

# Working with Partners Guidelines

## Document History

Version	Date	Changed by	Description
0.10	01/11/2020	Jesse Whelan	Updated as per <b>ACFID</b> requirements
			Next review before annual board meeting

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## Context

As part of Plus Education's commitment to its development-centric mission, Plus Education has processes in place for working with partners to ensure that those organisations with whom Plus Education are working to increase our impact also subscribe to the same standards and outcomes as Plus Education.

## Partners are defined as:

Those with whom Plus Education has a formal contract /agreement in place for implementing programs (including those involved in implementing any part of a partner- funded activity).

## Partner standards

Plus Education must ensure that the following procedures are in place when engaging and working with partners:

1. A review of this as well as any other relevant policies of Plus Education with the partner organisation. If there are any issues, they must then be followed up to ensure that the policy requirements are satisfied before the project is approved.
2. Record any aspects of the project that should be closely monitored over the life of the project to ensure compliance with this policy.
3. Assess whether the partner is engaged in non-development activities, and if so, how it is able to manage and account for them separately to aid and development activity.



4. The Partner organisation will need to be able to identify that components of projects that represent non-development activity will be managed, reported and accounted for separately to aid and development components.
5. Partner organisations will need to demonstrate that In-country project monitoring will include monitoring of the separation of non-development activities from development and humanitarian activities as part of project monitoring, learning and evaluation processes.

### **Assessing potential partner's capacity to protect children**

Plus Education's work involves working with children and therefore, Child Protection becomes a very important part of any partner engagement agreement. A first step in engaging with potential partners who will have contact with or be working with children should be making an assessment of their commitment to protecting children and their capacity to do so. This means evaluating if the potential partner has adequate controls in place to adequately safeguard children. Please see the Partner Appraisal - Child Protection Policy Checklist tool for more details.

### **Agreed additional measures**

Agreed additional measures should be assessed on a case-by-case basis, depending on the nature of the program and the level of contact with children. Agreed additional measures could include points such as:

1. Joint reporting and case management arrangements (joint reporting protocol). These should detail how concerns will be reported and managed between the two agencies, so that identified individuals have clear responsibility for contacting and liaising with their counterparts should a child protection issue arise, and there is a clear structure for decision-making and management of any subsequent action.
2. An agreement to commit to all or certain Working with Children Code of Conduct clauses if not included in partner Code of Conduct.
3. Child protection focused risk assessments/monitoring of risk mitigation measures.
4. Ensuring all staff working on partner implemented activities are up to date with child protection training.
5. Ensuring all staff working on partner implemented activities that involve children have the specialist skills required.