



# Healesville Community Renewable Energy Inc

## Person07 – Vulnerable People Policy

Policy Id	Person07	Version	01
Policy Type	Person	Subject	Vulnerable People
Approved	October 2025	Scheduled review	October 2028

### 1 Introduction

Healesville CoRE regards the safety and wellbeing of individuals who, due to age, disability, trauma, or other circumstances, are at risk of harm, exploitation, or neglect, as a core value of the organisation.

### 2 Purpose

The purpose of this policy is to:

- Help protect vulnerable people that interact with, or are affected by, Healesville CoRE.
- Define the key terms we use when talking about protecting people or safeguarding.
- Set out and develop the way Healesville CoRE manages safeguarding risks.
- Set out the specific roles and responsibilities of persons working in and with Healesville CoRE
- Facilitate the safe management of incidents.
- Support a positive and effective internal culture towards safeguarding.

### 3 Policy

Any reference to 'volunteer' in this document includes any person who is doing work on behalf of or for Healesville CoRE. This includes anyone who is being paid by Healesville CoRE either directly or as recipient of grant financing.

A 'vulnerable person' includes children, young people, and adults unable to care for themselves or protect themselves from harm.

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.

Healesville CoRE commits to promoting 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. Healesville CoRE has a survivor-centric approach in all their work.

All people who perform any work or tasks on behalf of Healesville CoRE share responsibility for adhering to this policy-

Healesville CoRE has managing incidents policies that must be followed when appropriate-

### 4 Roles and responsibilities

The Safeguarding Manager of Healesville CoRE must:

- Manage reports of abuse, neglect or exploitation;
- Ensure that all and volunteers are aware of relevant laws, policies and procedures, and the Person Policies of Healesville CoRE;
- Ensure that all contractors and volunteers are aware of their obligations to report suspected incidents of abuse, neglect or exploitation;
- Manage reports of abuse, neglect or exploitation;
- Provide support for contractors and volunteers in undertaking their responsibilities.

All-Volunteers of Healesville Community Renewable Energy Inc must:

- Familiarise themselves with the relevant laws, the Code of Conduct, policies and procedures for safeguarding;
- Comply with all requirements;
- Report any incident to the appropriate authority when it is reasonable to suspect that a person's safety or welfare is at risk
- Report any suspicion that a person's safety or welfare may be at risk to the appropriate authority; and
- Provide an environment that is supportive of everyone's emotional and physical safety.

All partners and contractors of Healesville Community Renewable Energy Inc must:

- Implement the provisions of this policy and Healesville Community Renewable Energy Inc's procedures in their dealings with Healesville Community Renewable Energy Inc;
- Report any suspicion that an incident may have taken place, is taking place, or could take place.

## 5 Managing safeguarding risk

Healesville CoRE manages the risk of safeguarding by:

- Having up-to-date and documented risk assessments;
- Having an action plan that sets out how it will manage safeguarding;
- Adhering to this Vulnerable People policy and the other Healesville CoRE person policies;
- Doing due diligence checks of volunteers and third parties who may interact with or be in contact with vulnerable people;
- Implementing policies-to identify the likelihood and consequence of incidents;
- Conducting awareness-raising for stakeholders on risks, expectations, and individual responsibilities;
- Having an incident response plan;
- Monitoring and reviewing the effectiveness and proportionality of its safeguarding approach.

## 6 Managing incidents

Harassment, abuse, neglect and exploitation are all serious misconduct and Healesville CoRE reserves the right to:

- Take disciplinary action against those it believes are responsible, which may include dismissal;
- Take civil legal action;
- Report the matter to law enforcement.

### *Reporting suspected incidents*

All 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, by direct reporting to:

- Any member of the board;
- The President;
- The Safeguarding Manager;
- Their Manager or Supervisor.

If a person believes that another person is at risk of immediate harm or the victim of a criminal offence, they must dial 000.

Healesville Community Renewable Energy Inc will:

- Report any suspicion of a criminal offence to the police or the relevant criminal judicial body;
- Meet all donor requirements regarding the reporting of incidents;
- Report any qualifying matter to the ACNC.

## 7 Related Documents

Person01 - Child Safe Policy

Person01 - Code of Conduct

Person01 - Child Safe Risk Management Plan

Person02 - Health, Safety and Wellbeing Policy

Person03 - Bullying Policy

Person04 - Sexual Harassment Policy

Person06 - Privacy Policy

Management01 - Central Committee Structure