



# PREVENTING SEXUAL EXPLOITATION, ABUSE AND HARASSMENT (PSEAH) POLICY

**Approved: DATE**

**Due for Review: DATE**

Policy Suite – Section – Policy name

## **1. POLICY STATEMENT AND OVERVIEW**

Quaker Service Australia (QSA) is unequivocally committed to the safety, dignity, rights, and wellbeing of all people with whom we work and has a zero tolerance of any form of sexual exploitation, abuse, and harassment (SEAH), and of inaction on receiving such a report. QSA recognises that SEAH arises from disrespect and disparities in power, including those within workplace hierarchies and intersecting inequalities such as gender, disability, ethnicity, age, health, and poverty.

This policy reflects QSA's obligation to respect the dignity and basic human rights of all people and not to abuse positions of power and trust.

QSA is aware of, and adheres to, DFAT's Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy (August 2025). All key principles underlining this DFAT policy and related standards have been incorporated into QSA's policy and must be adhered to by all personnel engaged in the management of projects and other activities for which QSA is responsible. This obligation stands regardless of the funding source for any specific project or activity.

This policy should be read alongside the QSA Child Safeguarding Policy and the QSA Code of Conduct, which together form QSA's integrated safeguarding framework. Where an incident involves a person under 18 years of age, the Child Safeguarding Policy and relevant legal frameworks apply. This policy also aligns with the ACFID Code of Conduct, specifically its commitments to prevent and respond to sexual exploitation, abuse and harassment.

## **2. PURPOSE**

The purpose of this policy is to:

- Provide clear guidance and direction on QSA's responsibility to safeguard all people with whom its staff, volunteers, consultants, partners, supporters, and representatives may encounter in the performance of QSA's work.



- Outline the expected behaviours of all QSA staff and representatives when interacting with vulnerable adults, as detailed in QSA's Code of Conduct.
- Ensure clear monitoring and reporting requirements are in place for all PSEAH concerns, incidents, and allegations.
- Promote a culture of prevention, transparency, accountability, and continuous improvement in safeguarding practices across all QSA operations.

### 3. SCOPE

This policy applies to:

All QSA People, as defined below:

- QSA Staff (individuals engaged by QSA in any employment or work-related capacity, including full-time, part-time, casual, temporary or permanent employees; contractors, consultants, interns, volunteers, trainees, and job applicants);
- QSA Representatives (the QSA Board and company members, and all persons formally appointed or authorised to represent QSA or conduct work on its behalf, including subcommittee members and volunteers acting in a representative capacity); and
- QSA Partners (all staff, community workers, and volunteers directly involved in QSA-funded project activities and operations, whether based in Australia or overseas).

**All QSA activities and operations**, both in Australia and overseas. All settings where QSA-related work occurs, including on-site, off-site, remote, after-hours duties, work-related social functions, conferences, training, monitoring visits, and field travel — wherever and whenever QSA People may be present because of their QSA responsibilities.

This policy primarily covers concerns or reports about harm to all people that are the result of actions by QSA staff, its project partner staff or associated people. Where specifically requested, QSA will also endeavour to provide guidance or support in referring cases of harm to vulnerable adults that are the result of actions by members of communities in which QSA works by providing support, advice, and arranging referrals and reporting to relevant authorities when necessary and appropriate.

### 4. DEFINITIONS

**Child-related definitions (Child, Child Abuse, Child Exploitation, Child Protection, Child Safeguarding):** For all definitions relating to children and child safeguarding, refer to the QSA Child Safeguarding Policy. Where any incident or concern involves a person under 18 years of age, the Child Safeguarding Policy applies.



**Sexual Exploitation (SE):** Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, using monetary, social, or political power to coerce others into sexual activity.

**Sexual Abuse (SA):** Actual or threatened sexual activity carried out using coercion, intimidation, or physical force, when the person does not want to or cannot consent.

**Sexual Harassment (SH):** Any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated, or intimidated, and where that reaction is reasonable in the circumstances. The behaviour does not need to be repeated to constitute harassment.

**PSEAH:** Acronym for Preventing Sexual Exploitation, Abuse and Harassment.

**Transactional Sex:** The exchange of money, employment, goods, services, and/or promises of any of these for sex, including sexual favours or any forms of humiliating, degrading, or exploitative behaviours. This includes the exchange of assistance that is due to project participants..

**Consent:** Communicated agreement to engage in sexual activity by choice, with the freedom and capacity to make that choice without fear, coercion, force, or intimidation. Consent can be withdrawn at any time, and previously giving consent does not guarantee future consent, even for the same action. The absence of any objection or protest by the person affected does not mean that the conduct was welcome or consent given.

