAD operations.
- To ensure that all staff and associates clearly understand their safeguarding obligations, including how to identify, avoid, and respond to safeguarding risks and incidents.

1.3.2. To Promote a Safe and Inclusive Working and Programming Environment

- To create and maintain an organizational culture where everyone especially vulnerable populations such as children, women, persons with disabilities, returnees, refugees, and IDPs feels safe, respected, and protected.
- To promote gender sensitivity, conflict sensitivity, and inclusive practices across all programs, ensuring that no one is left behind or placed at risk by CIPAD's interventions.

1.3.3. To Establish Clear Reporting, Response, and Accountability Mechanisms

- To provide clear and confidential channels for reporting safeguarding concerns, including SEA, physical abuse, harassment, bullying, exploitation, and violations of the Code of Conduct.
- To ensure that all reports are treated seriously and investigated promptly, impartially, and confidentially, with appropriate disciplinary and legal consequences where necessary.
- To establish and implement community-based complaint mechanisms (CBCMs), Accountability to Affected Population Committees (AAPs) that are culturally appropriate, accessible, and survivor-centered.

1.3.4. To Protect and Support Survivors

- To adopt a survivor-centered approach that prioritizes the safety, dignity, well-being, and informed consent of those who report abuse or exploitation.
- To ensure that all survivors have access to appropriate referral pathways for medical, psychosocial, legal, and protection services, in coordination with local and international service providers.

1.3.5. To Mainstream Safeguarding and PSEA Across All Areas of Work

- To integrate safeguarding principles into all areas of operations including project design, recruitment, procurement, partnership agreements, monitoring and evaluation, training, and budgeting.
- To ensure that safeguarding is not treated as a standalone function but is embedded within all organizational systems, processes, and decision-making frameworks.

1.3.6. To Promote Transparency and Build Stakeholder Confidence

- To uphold CIPAD's reputation as a trustworthy, community-driven, and accountable organization committed to ethical practice and rights-based service delivery.
- To ensure that donors, partners, communities, and beneficiaries have confidence that CIPAD will act responsibly and transparently in matters of safeguarding and PSEA.

1.3.7. To Comply with National and International Standards

- To ensure alignment with national laws (e.g., South Sudan Labour Act 2017, the Child Act, Gender Policy) and global safeguarding and PSEA standards, including:
 - The UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)
 - Core Humanitarian Standard (CHS)
 - Inter-Agency Standing Committee (IASC) Six Core Principles on PSEA

- Sphere Standards
- Donor safeguarding requirements (e.g., USAID, FCDO, EU, UN agencies)

1.4. Core Values

At the Community Initiative for Partnership and Development (CIPAD), our core values form the ethical foundation upon which all our work is based, including our commitment to safeguarding and the prevention of sexual exploitation, abuse, and other forms of misconduct. These values guide our behavior, decisions, relationships, and interactions with communities, partners, staff, and donors.

The following principles represent the non-negotiable values that underpin our safeguarding culture:

1.4.1. Respect for Human Dignity and Rights

We believe that every person, regardless of gender, age, ethnicity, religion, disability, or status, has the right to be treated with dignity and respect. Our programs and workplace culture actively uphold the Universal Declaration of Human Rights, the Convention on the Rights of the Child, and other international human rights instruments.

1.4.2. Zero Tolerance for Abuse and Exploitation

CIPAD maintains a zero-tolerance policy toward all forms of abuse, neglect, sexual exploitation and abuse (SEA), sexual harassment, child abuse, and any conduct that causes harm to others. All allegations of misconduct will be taken seriously, acted upon swiftly, and addressed in accordance with our established safeguarding procedures and legal obligations.

1.4.3. Accountability and Transparency

We are accountable to the communities we serve, our partners, and donors. We commit to transparent communication, responsible use of power, and ensuring that individuals and the organization are held accountable for upholding safeguarding and PSEA commitments.

1.4.4. Empowerment and Participation

We believe that safeguarding is most effective when communities and individuals are meaningfully involved in the design, delivery, and monitoring of our programs. We actively engage community members, especially women, children, youth, persons with disabilities, returnees, and refugees to raise awareness, provide feedback, and contribute to decision-making processes.

1.4.5. Integrity and Professionalism

All CIPAD staff and representatives are expected to act with integrity, honesty, and professionalism in all aspects of their work. Breaches of our Code of Conduct including safeguarding or ethical violations are viewed as serious misconduct and may result in disciplinary or legal action.

1.4.6. Survivor-Centered Approach

We recognize the importance of treating survivors of abuse and exploitation with compassion, confidentiality, and without judgment. We adopt a survivor-centered approach that prioritizes informed consent, safety, dignity, and access to timely and appropriate support services.

1.4.7. Do No Harm

All CIPAD activities and interventions are designed and implemented with a firm commitment to the Do No Harm principle. This means proactively identifying and minimizing any potential risks, power imbalances, or unintended consequences that may result in harm to beneficiaries, communities, staff, or partners.

1.4.8. Inclusiveness and Non-Discrimination

We embrace diversity and are committed to creating inclusive spaces where everyone feels safe, valued, and supported. Discrimination, harassment, and exclusion based on gender, race, age, disability, religion, sexual orientation, or any other status are not tolerated in our workplace or programs.

1.4.9. Confidentiality and Protection of Information

Confidentiality is central to the trust we build with survivors and whistleblowers. All safeguarding reports and investigations are handled with the utmost care to ensure that information is only shared on a need-to-know basis and that individuals are protected from retaliation or harm.

2. Overarching Safeguarding Policy

This section outlines the foundational policy framework that governs safeguarding and protection from sexual exploitation and abuse (PSEA) within CIPAD. It defines CIPAD's commitment, responsibilities, and mechanisms for ensuring the safety and dignity of all individuals, particularly vulnerable groups, in every context where CIPAD works.

2.1. Definition and Purpose

Safeguarding refers to all measures taken to protect people, particularly children and vulnerable adults from harm, abuse, neglect, exploitation, and other forms of maltreatment caused by our staff, programs, or operations.

PSEA stands for Protection from Sexual Exploitation and Abuse. It specifically refers to preventing and addressing any actual, attempted, or threatened abuse or exploitation of power for sexual purposes, particularly by those in positions of trust or authority.

The Purpose of this Policy is to:

- Prevent harm to children and vulnerable adults from the conduct of CIPAD personnel and activities.
- Create a safe environment for communities, especially in areas affected by conflict, displacement, and poverty.
- Guide staff and partners to recognize safeguarding and PSEA concerns, act ethically, and report concerns appropriately.
- Outline clear standards, responsibilities, and processes to prevent and respond to safeguarding violations, especially SEA.

