

Safeguarding Policy

Turning Teardrops Into Joy

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TABLE OF CONTENTS

PART I – PRELIMINARY

1. Citation, Approval and Commencement of Policy
2. Introduction and Commitment to Safeguarding
3. Principles
4. Scope of Application
5. Important Legislation
6. Definitions
7. Policy Implementation
8. Risk Assessment
9. Employee and Volunteer Recruitment and Training
10. Educating the Organisation on Safeguarding
11. Communication and use of Images

PART II – CHILD PROTECTION PRACTICES AND PROCEDURES

12. Safeguarding Standards of Conduct
13. Harmful Practices
14. Administration of Discipline (specifically relating to children)
15. Reporting and Investigating Allegations of Abuse or Misconduct
16. ~~Child Sponsorship~~

PART III – MISCELLANEOUS

17. Confidentiality
18. Review of policy

APPENDIX

1. Incident Report Form (Safeguarding)

SAFEGUARDING POLICY

PART I – PRELIMINARY

<p>1.</p>	<p>CITATION, APPROVAL AND COMMENCEMENT OF POLICY</p> <p>(a) This Policy document may be cited as Turning Teardrops Into Joy’s Safeguarding Policy.</p> <p>(b) It was approved by the Principal Researcher of the Turning Teardrops Into Joy on 12 Oct 2020 and shall be deemed to have come into force on 12 Oct 2020.</p> <p>Signed:</p> <p>Principal Researcher of Turning Teardrops Into Joy</p>
<p>2.</p>	<p>INTRODUCTION AND COMMITMENT TO SAFEGUARDING</p> <p>(a) This policy is intended to act as a comprehensive Safeguarding policy covering both Child Protection and the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) of vulnerable people.</p> <p>(b) Turning Teardrops Into Joy is committed to the protection of children and vulnerable people and recognises the importance of protecting and safeguarding the welfare of children and vulnerable people within Turning Teardrops Into Joy activities, and under the care of Turning Teardrops Into Joy. Turning Teardrops Into Joy has developed this Safeguarding Policy to proactively work to mitigate the risks our operations may pose to children and also vulnerable people in regards to SEAH.</p> <p>(c) The purpose of this policy is to provide clear instructions and practical guidance to prevent abuse or misconduct towards children, and sexual exploitation, sexual abuse and sexual harassment (SEAH) of vulnerable people in all aspects of Turning Teardrops Into Joy’s work and to protect, safeguard, promote and enhance the welfare and safety of children and vulnerable people in fulfilment of the vision and mission of Turning Teardrops Into Joy.</p>
<p>3.</p>	<p>PRINCIPLES</p> <p>(a) Zero tolerance of inaction: Child abuse and SEAH are never acceptable. All allegations will be acted on in a fair and reasonable way, with due regard for procedural fairness.</p> <p>(b) Victim/Survivor needs are prioritised: Actions to address child abuse and SEAH should be underpinned by a “do no harm” approach,</p>

