



Safeguarding Incident Reporting Form

This form is to be used to formally report all safeguarding incidents, having occurred within ERFA or ERFA-supported Projects, either confirmed or alleged. This includes acts of sexual exploitation, abuse or harassment waged against children or vulnerable adults.

There are 2 identified means through which a safeguarding incident may come to the attention of ERFA and/or its implementing Partners:

- through independent detection and monitoring;
- through the lodgement of a complaint that notifies of an observed or suspected safeguarding incident.

In either of these circumstances, this Safeguarding Incident Reporting Form is to be filled out. For further guidance please refer to ERFA's [Child Protection Policy](#) where the survivors are children or ERFA's [Prevention of Sexual Exploitation, Abuse & Harassment Policy](#) where the survivors are vulnerable adults.

Section 1 of this form must be submitted within 24 hours of an allegation being made.

Section 2 must be filled out as additional information becomes available.

Section 3 must be submitted when the investigation has been completed.

Once completed, please submit the relevant section of this form to the ERFA CEO at: CEO@erf.org.au

A note on confidentiality:

Confidentiality is a key principle of reporting and managing child protection concerns. The details of a safeguarding incident or investigation must only be shared with the designated Program Manager, Safeguarding Officer, Province Leader, Province CPO, ERFA CEO, ERFA Programs Director and ERFA Programs, Policy & Risk Officer. The names of people involved in a case will remain confidential knowledge held only by the Program Manager and Program CPO. This identifying information will be divulged only on a "need to know" basis, or when required by Australian or overseas law, or when a report to police or child protection authorities is made.

Where the survivor of a safeguarding incident is an adult, the Safeguarding Officer should be consulted. Where the survivor of a safeguarding incident is a child, the Child Protection Officer should be consulted.

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| Program title: | Project title: | Donor code: |
| Contact details: Please provide your own contact details so we can will liaise with you in regards to resolving this issue | | |
| Name: | Job title: | |
| Phone number: | Email: | |

Section one – initial report

This section must be submitted within 24 hours of an allegation being made. This section is to be completed by all relevant stakeholders who are capable of offering information about the case.

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| Date the incident occurred | |
| Date and time the incident was reported to ERFA | |
| Date this report is being filled out | |
| Where DFAT funds are involved it is a requirement that all confirmed or alleged safeguarding incidents are reported to DFAT within 24 hours | Has a safeguarding incident occurred within a Project that is supported using DFAT funds? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date and time DFAT has been notified: |
| Description of the person or people who are the confirmed or alleged victims of a safeguarding incident - age - relationship to the accused | |
| Description of the person(s) to whom allegations are being made - age - position - length of time spent working with Project | |
| Extreme measures are to be taken if the safeguarding incident includes children under the age of 18 years | Does the safeguarding incident involve child or children? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Short summary of the incident: - location - frequency of incident - did the incident occur during or outside Project hours? | |
| Other persons involved and how they are involved? | |
| Other Project Staff or personnel (volunteers, parents, beneficiaries) who are aware of the incident | |
| Summary of how the incident has been dealt with to date | |
| How has the victim's immediate safety and wellbeing been ensured? | |
| Planned follow up actions | |
| <i>For office use: ensure this is logged in the ERFA Incidents, Complaints & Compliments Register (ICCR) located under ERFA's Complaints Handling Policy</i> | |

Section two – investigation

This section must be filled out/updated as additional information becomes available. This section is to be completed in consultation with Partner personnel, ERFA Staff and the ERFA Board of Directors.

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| Date this report is being filled out | |
| Date of last update | |
| Is the person(s) accused still working for the Project? | |
| Is this the first allegation made against this person? If no, please provide detail on previous allegations | |
| Has the alleged survivor been offered support and counselling to ensure their safety and well being? If yes, please describe the nature of support | |
| Detailed description of incident. (Provide as much detail as possible. Attach additional pages as required) | |
| | |
| Summary of how the ERFA CEO and relevant parties (Board of Directors, Partner Governing Authority, Partner CPO/SO) have handled the case to date | |
| | |
| Summary of outstanding information necessary to obtain in order to resolve this case in an unbiased and fair manner | |
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Planned remediation procedures (i.e., asking persons to leave Project, improved controls, Staff training, communication with Program leaders, Staff, parents donors or other stakeholders etc.)

Has this incident been reported to relevant authorities (police, social workers etc.)? What is the status of the case with the authority?

What is the current status of this case within your project?

For office use: ensure this is logged in the ERFA Incidents, Complaints & Compliments Register (ICCR) located under ERFA's Complaints Handling Policy

Section three – remediation procedures and learnings

This section must be submitted when the investigation has been completed. This section is to be completed in consultation with Partner personnel, ERFA Staff and the ERFA Board of Directors.

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| Date this report is being filled out | |
| Date of last update | |
| Summary of incident (what occurred, when, who was involved etc.) | |
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| What is the health and wellbeing status of survivors? | |
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| Provide a summary of all findings gathered during the investigation process and upon which conclusions have been based (interviews, witness testimony, engaging relevant authorities etc.) | |
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| Remediation procedures undertaken (persons asked to leave their Program, improved financial controls etc.) | |
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| Detail the key learnings that have occurred as a result of this incident. How has your auditing system been strengthened? How will the project prevent incidents like this one from occurring again? What further training will be carried out? Were the CP, PSEAH or Complaints Handling Policies updated? | |
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| <i>Report deemed closed when signed by authorised ERFA personnel</i> | |
| Name and signature of ERFA Board of Directors Chair | Date: |
| Name and signature of ERFA CEO | Date: |
| Name and signature of Program Governing Authority | Date: |
| Name and signature of Project Manager | Date: |
| Name and signature of Project CPO/SO | Date: |
| <i>For office use: ensure this is logged in the ERFA Incidents, Complaints & Compliments Register (ICCR) located under ERFA's Complaints Handling Policy</i> | |