2.2.Guiding Principles

CIPAD's Safeguarding Policy is guided by the following international and organizational principles:

- Zero Tolerance for Abuse: CIPAD adopts a zero-tolerance stance toward all forms of abuse, exploitation, or harassment. All allegations will be investigated, and disciplinary action taken where appropriate.
- Best Interest of the Child: In all actions concerning children, the best interest of the child is the primary consideration (UN Convention on the Rights of the Child, Article 3).
- Do No Harm: All activities must avoid unintended negative consequences that can cause harm or increase risk.
- Survivor-Centered Approach: Survivors of abuse are treated with dignity, respect, and empathy. They are supported to make informed decisions about their care.
- Non-Discrimination and Inclusivity: All individuals are treated equally and without discrimination, irrespective of age, gender, ethnicity, religion, disability, sexual orientation, or displacement status.
- Confidentiality: Information regarding safeguarding incidents or concerns will be handled sensitively and shared only on a need-to-know basis.
- Accountability and Transparency: All staff and affiliates are held accountable for upholding safeguarding standards.
- Participation and Empowerment: Community members, especially women, children, and persons with disabilities, are actively engaged in safeguarding awareness and feedback mechanisms.

2.3.Responsibilities and Accountabilities

All CIPAD personnel, partners, and affiliates are responsible for upholding safeguarding and PSEA commitments. Specific responsibilities include:

- Board of Directors (BoDs): Provide strategic oversight and endorse safeguarding as a core organizational priority.
- Executive Director (ED): Ensures organizational compliance, risk management, and resource allocation for safeguarding.
- Safeguarding Focal Point: Acts as the lead for implementation, coordination, training, reporting, and follow-up of safeguarding and PSEA concerns.
- Human Resources (HR): Integrates safeguarding into recruitment, induction, and staff performance evaluations.
- All Staff and Volunteers: Read, understand, and sign the Safeguarding Policy and Code of Conduct; attend safeguarding training; and report concerns promptly.
- Partners and Contractors: Required to adhere to CIPAD's safeguarding standards or demonstrate equivalent policies.

2.4. Employee Rights

All employees of CIPAD have the right to:

- Work in an environment free from exploitation, abuse, harassment, and discrimination.
- Be treated with dignity and respect, regardless of their background or identity.
- Receive training, support, and clarity on their safeguarding responsibilities.
- Report concerns without fear of retaliation, through safe and confidential channels.
- Receive fair treatment if they are accused of misconduct, with investigations carried out impartially.

2.5. Monitoring and Review

CIPAD is committed to continual improvement of its safeguarding measures. The Safeguarding Policy and PSEA measures will be:

- Reviewed annually or when major changes occur in programming, legislation, or external risk environment.
- Monitored quarterly through internal safeguarding checklists, program-level assessments, and spot checks.
- Evaluated independently at least once every three years or as part of broader organizational audits.

CIPAD will regularly collect feedback from staff and communities to improve safeguarding practices and address gaps.

2.6. Key Terminologies and Definitions

To ensure clarity and a shared understanding across CIPAD staff, partners, and community members, the following key terms are defined as per international safeguarding and humanitarian standards:

2.6.1. Safeguarding

The measures CIPAD takes to protect people, especially children and vulnerable adults, from harm, abuse, exploitation, and neglect caused by its staff, representatives, or programs. It includes both organizational and programmatic measures to prevent and respond to misconduct.

2.6.2. Protection from Sexual Exploitation and Abuse (PSEA)

Specific actions and procedures taken to prevent and address any form of sexual exploitation or abuse committed by humanitarian or development workers, especially against vulnerable populations. This is a key component of safeguarding.

2.6.3. Sexual Exploitation

Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. This includes but is not limited to profiting monetarily, socially, or politically from the sexual exploitation of another.

Example: Offering aid, food, or protection in exchange for sexual favors.

2.6.4. Sexual Abuse

Any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This includes rape, attempted rape, and sexual assault.

2.6.5. Child

A person below the age of 18, as defined by the UN Convention on the Rights of the Child, regardless of the legal age of majority in the country.

2.6.6. Child Abuse

All forms of physical, emotional, or sexual abuse, neglect, or exploitation that results in actual or potential harm to a child's health, development, or dignity.

2.6.7. Vulnerable Adult

A person aged 18 or over who is unable to protect themselves from harm or exploitation due to factors such as age, illness, disability, displacement, or socioeconomic conditions.

2.6.8. Survivor

A person who has experienced sexual exploitation, abuse, harassment, or other forms of harm. CIPAD uses a survivor-centered approach, respecting the survivor's dignity, confidentiality, and decision-making.

2.6.9. Whistleblower

A person, usually a staff member or affiliate, who reports misconduct or safeguarding concerns, including sexual exploitation and abuse, in good faith, without malicious intent.

2.6.10. Perpetrator

A person who has committed an act of abuse, exploitation, or violence, whether proven or alleged, under investigation.

2.6.11. Safeguarding Focal Point

A designated person within CIPAD responsible for leading safeguarding efforts, receiving and processing complaints, and supporting implementation of this policy at all levels.

2.6.12. Informed Consent

The voluntary agreement of an individual, based on adequate knowledge and understanding of the purpose, risks, and consequences, to participate in an activity, share information, or receive services.

2.6.13. Do No Harm

A humanitarian principle requiring that actions do not cause unintended negative impacts or exacerbate existing vulnerabilities or inequalities.

2.6.14. Complaint and Feedback Mechanism (CFM)

A safe, accessible, and confidential process through which community members and staff can raise concerns, complaints, or feedback regarding safeguarding or program quality.

2.6.15. Retaliation / Reprisal

Any adverse action taken against a whistleblower, complainant, or survivor because they raised a safeguarding concern or participated in an investigation. Retaliation is strictly prohibited under CIPAD's policy.

2.7. Safeguarding Code of Conduct

All staff, volunteers, board members, consultants, and partners of CIPAD are expected to uphold the highest standards of professional and ethical behavior in line with the organization's values and safeguarding commitments. This Safeguarding Code of Conduct outlines the expected behavior and prohibited actions to ensure a safe environment for all, particularly children, women, and vulnerable adults.

2.7.1. Expected Behavior

All CIPAD staff and representatives must:

1. Treat all people with respect, dignity, and fairness regardless of age, gender, ability, nationality, ethnic origin, language, religion, sexual orientation, or any other status.
2. Promote a culture of safety and inclusion, ensuring the protection of children and vulnerable adults from any form of abuse or exploitation.
3. Create and maintain a safe environment that prevents abuse and promotes the well-being of all, especially beneficiaries and community members.
4. Report safeguarding and PSEA concerns immediately through the appropriate channels, including suspected violations by colleagues, partners, or community actors.
5. Maintain appropriate boundaries at all times emotionally, physically, and sexually in interactions with beneficiaries and colleagues.
6. Obtain informed consent before taking photos, collecting personal data, or sharing stories of beneficiaries, especially children.
7. Participate in safeguarding and PSEA training, inductions, and refresher courses as required.
8. Cooperate fully with any investigations into safeguarding or misconduct allegations.
9. Comply with all safeguarding and PSEA provisions in contracts, policies, and donor agreements.

