**Introduction**

In times of emergencies children and young people’s immediate protective environment (e.g. families, communities, services) weakens and their vulnerabilities greatly increase. Safeguarding and SHEA risks increase as new agencies enter communities; and as high demand and unequal supply of food, health supplies and welfare supports exaggerate power imbalances.

With the Covid-19 crisis, children and young people may be at particular risk due to school closures and separation from care providers (accentuated by quarantines, and/or severe illness/death). Isolation measures also creates a number of safeguarding risks by limiting people’s access to information on Safeguarding and PSHEA and restricting access of SHEA victims/survivors/witnesses/informants to reporting channels and support services.

We also need to be aware that people wishing to abuse or sexually exploit children, young people and those who are vulnerable may target organisations that work directly with these groups and attempt to gain employment or association.

It is therefore critically important that we continue to maintain high standards of Safeguarding and PSHEA. It is our duty to ensure that our Safeguarding Policy and procedures are implemented with additional vigilance and we adapt and strengthen existing interventions to identify and reduce risks to girls, boys, children, young people and beneficiaries in all their diversity.

**The Checklist**

As with any emergency the Covid-19 crisis does not create new safeguarding and PSHEA (preventing sexual harassment, exploitation and abuse) responsibilities but rather requires the maintenance, adaptation and strengthening of existing measures.

**This Checklist has been developed to guide the mainstreaming and monitoring of essential Safeguarding and PSHEA measures into DRM programming and influencing activities during the Covid-19 Emergency response.**

The aim of the checklist is to help offices identify the areas that require immediate attention, i.e. **those not checked**. Emergency response teams and the Country Office (CO) Safeguarding Focal Point should work together to meet all the requirements as early as possible. Please remember the Global Safeguarding Technical Advisors can also provide support and guidance as required.

It is important to note that the checklist focuses on the minimum requirements and considerations during the COVID-19 response. Each CO Safeguarding Focal Point will continue to ensure the full suite of Safeguarding standards are mainstreamed throughout all operations and programmes during the emergency response. The full range of Safeguarding and PSHEA resources are listed on page 3.

**Scenario Planning**

In applying the Safeguarding and PSHEA guidance during the Covid-19 response, it is important that each office and each Safeguarding Focal Point is mindful of their country’s scenario/business continuity planning and how their safeguarding responses may need to be re-tailored to fit the appropriate scenario. Each emergency response team should **repeat the checklist exercise at each stage of their countries Covid-19 response.** The table below provides a general guide on scenarios based on the various stages a country might be in response to Covid-19:

|  |  |  |
| --- | --- | --- |
| **Scenario** | **Description**  | **Access to beneficiaries or communities of operation** |
| **Scenario 1***(Containment phase)* | Country is in preparation stages – awareness raising being carried out, increase emphasis on personal hygiene, all schools, businesses and services open and fully operational | **Full access to our beneficiaries and communities of operation.** |
| **Scenario 2***(Delay Phase)* | Schools, children day care and all educational facilities are closed, other businesses remain open. Limited international travel restrictions. Most staff working from home.  | **Some limitations to access beneficiaries and communities of operation. No access to schools or education centres.**  |
| **Scenario 3***(Research Phase)* | All schools, education facilities closed. All non-essential business closed. International and domestic travel extremely limited. All non-essential staff (i.e. not health workers, food suppliers, civil protection) working from home.   | **Extremely limited access to** **beneficiaries and communities of operation.**  |
| **Scenario 4***(Mitigation phase)* | Complete lockdown.  | **No access to** **beneficiaries and communities of operation.** |

The Checklist

**Please read the** [**Global Programme Guidance on COVID-19 (Safeguarding & PSHEA Guidance on Pages 11-14)**](https://planinternational.sharepoint.com/%3Aw%3A/s/planetapps/Operations/ChildProtection/EYRVl4Mv4l5NqdLYd1_MiGsBqkS1OVXNqcXXNVtAXoolHA?e=MuSrR6) **before completing this checklist. Please ensure that the checklist is re-examined at each stage of your country’s evolving COVID-19 response**:

| **Area of Focus** | **Quick check** | **Actions identified**  | **Responsibility**  | **Timeline** |
| --- | --- | --- | --- | --- |
| **Capacity**  | 1. Is there a safeguarding and PSHEA Focal Point designated in areas to identify and minimize SHEA risks in the implementation of the COVID-19 response, especially in areas which may present high risks (camps, programmes/settings in areas with restricted access)