	<p>prioritising the rights, needs and wishes of the victim/survivor, while ensuring procedural fairness to all parties.</p> <p>(c) Stronger reporting will enhance accountability and transparency: Reporting will help to focus organisations on the issue of Safeguarding by providing a regular prompt that child protection and PSEAH is a core obligation of their work.</p>
<p>4.</p>	<p>SCOPE OF APPLICATION</p> <p>(a) This policy applies to the following people, who are expected to comply with the principles and reporting requirements specified in this policy:</p> <ul style="list-style-type: none"> i. Employees, volunteers and associates of Turning Teardrops Into Joy. ii. All visitors to project sites.
<p>5.</p>	<p>IMPORTANT LEGISLATION</p> <p>(a) This Policy builds on and compliments the following legislation & documents –</p> <ul style="list-style-type: none"> i. The United Nations Convention on the Rights of the Child; and ii. International Covenant on Civil and Political Rights (1976) <p>(b) Inconsistency with the Law If a provision of this Policy is in any way inconsistent with any law of (country), the law shall prevail.</p>
<p>6.</p>	<p>DEFINITIONS</p> <p>In this Policy, unless the context otherwise requires –</p> <p>“Abuse” or “harm” is any significant unfavourable or detrimental effect on personal holistic (mental, physical or emotional) well-being. This can include physical, sexual, emotional, psychological or spiritual abuse, or by way of neglect, bullying or child labour.</p> <p>“Allegation” is an assertion that someone has caused harm or done something wrong.</p> <p>“Associate” means any persons interacting with any of Turning Teardrops Into Joy programs in any capacity; including but not limited to visitors, contractors, sub-contractors, consultants, interns.</p> <p>“Child” means a person between the ages of 0 and 18, and for purposes of this Policy, shall be used in reference to a child under the care or protection of Turning Teardrops Into Joy.</p> <p>“COC” is an acronym for Code of Conduct.</p> <p>“CPO” is an acronym for Child Protection Officer.</p> <p>“CPP” is an acronym for Child Protection Policy.</p>

"Discipline" is orderly or prescribed conduct or pattern of behaviour but in the absence of this, discipline also refers to training that corrects, moulds or perfects the moral character.

"Employee" means an employee of [Turning Teardrops Into Joy in Australia](#).

"Mental/Emotional abuse" is any action (gestures, words, behaviour) that deliberately affects a person's mental or emotional well-being causing them to be afraid, anxious or discouraged.

"Neglect/Negligence" is any action that deliberately seeks to affect the undisputable rights of children and vulnerable people, e.g. the right to live; the right to learn; the right to participate; the right to speak; the right to privacy; not being used for commercial gain.

"Physical abuse" is any punishment or physical harm such as striking - with or without an implement, poisoning, shaking, burning, smothering or forcing the child to work in an unsafe way/environment. These actions deliberately and negatively affect the physical well-being of children.

"PSEAH" is an acronym for Prevention of Sexual Exploitation, Abuse and Harassment.

"Safeguarding" means actions, policies and procedures that create and maintain protective environments to protect people, including children from exploitation, harm and abuse of all kinds.

"Safeguarding Officer" means the appointed focal person to oversee and respond to any allegations of abuse or wrongdoing under this policy. They may also be the Child Protection Officer.

"Sexual Abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with someone under the age of consent is considered to be sexual abuse.

"Sexual Exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially or politically from sexual exploitation of another.

"Sexual Harassment" means unwanted physical, verbal or non-verbal conduct of a sexual nature that can include indecent remarks or sexual demands.

"SEAH" refers to sexual exploitation, sexual abuse and sexual harassment i.e. sexual misconduct.

"Volunteer" means a person who offers volunteer services under specified terms to [Turning Teardrops Into Joy](#). This include local as well as international volunteers, and both short and long-term visitors to a project.

"Vulnerable Person" means those who may be either unable to take care of themselves – due to their age, an illness, trauma, disability, or some other disadvantage – or unable to protect themselves against harm or exploitation. The vulnerability may be permanent (for example, an aged related vulnerability) or temporary (for example, a woman forced to move to a shelter due to personal circumstances). An organisations own workers and volunteers may be vulnerable, particularly if living and working in remote communities or countries experiencing conflict or disaster.

