



Safeguarding Policy

1. Purpose

The purpose of this policy is to:

- a. Help protect people that interact with, or are affected by, CFC ANCOP Australia Ltd. (“ANCOP”)
- b. Define the key terms we use when talking about protecting people or safeguarding.
- c. Set out and develop the way ANCOP manages safeguarding risks.
- d. Set out the specific roles and responsibilities of persons working in and with CFC ANCOP Australia Ltd.
- e. Facilitate the safe management of incidents.
- f. To support a positive and effective internal culture towards safeguarding.

2. Scope

This policy applies to CFC ANCOP Australia Ltd. leadership and members, as well as our partners, volunteers and recipients.

3. Definitions

- **‘Safeguarding’** means protecting the welfare and human rights of people that interact with, or are affected by, CFC ANCOP Australia Ltd, particularly those that might be at risk of abuse, neglect or exploitation. This refers to any responsibility or measure undertaken to protect a person from harm.
- **‘Abuse, neglect or exploitation’** means all forms of physical and mental abuse, exploitation, coercion or ill-treatment. This might include, for example:
 - a. Sexual harassment, bullying or abuse;
 - b. Sexual criminal offences and serious sexual criminal offences;
 - c. Threats of, or actual violence, verbal, emotional or social abuse;
 - d. Cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crime;
 - e. Coercion and exploitation;
 - f. Abuse of power.
- **‘Reasonable grounds to suspect’** is a situation where a person has some information that leads them believe that abuse, neglect or exploitation has taken place, is taking place, or may take place. It comes with a low burden of proof (in fact, no proof is needed at all), but is based on some information. Questions that may help a person to determine whether they have ‘reasonable grounds to suspect’ might include:

CFC ANCOP AUSTRALIA LIMITED 50 Forge Street, Blacktown NSW 2148 info@cfcancop.org.au		
Approved by: Date Approved:	Version:	Author:

- a. Could you explain to another person why you suspect something? This helps to make sure that suspicion is based on information, even on absence of proof.
 - b. Would an objective of other person, with the same information as you, come to the same conclusion? This helps to make sure that your suspicion is as objective as possible.
- **A 'survivor-centric approach'** means considering and lawfully prioritising the needs, right and wishes of survivors.

4. Roles and responsibilities

While the responsibility to protect people is shared by all who work at or with CFC ANCOP Australia Ltd., some individuals who have specific obligations with which they must comply are;

4.1 The members of the board of CFC ANCOP Australia Ltd, are responsible for:

- a. Protecting all people that interact with, or are affected by, CFC ANCOP Australia Ltd;
- b. Ensuring that there are appropriate and effective ways for CFC ANCOP Australia Ltd., to do this;
- c. Ensuring that CFC ANCOP Australia Ltd, observes all relevant laws relating to safeguarding;
- d. Ensuring that CFC ANCOP Australia Ltd, takes a survivor-centric approach.

4.2 The CFC ANCOP Safeguarding Officer of CFC ANCOP Australia Ltd, must be;

- a. Effective and provide appropriate ways to manage safeguarding and legal compliance;
- b. Equipped with appropriate skills and competency;
- c. Ensure that, within the charity's approach, reasonable steps are taken to protect people;
- d. Ensure that reports to external parties are made where required.

4.3 The Safeguarding Officer of CFC ANCOP Australia Ltd. is a person who is suitably trained and experienced, and has responsibility, to;

- a. Manage reports of abuse, neglect or exploitation;
- b. Ensure all volunteers are aware of relevant laws, policies and procedures, and CFC ANCOP Australia Ltd, Code of Conduct;
- c. Ensure all volunteers are aware of their obligations to report suspected incidents of abuse, neglect or exploitation;
- d. Manage reports of abuse, neglect or exploitation;
- e. Provide support to contractors and volunteers in undertaking their responsibilities.

4.4 All Department Heads of CFC ANCOP Australia Ltd, must:

- a. Promote a positive culture towards safeguarding;
- b. Implement this policy in their area of responsibility;
- c. Ensure risks of incidents have been considered in their area of responsibility;
- d. Ensure that there are appropriate controls in place to prevent, detect and respond to incidents;
- e. Facilitate the reporting of any suspected abuse, neglect or exploitation;
- f. Take a survivor-centric approach to potential incidents and ensure that any incident is dealt with transparently and accountably.

1.5 All volunteers of CFC ANCOP Australia Ltd, must:

- a. Familiarise themselves with the relevant laws, the Code of Conduct, policies and procedures for safeguarding;
- b. Comply with all legal and relevant requirements;
- c. Report any incident to the appropriate authority when it is reasonable to suspect that a person's safety or welfare is at risk

CFC ANCOP AUSTRALIA LIMITED 50 Forge Street, Blacktown NSW 2148 info@cfcancop.org.au		
Approved by: Date Approved:	Version:	Author:

- d. Report any suspicion, of possible breach of person's safety or welfare, or any presence of risk to the appropriate authority; and
- e. Provide an environment that is supportive of everyone's emotional and physical safety.

