

Possible Safeguarding Incident Management

Text Alternative to flow chart diagram for incidents arising in Australia or involving a CBM Australia personnel member or representative overseas.

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Incidents and Reporting

Possible Safeguarding incidents, defined as any potential violation of CBMA's Safeguarding Suite (including CBMA's Safeguarding Policy, Standard and Commitment, and CBMA's Prevention of Sexual Exploitation, Abuse and Harassment Policy and Standard):

- By CBM Australia staff, representative or partner; or
- By an overseas CBM staff, representative or partner in Australia (e.g., while visiting Australia)

Must be reported immediately (within 24 hours) to the CBM Australia Safeguarding Focal Person via:

- Email: safeguarding@cbm.org.au;
- Phone: 1800 678 069; or
- Website: <https://www.cbm.org.au/contact-us/>

Role of CBM Australia's Safeguarding Focal Person

Following notification of a possible safeguarding incident, the CBM Australia Focal Person will:

1. Notify the CEO and provide ongoing progress reports. The CEO is responsible for notifying the CBM Australia Board within five days and will provide update reports to the Board at every Board interaction.
2. Carry out or engage an external contractor to complete an initial assessment (information gathering). Based on the information received, draw conclusions and make recommendations to CBMA CEO. (See [outcomes](#))

3. Provide directly (or via referral) accessible support to survivor(s) in relation to incident e.g., medical, psychosocial, or legal services.
4. Notify and work with the CBM Global or the CBM International Safeguarding Manager (whichever is relevant)

Outcomes

An investigation may find that:

[the suspected violation is criminal](#);

[the complaint is substantiated / proven](#); or

[the complaint is unsubstantiated / unproven](#).

If the suspected violation is criminal

Committee informs local authorities unless there are significant risks involved with this (and management has approved decision not to report). However, other internal disciplinary action must be taken e.g. dismissal.

If the complaint is substantiated / proven

Depending on the gravity, outcomes may include:

- Disciplinary action for the perpetrator;
- Possible referral to authorities;
- Training / monitoring / shadowing (to address poor practice);
- Risk assessment (of risks inherent in the post);
- Other management implications (e.g. policy or procedure changes)

If the complaint is unsubstantiated / unproven

Outcomes may include:

- Support to the alleged perpetrator(s) and staff;
- Training / monitoring / shadowing (to address poor practice);
- Risk assessment (of risks inherent in the post);
- Other management implications (e.g. policy or procedure changes).

Communication

Persons involved will be informed of the outcomes on a need-to-know basis. This includes appropriate feedback to the complainant, victim, witnesses, community, and staff team as necessary.