

Neotree exists to eradicate preventable newborn mortality,  
by putting the lifesaving power of technology  
into the hands of doctors and nurses in low income countries



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## NEOTREE

*A registered charity in England and Wales (Charity number 1186748) and a registered Private Limited Company by guarantee without share capital use of 'Limited' exemption in England and Wales (Company number 11422323)*

## SAFEGUARDING POLICY

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### 1. Purpose

Neotree's charitable activities might include being in direct or indirect contact with Vulnerable Adults or Children, or we might possibly be receiving disclosures and sensitive information. This policy sets out the key principles that all staff, trustees, volunteers and associated personnel

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working with Neotree in the UK or abroad should be complying with in their safeguarding of Children, young people and Adults At Risk of harm or abuse. This policy is reviewed and approved annually by the Board of Trustees.

All of our partner organisations are required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. Prevention of Sexual Exploitation and Abuse clauses are included in our contracts with our partners as per Appendix 1

We set out here procedures for dealing with safeguarding concerns within Neotree, but it is the responsibility of all staff, trustees, volunteers and associated personnel to raise safeguarding concerns through relevant channels when appropriate wherever they may encounter them.

Neotree will take any failure to follow this policy very seriously and, in the case of Neotree's staff, any breaches of it could result in disciplinary sanctions up to and including dismissal. For volunteers, this could include dismissal and repatriation to their home country. However, this policy is not contractual and Neotree may at its discretion vary or replace it.

## **2. Definition - What is safeguarding?**

For the purposes of this policy, safeguarding means protecting peoples' right to live in safety, free from abuse and Neglect. Further definitions of terms capitalised in this policy relating to safeguarding are provided in the Glossary of Terms in section 10 below.

## **3. Scope**

The policy applies to:

- The conduct of all individuals working or volunteering at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary and working full- or part-time), consultants, contractors, trainees, seconded staff, casual workers and agency staff, volunteers, interns, agents, sponsors, third party representatives, freelance consultants and contractors, business partners or any other person associated with us or our partners, wherever located.
- The design and implementation of Neotree's programmes and activities.

**Safeguarding is everyone's responsibility.**

Neotree believes that everyone we work with regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse,

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Neglect and exploitation. Neotree will not tolerate abuse or exploitation by staff, trustees, volunteers or associated personnel.

#### **4. Associated policies**

Neotree's Whistleblowing Policy can be found [here](#).

Neotree's Code of Conduct can be found [here](#).

#### **5. Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. However, do not promise a Child or Vulnerable Adult that you will keep any information that they provide to you secret: you will have to tell the appropriate authorities if they need immediate protection. Nevertheless, information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

#### **6. Approach**

Neotree commits to addressing safeguarding throughout its work through the three pillars of 6.1) prevention 6.2) reporting and 6.3) response.

##### **6.1. Prevention**

###### *a) Neotree leadership and Trustees' responsibilities*

- i)* Ensure strong executive leadership in respect of statutory duties
- ii)* Ensure all Trustees and leadership are accountable for safeguarding Children, young people and Adults At Risk of harm or abuse by monitoring compliance with this policy and enforcing it.
- iii)* Nominate one Trustee to lead on safeguarding (Michelle Heys)
- iv)* Ensure safe working practices, including recruitment, vetting and barring procedures. Specifically, ensure prior the applicant commences employment:
  - Recruitment panels include staff trained on safeguarding

- b)* Two references are acquired for new staff, including one regarding previous work with Children *and/or* Vulnerable Adults and checks are completed where there are any gaps in an individuals' work history

