



Sexual Abuse Risk Management Self Audit Questionnaire

1. Your details

Name of organisation

Address

Postcode

Do you have a written Client Protection Policy to guard against abuse of your service users by any person either employed by you, contracted by you or volunteering for you?

Yes

No

If the answer is "No", you will not be eligible to purchase insurance protection of Sexual Abuse related claims against your organisation until such time as a Client Protection Policy is developed and implemented. Ansvar Insurance can assist you with development of such a Policy. Please contact your intermediary or Ansvar Insurance direct for assistance.

If the answer is "Yes", please proceed to Question 2.

2. Your Client Protection Policy

a) When was the policy first implemented?

b) When was the policy last reviewed and updated?

c) When is the policy scheduled for its next review/update?

d) Are all your personnel (employees/volunteers/contractors) aware of the policy and do they have access to it?

Yes

No

If Yes, how is this done?

- e) Do you provide or facilitate formal training on the policy including formal refresher/procedure update training based upon current "best practice" and changes to legislation for all of your employees? Yes No

If Yes, how is this done and at what intervals and what records are kept of this training?

- f) Do you also provide the same training to volunteers and contractors who work with children or vulnerable adults? Yes No

- g) Do you comply with all relevant state child/vulnerable person protection legislation? Yes No

- h) Does your organisation provide services to vulnerable people in an unsupervised environment? (i.e. One-to-one, closed room, no other persons involved) Yes No

If Yes, what measures do you have in place to identify if abuse is occurring?

Please provide details i.e. rotation of staff members, client feedback framework, independent case managers.

- i) Does your Client Protection Policy confirm that:

- i. You undertake a formal interview of all candidates including any volunteers or contractors for positions involving work with children or vulnerable adults, including analysis of past experience working with children or vulnerable adults? Yes No

- ii. You enquire with at least two previous employers regarding suitability for position? Yes No

- iii. You contact at least two referees supplied by the candidate, obtain a criminal record check and working with children check? Yes No

- iv. You prohibit the employment or engagement of any person from working in your organisation if they have prior convictions relating to violent or sexually related offences? Yes No

- v. You actively encourage the reporting of sexual abuse (i.e. You don't dismiss concerns when raised). Yes No

- vi. You are committed to being an environment where either a victim or employee/volunteer feels able to report sexual abuse. Yes No

If No to any of the above, please provide a full explanation.

- j) Does your Client Protection Policy confirm that there is a procedure for dealing with and reporting complaints and/or *reasonable suspicion** of sexual abuse which includes:

- i. The appointment of an independent person to investigate any incident? Yes No

- ii. A documented reporting process with escalating procedures including: Yes No

- the automatic suspension of an employee from work or other duties within your organisation, if they are under investigation (internally or by the police) for committing sexual abuse; and

- the automatic termination of their employment, or involvement with your organisation if found guilty of committing sexual abuse (either by an internal investigation or by a court).

iii. A policy for employees and/or volunteers to report reasonable suspicion of sexual abuse to the senior management of your organisation and that police authorities and Ansvr Insurance will be notified. Yes No

iv. A policy that assures the details of those reporting sexual abuse will be kept private and confidential. Yes No

**Reasonable suspicion* means fair and practical reason to believe an incident involving sexual abuse has occurred based on either verbal communication, hearsay, rumour or observance of behaviour.

3. Past Incidents of Sexual Abuse

In respect of any of past incidents relating to abuse, has the alleged perpetrator left or been dismissed from your organisation, if after investigation there was reasonable grounds for the allegation? Yes No

Or not applicable (no past known incidents)

4. Result

If you have answered "yes" to all of the above questions, your organisation is well protected in the prevention of abuse. Despite the best risk management measures in place, instances of abuse still can and do occur. Ansvr Insurance is able to offer insurance protection for organisations who practice sound risk management.

5. Further assistance

If you have answered "no" to any of the above questions and would like further assistance in protecting your organisation, please contact Ansvr Insurance or your broker.

Declaration

I/We declare that as far as I am/we are aware the statements made by me/us or on my/our behalf and the information supplied in connection with this Self Audit Questionnaire are true, correct and complete and that all reasonable and proper enquiries have been undertaken to ensure that no information relevant to Ansvr's decision whether or not to offer to insure our organisation against legal liability for abuse, has been omitted from or not attached to this Questionnaire.

Signature:

Name:

Position:

Date:



1300 650 540 www.ansvar.com.au

Ansvr House, Level 12,
432 St Kilda Road, Melbourne VIC 3004
Ansvr Insurance Ltd. ABN 21 007 216 506 AFSL 237826
Member of the Ecclesiastical Insurance Group