Procedures and Mechanisms for Reporting Violations

What Should Be Reported?

Any incident of mistreatment, in any form of abuse mentioned in this policy, that could cause harm or threaten the physical and mental health of any member of the Egyptian Scout Movement or any participant in its activities, including all partners, stakeholders, supporters, and others, must be reported.

Who is responsible for reporting?

1. The victim themselves, or any adult member of the Scout Movement, or any eyewitness to the incident, can report it to the Safe from Harm Committee. The victim's consent is not required for the report to be made.

2. If the boy scout or young man feels uncomfortable making an official report, they can speak to their leader or any trusted adult within the organization, who will then follow up on the matter on their behalf.

3. It is important to emphasize the confidentiality of the report and to avoid making it a subject of blackmail or media attention.

4 - The Egyptian Scouts and the Safe from Harm Committee work to provide safety and protection for those who report, so that they are not exposed to threats and revenge from those reported.

To whom should reports be made?

All violations that cause harm to boy scouts, young men, and leaders should be reported to the "Safe from Harm Committee" directly, or via its email address, which is publicly available to all

scouts, or through the leader of the scouting organization to which the victim belongs, or through the activity leader where the violation or abuse occurred.

Reporting Procedures

1- Once a report is received by the " Safe from Harm Committee," it will initiate an investigation itself.

2- It may delegate this task to whomever it deems suitable.

3- The investigation and search for the truth is conducted in complete confidentiality to protect both the victim and the accused.

"The accused is innocent until proven guilty."

4- If the Safe from Harm Committee confirms the occurrence of abuse and harm and establishes the seriousness of the incident, it prepares a detailed report and submits it to the Supreme Commander, according to the chain of command.

The Supreme Commander then forwards it to the Central Committee, and subsequently to the National Committee, which handles the case according to its own procedures and arrangements.

5- However, if the report is found to be frivolous, the Safe from Harm Committee closes the file and records this in a special report, which is then communicated to the Central Committee of the Association or escalated to the National Committee for Safe from Harm as appropriate.

6- If the Safe from Harm Committee determines that the report was false and malicious and contained the possibility of bad faith and deception, it shall submit a recommendation to the rapporteur

of the Central Committee to refer the person who carried out the malicious report to the Commissioner of the National Safe from Harm Committee of the General Union of Scouts and Guides.

7. The National Committee is the sole body authorized to issue a final decision of conviction and punishment. Its commissioner then gives the decision executive force.

8. Based on the report of the Safe from Harm Committee, the commissioner may issue a decision to detain the accused pending a decision by the National Safe from Harm Committee.

9. If the incident rises to the level of a serious crime, the security authorities must be notified so that they can open a judicial investigation into the case. This is done at the request of the victim or their legal guardian.

10. In all cases, the victim or their legal guardian retains the right to pursue legal action against the perpetrator.

Providing Moral and Psychological Support to Victims

1- It is essential to listen attentively to the boy scouts, young men, and leaders who disclose that they have been subjected to abuse and to reassure them that the organization will restore their rights and will address the matter with utmost seriousness.

2- Psychological support must also be provided to every victim of serious abuse that has threatened their physical and mental health. This can be achieved by assigning wise and qualified leaders to care for, support, and psychologically assist the victim in overcoming the crisis and the harm they have suffered.

Documentation and File Preservation

1-The Safe from Harm Committee shall create a file for each reported abuse incident and keep it in a confidential and secure register with the Commissioner of the National Protection from Harm Committee.

2-Access to the information contained in these files is prohibited except with official authorization from the Commissioner. In all cases, the publication or leaking of these files to any party whatsoever is prohibited, with the exception of judicial authorities.

Steps for Writing a Complaint

1- Gathering Basic Information

Begin by identifying and gathering all the essential details about the complaint, such as:

1- Full Name (Complainant's and the complainant's name, if available).

2- Contact Information (Address, phone number or more, email address).

3- Date and time of the violation or when it was observed.

4- Detailed location of the violation.

2. Description of the Violation

Gather a detailed and accurate description of the violation.

This should include:

1. The type of violation and exactly what happened.

2. Why the complainant believes this act was wrong.

3. Any other parties involved in the incident.

4. Whether this violation is ongoing or recurring.

Attach any documents or evidence that support the complainant's report, such as:

1- Photos, videos, emails, screenshots.

2- Medical reports for any injuries (if applicable).

3- Other documents, letters, correspondence, or other papers.

4- Witnesses related to the complaint, to be heard.

Steps for Investigating a Complaint

1- Immediate Response.

2- Investigation Planning.

3- Data Collection.

4- Evidence Examination.

5- Interviewing Parties.

6- Data Analysis.

7- Report Preparation.

Attention to Protection Officers.

1-You must understand the National Protection Policy and how to implement it.

2-Do not listen to any complaint alone; there should be at least two of you present.

3-Be sure to record and maintain the confidentiality of everything said related to the complaint.

4-Do not promise any solution, action, or procedure that you cannot fulfill.

5-If you feel there is a danger threatening the victim, inform the competent authority.

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