*(Designate, and where possible a safeguarding and PSHEA Focal Point in areas to identify and minimize SHEA risks in the implementation of the COVID-19 response)* |  |  |  |
| 1. Have all staff (including new staff members) received training and refresher training on:
* *Plan International’s Safeguarding Policy and Code of Conduct (with policy documents re-circulated)*
* *their minimum PSHEA codes of behaviour*
* *expected behaviours, protocols vis-à-vis beneficiaries*
* *reporting and responding mechanisms*
* *steps to prevent Safeguarding and SHEA violations*
* *how sex offenders operate & prevention strategies?*
 |   |  |  |
| 1. Are regular safeguards (background checks, criminal record checks, etc.) maintained during recruitment of new personnel and volunteers hired for the emergency response?
 |   |  |  |
| **Risk Assessments** | 1. Do risk assessments and analysis of existing and new COVID-19 Response actions apply Plan International’s gender and intersectional lens? Do they also and include Safeguarding and PSHEA risk considerations, mitigation measures and contingency plans which are communicated to the entire response team and others who need to know?
 |     |  |  |
| 1. Is the local mapping up to date, providing an analysis of:
* *the child protection infrastructure of the external environment*
* *risks in the relevant country or programme implementation area*
* *the legal, welfare, NGO and community infrastructure?*
* *the services available to support effective reporting and responding*
 |   |  |  |
| **Awareness raising**  | 1. Have beneficiary communities been made aware of
* *Plan International’s safeguarding and PSHEA commitments*
* *what conduct they can expect from staff and volunteers*
* *acceptable and unacceptable behaviours for Plan International and partners staff members and volunteers*
* *available safe and confidential complaints raising mechanisms and those which are child-friendly for children and young people?*

*(Awareness raising and communications materials and efforts need to be designed with considerations: for those at most risk such as children and young girls; local languages and literacy levels; and travel restrictions, isolation or cocooning measures that staff and beneficiaries are experiencing)* |      |  |  |
| **Reporting and Responding**  | 1. Have innovative community-based complaints and feedback mechanisms been considered and put in place as part of the emergency response, with specific considerations of COVID-19 travel and movement restrictions?

*(Consider child-friendly mechanisms; a gender and intersectional lens and be victim sensitive)* |      |  |  |
| 1. Are clear reporting mechanisms for staff and volunteers in place *(paying attention to understanding the requirements for immediate reporting and referrals, victim/survivor assistance and receiving disclosures safely)?*
 |  |  |  |
| **Safeguarding and PSHEA in programmes** | 1. Have programmes and project designs been revised to account for evolving COVID-19 restrictions and offered alternative ways to safely engage children and young people?
 |   |  |  |
| 1. Do response work plans, budgets and fundraising proposals appropriately consider the cost of safeguarding and PSHEA risk management strategies and interventions?
 |  |  |  |
| **Partnerships and coordination**  | 1. Have the partner’s safeguarding and PSHEA policies and guidelines been assessed for adequacy of protection?

*(Should they fall short, agreement should be reached that they either adopt the Plan International policies or their policies are to be complemented by those of Plan International where there are gaps)*  |  |  |  |
| 1. Have minimum safeguarding requirements been agreed and documented between Plan International and its Partners?
 |  |  |  |
| 1. Is Plan International a part of the broader response’s safeguarding and PSHEA Inter-Agency Coordination processes in the country or area of operation to avoid duplication of activities and facilitate joint /coordinated reporting, responding and referral mechanisms?
 |    |  |  |

**Important:** Each CO Safeguarding Focal Point will continue to ensure the full suite of Safeguarding standards are mainstreamed throughout all operations and programming during the emergency response. A **complete** Safeguarding and PSHEA checklist for the COVID-19 response is available here (link) This compliments and strengthen the quick checklist.