2.7.2. Prohibited Behavior

The following behaviors are strictly prohibited and considered serious misconduct that will lead to disciplinary action, including termination and potential legal referral:

1. Sexual Exploitation and Abuse (SEA) of any person, including exchanging money, employment, goods, or services for sex.
2. Engaging in sexual activity with children (under 18 years), regardless of mistaken belief of age or consent. This is a criminal offense.
3. Sexual relationships with beneficiaries are prohibited due to the inherently unequal power dynamics.
4. Physical, emotional, or verbal abuse of children or vulnerable adults.
5. Neglect or failure to act when witnessing abuse, exploitation, or inappropriate conduct.
6. Viewing, producing, or distributing child sexual abuse material (pornography), whether online or offline.
7. Use of language or behavior that is discriminatory, degrading, threatening, or sexually suggestive.
8. Retaliation or threats against whistleblowers, survivors, or witnesses of abuse.
9. Being under the influence of drugs or alcohol while on duty, especially when interacting with community members.
10. Inviting children or beneficiaries to private residences or staying alone with a child without the presence of another adult and guardian consent.

2.7.3. Breach of the Code

Breaches of the Safeguarding Code of Conduct will result in immediate disciplinary measures, including but not limited to:

- Suspension pending investigation
- Termination of employment or contract
- Referral to legal or law enforcement authorities
- Inclusion in safeguarding incident registers and partner reporting

All staff are required to sign this Code of Conduct upon hiring, after each annual review, and following any updates.

Declaration

I have read, understood, and agree to comply with the CIPAD Safeguarding Code of Conduct. I understand that violations of this code may result in disciplinary action, including termination and legal consequences.

Name: _____

Position: _____

Signature: _____

Date: _____

2.8. Staff Training and Capacity Building

To ensure effective implementation of the Safeguarding and PSEA Policy, CIPAD is committed to building the knowledge, skills, and attitudes of its staff, volunteers, and partners. Training and capacity building are critical tools to prevent abuse, respond appropriately, and embed a culture of safeguarding throughout the organization.

2.8.1. Safeguarding Training Objectives

Safeguarding and PSEA training at CIPAD aims to:

- Ensure all staff understand what safeguarding and PSEA mean and their role in upholding these standards.
- Promote a shared understanding of the rights of children, women, and vulnerable adults.
- Build staff capacity to identify, prevent, and report safeguarding violations.
- Reduce the risk of abuse and exploitation in CIPAD programs and workplaces.
- Foster a zero-tolerance culture for all forms of misconduct.

2.8.2. Training Categories and Target Audience

Training Type	Target Group	Frequency
Safeguarding & PSEA Orientation	All new staff, volunteers, interns, and consultants	Within 2 weeks of joining
Annual Safeguarding Refresher	All staff and volunteers	Once per year
Specialized Training (e.g., Child Protection, Survivor-Centered Approach, Gender Sensitivity)	Program staff, M&E, protection teams, and field focal points	Twice per year or as needed
Managerial Training on Investigations, Risk Assessment	Supervisors, Managers, HR, Safeguarding Focal Points	Annually
Partner Safeguarding Orientation	Sub-grantees and implementing partners	At partnership start and biannually

2.8.3. Training Content

Training sessions will cover, but are not limited to, the following topics:

- Overview of Safeguarding and PSEA
- CIPAD's Safeguarding and PSEA Policy
- Code of Conduct and expected behavior
- Identification of abuse, exploitation, and misconduct
- How to report safeguarding concerns (internal and external mechanisms)
- Confidentiality and survivor-centered approaches
- Preventing retaliation and supporting whistleblowers
- Referral pathways for survivors
- Child protection procedures
- Working safely with vulnerable adults
- Role of community complaint mechanisms
- Safeguarding in recruitment and HR processes

2.8.4. Capacity Development Approaches

CIPAD uses diverse training methods to ensure accessibility and effectiveness:

- In-person and virtual workshops
- Interactive case studies and simulations
- E-learning modules and quizzes
- Role plays and group discussions
- Translations of materials in local languages
- On-site coaching and mentoring by safeguarding focal points

2.8.5. Evaluation and Continuous Improvement

- Pre- and post-training assessments will be conducted to measure knowledge gained.
- Feedback from training participants will be gathered for continuous improvement.
- Safeguarding knowledge and compliance will be integrated into performance appraisals and monitoring tools.

2.9. Safeguarding Concern Reporting Process

CIPAD is committed to creating a safe and accountable environment where all individuals especially children, women, and vulnerable populations feel confident to report concerns related to abuse, exploitation, harassment, or misconduct. We maintain multiple, safe, confidential, and accessible reporting channels.

This section outlines the process for reporting safeguarding concerns, including PSEA-related allegations.

2.9.1. What Can Be Reported

Any concern, suspicion, or allegation involving actual or potential harm, abuse, or misconduct can and should be reported. This includes but is not limited to:

1. Sexual Exploitation and Abuse (SEA): Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes.
2. Child abuse: Including sexual, physical, emotional abuse or neglect of children.
3. Harassment or sexual harassment: Including bullying, verbal or non-verbal threats, or unwanted sexual attention or advances.
4. Physical abuse: Causing bodily harm or injury to another person.
5. Neglect: Failing to provide necessary care, supervision, or protection to children or vulnerable adults.
6. Fraud, corruption, or bribery: Misuse of organizational assets or authority for personal gain.
7. Violation of CIPAD's Code of Conduct: Breach of any behavioral expectations outlined in the Code.
8. Discrimination or abuse of power: Based on gender, ethnicity, religion, disability, or any other status.
9. Retaliation: Against whistleblowers, survivors, or witnesses who report wrongdoing.
10. Any other misconduct: That causes physical, emotional, psychological, or reputational harm.

Note: Reports can be made whether the misconduct is actual, attempted, suspected, or witnessed.

2.9.2. Who Can Report a Concern?

Anyone can raise a safeguarding concern, including:

- CIPAD employees, volunteers, and interns
- Community members or beneficiaries
- Partners, contractors, and donors
- Children, caregivers, or vulnerable adults
- Observers or third parties

2.9.3. How to Report a Concern

CIPAD provides multiple safe, accessible, and confidential ways for reporting safeguarding and PSEA-related concerns:

Channel	Details
Safeguarding Focal Person	Contact details posted in all offices and community centers
Email	safeguarding@cipadsouthsudan.org
Phone	+211 913133343
Suggestion/Complaints Boxes	Installed in all field offices and key community locations
In-Person Reports	Report directly to HR, line managers, or safeguarding focal points

All reports will be treated with confidentiality, and reporting will never affect access to services or lead to retaliation.

