

**Community Consultations for Safeguarding  
AKF Tajikistan Session Plans**

**Day One**

<b>Time</b>	<b>Session</b>	<b>Session Plan</b>	<b>Resources required</b>
9.00-9.30  30m	Introduction	<p>Participants and facilitator introduce themselves</p> <p>Ground rules and housekeeping</p> <p>Participants share their answer to the question: ‘What does safeguarding mean to you?’</p>	
9:30-11.00  1hr 30m	Review of safeguarding in Tajikistan	<p>Either in groups or as a whole team, participants undertake a SWOT (strengths, weaknesses, challenges and opportunities) exercise to reflect on how safeguarding implementation is going so far. SWOT analyses are written on flipcharts</p> <p>Groups share flipcharts in plenary</p> <p>Facilitator uses this session to ‘out’ any key issues on safeguarding implementation, and park any that are not relevant to CBCM consultation</p>	<p>Flipchart paper</p> <p>Marker pens</p>
11:00-13.00  2hrs	Case management	<p>Explain that before we start to look at community consultations and CBCMs, we are going to take a closer look at what happens when a report/concern is raised with AKF.</p> <p>Share Handout 1: Dealing with reports, from the AKF Global Safeguarding Manual. Give participants 5-10 minutes to familiarise themselves with it. Explain that we are going to</p>	<p>Copies of Handout 1 for all participants</p> <p>Copies of Handout 2 for all participants (they will also need to keep this for the session after lunch)</p>

		<p>‘test’ it with some scenarios, then draft specific procedures for Tajikistan based on the handout.</p> <p>Divide participants into groups, then share Handout 2: Scenarios. Give the groups approx. 45 minutes to discuss the scenarios.</p> <p>In plenary, discuss the findings. As a group, draft a protocol for receiving reports/concerns in AKF Tajikistan. It should include:</p> <ul style="list-style-type: none"> <li>• Who should reports/concerns be logged with in each Regional Office, and what are their contact details</li> <li>• What is the backup process if the above person is on leave</li> <li>• Who do they report to in Central Office (Dushambe)</li> <li>• What is the backup process if the above person is on leave</li> <li>• How to decide if the report is a safeguarding issue</li> <li>• How is the report documented - distribute Handout 3: Reporting Format from AKF Global Safeguarding Manual</li> <li>• How will the report be confidentially shared with the Geneva office</li> <li>• What to do if the report/concern relates to another member of the AKDN</li> <li>• What to do if the report/concern relates to the wider community (ie. not caused by AKF)</li> <li>• How will information and correspondence on reports be stored confidentially</li> </ul>	<p>Copies of Handout 3 for all participants</p>
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		Explain that we will be doing general training with staff later on how to receive a disclosure.	
13:00	Lunch		
14:00-16:00  2 hrs	Mapping referral pathways	<p>Explain that there are many reasons why we may need to engage with external services in a safeguarding case. If the case is caused by AKF staff or programmes, we have a duty of care to provide support for the survivor(s). Additionally, if the case involves allegations of criminal activity, we will need to decide whether to refer to the relevant authorities. Finally, if we hear about a case in the wider community, we should refer it to the relevant services. For this reason, we need to map and assess the services available.</p> <p>Distribute Handout 4: Local mapping tool. In groups or in plenary, ask participants to complete the form. Guide the group in their discussions.</p> <p>Refer participants back to Handout 2: Scenarios. Ask them to look through the scenarios and identify which referral pathways would be appropriate for each scenario. Are there any issues with the referral pathways? Would they be safe for the individuals involved?</p>	Copies of Handout 4 for all participants
16.00-16.30  30m		<p>Outstanding questions and reflections</p> <p>Remind participants that today, we have focused on what happens when a report/concern is raised with AKF. Tomorrow we will be looking at asking the community:</p> <ol style="list-style-type: none"> <li>1. What might be the barriers to reporting?</li> </ol>	

		<ol style="list-style-type: none"><li>2. How would you like to report to AKF?</li><li>3. How can we do this in the way that's best for survivors?</li></ol> <p>Close workshop</p>	
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## Day Two

Time	Session	Session Plan	Resources required
9:00-9.30  30m	Introduction to CBCMs and safeguarding	<p>Welcome participants</p> <p>Ground rules and housekeeping</p> <p>Using slides, explain the purpose of the AKF/InterAction project</p> <p>Explain what we mean by community-based reporting and complaints mechanisms</p> <p>Go through schedule for next three days</p>	Slides 1-4
9.30-10.00  30m	Introduction to community consultations: Principles and approaches	<p>Explain that today we will be looking at how to conduct community consultations. Distribute Handout 5: Guidelines on focus group discussions. Give participants 5 minutes to read it through</p> <p>Talk participants through the following points:</p> <ul style="list-style-type: none"> <li>• Voluntary participation</li> <li>• Informed consent</li> <li>• Managing sensitive questions</li> <li>• Handling disclosures (also covered tomorrow)</li> <li>• Maintaining confidentiality</li> <li>• Use of information</li> <li>• Feedback to participants</li> </ul>	<p>Copies of Handout 5 for all participants</p> <p>Slide 5</p>
10.00 - 11.00  1hr	Our experience on community consultations	<p>Ask the group to reflect on the following:</p> <ul style="list-style-type: none"> <li>• What we've done, what we've covered, how we approached it</li> <li>• What's worked well, what has not</li> </ul>	