<p>7.</p>	<p>POLICY IMPLEMENTATION</p> <p>This Safeguarding Policy will be implemented through:</p> <ul style="list-style-type: none"> (a) Turning Teardrops Into Joy Safeguarding Practices and Procedures; (b) Safeguarding Standards of Conduct outlining acceptable behaviour; (c) The inclusion of SEAH and Child Protection prevention strategies in Turning Teardrops Into Joy risk management assessments; (d) The appointment of Safeguarding Officers (Child Protection Officers may also be appointed) as focal points for implementing Safeguarding measures and procedures across Turning Teardrops Into Joy activities; (e) Compliance – all Turning Teardrops Into Joy employees, volunteers and associates are required to sign that they have read, understand and will adhere to the Safeguarding Policy and Code of Conduct. A register of employees and personnel who have signed the policy will also be kept; (f) Mandatory reporting for suspected cases of abuse and sexual misconduct (SEAH). Investigations will be dealt with confidentially, professionally and meet Australian legislative requirements.
<p>8.</p>	<p>RISK ASSESSMENT</p> <ul style="list-style-type: none"> (a) Turning Teardrops Into Joy recognises that there a number of potential risks to children and vulnerable people in the delivery of our programs. In recognising these risks, Turning Teardrops Into Joy proactively assesses and manages risks to children and vulnerable people in order to reduce the risk of harm. Turning Teardrops Into Joy will conduct a Safeguarding risk assessment on every Turning Teardrops Into Joy activity and project involving and affecting children and vulnerable people and will be reviewed regularly.
<p>9.</p>	<p>EMPLOYEE AND VOLUNTEER RECRUITMENT AND TRAINING</p> <p>Turning Teardrops Into Joy is committed to safe recruitment and screening practices. These practices aim to recruit the safest and most suitable people to work in our programs.</p> <ul style="list-style-type: none"> (a) All positions will be assessed for the level of risk in relation to contact with children and vulnerable people. Positions working directly with children and/or vulnerable people will require the highest level of screening and the applicant must possess relevant qualifications and experience in working with children and/or vulnerable people. (b) Applicants shall be selected on the basis of their suitability for the activity requirements and responsibilities, and their ability to demonstrate that they can work safely with children and/or vulnerable people as determined from the selection criteria, the application form, background checks, referee checks and any pre-activity training that Turning Teardrops Into Joy may require.

	<p>(c) Applicants may be required by Turning Teardrops Into Joy to provide evidence of good conduct, or evidence of no criminal record, with particular mention of offences related to child abuse or sexual misconduct (SEAH).</p> <p>(d) All existing and new employees and volunteers are required to sign this Safeguarding policy.</p> <p>(e) Turning Teardrops Into Joy reserves the right to refuse employment or terminate any person's employment that may pose a risk to children or vulnerable people.</p>
10.	EDUCATING THE ORGANISATION ON SAFEGUARDING <p>(a) Turning Teardrops Into Joy is committed to educating employees, volunteers and associates in Safeguarding (including PSEAH and Child Protection) and how to reduce risks and create safe environments. Turning Teardrops Into Joy will promote safe practices which keep children and vulnerable people safe within the organisation and in the community. Turning Teardrops Into Joy will provide employees, volunteers, associates and beneficiaries with information on their rights and how they can expect to be treated. This information will include reporting poor behaviour, child abuse or sexual misconduct if they have concerns about a Turning Teardrops Into Joy member of staff or other representative in the organisation or in the community.</p> <p>(b) Turning Teardrops Into Joy employees, short and long-term volunteers and associates will be required to participate in Safeguarding training as part of their induction, as well as ongoing refresher trainings at regular intervals set by management.</p> <p>(c) Where applicable, relevant staff will be supported to attend training delivered by internal or external specialists to stay informed of current practice relating to PSEAH or Child Protection.</p>
11.	COMMUNICATION AND USE OF IMAGES <p>(a) Turning Teardrops Into Joy recognises the risks involved with promotional communication of children's and vulnerable people's images and is committed to working with and portraying children and vulnerable people safely. Turning Teardrops Into Joy will protect the privacy of children and vulnerable people and prevent opportunities where children can be identified and contacted by potentially harmful people.</p> <p>(b) Children and vulnerable people are always portrayed in a dignified and respectful way.</p> <p>(c) Children and vulnerable people are adequately dressed and never portrayed in poses that could be seen as sexually suggestive or shown in isolation, rather they should be portrayed as part of their community and as resilient human beings and as partners in the development process.</p>

- (d) Informed consent is always sought and documented from the vulnerable person or child (and/or parent or guardian of the child) before photographing or filming a child or vulnerable person or the use of their story. As part of this, the use of the photograph or film is explained.
- (e) There should be no identifying information of the child or vulnerable person used in the publication of images. This includes the family name, community or other identifying information.
- (f) [Turning Teardrops Into Joy](#) will monitor the taking of photographs and reserve the right to curtail any sessions where it is felt that it is intrusive, or detrimental to the welfare of the child or vulnerable person. Similarly, [Turning Teardrops Into Joy](#) reserves the right to ask photographers to refrain from taking photographs should there be any concerns as to their purpose, reasoning, or application.

