



**Mercy Ministry**  
**Companions**

## S1A – Safeguarding Procedures

### Notification to MMC

- Ministry designated executive personnel are to notify the MMC Safeguarding Coordinator as soon as reasonable practicable (Email: [safe@mercyministrycompanions.org.au](mailto:safe@mercyministrycompanions.org.au); Phone: 03 9448 1881) of significant safeguarding incidents, including all allegations or complaints of sexual abuse, following advice to Ministry Board Chairs. Where relevant, any anticipated media coverage should also be noted. Access to this email address and phone message system is restricted to authorised persons for privacy reasons.
- On conclusion of a significant safeguarding matter the Ministry designated executive personnel will forward a statement to the MMC Safeguarding Coordinator confirming that all relevant policies and procedures were followed in dealing with the complaint and that all necessary steps have been taken to mitigate against the possibility of a similar incident occurring in the future.
- Records are to be kept by ministries of incidents, allegations and complaints, including any follow-up actions taken. Records must be kept securely and only available to authorised persons. Minimum retention periods must be followed.

### MMC Trustee Director meetings

- Safeguarding is to be a standing item on all MMC Trustee Director meeting agendas.

### Ministry Board meetings

- Safeguarding is to be a standing item on all Ministry Board meeting agendas.

### Annual Reporting

- An Annual Safeguarding Attestation is to be included in or attached to the Annual Report of each Ministry. The Annual Safeguarding Attestation is to be signed by the Chair of the Ministry Board. It is to include the following information:
  - Name of the Board Director(s) responsible for Safeguarding
  - Confirmation that Safeguarding is a standing item on every Board meeting agenda.

- Confirmation that all Board Directors are informed of and comply with the Ministry's Safeguarding Policy and Code of Conduct and that current versions are accessible to all Directors.
- Confirmation that notification of any significant safeguarding issues in the reporting period have been provided to the MMC Safeguarding Coordinator and that, if there have been any safeguarding allegations, complaints or incidents, all appropriate steps have been taken by the Ministry to mitigate risk of reoccurrence.

**Dates**

This procedure takes effect from March 2024 and will be reviewed no later than 31 July 2026.

**Related Policies and Procedures**

S1 – Safeguarding Policy

S2 – Safeguarding Commitment Statement

S3 – Code of Conduct

S4 – Safeguarding Complaints Management Policy

G3A – Complaints Handling Procedure