- Disclosure and Barring Service (DBS) checks are carried out on new staff in line with DBS guidelines (or equivalent procedure should the staff member be resident outside the UK)
  - Regular contractors submit evidence of a DBS check (or equivalent procedure should the contractor be resident outside the UK)
  - For those new staff and regular contractors, a self declaration must be signed confirming that they have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to sexual abuse or exploitation, or left employment pending investigation and refused to cooperate in such an investigation. This Self Declaration is included as Appendix 2.
- i)* Ensure all individuals listed in section 2 “Scope” have access to, are familiar with, and know their responsibilities within this policy
  - ii)* Ensure staff undertake staff training at induction and refresher training annually, so that staff are informed about safeguarding and can undertake their roles and responsibilities. This training should be UNICEF Agora training <https://agora.unicef.org/course/info.php?id=7380> and/or UK based Safeguarding Training according to where the staff member will be based. Prevention of Sexual Exploitation and Abuse (PSEA) is a standing item at our Staff meetings on a quarterly basis.
  - iii)* Request safeguarding policies, and nominated safeguarding contacts, from organisations that Neotree partners with and in turn share details of our safeguarding policy.
  - iv)* Follow up on reports of safeguarding concerns promptly and according to due process set out in section 7 of this policy.
- c) Responsibilities of staff, trustees, volunteers and associated personnel*
- i)* Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
  - ii)* Report any concerns or suspicions regarding safeguarding violations by staff, trustees, volunteers or associated personnel to the Safeguarding Focal Point or chair of trustees (see 6.2).
  - iii)* In respect to Children, must not:
    - Engage in sexual activity with anyone under the age of 18
    - Sexually abuse or exploit Children
    - Subject a Child to physical, emotional or Psychological harm

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- Engage in any commercially exploitative activities with Children including Child labour or trafficking
- iv) In respect to adults must not:
  - Sexually abuse or exploit Adults At Risk
  - Subject an at-risk adult to physical, emotional or Psychological harm
  - Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to Beneficiaries of Assistance
  - Engage in any sexual relationships with Beneficiaries of Assistance, since they are based on inherently unequal power dynamics

## 6.2 Reporting

You should report your concerns as quickly and clearly as possible. Neotree will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, trustees and volunteers and the communities we work with.

It is not the responsibility of anyone working at Neotree in a paid or unpaid capacity to decide whether or not abuse has taken place. There is a responsibility, however, to act on any concerns through contact with the appropriate authorities. Neotree assures all beneficiaries and individuals working or volunteering with Neotree and Neotree's partners that it will fully support and protect anyone who reports genuine concerns or complaints through formal channels.

Neotree will also accept complaints from external sources including beneficiaries, members of the public, partners and official bodies. The pathway for reporting concerns from external sources may be in person, via email (either to the local Project Manager, or to the Safeguarding focal point by email [safeguarding@neotree.org](mailto:safeguarding@neotree.org)) or via telephone, with specific local details included on the dissemination materials e.g. posters. An explanation about how a beneficiary can make a safeguarding complaint is displayed on posters on the walls of our implementing sites and on our website, along with a statement making our zero-tolerance policy clear. Our policy and pathway for referrals is also shared with our partners, including healthcare facility executives so the institutions we work with are also aware of how to make reports.

*How to report a safeguarding concern*

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Beneficiaries, community members, staff, volunteers, trustees or associated personnel who have a complaint or concern relating to safeguarding violations by staff, trustees, volunteers or associated personnel should report it immediately to the Safeguarding Focal Point below or their line manager or the local project manager as appropriate. If the staff member, volunteer or beneficiary does not feel comfortable reporting to the Safeguarding Focal Point, their line manager or the project manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report the concern to the Chair of Trustees.

*Safeguarding Focal Point:*

Michelle Heys  
safeguarding@neotree.org

*Chair of Trustees:*

Yali Sassoon  
[yali@neotree.org](mailto:yali@neotree.org)

*Keep a record of your report*

You should record your concerns in writing as soon as you can. If the complaint involves Sexual Abuse or Exploitation, please use the Template Report attached as Appendix 3. Your duty is to report to local authorities if the Child or a Vulnerable Adult is at risk of significant harm, rather than investigate concerns yourself. If time allows, write notes about your observations before you report them. This will help you to be as precise as possible in making your report. If your concern is based on what an individual has said, write it down immediately so that you can report the exact words, and keep these notes, as (in rare serious cases) they may be needed later as evidence. As far as possible, make sure that the record includes:-

- The Child's/Vulnerable Adult's name, age, date of birth, home address and telephone number
- Whether you are reporting your own concerns or someone else's.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The Child's/Vulnerable Adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents/carers been contacted?

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- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the Child/Vulnerable Adult was not the person who reported the incident, has the Child/Vulnerable Adult been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Contact details of anyone else you have informed (eg social worker or police officer).

### **6.3 Response**

Neotree has a zero tolerance for breaches of safeguarding policy including sexual abuse and exploitation. Neotree will follow up safeguarding reports and concerns according to policy and procedure (see paragraph 7 below), and legal and statutory obligations.

Neotree will apply appropriate disciplinary measures to staff, volunteers, and trustees found in breach of policy.

