

**OUTLINE OF ALLEGATION PROCEDURE****STAGE 1.**

Allegation made to a Member of the Congregation or Staff Member: Complainant contacts or is contacted by the Response Co-ordinator.

Allegation made to Contact Person - Sr Berneice Loch, Sr Anne Slattery, Sue Prosser, Ross Munro.

**RESPONSE CO-ORDINATOR****STAGE 2.**

- \* Meets with Complainant
- \* Report to Statutory Agencies if necessary
- \* Notify in writing Accused to explain procedure
- \* Notify in writing Congregational Leader, may recommend administrative leave
- \* If no action requested ask complainant to sign Proforma Letter
- \* Advise Complainant and Accused of Support Persons
- \* Notify in writing Congregation's Insurer
- \* Notify Complainant of options including that of notifying Police

**IF ALLEGATION OCCURRED****IN THE PAST**

> Refer to CPSC Meeting ASAP

**IN THE PRESENT**

> Organise CPSC Meeting within 1 Week

**CPSC MEETING****STAGE 3.**

- \* Receive and discuss response Co-ordinator's Report
- \* Determine if investigation is needed

**YES**

> Response Co-ordinator to notify Assessor

**NO**

> Close case and monitor

**ASSESSMENT**

**STAGE 4.**

- \* Assessor to interview Complainant, Accused and others with knowledge of circumstances. Accesses all files.
- \* Prepare report for CPSC

RESPONSE CO-ORDINATOR TO ORGANISE WITHIN 40 DAYS.



**CASE REVIEW MEETING OF CPSC**

**STAGE 5.**

- \* Review report
- \* Accused or Victim may appear or submit written statements
- \* Witness may appear or submit written statements
- \* Committee votes on preponderance of evidence and makes recommendations including any treatments to Congregational Leader
- \* Notify Complainant and Accused



**STAGE 6.**

Regular follow up, review at 6 MONTHS and 12 MONTHS.

**NOTE:**

If the complainant is dissatisfied with the outcome or process followed, he/she can request an External Review of process as outlined in "Towards Healing".