| **Useful Resources**  |
| --- |
| **Plan International Policies, Standards & Manuals*** [Global Safeguarding Children and Young People Policy](https://planinternational.sharepoint.com/sites/planetapps/Operations/ChildProtection/Key%20documents/Forms/AllItems.aspx?viewid=e0fb6993%2De125%2D493a%2Dae98%2D88c7883fae38&id=%2Fsites%2Fplanetapps%2FOperations%2FChildProtection%2FKey%20documents%2F1%20%2D%20Safeguarding%20Policy)
* [Safeguarding Standards](https://planinternational.sharepoint.com/teams/eo/proj002/CPNetwork_COs/CPP%20Stds%20and%20Implementation%20Manual/Forms/AllItems1.aspx?FilterField1=Resources%5Fx0020%5FCPP%5Fx0020%5FStandard%5Fx003a%5F&FilterValue1=Safeguarding%20Manual%20and%20Standards&FilterType1=Choice&FilterField2=Document%5Fx0020%5FType&FilterValue2=Manual%20and%20Standards&FilterType2=Text&viewid=f1a8f850%2De4e4%2D4b01%2D9b28%2Dd4554250bb90)
* [Global Values, Conduct and Whistleblowing Policy](https://planinternational.sharepoint.com/sites/planetapps/Operations/Legal/Global%20Standards1/GLO-Global%20Policy%20on%20Values%20Conduct%20and%20Whistleblowing-June18-English.pdf#search=PII%20code%20of%20conduct)
* [Child Protection Policy Primer – Child Friendly](https://planinternational.sharepoint.com/teams/eo/proj002/CPNetwork_COs/CPP%20Stds%20and%20Implementation%20Manual/Forms/AllItems1.aspx?q=child%20protection%20policy%20primer%20child%20friendly&FilterField1=Resources%5Fx0020%5FCPP%5Fx0020%5FStandard%5Fx003a%5F&FilterValue1=Std%3A%20Core%20Std%204%3A%20Awareness%2C%20Communication%20and%20Education%20on%20Safeguarding&FilterType1=Choice&id=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual%2FA%5FPrimer%5Fon%5FUnderstanding%5FChild%5FAbuse%20%5FChild%5FFriendly%2DPlan%2DPhilippines%2DEng%2Djan14%2Epdf&parent=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual&parentview=7)
* [Global Emergency Response Manual-Operations 2019](https://planinternational.sharepoint.com/teams/drm/team003/DRM%20Team%20Site%20Library/GLO-Emergency_Response_Manual_Operations-Final-IO-Eng-Oct19.pdf)

**COVID-19 Specific Resources*** [Global Programme Guidance COVID-19 (Safeguarding & PSHEA Guidance on Pages 11-14)](https://planinternational.sharepoint.com/%3Aw%3A/s/planetapps/Operations/ChildProtection/EQ5m9XdQ2zxGl7LYxyP4cEkBbwMUdxl2wEwnRdDJem_8Sg?e=eSIEHd)
* [IASC Interim Technical Note: Protection From Sexual Exploitation And Abuse (PSEA) during COVID-19 Response Version 1.0 March 2020](https://reliefweb.int/sites/reliefweb.int/files/resources/IASC%20Interim%20Guidance%20on%20COVID-19%20-%20Protection%20from%20Sexual%20Exploitation%20and%20Abuse.pdf)