2.9.4. What Happens After Reporting

Once a report is received:

1. Acknowledgment of receipt (within 48 hours, when possible).
2. Initial assessment to determine the nature and urgency of the concern.
3. Case management based on sensitivity, involving only trained personnel.
4. Investigation initiated as per CIPAD's investigation procedures.
5. Referral of survivors to appropriate protection and support services.
6. Feedback to complainant on the outcome where appropriate and safe.
7. Action taken against perpetrators if the allegation is substantiated.

All processes are conducted using a survivor-centered and do-no-harm approach.

2.9.5. Protection of Whistleblowers and Survivors

- CIPAD enforces a zero-tolerance policy for retaliation against anyone who raises a concern in good faith.

- Whistleblowers will be offered protection and anonymity (if requested and feasible).
- Survivors will be treated with dignity and respect, and their confidentiality will be preserved.

2.10. Investigation Procedures

CIPAD is committed to conducting prompt, thorough, fair, and confidential investigations into all reported safeguarding and PSEA concerns. The objective is to establish facts, determine whether a policy violation occurred, and take appropriate action to protect survivors, hold perpetrators accountable, and prevent recurrence.

2.10.1. Guiding Principles of Investigations

All investigations at CIPAD will adhere to the following principles:

- Confidentiality: Information will be shared only on a need-to-know basis.
- Impartiality and Objectivity: Investigations will be unbiased and not influenced by the status or affiliation of the alleged offender.
- Survivor-centered approach: The rights, safety, dignity, and wishes of the survivor will be prioritized.
- Timeliness: Investigations will begin promptly and be concluded within a reasonable timeframe.
- Due Process: Alleged perpetrators will be given the opportunity to respond to allegations.
- Protection from Retaliation: All parties involved will be protected from retaliation or victimization.

2.10.2. Investigation Process Overview

Step	Description
1. Receipt of Complaint	A safeguarding complaint is received via one of CIPAD's reporting channels.
2. Preliminary Assessment	The Safeguarding Focal Person or Investigation Officer conducts an initial risk assessment and determines if the complaint warrants a formal investigation.
3. Case Registration	A unique case file is opened, and the complaint is logged in the Safeguarding Register.
4. Notification	Relevant management and safeguarding bodies are informed, ensuring confidentiality is maintained.
5. Investigation Team Assigned	A trained, gender-sensitive investigation team is assigned, independent of the alleged incident.
6. Information Gathering	Interviews are conducted with the complainant, witnesses, and alleged perpetrator. Relevant documentation is collected.

7. Analysis and Report	Findings are documented, and a report is prepared outlining evidence, conclusions, and recommended actions.
8. Management Decision	Senior management or a disciplinary committee reviews the report and takes appropriate action.
9. Outcome Communication	Feedback is provided to the survivor/complainant, respecting confidentiality and safety.
10. Case Closure	Case is formally closed and documented. Any follow-up actions or monitoring measures are implemented.

2.10.3. Disciplinary Actions

If allegations are substantiated, CIPAD will take appropriate disciplinary action, which may include:

- Verbal or written warning
- Suspension
- Termination of employment or contract
- Referral to law enforcement or legal authorities
- Permanent ineligibility for re-employment

2.10.4. Survivor Support and Referrals

Throughout the investigation:

- Survivors will be referred to medical, psychosocial, legal, or protection services as needed.
- Survivors have the right to decline participation in the investigation or withdraw at any time.
- No questioning of the survivor's behavior, credibility, or clothing will be tolerated.

2.10.5. Appeals and Complaints

- Both the complainant and the subject of the complaint have the right to appeal the outcome of an investigation if new evidence emerges or if the process was flawed.
- Appeals must be submitted in writing to CIPAD's Executive Director or designated Appeals Committee within 14 days of the decision.

2.11. Offenses and Penalties

CIPAD enforces a **zero-tolerance policy** for all forms of abuse, exploitation, and misconduct, especially in relation to sexual exploitation and abuse (SEA), child abuse, harassment, fraud, and safeguarding violations. Staff and representatives found to have committed a safeguarding offense will face disciplinary and/or legal consequences.

This section outlines the types of offenses and the corresponding penalties.

2.11.1. Types of Safeguarding Offenses

The following acts are considered violations of CIPAD's Safeguarding Policy and Code of Conduct:

1. Sexual exploitation and abuse (SEA): Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes.
2. Sexual harassment: Any unwanted verbal, physical, or non-verbal conduct of a sexual nature that violates a person's dignity.
3. Physical abuse: Intentional use of force that results in injury, pain, or suffering.
4. Emotional or psychological abuse: Behavior that may harm an individual's self-worth or emotional well-being.
5. Neglect: Failing to provide necessary care, protection, or supervision to a child or vulnerable person.
6. Child abuse: Any form of physical, emotional, sexual abuse, or neglect inflicted on a child under the age of 18.
7. Abuse of power or authority: Exploiting one's position for personal gain or to intimidate, coerce, or harass others.
8. Failure to report: Not disclosing any suspected or actual safeguarding violation, SEA, or abuse that one becomes aware of.
9. Retaliation: Acting against a person who raised a safeguarding concern in good faith.
10. Violation of the Safeguarding Code of Conduct or PSEA principles: Any breach of expected ethical and professional behavior.

2.11.2. Disciplinary Actions

Depending on the severity of the offense and findings of the investigation, CIPAD may take the following disciplinary actions:

- Verbal warning (for minor misconduct, with documented corrective guidance)
- Written warning
- Suspension with or without pay (pending or following an investigation)
- Demotion or reassignment to a non-sensitive role
- Termination of employment or partnership agreement
- Blacklist or permanent ineligibility for rehiring
- Referral to police or legal authorities if the act is criminal in nature
- Revocation of access to beneficiaries, programs, or communities

2.11.3. Accountability Across All Levels

CIPAD applies safeguarding standards equally across all roles, regardless of title or affiliation. This includes:

- Full-time and part-time staff
- Volunteers and interns
- Consultants and contractors
- Board members
- Partners and third-party service providers

No individual is exempt from investigation or sanction under the Safeguarding Policy.

