

Managing breaches of the Risk Management Strategy

ROLE	RESPONSIBILITIES
Staff Services Coordinator/Manager Staff Services	<ul style="list-style-type: none"> • Ensure this procedure is included when all new paid staff and volunteers within NWQICSS receive their induction; • Report any significant breaches of the Safeguarding Risk Management Strategy to the CEO/Safeguarding Officer; • <i>Ensure all personnel are aware of who to contact and what the reporting guidelines are.</i>
NWQICSS personnel	<ul style="list-style-type: none"> • Ensure understanding of the priority to protect children and vulnerable adults, irrespective of what role it is in NWQICSS. All personnel has a responsibility in safeguarding and complying with this procedure. Any breaches must be reported to the CEO/Safeguarding Officer and Staff Services if the breaches are considered serious; • Engage in constructive conversation as people make comment or raise questions or concerns about safeguarding or this procedure and encourage them to discuss with Manager or Safeguarding Officer.
Safeguarding Officer	<ul style="list-style-type: none"> • Liaises with CEO and Staff Services on matters relating to complaints or disciplinary action on NWQICSS personnel; • Communicate updates and changes to this procedure in consultation with NWQICSS programs; • Encourage discussion and awareness of this procedure and to make time available to meet and discuss any concerns of breaches or potential breaches, working proactively and in partnership with all NWQICSS programs.

1. Managing breaches of risk management strategy - procedure outline:

- 1.1. Any minor breaches in safeguarding policy and procedures will be considered by the person with the responsibility to supervise the person who has or is alleged to have breached the policy and its procedures. For example, if a volunteer has breached the *Safe Conduct Standards* in a program, the Manager and Safeguarding Officer will consider the seriousness of the breach and refer accordingly;
- 1.2. For any serious breach or potential breach of the safeguarding policy and its procedures, the coordinator of the person responsible must immediately notify the CEO and Safeguarding Officer;
- 1.3. For any disciplinary discussions, Staff Services must be notified to ensure procedural fairness and legislated requirements are followed;
- 1.4. Any person can notify on a breach or suspicion of a breach applying the Whistleblowers Policy and its guidelines. This can be done by contacting the delegated Whistleblower Protection Officers. All whistleblower reporting must be done in accordance with its guidelines.