**People in Vulnerable Situations:** Individuals or groups who may be more susceptible to sexual exploitation, abuse or harassment due to unequal power relations or intersecting forms of discrimination, including but not limited to gender, disability, age, poverty, ethnicity, displacement, health status, or dependency on assistance, services, employment, or authority.

## **5. GUIDING PRINCIPLES AND COMMITMENTS**

QSA's approach to PSEAH is guided by the following principles:

**Zero Tolerance:** QSA maintains zero tolerance of SEAH behaviour and inaction. QSA will not knowingly engage any person or organisation who poses an unacceptable risk to vulnerable adults and will undertake all possible screening measures to ensure that any such risk is identified.

**Victim/Survivor-Centred Approach:** QSA's approach to SEAH prioritises the rights, needs, and wishes of the victim/survivor, ensuring they are treated with dignity and respect, provided with comprehensive information, have their privacy and confidentiality protected, and are considered for counselling and health services to assist with recovery, and will not be penalised, discriminated against, or disadvantaged for reporting in good faith, while ensuring procedural fairness to all parties.

**Shared Responsibility:** QSA requires the commitment and accountability of all its members, employees, volunteers, consultants, project partners, and representatives to comply with the terms of this policy and QSA's Code of Conduct.



**Risk Management:** QSA employs a whole-of-organisation risk management approach to identify, assess, manage, and mitigate risks to vulnerable adults associated with its activities. This includes comprehensive, project-specific risk management plans.

**Procedural Fairness and Confidentiality:** All concerns, incidents, and allegations are handled with procedural fairness, timeliness, and impartiality. Details and the names of people involved will be handled confidentially, disclosed only if required as part of an investigation or mandatory reporting obligations

**Transparency:** QSA is committed to transparency and accountability. It will publicly promote its commitment to the ACFID Code of Conduct and its complaints handling process on its website and via its annual report.

**Prevention:** QSA actively provides information to employees, partners, participants, beneficiaries, and communities on expected behaviours and promotes reporting mechanisms to prevent incidents of SEAH.

**Bystander Intervention:** QSA encourages and equips its employees and representatives to take reasonable and safe actions when they witness or are told about an incident of SEAH, to prevent or stop it from occurring or continuing, and to support those impacted.

**Addressing Power Imbalances:** QSA acknowledges that SEAH is rooted in disrespect and power disparities, particularly gender inequality. This policy seeks to address these imbalances, including those arising from workplace hierarchies and intersecting forms of discrimination.

**Prohibition of Transactional Sex:** The exchange of money, employment, goods, services, or promises for sex (including sexual favours or humiliating, degrading, or exploitative behaviours), or for assistance due to project participants, is strictly prohibited for all QSA staff and representatives.

## **5a. PROHIBITED CONDUCT**

The following conduct is strictly prohibited for all QSA People and Partner Personnel:

- any form of sexual exploitation, sexual abuse, or sexual harassment
- transactional sex, including the exchange of money, employment, goods, services, assistance, or promises for sexual access, favours, or other humiliating, degrading, or exploitative conduct
- sexual activity or relationships with project participants, community members, or others where there is an actual or perceived power imbalance, position of trust, or dependency
- using QSA resources, status, influence, or program access to obtain sexual contact, attention, or relationships
- retaliation, intimidation, victimisation, or adverse treatment of any person who makes a report, raises a concern, supports a complainant, or participates in an investigation
- knowingly failing to report suspected SEAH by another person covered by this policy



- concealing information, interfering with evidence, or attempting to influence the outcome of an investigation
- misuse of personal information, survivor information, or images in ways that compromise dignity, confidentiality, privacy, or safety

A breach of this section constitutes a serious breach of this Policy and may amount to gross misconduct.

## **6. PROCEDURES**

Core procedural requirements under this policy include mandatory internal reporting within 24 hours, external DFAT notification within 48 hours where required, survivor-centred response measures, safe recruitment and screening, partner due diligence, risk assessment, training, secure recordkeeping, and consequences of breaches.

Detailed procedures to operationalise these requirements are set out in Annex 1, and the reporting form and process are included in Annex 2.

