



Huisintveld House

Woman's and Children's Sanctuary

Governance & Compliance Pack



HUISINTVELD HOUSE

Woman's and Children's Sanctuary

GOVERNANCE & COMPLIANCE PACK

Board, child safety, privacy, risk and funding assurance framework

Field	Details
Project	Huisintveld House - Woman's and Children's Sanctuary
Operating pathway	Victorian incorporated association / charity-ready governance pathway
Prepared for	Grant assessors, bank/lender review, council discussions, referral partners and founding board adoption



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Prepared by	Christy Louise Stapleton - Trustee, Matriarchal Reclamation Family Fund
Document status	Working governance pack for founding review and professional advice before service launch

Professional use note

This pack is written for lodgement readiness and partner confidence. It should be reviewed by a solicitor, accountant, insurance broker and the founding committee before final adoption.



Governance & Compliance Pack

1. EXECUTIVE GOVERNANCE SUMMARY

Huisintveld House is being developed as a voluntary, trauma-informed, family stabilisation and sanctuary model for women and children. This Governance & Compliance Pack sets out the board, risk, child safety, privacy, complaints, insurance and funder-assurance controls required before any active residential pilot begins.

The pack is designed to support incorporation, charity registration readiness, grant applications, bank or loan assessment, council engagement, referral partner confidence and professional due diligence.

Core governance promise

The service is for public and charitable benefit, not private benefit. Any use of funds, property, staffing, related-party arrangements, referrals or participant records must be documented, transparent, conflict-managed and capable of external review.

2. OPERATING STATUS AND SAFE POSITIONING

Area	Position
Legal / project status	Developing governance pathway and founding document pack. No active residential placement should commence until incorporation, insurance, staff screening, property authority and board approvals are complete.
Property position	Lease-first pilot model. Orchard Gate / 656 Hepburn-Newstead may remain a preferred long-term rural sanctuary vision only unless lawful lease, purchase or partnership authority is secured.
Service character	Voluntary support, stabilisation, family preservation and reintegration. Not a prison, not a compulsory detention service, not a statutory child protection authority and not a medical treatment facility.
Participant pathway	Referral, intake, suitability screening, consent, safety planning, support plan, progress notes, exit plan and referral continuity.
Board readiness	Committee must adopt policies, declare conflicts, approve budget controls, open compliant accounts, appoint authorised officers and record resolutions before operation.

3. GOVERNANCE DOCUMENT REGISTER



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No.	Document	Purpose / assurance value
02	Statement of Purposes	Defines public welfare, family-centred support, reintegration, education, practical aid, social enterprise and charitable purpose.
03	Governance Charter	Sets committee accountability, public benefit promise, delegations, policies, records, decision-making and oversight.
04	Conflict of Interest Policy	Manages actual, potential and perceived conflicts, including founder, trust, family, landlord and contractor arrangements.
05	Code of Conduct	Sets behaviour standard for board, staff, volunteers, contractors and representatives.
06	Financial Management Policy	Required next: budget authority, banking, expense approval, grant acquittal, payments and financial records.
07	Risk Management Policy	Controls risks through register, escalation, review, serious incident response and accountable owners.
08	Child Safety Policy	Frames child safety, wellbeing, participation, screening, conduct, reporting and safeguarding.
09	Complaints Handling Policy	Provides fair, accessible complaint intake, review, escalation and recordkeeping.
10	Privacy Policy	Protects personal, child, health, justice, welfare, donor and referral information.
11	Board Charter	Defines board role, meeting practice, strategic oversight, financial stewardship and safety governance.
12	Minutes Template	Captures decisions, conflicts, resolutions, actions, meeting type, quorum and approval.
13	Membership Register	Tracks members, dates, contact details, role, status and register obligations.
A	Privacy Collection Notice and Participant Consent	Participant-level privacy and consent form for referrals, intake and resident records.
B	Photo, Video and Story Consent Form	Separate written consent for images, stories, testimonials, public marketing and child image safeguards.
C	Insurance and Correct Setup Brief	Broker-facing description of service model, risks, cover types and no-launch conditions.

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4. BOARD AND COMMITTEE CONTROL FRAMEWORK

The board / committee must govern the project rather than personally control it. Funding bodies and banks will expect evidence that key decisions are approved, recorded and reviewed by non-conflicted decision-makers.

- Approve the Statement of Purposes, Governance Charter, Board Charter and all core policies before active service delivery.
- Record every funding, banking, property, staffing, insurance and service-launch decision in minutes.
- Maintain a conflict of interest register and require conflicted persons to leave discussions and abstain from votes where appropriate.
- Use written delegations for spending, signing, referrals, media, records access and incident response.
- Require dual approval for payments above board-approved thresholds.
- Review risk, complaints, child safety and privacy records at each scheduled board meeting.