Neotree will offer support to Survivors of harm caused by staff, volunteers, or trustees, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the Survivor.

## **7. Procedure for dealing with reports of breach of Safeguarding Policy**

### **7.1. Report is received**

- Reports can reach the organisation through various routes. This may be in a structured format such as a letter, e-mail, text or message on social media. It may also be in the form of informal discussion or rumour. If a staff member, volunteer or trustee hears something in an informal discussion or chat that they think is a safeguarding concern, they should report this to the Safeguarding Focal Point, in accordance with the Safeguarding Policy.
- If a safeguarding concern is disclosed directly to a member of staff, volunteer or trustee, the person receiving the report should bear the following in mind:
  - Listen
  - Empathise with the person
  - Ask who, when, where, what but not why
  - Repeat/ check your understanding of the situation
  - Report to the appropriate staff member (see below)

- The person receiving the report should then document the following information, using an incident report form if there is one:
  - Name of person making report
  - Name(s) of alleged Survivor(s) of safeguarding incident(s) (the “Subject of Concern”) if different from above
  - Name(s) of alleged perpetrator(s)
  - Description of incident(s)
  - Dates(s), times(s) and location(s) of incident
- For Sexual Exploitation and Abuse Reports, the NEOTREE COMPLAINTS REFERRAL FORM (SEXUAL EXPLOITATION AND ABUSE) in Appendix 3 should be used.
- The person receiving the report should then forward this information to the Safeguarding Focal Point or chair of trustees within 24 hours.
- Due to the sensitive nature of safeguarding concerns, confidentiality must be maintained during all stages of the reporting process, and information shared on a limited ‘need to know’ basis only. This includes senior management who might otherwise be appraised of a serious incident.
- If the reporting staff member or volunteer is not satisfied that the organisation is appropriately addressing the report, they have a right to escalate the report, either up the management line, to the Board (or other governance structure), or to an external statutory body. The staff member or volunteer will be protected against any negative repercussions as a result of this report.

## **7.2. Assess how to proceed with the report**

- Appoint a senior member of staff responsible for handling this report (the “Decision Maker”)
- Determine whether it is possible to take this report forward
  - Does the reported incident(s) represent a breach of safeguarding policy?
  - Is there sufficient information to follow up this report?
- If the reported incident does not represent a breach of Neotree’s Safeguarding Policy, but represents a safeguarding risk to others (such as a Child safeguarding incident), the report should be referred through the appropriate channels (eg. local authorities).
- If there is insufficient information to follow up the report, and no way to ascertain this information (for example if the person making the report did not leave contact details), the report should be filed in case it can be of use in the future, and look at any wider lesson learning we can take forward.

- If the report raises any concerns relating to Children, seek expert advice immediately. If at any point in the process of responding to the report (for example during an investigation) it becomes apparent that anyone involved is a Child, the Decision Maker should be immediately informed and should seek expert advice before proceeding.
- If the decision is made to take the report forward, ensure that you have the relevant expertise and capacity to manage a safeguarding case. If you do not have this expertise in-house, seek immediate assistance, through external capacity if necessary.
- Clarify what, how and with whom information will be shared relating to this case. Confidentiality should always be maintained, and information shared on a need-to-know basis only. Decide which information needs to be shared with which stakeholder – information needs may be different.
- Other policies may apply, depending on the type of concern the report relates to. For example, workplace sexual harassment. If there isn't a policy for the type of report that has been made, follow the safeguarding procedures.
- Check your obligations on informing relevant bodies when you receive a safeguarding report. These include (but are not limited to):
  - Funding organisations
  - Umbrella bodies/networks
  - Statutory bodies (such as the Charity Commission in the UK)

Some of these may require you to inform them when you receive a report, others may require information on completion of the case, or annual top-line information on cases. When submitting information to any of these bodies, think through the confidentiality implications very carefully.

### **7.3. Appoint roles and responsibilities for case management**

- If not already done so (see above), appoint either the Safeguarding Focal Point or Chair of the Trustees as the Decision Maker for the case (see 6.2).
- If the report alleges a serious safeguarding violation, you may wish to hold a case conference. This should include:
  - Decision Maker
  - Person who received the report (such as the Safeguarding Focal Point, or line manager)
  - HR consultant
  - Safeguarding adviser (or equivalent) if applicable

The case conference should decide the next steps to take, including any protection concerns and support needs for the Survivor and other stakeholders (see below).

