

Common Goal

Community Reporting and Case Management

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Preamble

Preliminary Remarks: All Common Goal Community Member Organisations are required to identify, investigate, and respond to reported safeguarding concerns. Therefore, they must have adequate safeguarding measures in place. To safeguard the Community as a whole, Common Goal requires Member Organisations to report any ongoing investigations in serious (high severity) allegations (defined below). This duty to report does not absolve the Member Organisation from a thorough and timely investigation. Common Goal merely reserves the right to launch complementing fact-finding mission to support any ongoing investigations by Member Organisations.

Purpose: This procedure aims to uphold safeguarding, sexual harassment prevention, and Diversity, Equity, and Inclusion (DEI) principles within the Common Goal Community. It establishes clear reporting pathways for related concerns and allegations, defines roles and responsibilities, and provides guidelines for managing and addressing these concerns and allegations effectively.



Scope and Applicability: This procedure applies to all Common Goal Community Member Organisations, outlining their roles and responsibilities in reporting on ongoing investigations. In cases where Common Goal believes further investigation is warranted, CG may broker external support to assist in gaining clarity.

1. Reporting Pathways for Safeguarding Incidents:

Reporting pathways for potential misconduct are detailed in [Annex 1](#). The following sections provide further information on the steps to take, stakeholders to be involved, and any exceptions.

2. Reporting Intake Points

Alleged misconduct can be reported orally or in writing through the following channels:

2.1 Direct Reporting

Safeguarding Officers: Reports can be submitted directly to the following Safeguarding Officers via email or in person.

Senior Safeguarding Manager: Dennis Mehlau (dennis@common-goal.org)

People & Culture Lead: Tomris Gümüş (tomris@common-goal.org)

2.2 Anonymous Reporting

Online Reporting Form: An anonymous reporting form is available on the Common Goal website.

3. Severity of Allegations and Concerns

Only serious allegations and concerns are considered “in-scope” of this procedure. Severity of an allegation is based on their potential response and impact, as determined after the initial assessment by the Safeguarding Officers. Potentially serious behaviour or actions are described below. The list is not exhaustive.

Serious allegation / concern

Potential response: Dismissal incl. criminal referral, if necessary.

Characteristics: Possible grooming, severe harassment/abuse, or criminal conduct.

Examples (non-exhaustive list):

- Grooming Behaviour: Systematic efforts to build trust with a child or vulnerable adult for the purpose of exploiting them e.g., regularly offering gifts, special treatment, or extra attention beyond professional boundaries, creating secrets with the individual or encouraging them to

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keep their interactions hidden from others, slowly escalating physical contact (e.g., from hugging to inappropriate touching) or testing boundaries to gauge the person's reaction.

- Severe Physical Violence: Any instance of physical aggression, such as hitting, shoving, or any other form of physical assault.
- Sexual Abuse: Any unwanted sexual contact, including touching of private parts, sexual acts without consent, or coercing someone into sexual behaviour.
- Racial Slurs and Hate Speech: Using derogatory language related to race, ethnicity, gender, religion, or sexual orientation, including slurs or offensive remarks intended to degrade or humiliate.
- Severe Bullying or Insults: Intimidating or demeaning someone repeatedly with the intention of causing harm, such as making frequent and targeted insults about their appearance or personal life.
- Serious Threats: Explicit threats of harm, such as threatening physical violence, revealing sensitive information, or endangering someone's safety (e.g., "If you tell anyone, I will kill you").
- Bringing Weapons to the premises: Carrying or displaying weapons on the premises or using them to intimidate or threaten others.
- Unlawful Behaviour: Engaging in illegal activities, such as theft, fraud, or other criminal acts within or outside of the organisation that violate laws or organisational policies.

4. Roles & Responsibilities

The two **Safeguarding Officers** and Common Goal **Head of Community** form the "Core" Case Management Group and are accountable for:

- Monitoring and maintaining intake points.
- Assisting with incident documentation (see [Form](#)).
- Analysing alleged cases.
- Identifying, implementing, and monitoring (see [Form](#)) appropriate measures in response to allegations.
- Documenting, updating, and finalising relevant reports.

The **External Safeguarding Expert** and **Legal Advisor** typically join the "Extended" Case Management Group once serious allegations are established, supporting fact-finding and advising on training and legal matters.

Member Organisations have the duty to report the nature and status of any ongoing investigations into serious allegations via their Main or Safeguarding Contact Point to Common Goal. For these investigations, Member organisations have the duty to report any decisions made (including reasoning) regarding outcomes incl. disciplinary actions related to allegations and concerns against their staff.