**Capacity** * [Your Safeguarding responsibilities](https://planinternational.sharepoint.com/sites/planetapps/Operations/ChildProtection/Pages/Your-Responsibilities.aspx)
* [List of Safeguarding Focal Points](https://planinternational.sharepoint.com/sites/planetapps/Operations/ChildProtection/Pages/Child-Protection-Network.aspx)
* [Selection and Responsibilities of Safeguarding Focal Points](https://planinternational.sharepoint.com/teams/eo/proj002/CPNetwork_COs/CPP%20Stds%20and%20Implementation%20Manual/GLO%20-SCYPP%20Guidance-Selection%20and%20Responsibilities%20-SCYPP%20Focal%20Points%20_ENG_%20FINAL%20_Jan2019.pdf)
* [Safeguarding e-learning course](https://www.plan-academy.org/course/index.php?categoryid=51)
* [PSHEA Video-No Excuse for Abuse](https://www.youtube.com/watch?v=48MCG22FqrE&feature=youtu.be)
* [**PPT Presentation:** Prevention of sexual harassment, exploitation & abuse (PSHEA) During COVID19](https://planinternational.sharepoint.com/sites/planetapps/Operations/ChildProtection/COVID19%20Doc%20Library%20SCYP%20and%20PSHEA/Forms/AllItems.aspx)
* [Sample Safeguarding Related Interview Questions](https://planinternational.sharepoint.com/teams/eo/proj002/CPNetwork_COs/CPP%20Stds%20and%20Implementation%20Manual/Forms/AllItems1.aspx?FilterField1=Resources%5Fx0020%5FCPP%5Fx0020%5FStandard%5Fx003a%5F&FilterValue1=Std%3A%20Core%20Std%203%3A%20Safe%20Recruitment%2C%20Selection%20and%20Engagement&FilterType1=Choice&FilterField2=Document%5Fx0020%5FType&FilterValue2=Interview%20%2D%20%20Safeguarding%20Related%20Questions&FilterType2=Text&id=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual%2FGLO%2DGuidance%5Fon%20SCYPP%5FRelated%5FInterview%5FQuestions%5FSample%2DFinal%2DEng%2DDec2019%2Epdf&parent=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual)
* [Guidance On: Vetting Staff /Temporary Staff/Consultants and Assessing Contact](https://planinternational.sharepoint.com/%3Aw%3A/t/eo/proj002/CPNetwork_COs/EcsktgBzJg5Mpo2c8AHw-HwBs4i8GbVy1hvP51hQyGoOag?e=bseBx2)
* [Guidance on Per-employment screening and vetting potential staff/candidates in an emergency context](https://planinternational.sharepoint.com/%3Aw%3A/t/eo/proj002/CPNetwork_COs/EeJnBQsadpBDlPnKPMdPLM0BjpPkMcVASq6jeGwARMjD4A?e=0X3Qf3)

**Risk Assessment** * [Examples of Safeguarding Risks and Strategies –in Thematic Areas](https://planinternational.sharepoint.com/teams/eo/proj002/CPNetwork_COs/CPP%20Stds%20and%20Implementation%20Manual/Forms/AllItems1.aspx?FilterField1=Resources%5Fx0020%5FCPP%5Fx0020%5FStandard%5Fx003a%5F&FilterValue1=Std%3A%20Business%20Std%202%3A%20Safe%20Programming%2C%20Influencing%2C%20Research&FilterType1=Choice&FilterField2=Document%5Fx0020%5FType&FilterValue2=Safeguarding%20Risks%20and%20Strategies%20Prog%20%2D%20Examples&FilterType2=Text&id=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual%2FGLO%2DSafeguarding%5FRisks%5Fand%5FStrategies%5FProgramme%5FThematic%5FAreas%2DFinal%2DIO%2DEng%2DOct19%2Epdf&parent=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual)

**Awareness Raising** * [Safeguarding Children and Young People Poster](https://planinternational.sharepoint.com/teams/eo/proj002/CPNetwork_COs/CPP%20Stds%20and%20Implementation%20Manual/Forms/AllItems1.aspx?FilterField1=Resources%5Fx0020%5FCPP%5Fx0020%5FStandard%5Fx003a%5F&FilterValue1=Std%3A%20Core%20Std%204%3A%20Awareness%2C%20Communication%20and%20Education%20on%20Safeguarding&FilterType1=Choice&FilterField2=Document%5Fx0020%5FType&FilterValue2=Communicating%20the%20CPP%20commitments%20%2D%20Poster&FilterType2=Text&id=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual%2FSafeguarding%5FPolicy%5FPoster%2DPlan%5FVietnam%5FApr%5F2019%2Epdf&parent=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual)
* [Suggestion for the word content of child friendly poster](https://planinternational.sharepoint.com/%3Aw%3A/r/teams/eo/proj002/CPNetwork_COs/_layouts/15/Doc.aspx?sourcedoc=%7BDD805615-6DB8-4590-83AF-CED4BF69F2AC%7D&file=GLO-Sample_CPP_Emergency_Poster_for_children%20-Final-IO-Eng-dec13.docx&action=default&mobileredirect=true)
* Suggestion for the word content of Emergency Poster for staff and associates