PART II– SAFEGUARDING PRACTICES AND PROCEDURES

12. SAFEGUARDING STANDARDS OF CONDUCT

- (a) [Turning Teardrops Into Joy](#) has developed this Safeguarding Code of Conduct to protect children and vulnerable people, staff and the organisation by providing clear behavioural guidelines and expectations.
- (b) [Turning Teardrops Into Joy](#) mandatory standards which relate to Safeguarding (Child Protection and PSEAH) include:

I WILL:

- Act in a manner which upholds the values and reputation of [Turning Teardrops Into Joy](#) at all times
- Provide a welcoming, inclusive and safe environment for all children and young people
- Respect all children and vulnerable people and treat them equally regardless of gender, race, religious or political beliefs, age, physical or mental health, family and social background and culture, economic status or criminal background
- Report any concerns of SEAH, child abuse or breach of the Safeguarding Policy
- Take responsibility for ensuring that I am accountable and do not place myself in positions where there is a risk of allegations being made
- Be aware that sexual behaviour is an area of particular sensitivity, where conduct may more easily be seen as offensive or be misinterpreted.
- Comply with all relevant legislation
- Consult with the Safeguarding Officer if I have any questions regarding SEAH or child protection and how it relates to my work/relationship with [Turning Teardrops Into Joy](#)
- Comply with the [Turning Teardrops Into Joy](#) Safeguarding Policy and Procedures

I WILL NOT:

- Engage in behaviour that is intended to shame, humiliate, belittle, degrade or exploit children or vulnerable people
- Use inappropriate, offensive or discriminatory language when speaking with a child or vulnerable person

- Do things of a personal nature that a child or vulnerable person can do for him/herself, such as assistance with toileting or changing clothes.
- Take children to my home or other private location or sleep in the same room or bed as a child
- Smack, hit or physically assault children
- Sexually exploit, sexually abuse or sexually harass anyone.
- Engage in sexual relationships with children or vulnerable people, or project beneficiaries as these relationships are based on inherently unequal power dynamics and there is the potential for abuse of power.
- Engage in sexual activity with a child under any circumstances. Even in a country where the age of consent is lower than 18 years. A mistaken belief that the child is over 18 is not a defense.
- Exchange or withhold money, employment, goods or services, protection or assistance for sex, including sexual favours or other forms of humiliating, degrading or exploitive behaviour.
- Develop relationships with children or vulnerable people that may be deemed exploitative or abusive
- Condone or participate in, behaviour of children or vulnerable people that is illegal, unsafe or abusive
- Act in a way that shows unfair and differential treatment of children or vulnerable people
- Photograph, video or interview a child or vulnerable person without the informed and documented consent of the vulnerable person or child (and his/her parents or guardians).
- Hold, kiss, cuddle or touch a child or vulnerable person in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact and spend time with any child or vulnerable person outside of my work responsibilities
- Use [Turning Teardrops Into Joy](#)'s computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children or vulnerable people.

(c) All employees and volunteers of [Turning Teardrops Into Joy](#) shall be required to know and comply with this Policy, failing which disciplinary action will be taken and may result in loss of employment and criminal charges.

