

Safeguarding Action Plan

This Action Plan translates Prima Nota's Safeguarding Policy, Risk Assessment, and Incident Response Procedure into concrete responsibilities and timelines. The Committee is accountable for monitoring progress and reviewing this plan annually at the first meeting of each calendar year.

Priority: Immediate action required before next major activity Short-term complete within 3 months Ongoing recurring commitment

ACTION	RESPONSIBLE	TIMELINE	PRIORITY	NOTES / SUCCESS INDICATOR
1. Policy & Documentation				
Review and re-adopt Safeguarding Policy annually	Committee	Each March	Ongoing	Committee minutes to record adoption. Next review: March 2027.
Review and re-adopt Safeguarding Risk Assessment annually	Committee	Each March	Ongoing	Include review of all 5 risk areas. Update controls as needed.
Create and maintain a register of legal safeguarding obligations (SA & Commonwealth)	Secretary	By 30 June 2026	Short-term	Register to include legislation, jurisdiction, and review date. Update annually.
Add alternative confidential reporting pathway to Safeguarding Policy for cases where the Safeguarding Lead is implicated	Chairperson + Committee	By 30 June 2026	Short-term	Nominate a secondary contact (e.g. Secretary or external person). Update Policy §6.
Align reporting contact in Code of Conduct with Safeguarding Policy (CoC currently lists email only; Policy lists named officers)	Programme Lead	By 30 June 2026	Short-term	Update CoC to reference Chairperson / Secretary as primary contacts, consistent with Policy §6.

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2. Training & Awareness				
Add safeguarding briefing and acknowledgement sign-off to volunteer induction	Programme Lead	By 1 May 2026	Immediate	Induction to include: Policy & CoC handout, 5-min verbal briefing, signed acknowledgement form.
Ensure all active volunteers have signed the Code of Conduct	Programme Lead	By 1 May 2026	Immediate	Maintain a register or file of signed acknowledgements.
Brief all Committee members on their safeguarding responsibilities under ACNC Governance Standard 5	Chairperson	By 30 June 2026	Short-term	Can be completed at a regular committee meeting. Record in minutes.
Annual safeguarding awareness reminder to all members and volunteers	Programme Lead	Each February	Ongoing	Email or newsletter reminder with links to Policy and reporting contacts. Timed ahead of Maslenitsa.
3. Recruitment & Screening				
Maintain a register of WWCC compliance for all facilitators and volunteers working with children	Secretary	Ongoing – update on each new appointment	Ongoing	Register to record name, WWCC number, and expiry date. Review annually.
Confirm no volunteer works unsupervised one-on-one with a child (open setting policy)	Programme Lead	Before each programme cycle	Ongoing	Formalise open-rehearsal setting in programme planning checklist.
4. Incident Management & Review				
Report any serious safeguarding incidents to ACNC within the required timeframe	Chairperson	Within 28 days of incident	Ongoing	Follow ACNC Serious Incident Reporting process. Record all incidents in a register.
After any incident, review controls and update Risk Assessment if required	Committee	Within 30 days of resolution	Ongoing	Refer to Incident Response Procedure Step 6. Document lessons learned.
Annual review of this Action Plan at first committee meeting of each year	Committee	Each March	Ongoing	Update priorities, mark completed items, add new actions. Record in minutes.

DATE ADOPTED

22/04/2026

CHAIRPERSON