2.11.4. Organizational Consequences for Failure to Act

In addition to holding individuals accountable, CIPAD will review and strengthen internal processes if safeguarding violations occur due to:

- Negligence or lack of action by supervisors or managers
- Inadequate procedures or controls
- Failure to enforce policies or act on complaints

This may result in:

- Management reshuffling
- Mandatory training
- Restructuring of units
- Reporting to donors, regulators, or the government

2.12. Whistle-blower Protection

2.12.1. Purpose of Whistle-blower Protection

CIPAD is committed to creating a safe and transparent environment where staff, partners, community members, and other stakeholders can report safeguarding concerns, including sexual exploitation and abuse (SEA), child abuse, corruption, fraud, or any form of misconduct, without fear of retaliation.

The purpose of this section is to ensure that anyone who raises a concern in good faith is protected from any form of reprisal, discrimination, or negative consequences for speaking out.

2.12.2. Who is a Whistle-blower?

A whistle-blower is any individual, whether internal or external to CIPAD who reports or discloses a safeguarding violation or misconduct, including:

- Employees, interns, and volunteers
- Contractors or consultants
- Partner organization staff
- Community members or beneficiaries
- Any third party with knowledge of wrongdoing

2.12.3. Protection from Retaliation

CIPAD will take all necessary steps to protect whistle-blowers who report concerns **in good faith**, including:

- Ensuring confidentiality of identity and information
- Preventing retaliation in the form of dismissal, demotion, transfer, threats, harassment, or any form of victimization
- Disciplinary action against any staff who retaliates against a whistle-blower

Any retaliation will be treated as a serious violation of CIPAD policy and may result in termination or legal action.

2.12.4. What Can Be Reported Under Whistle-blowing Protection?

The whistle-blower protection applies to concerns involving, but not limited to:

1. Sexual exploitation and abuse (SEA) or sexual harassment
2. Child abuse or neglect
3. Violations of the Code of Conduct
4. Corruption, bribery, or misuse of funds
5. Fraud or falsification of records
6. Negligence or deliberate inaction in safeguarding matters
7. Abuse of power or authority
8. Harassment, discrimination, or intimidation
9. Failure to report safeguarding violations
10. Retaliation against whistle-blowers

2.12.5. How to Report a Concern

Whistle-blowers can report safeguarding or ethical violations through confidential and safe channels, including:

- Email: safeguarding@cipadsouthsudan.org
- Phone hotline: +211 913133343
- In-person: Safeguarding Focal Person at any CIPAD office
- Suggestion/complaint box: Located at field and main offices
- Community feedback channels: Established through field visits, partner networks, and trusted local leaders

Anonymous reporting is also accepted, although CIPAD encourages reporters to provide enough detail to enable proper follow-up.

2.12.6. Investigation and Feedback

Upon receipt of a complaint:

- The case is assessed within 48 hours
- A designated and trained team conducts an investigation
- Findings and decisions are made in a fair and timely manner
- Feedback is provided to the whistle-blower, if identifiable, unless this compromises safety or confidentiality

2.12.7. Malicious Reporting

While CIPAD encourages open reporting, knowingly making false or malicious accusations is a serious offense and may lead to disciplinary action, including dismissal.

However, if a complaint is made in good faith but later proven untrue, the whistle-blower will not face any penalty.

2.12.8. Safeguarding Oversight and Learning

Whistle-blower data (anonymized) will be regularly reviewed by:

- The Safeguarding and Protection Committee
- Senior Management
- Relevant donors (where required)

This helps to identify patterns, improve response systems, and enhance staff and community confidence in CIPAD's safeguarding culture.

2.13. Recruitment and Background Checks

2.13.1. Purpose

CIPAD recognizes that safeguarding begins at the point of recruitment. The organization is committed to ensuring that individuals who pose a risk to children, vulnerable adults, or communities are not hired, retained, or placed in positions of trust.

This section outlines CIPAD's preventative procedures for screening, selecting, and vetting staff and affiliated personnel to reduce the risk of abuse, exploitation, or misconduct.

2.13.2. Scope

These procedures apply to the recruitment of:

- CIPAD employees (full-time, part-time, temporary)
- Consultants, contractors, and service providers
- Volunteers, interns, and fellows
- Board members and advisors

- Partner organization staff directly implementing CIPAD-funded projects

2.13.3. Safe Recruitment Standards

All recruitment must include the following safeguarding measures:

1. Clear Job Descriptions
Every job description includes explicit safeguarding responsibilities and expectations, particularly for roles involving contact with children or vulnerable populations.
2. Safeguarding Clause in Job Ads
All job advertisements must include a standard safeguarding statement, including CIPAD's commitment to Protection from Sexual Exploitation and Abuse (PSEA) and child safeguarding.
3. Mandatory Reference Checks
At least two professional references are required, including one from the most recent employer. Reference checks must include specific safeguarding-related questions:
 - "Have you observed any behavior from this individual that would raise concern regarding working with vulnerable populations?"
 - "Would you rehire this person in a safeguarding-sensitive position?"
4. Criminal Background Checks
Where legally and practically feasible, criminal background checks or certificates of good conduct must be obtained, especially for positions with direct access to children or at-risk populations.
5. Declaration of Prior Misconduct
All candidates must declare whether they have been:
 - Subject to disciplinary action related to safeguarding or SEA
 - Investigated or dismissed for misconduct involving children or vulnerable groups
 Falsification or nondisclosure will result in automatic disqualification or termination.
6. Safeguarding Interview Questions
Safeguarding-related scenarios or behavioral questions are integrated into the interview process to assess candidates' attitudes, values, and awareness of safeguarding risks.
7. Signed Code of Conduct
All successful candidates must read and sign:
 - CIPAD's Safeguarding Code of Conduct
 - Child Safeguarding Declaration
 - PSEA Commitment Statement
8. Induction and Onboarding
New hires must complete safeguarding induction training within the first month of employment, covering:
 - Safeguarding policies and reporting mechanisms
 - Expected behaviors and prohibited conduct

- PSEA, child protection, and whistle-blowing procedures

2.13.4. Internal Movement and Promotion

Staff moving into new roles or promoted within CIPAD will be:

- Screened through a performance review
- Assessed for safeguarding risks in the new role
- Re-oriented on safeguarding responsibilities if the new position has greater exposure to vulnerable groups

2.13.5. Partner Organization Recruitment Standards

CIPAD requires implementing partners and service providers to:

- Demonstrate safeguarding capacity and policies
- Commit to safe recruitment standards
- Share evidence of vetting, reference checks, and background screening for project staff
- Sign a Safeguarding Compliance Agreement as part of partnership onboarding

2.14. PSEA-Specific Reporting Channels

2.14.1. Purpose

CIPAD upholds a zero-tolerance policy for Sexual Exploitation and Abuse (SEA). As a part of our broader safeguarding framework, dedicated PSEA reporting mechanisms are in place to ensure that survivors, staff, and communities can safely report SEA-related violations in a confidential, accessible, and survivor-centered manner.

This section outlines the specific channels and processes through which SEA-related concerns can be reported, investigated, and addressed.