13.	<p>HARMFUL PRACTICES</p> <p>(a) Turning Teardrops Into Joy shall take steps to ensure that children (and vulnerable people where appropriate) are protected from social or harmful customary practices, which may include, but are not restricted to:</p> <ul style="list-style-type: none">i. Primary and secondary smoking;ii. Consumption of or exposure to alcohol or any addictive or dangerous substance;iii. Profanity, slanderous or abusive language;iv. Lewd, indecent or sexually provocative behaviour, innuendos and exposures;v. Violence of all kinds;vi. Unsupervised internet usage or exposure to inappropriate media;
14.	<p>ADMINISTRATION OF DISCIPLINE (SPECIFICALLY REGARDING CHILDREN)</p> <p>(a) Turning Teardrops Into Joy shall put in place measures to ensure that whenever appropriate and under the proper circumstances, discipline is administered for children by an authorised person with appropriate authority over the child and in accordance with the Turning Teardrops Into Joy Safeguarding Practices and Procedures outlined in this policy. Turning Teardrops Into Joy shall also ensure that the measures put in place prohibit the use of violence, excessive discipline or any form of abuse.</p> <p>(b) Discipline administered for a child shall be for purposes of correction, and should under no circumstances be abusive or intended to embarrass or humiliate a child.</p> <p>(c) Where an employee or volunteer recognises that a child’s behaviour has not changed as a result of disciplinary action, the child shall be referred for counselling or other support measures.</p> <p>(d) Turning Teardrops Into Joy shall put in place measures to ensure that all actions of a disciplinable nature including disciplinary actions taken for a child are adequately documented.</p>
15.	<p>REPORTING AND INVESTIGATING ALLEGATIONS OF ABUSE OR MISCONDUCT</p> <p>(a) Turning Teardrops Into Joy has put in place mechanisms to encourage children and vulnerable people, as well as employees, volunteers, associates or any other person, to report or speak against acts of abuse and misconduct of any form.</p> <p>(b) Whenever such allegations are reported, Turning Teardrops Into Joy shall ensure that the allegations are appropriately investigated and reported to the authorities or relevant agencies, and that during the investigation of such allegations, the person reporting any abuse is accorded utmost or appropriate protection from the person against whom the allegations are made.</p> <p>(c) Where safe to do so and in accordance with the wishes of the victims, survivors and whistle-blowers, all alleged incidents that involve a criminal aspect should be reported through the correct local law enforcement channels.</p>

(d) Reporting allegations of abuse:

- i. [Turning Teardrops Into Joy](#) considers the abuse or exploitation of children or vulnerable people to be completely unacceptable. We take all concerns and reports of abuse and misconduct seriously and act on these reports immediately.
- ii. It is mandatory for all [Turning Teardrops Into Joy](#) employees and associates to report any witnessed, suspected or alleged incidents of abuse, misconduct or any breach of this Safeguarding Policy or Standards of Conduct. Concerns should be raised immediately and follow [Turning Teardrops Into Joy's](#) reporting procedures detailed below.

(e) Who should report?

- i. All [Turning Teardrops Into Joy](#) staff, volunteers, beneficiaries, children and associates including people in the community and partner organisations

(f) What should be reported?

- i. Any disclosure, concern or allegation from a child, community member, staff or associate regarding the safety, abuse or exploitation of a child or SEAH of a vulnerable person.
NOTE: this includes actual, suspected, or risk of abuse or harm.
- ii. Any observation or concerning behaviour exhibited by a [Turning Teardrops Into Joy](#) staff member, child, volunteer or other associate that breaches the [Turning Teardrops Into Joy](#) Safeguarding Policy or Standards of Conduct.

(g) When to report?

- i. Concerns should be raised immediately to the Safeguarding Officer.

Under no circumstances should a [Turning Teardrops Into Joy](#) employee conduct an investigation into the allegation or suspicion of abuse; the role of the [Turning Teardrops Into Joy](#) employee is to report abuse to the relevant Safeguarding Officer or supervisor

(h) Who to report to?

- i. Directly to the [Turning Teardrops Into Joy](#) Safeguarding Officer. The Safeguarding Officer will complete the reporting form with you to capture the required information.
- ii. If the allegation of abuse or misconduct relates to Safeguarding Officer, the report should be made to the Global Development Group Project Officer via their website.