#### **7.4. Provide support to survivor where needed/requested**

- Provide appropriate support to Survivor(s) of safeguarding incidents.
- Support could include (but is not limited to):
  - Psychosocial care or counselling
  - Medical assistance
  - Protection or security assistance (for example being moved to a safe location)
- All decision making on support should be led by the Survivor.

#### **7.5 Assess any protection or security risks to stakeholders**

- For reports relating to serious incidents: undertake an immediate risk assessment to determine whether there are any current or potential risks to any stakeholders involved in the case and develop a mitigation plan if required.
- Continue to update the risk assessment and plan on a regular basis throughout and after the case as required.

#### **7.6. Decide on next steps**

- The Decision Maker decides the next steps. These could be (but are not limited to):
  - No further action (for example if there is insufficient information to follow up, or the report refers to incidents outside the organisation's remit)
  - Investigation is required to gather further information
  - Immediate disciplinary action if no further information needed
  - Referral to relevant authorities
- If the report concerns personnel who work for partners, the decision-making process will be different. Although these personnel are not staff members, we have a duty of care to protect anyone who comes into contact with any aspect of our programme from harm. We cannot follow disciplinary processes with individuals outside our organisation, however decisions may be made for example to terminate a contract with a supplier based on the actions of their employees.

- If an investigation is required and the organisation does not have internal capacity, identify resources to conduct the investigation. Determine which budget this will be covered by.
- If a staff member or volunteer wishes to appeal against any disciplinary decision, this should be made in writing, within five working days of the decision being communicated to them, to the relevant person on the panel.

#### **7.7. Manage investigation if required**

- Refer to the organisation's procedures for investigating breaches of policy. If these do not cover safeguarding investigations, use external guidelines for investigating safeguarding reports, such as the CHS Alliance Guidelines for Investigations.

#### **7.8. Make decision on outcome of investigation report**

- The Decision Maker makes a decision based on the information provided in the investigation report. Decisions relating to the Subject of Concern should be made in accordance with existing policies and procedures for staff misconduct.
- If at this or any stage in the process criminal activity is suspected, the case should be referred to the relevant authorities unless this may pose a risk to anyone involved in the case. In this case, the Decision Maker together with other senior staff will need to decide how to proceed. This decision should be made bearing in mind a risk assessment of potential protection risks to all concerned, including the Survivor and the Subject of Concern.

#### **7.9. Conclude the case**

- Document all decisions made resulting from the case clearly and confidentially.
- Store all information relating to the case confidentially and securely, and in accordance with Neotree policy and local data protection law.
- Record anonymised data relating to the case to feed into organisational reporting requirements (e.g. serious incident reporting to Board, safeguarding reporting to donors), and to feed into learning for dealing with future cases.

#### **7.10 Reporting incidents taking place outside the UK**

- Reports must be made according to local protocols as per implementing partners' safeguarding policies.
- Neotree non-UK partners are mandated to sensitise communities on local reporting channels to make sure those channels are understood and accessible.

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- Should it be impossible to report an incident overseas, it will still need to be reported to all relevant authorities in the UK, including (where appropriate) submitting a serious incident report to the Charity Commission.
- Where a British National or person with a claim to British residency has committed, or potentially committed, Child sexual abuse/exploitation overseas, this should still be reported to the National Crime Agency in the UK, in addition to local standard reporting policies i.e. to local police forces.

## 8. Relevant legislation

The key legislative framework supporting this policy includes: the Children Act 1989 and 2004, United Nations Convention on the Rights of the Child 1992, the Human Rights Act 1998, the Children and Families Act 2014, Safeguarding Vulnerable Groups Act 2006, the Crime and Disorder Act 1998, the Mental Capacity Act 2005, the Health and Social Care Act 2008, the Care Act 2014, Protection of Freedoms Act 2012, The Sexual Offences Act 2003, Public Disclosures Act 1998, the Care and Support Statutory OFFICIAL 6 Guidance (Chapter 14) and the Working together to safeguard children 2018.