Decision Type	Required Control	Evidence to Keep
Property lease / site use	Board approval, legal review, insurance quote, planning/safety check	Lease, board minutes, broker advice, compliance checklist
Founder or related-party payment	Conflict declaration, market comparison, non-conflicted approval	Conflict register, quotes, contract, minutes
Grant funds	Budget line approval, restricted fund tracking, acquittal calendar	Grant agreement, ledger, receipts, acquittal report
Participant admission	Eligibility screening, consent, risk assessment, support plan	Intake form, consent, safety plan, case notes
Incident or complaint	Immediate safety response, escalation, record, review	Incident log, complaint file, board summary

5. CHILD SAFETY AND FAMILY PRESERVATION

Child safety must be the centre beam of the model. Family preservation language is credible only when paired with strong safeguards, mandatory reporting awareness, staff screening, privacy rules and clear escalation thresholds.

- Children are not collateral participants. They require age-appropriate voice, choice, safety, privacy and routine.
- All adults with direct or indirect contact must complete screening suitable to their role before access begins.
- Participant consent never overrides child safety obligations, serious risk response, emergency action or mandatory legal reporting.
- The service should maintain a child safety incident pathway separate from ordinary complaints.



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- Children's images, school details, addresses, case histories and identifying family law or protection details must not be used publicly without specific consent and risk review.

Practical funding message

HH can say it supports family preservation and safe reunification, but must avoid suggesting it can replace Child Protection, courts, qualified clinicians, police, parole officers or statutory decision-makers.

6. PRIVACY, CONSENT AND RECORDS

Stage	Control
Collect	Only collect information needed for suitability, safety, service delivery, risk, referrals, records and reporting.
Explain	Tell participants why information is collected, who may see it, how it may be used and when confidentiality has limits.
Consent	Use written consent for referrals, communication, health information, child information, photos, stories and reports.
Protect	Restrict file access, secure digital and paper records, avoid public identifiers and keep role-based access.
Report	Use de-identified evaluation data where possible for grants, funders, annual reporting and impact storytelling.
Retain	Set a retention schedule for participant files, incident records, complaints, financial records and governance minutes.

7. RISK MANAGEMENT AND INSURANCE GATE

The project should not accept participants, staff, volunteers or children into a residential setting until the insurance and property gates are passed. This is not bureaucracy for its own sake - it is the hull of the boat.

Risk Area	Minimum Control
Property / premises	Lease authority, landlord consent, fire safety, emergency exits, maintenance, bedroom/bathroom suitability, site rules.
Child safety	Screening, supervision ratios, child-safe code, incident thresholds, child voice, mandatory reporting awareness.
Family violence / ex-partner access	No ex-partners onsite, visitor rules, safety planning, confidential address controls if required.



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Health / mental health	External practitioners, emergency protocols, medication boundaries, no unlicensed clinical claims.
Corrections / post-release	Voluntary participation, parole compliance remains with participant and supervising authority, progress summaries by consent or lawful request.
Financial / grant risk	Budget approval, restricted fund tracking, dual sign-off, receipts, monthly finance review, acquittal calendar.
Reputation / media	No identifiable stories without consent, trauma-informed communications, board-approved public statements.

- Public liability and products liability.
- Association liability / management liability.
- Professional indemnity where advice, reports, casework or support planning are offered.
- Volunteer personal accident cover.
- Workers compensation where staff are employed.
- Property, contents, motor, cyber/privacy and abuse/molestation cover as advised by broker.

8. COMPLAINTS, INCIDENTS AND SAFEGUARDING FLOW

A professional service needs a visible complaint path, a separate child safety incident path and a board review path. Funders will look for whether problems are hidden, minimised or treated as data for improvement.

Step	Action
1. Receive	Complaint, concern, incident, disclosure or safety flag is received in person, by phone, in writing, by partner referral or through staff observation.
2. Stabilise	Immediate safety action occurs first: medical support, child safety response, police/emergency contact, separation of parties or supervisor escalation.
3. Record	Facts are recorded neutrally: date, time, who, what happened, immediate actions, witnesses, documents and follow-up owner.
4. Review	Manager/board delegate reviews seriousness, privacy, conflict, mandatory reporting, insurer notification and partner communication.
5. Resolve	Outcome, support offered, system change, apology, referral, disciplinary step or closure is documented.
6. Learn	De-identified pattern is reviewed by board to improve policy, training, environment, intake screening or staffing.



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9. FINANCIAL STEWARDSHIP AND RELATED-PARTY SAFEGUARDS

HH may be founder-led, but funder confidence depends on the money never looking founder-owned. If the association pays a founder, trust, landlord, contractor, family member or associated entity, the decision must be documented at market value and approved by non-conflicted decision-makers.