(i) How should it be reported?

- i. Verbally to the Safeguarding Officer and through completing the reporting form with the Safeguarding Officer.

(j) What will happen next?

- i. All concerns recorded by the Safeguarding Officer shall be reported to the [Global Development Group](#) Project Officer who, in conjunction [Turning Teardrops Into Joy](#), will investigate allegations or suspicions abuse or misconduct, including referring the matter onto the statutory authorities if required. This Committee will:

- Ensure the immediate safety of the victim/survivor
- Conduct an initial assessment
- Undertake a confidential and respectful process of gathering and documenting information
- Conduct an internal investigation by assigned parties in a timely, fair and objective manner
- Maintain confidentiality
- Report to police/relevant governing authorities where appropriate
- Appropriate disciplinary action, including suspension or termination of employment, depending on the circumstance
- Records kept by Turning Teardrops Into Joy and the Global Development Group Safeguarding Officer
- Aftercare provided for victim/survivor as needed

(k) Confidentiality

- i. Confidentiality is a key principle of reporting and managing Safeguarding concerns. All information regarding an incident must only be shared with the Safeguarding Officer. The names of people involved and the details of the report will remain confidential. Information will only be released on a 'need to know' basis or when required by law or when a report to police or other authorities is made.

(l) Disciplinary action

- i. Disciplinary action (in accordance with [Turning Teardrops Into Joy](#) disciplinary procedures) will be taken against any personnel or associate found to:
 - Have failed to report a concern they are aware of
 - Have intentionally made a false allegation
 - Have made a serious breach of the Safeguarding Policy (minor breaches may result in action such as refresher training or increased supervision)
- ii. Disciplinary action may include any or all of the following:
 - [Turning Teardrops Into Joy](#) personnel – disciplinary action / dismissal
 - [Turning Teardrops Into Joy](#) associates – up to and including termination of all relations including contractual and partnership agreements with [Turning Teardrops Into Joy](#)
 - Where relevant – reporting to authorities/police

(m) Responding to disclosure by a child (or vulnerable person where applicable)

- i. If a child discloses abuse, whatever the outcome, the child must be taken seriously
- ii. It is important for you to remain calm and in control and to reassure the child that something will be done to keep them safe.
- iii. When a child discloses they have been harmed you can show your concern for the child by:
 - Listening carefully
 - Telling the child you believe them, that it is not their fault and that they are not responsible for the abuse
 - Telling the child it is good that he/she told you.

	<ul style="list-style-type: none"> iv. You will not be helping the child/young person if you: <ul style="list-style-type: none"> - Make promises you cannot keep, such as promising that you will not tell anyone - Push the child/young person into giving details of the abuse. Your role is to listen to what the child/young person wants to tell you and not to conduct an investigation (beware of asking any leading questions as this may prejudice any subsequent investigation) - Indiscriminately discuss the circumstances of the child/young person with others not directly involved. v. Report to the Safeguarding Officer as soon as practical <p>(n) General statements</p> <ul style="list-style-type: none"> i. Turning Teardrops Into Joy will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration. All reports will be handled professionally, confidentially and expediently. ii. All reports made in good faith will be viewed as being made in the best interests of the victim/survivor regardless of the outcome of any investigation. Turning Teardrops Into Joy will ensure that the interests of anyone reporting an incident in good faith are protected. iii. The rights and welfare of the victim/survivor is of prime importance. Every effort will be made to protect the rights and safety of the victim/survivor throughout the investigation. iv. Beneficiaries and community members with whom Turning Teardrops Into Joy works will be provided with information about how to report any concerns about Turning Teardrops Into Joy staff members and associates.
16.	<p>CHILD SPONSORSHIP [if applicable]</p> <p>Turning Teardrops Into Joy recognises the need to implement specific guidelines to manage risks within its sponsorship programs. These guidelines should be outlined in child sponsorship policies and procedures.</p>
<p>PART III–MISCELLANEOUS</p>	
17.	<p>CONFIDENTIALITY</p> <ul style="list-style-type: none"> (a) An employee or a volunteer shall not use for any other purpose unrelated to their employment, documents, data or other information concerning or related to children, which may come to the employee’s or volunteer’s knowledge in the discharge of official duties. (b) The obligations of the above shall not apply where an employee or volunteer is mandated to comply with a lawful court order or authority.
18.	<p>REVIEW OF POLICY</p> <ul style="list-style-type: none"> (a) Turning Teardrops Into Joy shall carry out a two-yearly review of this Policy, which shall be intended at improving or strengthening the already existing guidelines.