**Reporting and Responding** * [Child-Friendly Feedback Mechanisms Guide and Toolkit](https://planinternational.sharepoint.com/teams/eo/proj002/CPNetwork_COs/CPP%20Stds%20and%20Implementation%20Manual/Forms/AllItems1.aspx?FilterField1=Resources%5Fx0020%5FCPP%5Fx0020%5FStandard%5Fx003a%5F&FilterValue1=Std%3A%20Core%20Std%206%3A%20Reporting%20and%20Responding&FilterType1=Choice&FilterField2=Document%5Fx0020%5FType&FilterValue2=Complaints%20and%20Response%20Mechanisms%20&FilterType2=Text&id=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual%2FPlan%5FInternational%5FChild%5FFriendly%5FFeedback%5FMechanisms%5FGuide%5Fand%5FToolkit%2Epdf&parent=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual)
* [Reporting and Responding Guidelines](https://planinternational.sharepoint.com/teams/eo/proj002/CPNetwork_COs/CPP%20Stds%20and%20Implementation%20Manual/Forms/AllItems1.aspx?FilterField1=Resources%5Fx0020%5FCPP%5Fx0020%5FStandard%5Fx003a%5F&FilterValue1=Std%3A%20Core%20Std%206%3A%20Reporting%20and%20Responding&FilterType1=Choice&FilterField2=Document%5Fx0020%5FType&FilterValue2=Global%20Reporting%20and%20Responding%20Guidelines&FilterType2=Text&id=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual%2FReporting%5Fand%5FResponding%5Fto%5FCP%5FIssues%5Fin%5FPlan%2DEng%2Ezip&parent=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual)

**Safeguarding and PSHEA in programmes** * [Safeguarding in Programming and Influencing Overview and Quick Guide](https://planinternational.sharepoint.com/teams/eo/proj002/CPNetwork_COs/CPP%20Stds%20and%20Implementation%20Manual/Forms/AllItems1.aspx?FilterField1=Resources%5Fx0020%5FCPP%5Fx0020%5FStandard%5Fx003a%5F&FilterValue1=Std%3A%20Business%20Std%202%3A%20Safe%20Programming%2C%20Influencing%2C%20Research&FilterType1=Choice&FilterField2=Document%5Fx0020%5FType&FilterValue2=Safeguarding%20in%20Programming%20and%20Influencing%20%2D%20Overview%20%26%20Quick%20Guide&FilterType2=Text&id=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual%2FGLO%5FPlan%5FInternational%5FSafe%5FProgramming%5Fand%5FInfluencing%5FWork%5FOverview%5FEng%5FFinal%5FOct19%2Epdf&parent=%2Fteams%2Feo%2Fproj002%2FCPNetwork%5FCOs%2FCPP%20Stds%20and%20Implementation%20Manual)

**Partnerships and Coordination** * [Safeguarding Policy Partner Assessment Tool](https://planinternational.sharepoint.com/%3Ax%3A/r/teams/eo/proj002/CPNetwork_COs/_layouts/15/Doc.aspx?sourcedoc=%7B826AF248-AC8A-4633-9EC5-B066BB975850%7D&file=GLO-Plan_Safeguarding%20Policy_Partner_Assessment_Tool_Final-IO-Eng-Dec18.....xlsx&action=default&mobileredirect=true)
* [IASC Standard Operating Procedures: Inter-Agency Cooperation in Community Based Complaint Mechanisms](https://interagencystandingcommittee.org/system/files/global_standard_operating_procedures_on_inter_agency_cooperation_in_cbcms.pdf)
* [IASC Best Practice Guide to Inter-Agency Community Based Complaint Mechanisms](https://interagencystandingcommittee.org/system/files/best_practice_guide_inter_agency_community_based_complaint_mechanisms_1.pdf)
* [Joint Reporting Protocols – with Partners1, an example](https://planinternational.sharepoint.com/%3Aw%3A/r/teams/eo/proj002/CPNetwork_COs/_layouts/15/Doc.aspx?sourcedoc=%7B2C323A9E-87CD-4351-B7DA-CE2571D24E4C%7D&file=GLO-Joint_Reporting_Protocols_CPP_Breaches_with_Partners-Final-IO-Eng-Aug%202019.doc&action=default&mobileredirect=true)
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