



Safeguarding Policy

1. 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.
2. The Chalice Foundation 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.
3. All staff, volunteers, partners and third parties of the Chalice Foundation share 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.
4. **The Chalice Foundation** has a process for managing incidents that must be followed when one arises.

Purpose

5. The purpose of this policy is to:
 - a. Help protect people that interact with, or are affected by, the Chalice Foundation.
 - b. Define the key terms we use when talking about protecting people or safeguarding.
 - c. Set out and develop the way the Chalice Foundation manages safeguarding risks.
 - d. Set out the specific roles and responsibilities of persons working in and with the Chalice Foundation.
 - e. Facilitate the safe management of incidents.
 - f. To support a positive and effective internal culture towards safeguarding.

Definitions

6. 'Safeguarding' means protecting the welfare and human rights of people that interact with, or are affected by, the Chalice Foundation, 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.
7. '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.
8. '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:
 - a. Could you explain to another person why you suspect something? This helps to make sure that your suspicion is based on information, even if you have no proof.
 - b. Would an objective 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.
9. A 'survivor-centric approach' means considering and lawfully prioritising the needs, right and wishes of survivors.

Roles and responsibilities

10. While the responsibility to protect people is shared by all who work at or with the **Chalice Foundation**, some individuals have specific obligations with which they must comply.
11. The members of the board of the **Chalice Foundation** are responsible for:
 - a. Protecting all people that interact with, or are affected by, the **Chalice Foundation**
 - b. Ensuring that there are appropriate and effective ways for the **Chalice Foundation** to do this;
 - c. Ensuring that the **Chalice Foundation** observes all relevant laws relating to safeguarding;

- d. Ensuring that the **Chalice Foundation** takes a survivor-centric approach.
12. The Chief Executive Officer of the **Chalice Foundation** must:
- a. Ensure the **Chalice Foundation** has effective and appropriate ways to manage safeguarding and legal compliance;
 - b. (If necessary) Ensure the appointment of a Safeguarding Manager 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.
13. The Safeguarding Manager of the **Chalice Foundation** must:
- a. Manage reports of abuse, neglect or exploitation;
 - b. Ensure that all staff, contractors, and volunteers are aware of relevant laws, policies and procedures, and the **Chalice Foundation's** Code of Conduct;
 - c. Ensure that all staff, contractors and 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 for staff, contractors and volunteers in undertaking their responsibilities.
14. All Managers of the **Chalice Foundation** must:
- a. Promote a positive culture towards safeguarding;
 - b. Implement this policy in their area of responsibility;
 - c. Ensure that the 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.
15. All Staff and Volunteers of the **Chalice Foundation** must:
- a. Familiarise themselves with the relevant laws, the Code of Conduct, policies and procedures for safeguarding;
 - b. Comply with all 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
 - d. Report any suspicion that a person's safety or welfare may be at risk to the appropriate authority; and
 - e. Provide an environment that is supportive of everyone's emotional and physical safety.

16. All partners and contractors of the **Chalice Foundation** must:
 - a. Implement the provisions of this policy and the **Chalice Foundation's** procedures in their dealings with the **Chalice Foundation**;
 - b. Report any suspicion that an incident may have taken place, is taking place, or could take place.

Managing safeguarding risk

17. The way the **Chalice Foundation** manages the risks of safeguarding will be:
 - a. Holistic. The **Chalice Foundation** and its stakeholders will work to prevent, detect and take action on incidents.
 - b. Risk-based and proportionate. The **Chalice Foundation** will regularly assess the risks to people in its operations and develop proportionate controls to mitigate those risks.
 - c. Survivor-centric. The **Chalice Foundation** will put survivors at the heart of its approach to safeguarding.
 - d. Lawful. The **Chalice Foundation** will ensure that it understands and complies with the law in everything it does, in all jurisdictions in which it works.
18. The **Chalice Foundation** will manage the risk of safeguarding by:
 - a. Having up-to-date and documented risk assessments;
 - b. Maintaining a register of the **Chalice Foundation** 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 it will manage safeguarding;
 - d. Adhering to this Safeguarding Policy and its Code of Conduct;
 - e. Doing due diligence checks of staff, 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;
 - i. Having an incident response plan;
 - j. Monitoring and reviewing the effectiveness and proportionality of its safeguarding approach.

Managing incidents

19. Harassment, abuse, neglect and exploitation are all serious misconduct and the **Chalice Foundation** reserves the right to:
 - a. Take disciplinary action against those it believes are responsible, which may include dismissal;
 - b. Take civil legal action;
 - c. Report the matter to law enforcement.

Reporting suspected incidents

20. All staff, 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.
21. They may do this through direct reporting to:
 - a. Any member of the board;
 - b. The Chief Executive Officer;
 - c. The Safeguarding Manager;
 - d. Their Manager or Supervisor.
22. If a person believes that another person is at risk of immediate harm or the victim of a criminal offence, they must dial 000.

Responding to suspected incidents

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

External reporting

24. The **Chalice Foundation** 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.

Privacy and data protection

25. All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. The **Chalice Foundation** will protect personal information.
26. The **Chalice Foundation's** Privacy Policy applies.

Administration of this policy

27. This Policy will be reviewed every two years. The next review will be on **1st February 2025**

10th January 2023

We thank the Australian Charities and Not-for-profits Commission for their Safeguarding Policy template on which our policy was modelled. See <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-toolkit/governance-toolkit-safeguarding>

positive menstrual culture