2.14.2. What is SEA?

Sexual Exploitation and Abuse (SEA) refers to:

- Sexual exploitation: Any actual or attempted abuse of a position of vulnerability or trust for sexual purposes, including profiting monetarily or socially.
- Sexual abuse: Any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

SEA often occurs in contexts where humanitarian or development workers abuse power or exploit vulnerable individuals, such as beneficiaries, women, children, or displaced populations.

2.14.3. Principles of PSEA Reporting at CIPAD

- Confidentiality: Information will be handled securely and only shared on a strict need-to-know basis.
- Survivor-centered approach: Respect, safety, dignity, privacy, and informed consent of the survivor are paramount.
- Non-retaliation: Individuals reporting SEA in good faith will not face retaliation.
- Timeliness: All reports are handled promptly and appropriately.
- Accessibility: Channels are available in local languages, adapted for vulnerable groups, including children and people with disabilities.

2.14.4. PSEA-Specific Reporting Channels

SEA concerns can be reported through the following dedicated channels:

Channel	Description
Email	Confidential reports can be sent to: psea@cipadsouthsudan.org
Phone Hotline	Call or WhatsApp our Safeguarding Focal Person at: +211 913133343
Community Complaint Boxes	Available at field offices and partner sites. Collected weekly by focal staff.
In-person reporting	Speak to trained Safeguarding Focal Persons at CIPAD offices or outreach sites
Community helpdesks/FGDs	Integrated into programming for safe, anonymous SEA feedback and disclosures
Partner organization focal points	All implementing partners are trained and linked to CIPAD's PSEA system

2.14.5. What Can Be Reported Through PSEA Channels?

These include but are not limited to:

- Any sexual relationship between a humanitarian worker and a beneficiary or community member
- Offering aid or services in exchange for sex ("sex-for-aid")
- Sexual harassment or coercion by staff or affiliates
- Child sexual abuse or exploitation
- Failure to report known SEA incidents by a staff member

2.14.6. Handling PSEA Complaints

- Step 1: All SEA reports are received and logged by the Safeguarding Focal Person (SFP) or PSEA Officer.

- Step 2: The case is assessed within 24–48 hours to determine severity and immediate risks.
- Step 3: Investigation is launched (if required), with trained personnel and adherence to survivor-centered protocols.
- Step 4: Protection measures are implemented for survivors and whistle-blowers.
- Step 5: Disciplinary action is taken against perpetrators, including dismissal, reporting to authorities, and legal action where applicable.
- Step 6: The survivor is referred to support services via CIPAD's established referral pathways (see Section 2.17).

2.14.7. Community Engagement and Awareness

To ensure that beneficiaries are informed of their rights and reporting options:

- PSEA is integrated into community sensitization and orientation sessions.
- Posters and IEC materials are placed in public areas in local languages.
- Community Focal Persons (including women, youth, and persons with disabilities) are trained to receive and relay complaints.
- Awareness is also promoted through radio broadcasts, leaflets, and partner outreach.

2.15. Community Complaint Mechanism (CCM)/Accountability to Affected Population (AAP)

2.15.1. Purpose

The Community Complaint Mechanism (CCM)/Accountability to Affected Population (AAP) is an essential part of CIPAD's safeguarding framework, designed to ensure that community members especially beneficiaries and those most at risk have safe, accessible, confidential, and culturally appropriate channels to raise concerns, complaints, or feedback.

The CCM/AAP is particularly important for:

- Receiving safeguarding-related concerns, including Sexual Exploitation and Abuse (SEA).
- Enhancing accountability and trust between CIPAD and the communities it serves.
- Promoting timely and appropriate responses to concerns and misconduct.

2.15.2. Principles of the CCM/AAP

CIPAD's Community Complaint Mechanism is built upon the following principles:

1. **Accessibility:** The mechanism must be available to all groups, including children, women, people with disabilities, elderly persons, and those with limited literacy or language barriers.
2. **Safety and Confidentiality:** The process ensures the safety of complainants and the confidentiality of information shared.
3. **Transparency:** Communities are informed of how complaints are received, processed, and resolved.
4. **Participation:** Communities are involved in designing, reviewing, and monitoring the effectiveness of the complaint mechanism.
5. **Survivor-centered approach:** All complaints related to safeguarding or SEA are handled in ways that prioritize the dignity, wishes, and rights of survivors.

2.15.3. Types of Issues That Can Be Reported

The CCM/AAP accepts the following categories of complaints and feedback:

- Sexual exploitation and abuse (SEA)
- Child abuse or neglect
- Discrimination or harassment by CIPAD staff or affiliates
- Corruption, fraud, or misuse of aid
- Misconduct or unethical behavior by staff or partners
- Breaches of the CIPAD Code of Conduct or Safeguarding Policy
- General feedback or dissatisfaction with program services

2.15.4. Available Complaint Channels

To ensure inclusivity and cultural appropriateness, CIPAD provides multiple complaint avenues:

Channel Type	Description
Suggestion/complaint boxes	Secure boxes at project sites and offices; checked regularly by trained staff.
Help desks	Set up at distribution points or community centers with trained staff present.
Toll-free phone lines	Mobile-accessible hotlines staffed by safeguarding or M&E focal persons.
SMS/WhatsApp channels	Confidential SMS lines for quick reporting.
Community focal points	Trained individuals within the community (especially women/youth) to collect and relay concerns.
Email	Dedicated safeguarding email: safeguarding@cipadsouthsudan.org
Face-to-face	Community outreach sessions and scheduled feedback days in project areas.

2.15.5. Receiving and Managing Complaints

Upon receiving a complaint:

1. Acknowledge receipt within 48 hours where possible.
2. Classify the type and severity of the complaint.
3. Assign it to the appropriate team or focal person for follow-up.
4. Investigate, if required, using the investigation protocols in Section 2.10.
5. Respond to the complainant with actions taken (where appropriate and safe).
6. Document the complaint and resolution in the safeguarding complaint register.

2.15.6. Community Awareness and Training

To promote awareness of the CCM/AAP, CIPAD will:

- Conduct regular community sensitization sessions in project areas.
- Include CCM/AAP orientation in beneficiary onboarding and distributions.
- Translate and display complaint mechanism information in local languages.
- Engage community leaders, including youth, women, and persons with disabilities, to disseminate information and increase trust in the system.

2.15.7. Handling Sensitive Complaints

Complaints related to SEA, child abuse, or serious safeguarding violations will:

- Be treated with the highest confidentiality.
- Be managed by the Safeguarding Focal Person or PSEA Officer only.
- Not be shared with non-authorized staff or community members.
- Be documented in a secure, password-protected file.
- Result in referral to protection services or law enforcement, if appropriate and with survivor consent (see Section 2.17).