These cover the following categories:

1. *Reporting Suspected or Alleged Cases*
2. *Investigation and response*
3. *Recruitment and Screening*
4. *Risk Management*
5. *Training and Awareness*
6. *Working with Partners*
7. *Use of images and personal information*
8. *Observance of the QSA Code of Conduct,*
9. *Consequences of Breaches.*

## **7. RESPONSIBILITIES FOR IMPLEMENTATION**

**QSA Board:** Holds overall accountability for this policy and its implementation.

**Safeguarding Focal Person:** Appointed to receive all PSEAH queries and policy breaches, and to initiate investigations and reports. This role oversees the overall implementation and compliance of this policy.

**Dedicated Safeguarding Officer (QSA):** Supports the Board Chair in the day-to-day implementation and monitoring of this Policy. Acts as the primary operational contact for PSEAH matters, manages



incoming reports, coordinates responses and investigations, maintains records, and provides guidance to QSA People on policy and procedures. Reports to the Board Chair on all safeguarding matters. This role is also responsible for maintaining secure and confidential safeguarding records, ensuring access is restricted to authorised personnel only, and preparing de-identified trend reporting for Board oversight and continuous improvement purposes.

*All QSA Members, Employees, Volunteers, and Representatives:* Are required to adhere to this policy and the QSA Code of Conduct, and to immediately report any suspicions or incidences of SEAH relating to others. Failure to report will lead to review and possible disciplinary action.

*Project Leads/Managers:* Are responsible for promoting awareness of this policy with the people they manage and with project partners. They must ensure that project-specific risk assessments are conducted, documented, and updated, and that appropriate measures are in place to safeguard vulnerable adults within their projects. They are also responsible for ensuring all project participants and visitors comply with QSA's Code of Conduct.

*Finance and Administration Teams:* Responsible for ensuring auditable records of expenditure related to safeguarding measures are maintained.

*Project Partner Organisations:* Are responsible for designating their own Safeguarding Focal Person as the primary point of contact for PSEAH matters within their organisation. Partner Focal Persons must report SEAH incidents or concerns linked to QSA-funded activities to QSA's Dedicated Safeguarding Officer promptly and within 24 hours. Partners must ensure their staff adhere to QSA's Code of Conduct when working on QSA-funded projects, cooperate with QSA's monitoring and capacity building activities, and maintain safeguarding policies and procedures consistent with this Policy.

## 8. **COMPLIANCE REVIEW**

This policy reinforces QSA's commitment to external standards and ongoing internal review:

- QSA will ensure that the required policies, processes, guidelines, and documentation are in place, appropriate to its size and nature of work, and that they are implemented and subject to regular review to ensure continuous compliance with the ACFID Code of Conduct.
- QSA will conduct a SEAH risk assessment prior to entering each DFAT agreement and will apply DFAT's Essential or Comprehensive PSEAH Standards commensurate with the level of risk identified, as required under the DFAT Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy (August 2025). Risk assessments will be documented, monitored, and updated throughout the life of each activity.



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## ***SECTION 2: PROCEDURES***

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### **6.1 Reporting Suspected or Alleged Cases**

Reports may be made in writing, verbally, anonymously, or through a trusted support person acting on behalf of the reporter or person affected. QSA will accept reports in any language and will make reasonable efforts to provide accessible reporting pathways, including alternative formats where required.

**Mandatory and Immediate Reporting:** It is mandatory for all QSA staff and representatives to immediately report any concerns, incidents, or allegations whenever they have a reasonable belief that a vulnerable person has been harmed or is at potential risk of harm due to SEAH or non-compliance with this policy or the QSA Code of Conduct. Failure to report suspected incidents of SEAH involving others (not self) is a breach of this policy.

**Internal Reporting:** All PSEAH queries and policy breaches are to be reported to QSA's Dedicated Safeguarding Officer in the first instance, who will escalate to the Board Chair (Safeguarding Focal Person) as required. Reports may be submitted via [contactus@qsa.org.au](mailto:contactus@qsa.org.au) or using the QSA Safeguarding Incident Reporting Form. QSA People should report immediately and no later than 24 hours of becoming aware of an incident or concern. Partner Focal Persons report to QSA's Dedicated Safeguarding Officer within 24 hours

#### **External Reporting (DFAT ANCP Requirements): .**

- a. For projects supported by DFAT all SEAH incidents or concerns regarding adults, notifications must be made within 48 hours of becoming aware of the incident, using the DFAT SEAH Incident Notification Form and sent to [seah.reports@dfat.gov.au](mailto:seah.reports@dfat.gov.au).
- b. For projects supported by other external donors that donor's reporting requirements will be applied.