1.6 All partners and contractors of CFC ANCOP Australia Ltd, must:

- a. Implement the provisions of this policy and procedures in their dealings with CFC ANCOP Australia Ltd;
- b. Report any suspicion that an incident may have taken place, is taking place, or could take place.

5. Policy Statement

- All people, regardless of their age, gender, race, religious beliefs, disability, sexual orientation, or family or social background, have equal rights to protection from abuse, neglect or exploitation.
- CFC ANCOP Australia Ltd, commits to promoting and protecting the welfare and human rights of people that interact with, or are affected by, our work - particularly those that may be at risk of abuse, neglect or exploitation. We have no tolerance for abuse, neglect or exploitation. We will take a survivor-centric approach in all that we do.
- All volunteers, partners and third parties of CFC ANCOP Australia Ltd, shares responsibility for protecting everyone from abuse, neglect or exploitation. Beyond this, particular people have specific responsibilities, and they must carry out their duties without exception.
- CFC ANCOP Australia Ltd, has a process for managing incidents that must be followed when one arises.

5.1 Managing safeguarding risk

- CFC ANCOP Australia Ltd. manages the risks of safeguarding by;
 - a. Holistic. CFC ANCOP Australia Ltd. and its stakeholders will work to prevent, detect and take action on incidents.
 - b. Risk-based and proportionate. CFC ANCOP Australia Ltd. regularly assess the risks to people in its operations and develop proportionate controls to mitigate those risks.
 - c. Survivor-centric. CFC ANCOP Australia Ltd. puts survivors at the heart of its approach to safeguarding.
 - d. Lawful. CFC ANCOP Australia Ltd. ensures it understands and complies with the law in everything it does, in all jurisdictions in which it works.
- CFC ANCOP Australia Ltd. manages the risk of safeguarding by:
 - a. Having up-to-date and documented risk assessments;
 - b. Maintaining a register of CFC ANCOP Australia Ltd. legal obligations for safeguarding and workplace health and safety in all the jurisdictions in which it operates;
 - c. Having an action plan that sets out how to manage safeguarding;
 - d. Adhering to this Safeguarding Policy and its Code of Conduct;
 - e. Doing due diligence checks of volunteers and third parties;
 - f. Implementing policies, procedures and systems that introduce controls to reduce the likelihood and consequence of incidents;
 - g. Conducting awareness-raising for stakeholders on risks, expectations, and individual responsibilities;
 - h. Maintaining two reporting processes: the confidential reporting process, and the overt reporting process;

CFC ANCOP AUSTRALIA LIMITED 50 Forge Street, Blacktown NSW 2148 info@cfcancop.org.au		
Approved by: Date Approved:	Version:	Author:

- i. Having an incident response plan;
- j. Monitoring and reviewing the effectiveness and proportionality of its safeguarding approach.

5.2 Managing Incidents

- Harassment, abuse, neglect and exploitation are all serious misconduct and CFC ANCOP Australia Ltd. reserves the right to:
 - a. Take disciplinary action against those it believes are responsible, which may include investigation to discharge;
 - b. Take civil legal action;
 - c. Report the matter to law enforcement.

Reporting suspected incidents

- All volunteers and third parties must, as soon as practicable, report any suspicion that an incident has taken place, may be taking place, or could take place.
- They may do this through direct reporting to:
 - a. Any member of the board;
 - b. The President;
 - c. The Safeguarding Officer;
 - d. Their Department Heads.
- If a person wants to report confidentially, including with anonymity, they may use the confidential reporting system, which is: CFC Complaint Form (Reference: CFC Safeguarding Handbook v.3)
- If a person believes that another person is at risk of immediate harm or victim of a criminal offence, must dial 000.

Responding to suspected incidents

- All suspected, perceived, potential or actual incidents will be managed through the incident response plan.

External reporting

- CFC ANCOP Australia Ltd, will:
 - a. Report any suspicion of a criminal offence to the police or the relevant criminal judicial body;
 - b. Meet all donor requirements regarding the reporting of incidents;
 - c. Report any qualifying matter to the ACNC and ACFID.

5.3 Privacy and data protection

- All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. CFC ANCOP Australia Ltd, protects personal information.
- CFC ANCOP Australia Ltd's Privacy Policy applies.

6 Administration of this policy

This policy is reviewed every **two years**. The next review will be on 1st May 2026.

7 Related policies and procedures

Some policies and procedures that might interact with this policy include the CFC Safeguarding Handbook: Policy for working With Children, Young People, Vulnerable Adults (CYPVA) and Persons with Disability (PWD) in Safe environments, Version 3.0

CFC ANCOP AUSTRALIA LIMITED 50 Forge Street, Blacktown NSW 2148 info@cfcancop.org.au		
Approved by: Date Approved:	Version:	Author:

8 Revision History

Version	Approval Date	Summary of Changes
V1.0	April 2024	Original policy