## 9. Further reading

1. Serious Incident Reporting: [How to report a serious incident in your charity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity)
2. [Government Guidance on safeguarding duties for charity trustees \(www.gov.uk\)](https://www.gov.uk/guidance/government-guidance-on-safeguarding-duties-for-charity-trustees)
3. Government guidance on handling safeguarding allegations: [Guidance on handling safeguarding allegations in a charity | Office for Civil Society \(culture.gov.uk\)](https://www.civilsociety.gov.uk/guidance-on-handling-safeguarding-allegations-in-a-charity)
4. Charity Commission guidance on safeguarding and protecting people: [Safeguarding and protecting people for charities and trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/safeguarding-and-protecting-people-for-charities-and-trustees)
5. Safeguarding Actions for Trustee Boards: [10 safeguarding actions for charity trustees infographic.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/_documents/10-safeguarding-actions-for-charity-trustees-infographic.pdf)

## 10. Glossary of Terms

*Beneficiary of Assistance*

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Someone who directly receives goods or services from Neotree's programmes. Note that misuse of power can also apply to the wider community that Neotree serves, and also can include exploitation by giving the perception of being in a position of power.

#### *Child(ren)*

A person below the age of 18.

#### *Harm*

Psychological, physical and any other infringement of an individual's rights.

#### *Neglect*

Persistent failure to meet basic physical, social and/or psychological needs of an individual, which is likely to result in impairment of the individual's health or development.

#### *Psychological harm*

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

#### *Physical harm*

Assault, hitting, slapping, pushing, misuse, of medication, restraint or inappropriate physical sanctions.

#### *Protection from Sexual Exploitation and Abuse (PSEA)*

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff, volunteers or trustees. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13). Neotree accepts this definition of PSEA and the minimum standards laid down in the document.

#### *Sexual abuse*

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions, including rape and sexual assault or sexual acts.

#### *Sexual exploitation*

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The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

#### *Survivor*

The person who has been abused or exploited. The term 'Survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

#### *Adults At Risk /Vulnerable Adult*

A person who is aged 18 or over and may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

### **11. Examples of prohibited/proscribed behaviour**

#### 1. I must:

- a. not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- b. not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts;
- c. wherever possible, ensure that another adult is present when working in the proximity of children;
- d. not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- e. not sleep close to unsupervised children unless necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- f. not use physical punishment on children;
- g. not hire children for domestic or other labour, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.

## **Appendix 1: Template for Prevention of Sexual Exploitation and Abuse clauses for partnership contracts, service providers and suppliers**

XX.1[The contractor] acknowledges and agrees that Neotree has a policy of "zero tolerance" for sexual exploitation and abuse. [The contractor] and its employees, staff and/or subcontractors shall not be involved in any sexual exploitation or abuse. For the purposes hereof, the following definitions shall be used:

Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

XX.2 [The contractor] shall take all necessary action to prevent sexual exploitation or abuse of any of its employees or any other person engaged and under its control, as well as any corrective action in the event that a situation of sexual exploitation or abuse occurs.

XX.3 Measures required to prevent and respond to sexual exploitation and abuse may include, but are not limited to: (1) A clear prohibition against any involvement in a situation of sexual exploitation or abuse; (2) Mandatory background checks for all personnel prior to recruitment; (3) PSEA training for all personnel; (4) Mandatory reporting of all allegations of SEA; (5) Referral of all survivors of SEA to immediate and professional assistance; and (6) Investigation of all reported allegations of SEA and implementation of corrective action.

XX4. Any breach of the provision by the Contractor shall entitle Neotree to terminate the contract with immediate effect."

**Appendix 2: Self Declaration Form**

Name and surname:	
ID card or passport number:	
Date of birth:	
Place of birth:	
Nationality:	
Place of residence:	
Phone number:	
Email address:	

1. Have you ever been the subject of a police investigation or court proceedings, in this country or abroad, as a result of charges of sexual abuse or sexual misconduct against minors or adults that do not appear on your criminal record?	YES/NO If yes, please provide additional information below.
2. Have you ever been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to sexual exploitation and abuse or sexual misconduct, or left employment pending investigation and refused to cooperate in such an investigation?	YES/NO If yes, please provide additional information below.

3. Have you ever been identified by a government department or judicial or other competent authority in this country or abroad as a risk or potential risk to children or vulnerable adults?	YES/NO  If yes, please provide additional information below.
4. Have you ever been or are you currently subject to disciplinary proceedings?	YES/NO  If yes, please provide additional information below.
5. Have you left a previous job pending an investigation and refused to cooperate with such an investigation?	YES/NO  If yes, please provide additional information below.