- Keep association money separate from private trust money and personal money.
- Use board-approved budgets and spending thresholds.
- Use written contracts for rent, management services, consulting, payroll, contractors and program delivery.
- Keep invoices, quotes, bank statements, receipts, grant agreements and acquittal reports.
- Declare conflicts before decisions, minute the conflict, record abstention and document independent approval.
- Never describe private benefit as charity expenditure unless it is a legitimate, approved, market-rate service that advances the charitable purpose.

10. PRE-LAUNCH GOVERNANCE CHECKLIST

No.	Requirement	Evidence Needed	Status
1	Confirm legal entity pathway	Incorporation documents ready; rules, purposes, founding members and office holders identified.	Not started / In progress / Complete
2	Adopt core policies	Governance, conflict, code, risk, child safety, complaints, privacy, board charter, financial controls.	Not started / In progress / Complete
3	Insurance advice	Broker brief sent; written advice obtained; covers bound before launch.	Not started / In progress / Complete
4	Property authority	Lease, licence, MOU or ownership authority confirmed; landlord consent and safety checks complete.	Not started / In progress / Complete
5	Staff and volunteer screening	Working With Children Checks, police checks, role descriptions, induction and conduct sign-off.	Not started / In progress / Complete
6	Participant forms	Intake, consent, privacy, photo/story consent, incident log, complaints form, exit plan.	Not started / In progress / Complete
7	Financial controls	Bank account, dual approvals, budget, grant ledger, expenses policy, conflict register.	Not started / In progress / Complete



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8	Referral protocols	Eligibility, exclusions, safety criteria, progress summaries and partner communication rules.	Not started / In progress / Complete
9	Emergency protocols	Fire, medical, family violence, child safety, missing child, substance, police and after-hours response.	Not started / In progress / Complete
10	Board review calendar	Monthly early-stage meetings, quarterly risk review, annual policy review, grant acquittal dates.	Not started / In progress / Complete

11. FOUNDING COMMITTEE ADOPTION RESOLUTIONS

The following draft resolutions can be copied into the Minutes Template and adjusted by the founding committee.

Resolution	Draft Wording
Resolution 1 - Governance pack	That the Committee notes the Huisintveld House Governance & Compliance Pack as a working governance framework and directs that it be reviewed by appropriate professional advisers before launch.
Resolution 2 - Core policy adoption	That the Committee adopts the Statement of Purposes, Governance Charter, Conflict of Interest Policy, Code of Conduct, Risk Management Policy, Child Safety Policy, Complaints Handling Policy, Privacy Policy and Board Charter as founding governance documents, subject to final legal review.
Resolution 3 - No launch before compliance gate	That no residential service, placement, overnight stay, referral placement or participant intake will commence until property authority, insurance, child safety systems, staff screening, privacy forms and emergency protocols have been approved.
Resolution 4 - Conflict register	That the Committee establishes a Conflict of Interest Register and requires all Committee members, founders, contractors and authorised representatives to disclose actual, potential and perceived conflicts before decisions are made.
Resolution 5 - Financial controls	That the Committee requires dual approval for payments, written contracts for related-party arrangements, documented market comparisons where required and monthly financial reporting to the Committee.

12. FUNDER / BANK ASSURANCE STATEMENT

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Huisintveld House is not presenting itself as operationally complete. The project is presenting a disciplined pathway: governance first, insurance first, property authority first, child safety first, then pilot delivery. This is the safest and most credible position for banks, government, philanthropic funders and referral partners.

Recommended external language

Huisintveld House is a proposed voluntary family stabilisation and women's sanctuary pilot. The project is currently building its governance, compliance, insurance, referral and property-readiness framework before accepting participants. The model is designed to support family preservation, post-release reintegration and child wellbeing through structured short-stay support and referral partnerships.

13. IMMEDIATE NEXT DOCUMENTS TO FINALISE

Priority	Document	Why it matters
Highest priority	Financial Management Policy	Needed for funders, bank, related-party safeguards, grant acquittal and conflict-safe payments.
Highest priority	Incident Report Form	Needed before any service interaction or referral partner trial.
Highest priority	Intake and Suitability Assessment Form	Needed to define who HH can and cannot safely support.
High priority	Staff / Volunteer Screening Checklist	Needed to demonstrate child safety and workforce governance.
High priority	Referral Partner MOU Template	Needed for courts, housing, corrections, schools, family services and councils.
High priority	Emergency and Critical Incident Procedure	Needed for insurance and safe launch.

Document control: Working draft prepared for Huisintveld House. Review before lodgement or implementation. Current version: v1, April 2026.