2.15.8. Feedback to Communities

- Regular updates are provided to the community on how complaints have been resolved (aggregated data, not personal information).
- CIPAD uses community feedback sessions, radio messages, and posters to close the feedback loop and build trust.

2.16. Partnership Compliance and Due Diligence Procedures

2.16.1. Purpose

CIPAD recognizes that safeguarding, including the prevention of sexual exploitation and abuse (PSEA), child protection, and other forms of abuse, is a shared responsibility across all implementing partners and contractors. This section outlines CIPAD's commitment to ensuring all

partnerships and collaborations uphold the highest safeguarding standards through thorough due diligence, compliance monitoring, and mutual accountability mechanisms.

2.16.2. Scope

These procedures apply to:

- National and international NGO partners
- Community-Based Organizations (CBOs)
- Contractors, consultants, and suppliers
- Government and quasi-government entities acting in partnership with CIPAD
- Donors and consortium partners with shared implementation responsibilities

2.16.3. Due Diligence Assessment

Before entering any partnership or contractual agreement, CIPAD will conduct a comprehensive due diligence assessment that includes a safeguarding and PSEA component. The assessment will review whether the potential partner has:

- A written Safeguarding and/or PSEA Policy
- A Code of Conduct that includes protection from sexual exploitation, abuse, and harassment
- Documented child protection and vulnerable adult safeguarding procedures
- Functional complaint and feedback mechanisms (CFM)
- Clear reporting procedures for safeguarding violations
- Staff recruitment and vetting procedures that include background checks and reference verification
- Safeguarding focal points or designated personnel

Results of the due diligence will inform:

- Whether the partnership can proceed
- What additional safeguarding measures or capacity-building are required
- Inclusion of safeguarding clauses in all agreements

2.16.4. Safeguarding Agreement Clauses

All Memoranda of Understanding (MoUs), sub-agreements, or partnership contracts must include standard safeguarding clauses requiring that:

1. Partners comply with CIPAD's Safeguarding and PSEA Policy, or demonstrate equivalent internal standards.
2. Partners take all reasonable steps to prevent and respond to sexual exploitation, abuse, harassment, or any form of abuse.
3. Partners promptly report all safeguarding concerns to CIPAD.

4. Partners train their staff, volunteers, and contractors on safeguarding, including child protection and PSEA.
5. CIPAD reserves the right to conduct safeguarding audits, assessments, and monitoring visits.
6. Failure to adhere to safeguarding standards is grounds for contract suspension or termination.

2.16.5. Capacity Strengthening of Partners

CIPAD recognizes that some partners may have limited safeguarding systems in place. In such cases, CIPAD will:

- Support the development or revision of safeguarding policies and procedures
- Provide training and awareness sessions on safeguarding and PSEA
- Assist with establishing complaint mechanisms or focal persons
- Monitor safeguarding progress through quarterly check-ins and documentation reviews

This capacity support will be coordinated through CIPAD's Safeguarding and Partnership Management Units.

2.16.6. Monitoring and Compliance

Throughout the partnership, CIPAD will monitor safeguarding compliance through:

- Quarterly partner safeguarding checklists
- Spot checks and audits on complaint management, staff vetting, and training records
- Joint safeguarding assessments or follow-up due diligence
- Field visits by CIPAD's Safeguarding and MEAL teams

Non-compliance or failure to address safeguarding risks will trigger a corrective action plan and, if unresolved, may lead to suspension or termination of the agreement.

2.16.7. Reporting by Partners

Partners are required to:

- Report any safeguarding incident (especially PSEA, child abuse, or serious misconduct) involving their staff or operations to CIPAD within 24 hours of becoming aware.
- Use CIPAD's designated Safeguarding Reporting Form (see Appendix).
- Cooperate fully with investigations led or commissioned by CIPAD.
- Ensure survivor support and referrals are in place (see Section 2.17).

2.16.8. Partner Safeguarding Focal Point

Each partner organization must nominate a Safeguarding Focal Point to serve as the liaison between CIPAD and the partner on all safeguarding and PSEA matters. This person must be trained, accessible, and empowered to take action when concerns arise.

2.16.9. High-Risk Partnerships

Where a partner operates in a high-risk environment (e.g., working with children, survivors of violence, or in remote settings), CIPAD will:

- Conduct enhanced due diligence
- Require regular safeguarding updates and assessments
- Implement stricter reporting and oversight mechanisms

2.16.10. Termination Due to Safeguarding Breach

Where a safeguarding concern is substantiated and shows gross negligence or repeated violations by the partner, CIPAD reserves the right to:

- Terminate the partnership agreement immediately
- Notify relevant stakeholders, donors, or authorities
- Publish findings as part of its accountability to affected communities

2.17. Referral Pathways for Survivors

2.17.1. Purpose

CIPAD is committed to ensuring that all survivors of safeguarding violations, including sexual exploitation and abuse (SEA), gender-based violence (GBV), child abuse, and other forms of harm, receive timely, appropriate, and confidential support. This section outlines the referral pathways and procedures designed to facilitate survivor-centered care, promote safety, and uphold dignity and confidentiality.

2.17.2. Principles of Survivor Referral

All referrals will be guided by the following principles:

- Survivor-Centered Approach: Respecting the survivor's rights, choices, and autonomy in all decisions.
- Confidentiality: Protecting the survivor's privacy to the greatest extent possible.
- Do No Harm: Ensuring the referral process does not expose the survivor to further risk or trauma.

- **Timeliness:** Providing prompt access to medical, psychosocial, legal, and protection services.
- **Non-Discrimination:** Access to services regardless of age, gender, ethnicity, disability, or other status.
- **Safety:** Ensuring secure and discreet referral mechanisms.

2.17.3. Identification and Immediate Response

- **First Responders:** All CIPAD staff and partners who receive or identify a safeguarding concern involving a survivor must respond with empathy and immediate protection.
- **Initial Care:** Provide psychological first aid, ensure medical assistance if needed, and assess immediate safety risks.
- **Consent:** Obtain informed consent from the survivor before sharing any information or making referrals, except in cases where safety or legal obligations override (e.g., child protection).

2.17.4. Referral Pathway Framework

The referral process follows these key steps:

1. **Reporting:** Safeguarding concerns or incidents are reported to the designated Safeguarding Focal Point or through CIPAD's confidential reporting channels.
2. **Assessment:** The Safeguarding Officer assesses the survivor's immediate needs, risks, and wishes.
3. **Referral:** The survivor is referred to the appropriate service provider(s), which may include:
 - Medical care (including post-rape care)
 - Psychosocial support and counseling
 - Legal aid and protection services
 - Safe shelter and protection services
4. **Follow-up:** CIPAD ensures follow-up support is provided, respecting the survivor's choices and ensuring continued safety and well-being.

