

UNIQ You Managing Breaches Plan

Last Updated: 16th of February 2026

Purpose

This Managing Breaches Plan outlines how UNIQ YOU responds to breaches of its Child Safety & Wellbeing Policy, Code of Conduct and Child & Youth Risk Management Strategy.

The safety and wellbeing of children is the primary consideration in all breach responses. UNIQ YOU is committed to responding promptly, fairly and transparently when concerns arise.

What Is a Breach

A breach may occur through action or inaction and includes any failure to comply with child safety policies, reporting obligations or risk management controls.

Breaches may include:

- Conduct that places a child at risk of harm
- Failure to follow reporting obligations
- Racism, discrimination, cultural insensitivity or conduct that undermines the cultural safety of Aboriginal and Torres Strait Islander children and families
- Inappropriate handling of confidential information
- Failure to comply with supervision or online safety requirements

Immediate Response

When a breach or suspected breach is identified, UNIQ YOU will prioritise the immediate safety and wellbeing of any child involved.

Leadership will assess the situation, determine whether mandatory reporting obligations apply and take steps to minimise further risk. Where criminal conduct is suspected, relevant authorities will be notified without delay.

All personnel are required to report suspected breaches in accordance with legislation and internal procedures. Reported breaches will be assessed as soon as practicable and appropriate action initiated without unnecessary delay.

Reporting and Protection

Breaches may be reported by staff, volunteers, advisors, children, families or educators.

All investigations will be conducted in accordance with principles of procedural fairness.

Reports may be made verbally or in writing to the Chief Executive Officer or designated Child Safety Officer.

UNIQ YOU will ensure that no person is victimised or disadvantaged for raising a concern in good faith.

Assessment and Investigation

Breaches are assessed on a case-by-case basis, considering:

- The seriousness of the conduct
- Immediate and ongoing risk to children
- Cultural safety considerations
- Whether external reporting is required

Investigations will be conducted fairly, confidentially and in a manner that does not retraumatise children. Where relevant, culturally safe processes will be applied.

Where a breach involves senior leadership, including the Chief Executive Officer, the matter will be referred to the Board or an independent external authority for oversight. Serious breaches involving child safety risk will be reported to the Board.

Cultural safety considerations will inform both assessment and resolution processes to ensure that responses do not cause further harm or retraumatisation.

Assessment processes will consider whether systemic bias, discrimination or cultural harm contributed to the breach or its impact.

Outcomes

Depending on the circumstances, responses may include:

- Additional supervision or training
- Formal warning

- Temporary suspension
- Termination of engagement
- Referral to authorities
- Review of systems or procedures

Responses will be proportionate to the seriousness of the breach.

Documentation and Review

All breaches and actions taken will be documented and stored securely in accordance with privacy obligations.

Breach data will be reviewed periodically to identify systemic issues, including patterns relating to cultural safety or discrimination, and to inform continuous improvement across governance, workforce development and safeguarding systems.

This plan is reviewed annually and following any significant incident.