5. Guidelines and Best Practices for Management of Safeguarding Allegations and Concerns within the Community

Common Goal expects all Member Organisations to carry out thorough and impartial investigations into concerns and allegations involving their staff. Common Goal encourages all member organisations to adhere to the following principles.

5.1 Duty to Report

To effectively assess and manage potential risks to the Common Goal Community, Member Organisations are required to report any serious allegations to the Common Goal Safeguarding Manager via their designated main or safeguarding contact point.

If a concern or allegation involving a Member Organisation is received by Common Goal through (one of) their designated intake points, it will be forwarded to the organisation's safeguarding contact point, unless security concerns are present, in which case the extended Case Management Group (see below) is formed to agree on the course of action.

5.2 Follow-up Protocol

Common Goal will only follow-up on serious cases potentially leading to staff dismissal within the member organisation.

Exception: If a less serious case is brought directly to Common Goal via one of their designated intake points, Common Goal will potentially advise the respective Member Organisation to improve their safeguarding practices and hence follow up via the Member Assessment process.

Documentation: Detailed records are maintained using the incident reporting form template ([Form](#)).

5.3 Case Management

For each concern or allegation received by Common Goal, the Core Case Management Group is formed to determine the case's potential severity. If the allegation is deemed serious and/or security concerns are present, the Case Management Group is extended by a Legal Advisor and Safeguarding Advisor. These two roles can be combined in one and the same person.

Form a Case Management Group:

Core Group: The initial assessment is conducted by a Core Group that includes the two Safeguarding Officers and the Head of Community.

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Extended Group: If the case is classified as serious and/or security concerns are present, an extended group is formed, typically involving an external safeguarding expert and legal advisor. These two roles can be combined in one and the same person. Additional members can be considered if deemed necessary (e.g., regarding accessibility).

Transparency: Common Goal is transparent about the process, those involved, and potential consequences for non-cooperation (see below 5.4 Non-Cooperative Member Organisations).

Communication: Public statements to the broader Community may be considered. These statements must be carefully evaluated and require approval from the relevant Leadership Forum.

Prevention of Negative Consequences: All measures and actions related to the case must be carefully planned to prevent unintended harm to the affected parties.

5.4 Non-Cooperative Member Organisation

Status Updates: If a Member Organisation fails to manage a case appropriately or in a timely manner (e.g., not providing agreed-upon updates, or the case management outcome/reasoning not aligning with the alleged offense), Common Goal may initiate independent fact-finding to verify the case management results.

Potential Suspension: The Case Management Group can recommend the temporary suspension of the Member Organisation, subject to approval by the Head of Community and the relevant Leadership Forum. Suspension should be a protective measure and should be based on an assessment as to whether the member organisation is addressing the raised concern in an appropriate and timely manner.

Expulsion: Continued non-cooperation or refusal to implement recommendations may result in the Member Organisation's expulsion from the Community as a last resort, subject to approval by the relevant Leadership Forum.

Resignation from the Community: A member resigning from the Community due to allegations against them might still warrant public statements from Common Goal e.g., stating that the member did not engage in the safeguarding process. These statements must be carefully evaluated and require approval from the relevant Leadership Forum.

5.5 Confidentiality

The name of the Member Organisation as well as identities of both the affected person and the accused are disclosed on a need-to-know basis only. This would generally include the (extended) Case Management Group and potentially the relevant Leadership Forum, and external authorities (if required by law).



6. Data Protection and Privacy

Data Privacy Commitment: All safeguarding-related information will be handled in compliance with applicable data protection laws, including GDPR, ensuring strict confidentiality.

Data Usage: Safeguarding data will be collected and used solely for safeguarding and welfare purposes. It will not be shared externally except when legally required or necessary for the protection of individuals.

Data Retention: Safeguarding records will be securely stored and retained only as long as necessary for safeguarding purposes. Once no longer required, data will be anonymised or securely deleted in line with data protection regulations.

7. Other Relevant Documents

Incident Reporting Form: This [Form](#) is to be used to report any concerns or allegations related to:

- Safeguarding children, youth, and vulnerable adults
- Sexual harassment and abuse
- Diversity, Equity, and Inclusion (DEI) violations
- Any other misconduct

Measures Monitoring Tool: This [Form](#) is used to monitor and document disciplinary and/or other corrective actions taken in response to incidents or concerns within Common Goal and/or the Community. For every incident, a copy must be securely stored in the respective employee’s file or in the Member Database, as appropriate.

Annex 1 – Reporting / Case Management Graphic

This [Graphic](#) depicts the different reporting and case management pathways.

