

Prima Nota Inc.

Incident Response Procedure

Step 1 — Immediate Safety

- If someone is at immediate risk — call 000.
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Step 2 — Report

Report concerns to:

- Chairperson
- Secretary
- Committee Member

Reports may be verbal or written.

Step 3 — Documentation

The Safeguarding Lead records:

- Date of incident
- Nature of concern
- Individuals involved
- Immediate actions taken

Records are stored securely and confidentially.

Step 4 — Assessment

The Committee determines:

- Is this a conduct breach?
 - Is this a criminal matter?
 - Is mandatory reporting required?
 - Is ACNC serious incident reporting required?
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Step 5 — Action

Possible outcomes:

- Mediation
 - Written warning
 - Suspension
 - Removal from role
 - Referral to external authorities
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Step 6 — Review

After resolution:

- Controls reviewed
- Risk assessment updated if necessary