11.00	Break		
11.30 - 12.30  1hr	Designing community consultation for safeguarding  Preparing for the consultation	<p>Explain that the main purpose of the consultation is threefold. We want to find out from the community:</p> <ol style="list-style-type: none"> <li>1. What might be the barriers to reporting safeguarding concerns?</li> <li>2. How would you like to report to AKF?</li> <li>3. How can we do this in a way that's best for survivors?</li> </ol> <p>Nb. question 2 will also include a discussion on how the community report problems generally, and whether they would report AKF problems to AKF, or somewhere else (police, community leaders, etc.)</p> <p>We will discuss later what questions might help us get this information. In the meantime, discuss in plenary: what do we need to particularly bear in mind when consulting about safeguarding issues? Bring out issues such as splitting male and female focus groups, women facilitating women's groups etc.</p> <p>Ask the participants to discuss and document the following</p> <ul style="list-style-type: none"> <li>• Who do we want to talk to? Which groups in the community? (Consider gender, age, ability/disability, marginalised groups etc.)</li> <li>• What locations do we want to visit?</li> <li>• Who will facilitate each focus group discussion?</li> <li>• How will we prepare for the focus group discussions? What information do we need to give groups in advance? (This needs to be a minimum of time &amp;</li> </ul>	

		<p>location, information on access if required, whether expenses/snacks will be provided, etc.)</p> <p>By the end of this session, there should be an outline strategy for the consultation going forward</p>	
12.30-13.00  30m	Designing community consultation for safeguarding The process	<p>Discuss in plenary the possible methodologies for deriving the information we need from the community, to recap this is:</p> <ol style="list-style-type: none"> <li>1. What might be the barriers to reporting safeguarding concerns?</li> <li>2. How would you like to report to AKF?</li> <li>3. How can we do this in a way that's best for survivors?</li> </ol> <p>What methodologies do the MERL team usually use? Do they need to be adapted for a safeguarding consultation?</p>	
13:00	Lunch		
14:00-15.00  1hr	Designing community consultation for safeguarding The process	<p>Share Handout 6: Draft discussion questions (or write on flipchart). In plenary, discuss the draft questions. Would they work in the contexts they are working in? How can we improve them? Develop an updated list of questions for the focus group discussions.</p> <p>Explain that they can continue to update the list of questions based on feedback from the focus group discussion participants</p>	Copies of Handout 6 for all participants or Flipchart paper Marker pens

15:00-15.30  1hr 30m in total (see below)	Practicing community consultation	<p>Ask the participants to practice running a focus group discussion with the group. Use the following questions:</p> <ol style="list-style-type: none"> <li>1. When was the last time you felt like complaining/reporting something, but didn't?</li> <li>2. Why not?</li> <li>3. What would need to be in place for you to make that complaint/report?</li> </ol> <p>Remind them to take notes or record the session in some way so they can analyse the results Ensure that as many of the group as possible get a turn at facilitating the discussion</p>	
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15:30	Break		
15.45-16.45	Practicing community consultation	Continue as above. Incorporate break into the exercise if appropriate	
16:45-17.15  30m	Reflection on the practice	Ask the group to feed back on how they found the practice session	
17:15	Close		

### Day Three

Time	Session	Session Plan	Resources required
9:00-10:00  1hr	Analysing the results of community consultation	Run a methodology with the group	
10:00-10:30  30m	Reflection on the practice		
10:30	Break		
10:45-11:30  45m	Applying principles and approaches to consultations with children	<p>Talk participants through the following points:</p> <ul style="list-style-type: none"> <li>• Informed consent – who's consenting? To what?</li> <li>• Accompanying children</li> <li>• Managing sensitive questions with children</li> <li>• Applying principles and approaches to different ages etc.</li> </ul>	Slide 6
11:30-13:00  1hr 30m	Designing community consultation for safeguarding The process	<p>Discuss how the consultation methodologies we discussed yesterday will need to be adapted for children</p> <p>In plenary, design methodologies for obtaining answers to the questions with child participants</p>	
13:00	Lunch		
14:00-15:00  1hr	Practicing community consultation with children	Run a methodology with the group	

15:00-15:30  30m	Reflection on the practice	Ask the group to feed back on how they found the practice session	
15:30	Break		
15:45-16:45  1hr	Handling disclosures during a consultation	<p>Explain that disclosures are when someone directly tells you about a safeguarding incident that has happened to them. Disclosures may come up in this consultation – they can also arise in day-to-day work. We will run through what to do if someone discloses a sensitive safeguarding issue to you.</p> <p>Show slides on handling disclosures</p> <p>Divide the group into pairs to practice receiving a safeguarding disclosure. Ask each pair to decide who will play the staff member and who will play the person making the disclosure. Distribute Handouts 7 &amp; 8: Role play descriptions to the appropriate member of each pair. Give participants 10 minutes to role play.</p> <p>After 10 minutes, ask the pairs to swap so each gets a chance to play both roles.</p> <p>Ask participants to feed back on their experience in plenary.</p> <p>Explain that after receiving a disclosure, the next step is to report it as per the protocol we developed on Day One. Share copies of the protocol with participants and ask the appropriate staff member to talk them through it</p>	<p>Slides 7 &amp; 8</p> <p>Handouts 7 &amp; 8</p>

16:45- 17:15  30m	Outstanding questions/concerns	Any outstanding questions Run through the plan for tomorrow and check everyone is clear on what to do	
17:15	Close		