**Reporting Major Transgressions to ACFID:** QSA will notify ACFID if they become aware of major transgressions against the ACFID Code in their own organisation or make a complaint to the ACFID Code of Conduct Committee (CCC) of major transgressions by other members.

**Public Complaints Mechanism:** As an ACFID Code signatory, QSA is required to have a public complaints mechanism on its website to address complaints against the organisation.

**Protection for Good Faith Reporting:** No penalties will be imposed on any adult or child reporting their suspicions or known facts if they speak from good faith and with reasonable grounds.



**False or Malicious Reports:** Disciplinary action may be taken against any person who knowingly and wilfully reports false or malicious information regarding other QSA staff or representatives relating to SEAH.

## 6.2 Investigation and Response

1. The Safeguarding Focal Person (Board Chair), supported by the Dedicated Safeguarding Officer, will initiate swift investigations and reports into suspected breaches.
2. Appropriate action will be taken based on the findings of investigations.
3. QSA will ensure procedural fairness to all parties involved in the investigation process.
4. Confidentiality of details and names of people involved will be maintained, unless disclosure is required as part of an investigation or mandatory reporting obligations.
5. QSA recognises its obligation to report SEAH incidents to external organisations in some cases, such as to the Department of Foreign Affairs and Trade (DFAT), and will abide by the procedural guidelines and safeguards set out in such relationships.
6. Where a breach of the ACFID Code is identified through the complaints process, QSA agrees to comply with the corrective or disciplinary action agreed to with the ACFID Code of Conduct Committee (CCC).

## 6.3 Recruitment and Screening

- QSA takes all reasonable precautions to ensure that QSA staff and representatives have passed screening procedures and do not pose an unacceptable risk to vulnerable persons.
- Where personnel are not resident in Australia, checks will be conducted through the relevant national police systems, complemented by checks with other bodies appropriate to national context where police systems are deemed insufficient or impractical.
- Robust recruitment procedures will be consistently applied, including behavioural questions at interview and verbal referee checks.
- This requirement also applies to employees and representatives visiting QSA projects or activities overseas, with local police checks or location-specific equivalents obtained for locally based employees where applicable.

## 6.4 Risk Management

- QSA employs a whole-of-organisation level risk management approach and applies appropriate measures.
- QSA is responsible for preparing and maintaining project-specific risk management plans for all activities, which must include an assessment of risks to vulnerable adults, including PSEAH risks.
- These plans must detail controls and treatments for identified risks, specifying ownership and responsibility for ensuring risk treatments are implemented and monitored.
- In-country implementing partners should be fully engaged in the analysis, monitoring, and treatment of risks.



- Risk assessments are to be documented, reviewed/monitored, and updated over the life of the project/activity.
- QSA will consider whether gender inequality could constrain progress towards activity outcomes and whether the design could inadvertently exacerbate gender inequality, specifically identifying risks related to PSEAH.

### **6.5 Training and Awareness**

- All QSA representatives will receive information relating to QSA's PSEAH policy and procedures during induction, briefings, and regular training.
- Where needed, further training will be provided for relevant individuals, such as responsible officers.
- QSA will equip its employees and representatives to be active bystanders through training and support to prevent or stop SEAH.
- Project leads and activity leaders are responsible for promoting awareness of this policy with people they manage and with project partners, and for actively providing information to beneficiaries and the community on expected employee and contractor behaviours and promoting project-specific reporting mechanisms. They should also prioritise PSEAH awareness-raising for themselves and their groups and provide budget lines for such activities.

### **6.6 Working with Partners**

- QSA will work with its staff and project partners to ensure that the risk of sexual abuse, harassment, and exploitation of vulnerable adults within its projects is as low as possible.
- For high-risk areas, including PSEAH, QSA must have appropriate mechanisms to assess, manage, and mitigate the risks when working with partners.
- PSEAH safeguarding will be clearly addressed during discussions held with any potential visitors to QSA projects and to project partners, as part of considerations of the QSA Code of Conduct.
- QSA will work with partner organisations and research collaborators to build their capacity and ensure compliance with this Policy.
- Partnership agreements, sub-grant or sub-recipient agreements, and Memoranda of Understanding (MOU) will incorporate this Policy as an attachment. They will also include appropriate language requiring such entities and individuals, and their employees and volunteers, to commit to and abide by a Code of Conduct that is pursuant to the standards of this Policy.
- Agreements will expressly state that the failure of partners to take preventive measures against SEAH, to investigate and report allegations thereof, or to take corrective actions when SEAH has occurred, shall constitute grounds for QSA to terminate such agreements.