2.17.5. Types of Services Available

- **Health Services:** Emergency medical care, STI treatment, HIV post-exposure prophylaxis (PEP), pregnancy prevention, and follow-up care.
- **Psychosocial Support:** Trauma counseling, mental health services, peer support groups.
- **Legal Assistance:** Access to justice, legal advice, protection orders.
- **Safe Shelter:** Temporary accommodation for survivors at risk of further harm.
- **Protection Services:** Child protection agencies, social welfare, law enforcement liaison.

2.17.6. Referral Mechanisms

- Internal Referrals: Where CIPAD has in-house psychosocial or medical capacity, survivors may be supported internally.
- External Referrals: When specialized care is required, CIPAD maintains partnerships with trusted service providers, NGOs, hospitals, and government agencies.
- Confidentiality Protocol: All referrals adhere to strict confidentiality guidelines. Information sharing follows “need to know” basis only and with survivor’s informed consent.

2.17.7. Training and Awareness

All CIPAD staff and partners will receive regular training on:

- How to identify survivors sensitively
- Procedures for immediate response and referral
- Survivor rights and ethical considerations
- Maintaining confidentiality and data protection

2.17.8. Monitoring and Documentation

- All referrals will be documented confidentially using CIPAD’s Safeguarding Concern Reporting Template (Appendix 1).
- Records are securely stored with access restricted to authorized safeguarding personnel.
- Regular monitoring of referral outcomes ensures quality of support and identification of gaps in services.

2.17.9. Challenges and Barriers

CIPAD acknowledges potential barriers survivors may face in accessing services, including stigma, lack of awareness, cultural norms, distance, or limited service availability. CIPAD is committed to:

- Advocating for improved survivor services and resources
- Conducting community awareness and sensitization on survivors’ rights and available support
- Tailoring referral pathways to local contexts and needs

2.17.10. Emergency Situations

In cases of immediate danger or life-threatening situations:

- Staff will prioritize survivor safety and coordinate urgent medical or protection interventions.

- Referral to emergency services or law enforcement will be facilitated with the survivor's safety as paramount.

2.18. Safeguarding Induction Checklist

2.18.1. Purpose

The Safeguarding Induction Checklist ensures that every new staff member, volunteer, intern, consultant, and partner engaged with CIPAD understands and commits to the organization's safeguarding policies, procedures, and culture from the start of their engagement. This checklist serves as a standardized tool to guide and document the induction process, ensuring all personnel are equipped to uphold CIPAD's safeguarding standards and PSEA commitments.

2.18.2. Scope

The checklist applies to all new recruits and relevant personnel across all CIPAD offices and programs, including remote or field-based staff. It is also a useful tool for refresher inductions for existing staff during safeguarding training cycles.

2.18.3. Key Components of the Safeguarding Induction Checklist

Each induction must cover the following components:

Component	Description
Introduction to CIPAD Safeguarding Policy	Overview of CIPAD's safeguarding commitment, purpose, and scope.
Understanding of Prevention of Sexual Exploitation and Abuse (PSEA)	Explanation of PSEA, its importance, and examples of prohibited behaviors.
Code of Conduct	Review of CIPAD's Code of Conduct, including expected behaviors and consequences of breaches.
Reporting Procedures	How to identify, respond to, and report safeguarding concerns, including confidential and anonymous channels.
Roles and Responsibilities	Clarification of staff roles in safeguarding, including personal accountability and support structures.
Confidentiality and Data Protection	Principles of confidentiality in safeguarding matters and protection of survivor information.
Survivor Rights and Support	Understanding the rights of survivors and the referral pathways for assistance.
Whistleblower Protections	Explanation of protections available for reporters of safeguarding violations or misconduct.
Consequences of Non-Compliance	Awareness of disciplinary actions related to safeguarding breaches, including dismissal.
Training and Capacity Building Opportunities	Information on ongoing safeguarding training, refresher courses, and resources.

Partner and Community Engagement	Importance of promoting safeguarding awareness among partners, beneficiaries, and communities.
Acknowledgment of Understanding	Staff sign an acknowledgment form confirming understanding of safeguarding policies and commitment to compliance.

2.18.4. Induction Process

- Timing: The induction must take place within the first week of engagement with CIPAD.
- Facilitators: The Human Resources Officer or Safeguarding Focal Point will conduct the induction, with support from program managers as needed.
- Documentation: Completed checklists will be filed in the staff personnel records and reviewed during performance appraisals.
- Follow-up: New staff are encouraged to ask questions and report any concerns during and after the induction.

2.18.5. Continuous Improvement

- The Safeguarding Induction Checklist will be reviewed annually to incorporate feedback and reflect updates in policies or regulations.
- CIPAD promotes a culture of learning and openness; therefore, new staff will be invited to participate in safeguarding training sessions within their first three months.

2.18.6. Safeguarding Acknowledgment Statement

“I, -----, hereby acknowledge that I have received, read, and understood CIPAD’s Safeguarding Policy, Code of Conduct, and PSEA commitments. I commit to uphold these standards throughout my engagement with CIPAD and to report any safeguarding concerns in a timely and confidential manner.”

Approved by Board and Signed on behalf the Board of Director by:

Name: Asunta Aguak Akuei

Title: Board Chairperson

Signature: _____



Date: 25th April 2024



18.7. Safeguarding Induction Acknowledgment Form

Employee/Staff/Volunteer Name: _____

Position: _____

Department/Project: _____

Date of Induction: _____

Facilitator(s) Name: _____

Acknowledgment

I hereby acknowledge that:

- I have received and been introduced to the Community Initiative for Partnership and Development (CIPAD) Safeguarding Policy, including the Prevention of Sexual Exploitation and Abuse (PSEA) policy.
- I understand my responsibilities under the safeguarding framework, including compliance with the Code of Conduct, and the importance of maintaining a safe and respectful environment for all individuals.
- I have been informed about the procedures for reporting safeguarding concerns and understand the confidentiality and protection measures in place for both survivors and whistleblowers.
- I am aware of the referral pathways available for survivors and the support services CIPAD provides.
- I understand the consequences of non-compliance with safeguarding policies, including disciplinary action up to and including termination.
- I commit to upholding the highest standards of behavior and ethics in my work with CIPAD.
- I understand that safeguarding training and capacity building are ongoing processes and I will actively participate in all required trainings and refresher courses.
- I have had the opportunity to ask questions and seek clarifications about safeguarding policies and procedures during this induction.

Signature of Employee/Staff/Volunteer: _____ Date: _____

Signature of Facilitator: _____ Date: _____

For HR Department Use Only:

- Copy of this form filed in personnel records: Yes No
- Follow-up training scheduled for: _____