

## REPORTING FLOW CHART FOR PROJECT CHILD PROTECTION/VULNERABLE ADULT SAFEGUARDING INCIDENTS

Assess and ensure <u>immediate</u> safety of child/vulnerable adult

<u>Immediately</u> report concern or allegation to Project Child Protection Officer (CPO) <u>OR</u> District Child Protection Officer (DPO)

Project CPO to report to DPO

Within 24 hours of concern or allegation: complete and submit Section 1 of Edmund Rice Mission "Vulnerable Adult and Child Safeguarding Reporting Form" to ERFA at: CEO@erf.org.au

Within 1 week of incident: complete and submit Section 2 of Edmund Rice Mission "Vulnerable Adult and Child Safeguarding Reporting Form" to ERFA at: CEO@erf.org.au

<u>Weekly</u> or as additional information available: provide update to ERFA – by completing and submitting Section 2 of Edmund Rice Mission "Vulnerable Adult and Child Safeguarding Reporting Form" to ERFA at: CEO@erf.org.au

When investigation is completed —submit Section 3 of Edmund Rice Mission "Vulnerable Adult and Child Safeguarding Reporting Form" to ERFA at: CEO@erf.org.au

Reporting for safeguarding issues that occurred within the physical location of the project, during any project activities (onsite or offsite), and/or any issues with project staff both during/after work hours. This is not for external protection issues that occur outside of the project (for example, a project beneficiary attending a health clinic [the funded project] to seek help for a sexual abuse carried out by a family member in her home).