- QSA expects its implementing partners to operate in a manner consistent with the ACFID Code of Conduct and will use all reasonable efforts to support them in doing so.
- QSA's regular monitoring procedures with partners will include review of their PSEAH standards and practice, and offer further support and guidance in continuing improvement of these as required.

### **6.7 Use of Images and Personal Information**

- The QSA Code of Conduct and associated procedures will outline expected behaviours and guidelines associated with the ethical use of vulnerable adults' images and personal information.
- Informed, written consent must be obtained prior to using images of project participants or community members in any public communication material. This applies regardless of the funding source for the activity. Where images are used for DFAT-funded activities, explicit signed consent must be obtained and records retained.

### **6.8 QSA Code of Conduct**

- Adherence to the QSA Code of Conduct is mandatory for all QSA members, employees, volunteers, and consultants, and for all persons appointed to represent it or carry out work on its behalf.
- The Code of Conduct is also mandatory for anyone visiting a QSA project in a private capacity or as a representative of QSA.
- The QSA Code of Conduct will clearly outline the expected and prohibited behaviours of all individuals in scope of this policy, particularly concerning interactions with vulnerable adults.

### **6.9 Consequences of Breaches**

- Any breach of this PSEAH Policy or the QSA Code of Conduct will be considered an act of gross misconduct.
- Breaches will lead to disciplinary action, which may include termination of employment for staff, or termination of association and/or contract with QSA for other QSA representatives.
- QSA may terminate a contract with a consultant, sub-contractor, partner, volunteer, or supporter immediately and without prejudice to any claim for damages, upon giving written notice if the person/organisation is in breach of this policy.
- In the event of non-compliance with the ACFID Code of Conduct, QSA will be required to submit a plan outlining how it will become compliant. If compliance is not achieved within the specified timeframe (up to twelve months, or sooner for higher risk areas), sanctions may be implemented, extending to the suspension and revocation of Code signatory status, which ACFID will publicise.



- Retaliation against any reporter, witness, survivor, support person, or investigator under this Policy will itself constitute a serious breach and may result in disciplinary action, termination of employment, termination of contracts, or cessation of partnership arrangements.



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## SECTION 3: REPORTING

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# SAFEGUARDING INCIDENT REPORT

### This form is available in other languages and formats

- You can complete this form in any language — we will arrange translation. You can also report verbally by phone or in person. You do not need to complete this form to make a report.
- If you need help completing this form, contact your Safeguarding Focal Person or [contactus@qsa.org.au](mailto:contactus@qsa.org.au)
- If you have a disability or access need, we can provide this form in an alternative format.
- A trusted support person may help you complete this form on your behalf.

### Before you complete this form:

- € If anyone is in immediate danger, contact emergency services first (000 in Australia, or local emergency number).
- € You do not need to investigate or have proof — report what you know, observed, or were told.
- € You can report concerns about anyone — including QSA staff, partner staff, or community leaders.
- € Reports can be made anonymously. Anonymous reports may limit our ability to follow up.
- € If you do not feel safe reporting to QSA, you can report directly to DFAT at [seah.reports@dfat.gov.au](mailto:seah.reports@dfat.gov.au)
- € Your information will only be shared with people who need to respond. We will tell you if we are required by law to report to authorities.

## PART A — ABOUT THIS REPORT

<b>Report type</b>	<input type="checkbox"/> Child safeguarding <input type="checkbox"/> PSEAH (adult) <input type="checkbox"/> Both / unsure
<b>Nature of report</b>	<input type="checkbox"/> Known incident <input type="checkbox"/> Suspected incident <input type="checkbox"/> Allegation or disclosure <input type="checkbox"/> Policy or conduct concern <input type="checkbox"/> Unsure



<p><b>Urgency</b></p> <p><i>If in doubt, treat as urgent</i></p>	<p><input type="checkbox"/>  Immediate risk — contact emergency services</p> <p><input type="checkbox"/>  Serious — report today</p> <p><input type="checkbox"/>  Report within 24 hours</p>
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## PART B — REPORTER DETAILS

*You may leave this section blank if you wish to report anonymously.*

<b>Your name</b> <i>(optional)</i>	
<b>Your role / organisation</b> <i>(optional)</i>	
<b>Contact details</b> <i>(optional)</i> <i>Phone or email — how can we reach you if we need more information?</i>	
<b>Your relationship to QSA</b> <i>(optional)</i>	<input type="checkbox"/> QSA Staff <input type="checkbox"/> QSA Representative / Board <input type="checkbox"/> Partner organisation staff <input type="checkbox"/> Community member <input type="checkbox"/> Other