Confirmation of statement (please check the boxes below)	
	I agree that the information provided here will be processed for recruitment purposes and in confidentiality. I understand that a job offer may be withdrawn or termination may result if I fail to disclose timely information and if such information is subsequently communicated to the organisation.

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	I agree to notify the organization within 24 hours if I am subsequently investigated by any agency or organization regarding concerns about my behavior toward children, youth or vulnerable adults.
	<p>I hereby authorize any person, organization, or educational/training institution I mentioned as a reference in my application to disclose in good faith and in confidence any information in their possession about my qualifications or suitability for the job.</p> <p>I assume no liability to any employer, person or educational/training institution for information provided about me necessary and inherent to the employment process.</p>
	I understand that the information included in this form and submitted by third parties may be provided by the organization to other persons or organizations in cases where it is deemed necessary to protect other children or vulnerable adults.

Signature:	
Name and surname in capital letters:	
Date:	

### Appendix 3: Neotree Complaints Referral Form (Sexual Exploitation and Abuse)

Name of Complainant: \_\_\_\_\_ Ethnic origin/Nationality: \_\_\_\_\_

Address/Contact details: \_\_\_\_\_ Identity no: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Name of Victim (if different from Complainant): \_\_\_\_\_ Ethnic origin/Nationality: \_\_\_\_\_

Address/Contact details: \_\_\_\_\_ Identity no: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Name(s) \_\_\_\_\_ and \_\_\_\_\_ address \_\_\_\_\_ of \_\_\_\_\_ Parents, \_\_\_\_\_ if \_\_\_\_\_ under \_\_\_\_\_ 18:

Has the Victim given consent to the completion of this form?  YES  NO

Date of Incident(s): \_\_\_\_\_ Time of Incident(s): \_\_\_\_\_ Location of Incident(s): \_\_\_\_\_

Physical & Emotional State of Victim (Describe any cuts, bruises, lacerations, behaviour, and mood):  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses' \_\_\_\_\_ Names \_\_\_\_\_ and \_\_\_\_\_ Contact \_\_\_\_\_ Information: \_\_\_\_\_

Brief \_\_\_\_\_ Description \_\_\_\_\_ of \_\_\_\_\_ Incident(s) \_\_\_\_\_ (Attach \_\_\_\_\_ extra \_\_\_\_\_ pages \_\_\_\_\_ if \_\_\_\_\_ necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Name of Accused person (s): \_\_\_\_\_ Job Title of Accused person(s): \_\_\_\_\_

Organization Accused person(s) Works For: \_\_\_\_\_

Address \_\_\_\_\_ of \_\_\_\_\_ Accused \_\_\_\_\_ person(s) \_\_\_\_\_ (if \_\_\_\_\_ known):  
\_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Physical \_\_\_\_\_ Description \_\_\_\_\_ of \_\_\_\_\_ Accused \_\_\_\_\_ person(s):  
\_\_\_\_\_  
\_\_\_\_\_

Have the police been contacted by the victim?  YES  NO If yes, what happened?  
\_\_\_\_\_

If no, does the victim want police assistance, and if not, why? \_\_\_\_\_

Has the victim been informed about available medical treatment?  YES  NO

Neotree exists to eradicate preventable newborn mortality,  
by putting the lifesaving power of technology  
into the hands of doctors and nurses in low income countries



If Yes, has the victim sought Medical Treatment for the incident?  YES  NO

If Yes, who provided treatment? What is the diagnosis and prognosis?

What immediate security measures have been undertaken for victim?

Who is responsible for ensuring safety plan (Name, Title, Organisation):

Any other pertinent information provided in interview (including contact made with other Organisations, if any): \_\_\_\_\_

Details of referrals and advice on health, psychosocial, legal needs of victim made by person completing report: \_\_\_\_\_

Report completed by: \_\_\_\_\_

Name Position/Organisation Date/Time/Location

Has the Complainant been informed about the Organisation's procedures for dealing with complaints?  YES  NO

Signature/thumb print of Complainant signalling consent for form to be shared with Neotree management structure:

Complainant's consent for data to be shared with other entities (check any that apply):

Police  Camp leader (name)  \_\_\_\_\_ Community Services agency

Health Centre (name)  \_\_\_\_\_ Other (Specify)

Date Report forwarded to Neotree Focal Point:

Received by Neotree Focal Point:

Name

Position

Signature