(b) Without prejudice to (a) above, [Turning Teardrops Into Joy](#) shall be at liberty to amend or change this Policy at any time whenever the need arises

Declaration of Acceptance

I have read, understand and will comply with the Turning Teardrops Into Joy Safeguarding Policy, including the Safeguarding Standards of Conduct.

Signature:

Date:

Name:

Designation:

Appendix 1: Incident Report Form (Safeguarding)

For concerns involving **Turning Teardrops Into Joy** or **Partner Personnel**:

Please note that any safeguarding concerns involving a staff member must be reported to the designated Safeguarding Officer. This form should be completed with the designated Safeguarding Officer (Email: turningteardropsintojoy@gmail.com / Phone: 0451 630 999). If the incident involves the Turning Teardrops Into Joy Safeguarding Officer, contact the Global Development Group instead, via their website. Please keep this document confidential.

For concerns involving **OUTSIDE** people:

All safeguarding concerns involving outside people (e.g. abuse from people outside of the organisation or project) can be discussed with the Safeguarding Officer. This form should be completed with the designated Safeguarding Officer (Email: turningteardropsintojoy@gmail.com / Phone: 0451 630 999).

Place Form completed	
Date Form completed	
ABOUT YOU – PERSON REPORTING THE INCIDENT/ALLEGATION <i>(this can be left blank for anonymous reports, however this may limit the investigation due to information available)</i>	
Your Name	
Your Job Title	
Workplace / Project Number	
Your relationship to the victim/survivor	
Your phone number	
Your email	
ABOUT THE VICTIM/SURVIVOR	
Name	
Gender	
Is the Victim/Survivor under 18? DOB (if known)	
Address	
Phone Number	
Email	
Guardian (if applicable)	
ABOUT THE INCIDENT	
How did you come to know of the incident/s?	<input type="checkbox"/> Direct observation

	<input type="checkbox"/> Suspicion <input type="checkbox"/> Disclosure by victim/survivor <input type="checkbox"/> Disclosure by other person/s <input type="checkbox"/> Directly involved <input type="checkbox"/> Other.....
ABOUT THE INCIDENT (continued)	
Does the victim/survivor have any safety need? Provide details.	
Date and time of the alleged incident/s	
Location of the alleged incident/s	
Who was involved in the alleged incident/s?	
Name of alleged perpetrator	
Details	<p>➤ If the alleged perpetrator is GDG or Partner Personnel, Job Title:</p> <p>➤ If the alleged perpetrator is an outside person, relationship to the victim/survivor: Relationship:</p>
Nature and details of the allegation <i>(if applicable, state exactly what the victim/survivor or other source said to you and how you responded to him/her)</i>	
Your personal observations of the victim/survivor <i>(visible injuries, emotional state, etc)</i>	
Any other information not previously covered	

TO BE COMPLETED BY THE SAFEGUARDING OFFICER	
Person receiving Incident Report and Initial Assessment	
Action Taken	
PERSONS INFORMED	
Within the organisation	Name: Position: Name: Position:
Law Enforcement Authorities	Yes or No Details:
Other Relevant Authorities	Details:
REPORT MADE BY	
Name	
Signature	
Date	
REPORT RECEIVED BY (Safeguarding Officer)	
Name	
Signature	
Date	