## PART C — PERSON(S) AFFECTED

*Use initials or a description if you prefer not to use full names. Only include what you know — estimated or approximate details are fine.*

<b>Name or initials</b> <i>Child or person affected. A description is fine if name is not known.</i>	
<b>Age or approximate age</b> <i>Exact age is not required. 'Child' or 'adult' is sufficient if age is unknown.</i>	
<b>Gender</b> <i>(optional)</i> <i>Optional. Please describe in your own words — we do not use fixed categories.</i>	
<b>Category</b>	<input type="checkbox"/> Child (under 18 years) <input type="checkbox"/> Adult at risk <input type="checkbox"/> Multiple people <input type="checkbox"/> Unsure



<b>Location or community</b> <i>Country, region, village, project site, or online.</i>	
<b>Relationship to QSA or project</b> <i>e.g. project participant, community member, partner staff, student.</i>	
<b>Any factors that may affect our response (optional)</b> <i>Optional. e.g. disability, language, displacement, cultural or religious background, fear of reprisal, limited access to services.</i>	

### **PART D — PERSON(S) ALLEGED TO HAVE CAUSED HARM**

*Complete only what you know. If the person is unknown, describe what you can. Leave blank if not applicable.*

<b>Name or initials (optional) If known.</b>	
<b>Relationship to QSA (optional)</b>	<input type="checkbox"/> QSA Staff <input type="checkbox"/> QSA Representative / Board <input type="checkbox"/> Partner organisation staff <input type="checkbox"/> Community leader or member <input type="checkbox"/> Unknown <input type="checkbox"/> Other
<b>Any other relevant details (optional)</b> <i>e.g. role, location, access to the affected person.</i>	

### **PART E — DETAILS OF THE INCIDENT OR CONCERN**

<b>Date of incident</b> <i>Approximate date or date range is fine.</i>	
<b>Time of incident (optional)</b> <i>Approximate time if known.</i>	
<b>Location of incident</b> <i>Country, city, project site, or online.</i>	



**Describing what happened:**

Only share what you feel comfortable including. There are no right or wrong answers.

Note whether this is your own direct observation, something you were told, or secondhand information.

You do not need to use legal or technical language — your own words are best.

<p><b>What happened?</b> <i>Describe what you saw, heard, or were told — in your own words and as much or as little as you feel comfortable sharing.</i></p>	
<p><b>Were there any witnesses?</b> <i>(optional) Names, initials, or descriptions if known.</i></p>	
<p><b>Is this part of a pattern?</b> <i>(optional) Any previous concerns or incidents you are aware of?</i></p>	
<p><b>Is the person affected aware this report is being made?</b> <i>(optional) We ask this so we can consider their wishes and safety in our response. Where possible, we seek the person's agreement before reporting.</i></p>	
<p><b>Has the person received any immediate support or safety measures?</b> <i>(optional) Please describe if yes.</i></p>	

**PART F — IMMEDIATE ACTIONS TAKEN**

<p><b>Actions taken so far</b></p>	<p><input type="checkbox"/> Emergency services contacted   <input type="checkbox"/> Person referred to support services   <input type="checkbox"/> Manager or supervisor notified   <input type="checkbox"/> No action taken yet   <input type="checkbox"/> Other</p>
<p><b>Describe any actions taken</b> <i>(optional)</i></p>	



*Include who was notified  
and when, if known.*

## **PART G — DECLARATION**

I confirm that the information I have provided is accurate to the best of my knowledge. I understand that this information will be treated confidentially and used only to respond to the concern reported. I understand that making a knowingly false or malicious report may result in disciplinary action.

*Note: You will not face any penalty for making a report in good faith, even if the concern cannot be confirmed.*

**Signature or name (if submitting electronically)**

**Date submitted**

### **How to submit this form:**

**Email (preferred):** [contactus@qsa.org.au](mailto:contactus@qsa.org.au)

**Verbally or in person:** Contact your Safeguarding Focal Person, or QSA's Dedicated Safeguarding Officer or Board Chair

**Directly to DFAT** (if you do not feel safe reporting to QSA): [seah.reports@dfat.gov.au](mailto:seah.reports@dfat.gov.au)

**Anonymous reports:** Submit with Part B left blank

You will be contacted within 48 hours to acknowledge receipt, if contact details are provided.

Children can also report directly — a trusted adult can help, or they can contact QSA at the address above.