

Child Safe Standards – Implementation and Action Plan Tool

This template covers key aspects of the standards; however, it may not cover all the elements needed to review the implementation of the standards within your particular organisational setting. It should be used as a guide to start the process of analysing where your organisation needs to focus effort to strengthen and augment its child safe processes, policies and risk strategies. As you identify the elements outlined in this template, also consider who will be responsible for developing and overseeing these processes, the timeframes needed to undertake this work, and how often reviews of these policies and procedures will be implemented.

Remember: Within each element you must consider the safety needs of *all* children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds and children with disability.

Child Safe Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements

	What is already in place? (Examples of activity in action)	How does the activity/action support your organisation in complying with the standards?	Are there any weaknesses, gaps or improvements needed? What are they?	Who is responsible, what is the timeframe and review date?
In what ways does your organisation publicly commit to child safety?	<p>EXAMPLES ONLY:</p> <p><i>Posters of our Statement of Commitment to Child Safety are displayed on noticeboards.</i></p> <p><i>Our Statement of Commitment to Child Safety is published in all job advertisements.</i></p> <p><i>Our Statement of Commitment to Child Safety is stated in the introduction to the Volunteer Manual.</i></p>	<p>EXAMPLES ONLY:</p> <p><i>New employees and volunteers are made aware of our Statement of Commitment to Child Safety before they commence employment.</i></p> <p><i>Our Statement of Commitment to Child Safety is accessible to people accessing our service.</i></p>	<p>EXAMPLES ONLY:</p> <p><i>We should distribute our Child Safe Policy to all families and members.</i></p> <p><i>We should ask for feedback and comments from children and their families on our Child Safe Policy.</i></p> <p><i>We should have our Statement of Commitment to Child Safety at the entrance to our facility.</i></p> <p><i>We should have our Child Safe Policy on our website.</i></p>	<p>EXAMPLES ONLY:</p> <p>Responsible Person: <i>Family Engagement and Communications Officer</i></p> <p>Due Date: <i>30 June 2018</i></p> <p>Action Review Date: <i>30 June 2019</i></p>
How does your organisation's leadership champion a child safe culture?				
How does your organisation support leaders to make child safe decisions? <i>Note: How do possible impacts on child safety inform decision-making at higher levels within the organisation? What systems and processes are in place to assist leaders to make organisational decisions in the best interest of children?</i>				
How are your organisation's leaders informed of the risks to child safety within your organisation?				
How does your organisation ensure child safety is a shared responsibility at all levels of the organisation?				
How does your organisation encourage parents, children, staff and volunteers to contribute to its child safe approach?				
What strategies does your organisation have in place to establish and promote a child safe culture?				
What strategies does your organisation have in place to advocate for cultural safety?				
In what ways do you communicate the child safe policies and strategies to your organisation's community?				
What measures does your organisation have in place to continuously improve its child safe practices?				
How does your organisation raise community awareness about child abuse?				

Child Safe Standard 2: A Child Safe Policy or Statement of Commitment to Child Safety

	What is already in place? (Examples of activity in action)	How does the activity/action support your organisation in complying with the standards?	Are there any weaknesses, gaps or improvements needed? What are they?	Who is responsible, what is the timeframe and review date?
How does your organisation's Statement of Commitment to Child Safety or Child Safe Policy communicate a zero-tolerance approach to child abuse?				
How does your organisation's Statement of Commitment to Child Safety or Child Safe Policy communicate the values and principles that guide your organisation?				
How does your organisation's Child Safe Policy incorporate and support the Child Safe Standards and principles?				
In what ways does the Child Safe Policy reflect the risks present in your organisation's environment, services and activities?				
How does your organisation's Child Safe Policy incorporate child abuse allegation reporting processes?				
How does the Child Safe Policy communicate the steps staff, volunteers, children or families should take if they have concerns regarding the organisation's leadership in relation to child safety? <i>Note: The policy should include how staff, volunteers, children or families can make an allegation of child abuse against a person in authority at your organisation.</i>				
How does your organisation monitor adherence to its Child Safe Policy or Statement of Commitment to Child Safety ? <i>Note: What steps are taken to action breaches of the policy or Statement of Commitment? Are the measures enough to ensure child safety?</i>				
How does your organisation incorporate findings from Child Safety Reviews into the Child Safe Policy?				
How does your organisation incorporate feedback from children, families, staff and volunteers into the Child Safe Policy?				
How does your organisation ensure that the Child Safe Policy is communicated to leaders, staff, volunteers, families and children?				
What is undertaken by your organisation to ensure leaders, staff, volunteers, families and children understand the Child Safe Policy?				

Child Safe Standard 3: A Code of Conduct that establishes clear expectations for appropriate behaviour with children

	What is already in place? (Examples of activity in action)	How does the activity/action support your organisation in complying with the standards?	Are there any weaknesses, gaps or improvements needed? What are they?	Who is responsible, what is the timeframe and review date?
How does your child safe Code of Conduct explain acceptable and unacceptable behaviour of staff, volunteers, community members and children in the context of your organisation?				
What steps has the organisation taken to make sure the child safe Code of Conduct takes into account the risks within the organisational setting and the specific role requirements of workers or volunteers?				
How has your organisation ensured that the Code of Conduct takes into account the needs of all children? <i>Note: These measures should specifically consider the needs of Aboriginal children, children from culturally and/or linguistically diverse backgrounds, LGBTIQ+ children and children with disability (and their families).</i>				
How does your organisation determine who needs to commit to a child safe Code of Conduct? <i>Note: The organisation should consider the risks inherent in the environmental or situational setting and the level of child interaction and/or degree of influence over children that leaders, staff, volunteers or members may have.</i>				
How does your organisation ensure that inappropriate behaviours of staff, contractors and volunteers are identified and addressed?				
How does your organisation incorporate findings from Child Safety Reviews into the child safe Code of Conduct?				
How does your organisation incorporate feedback from children, families, staff and volunteers into the child safe Code of Conduct?				
How does your organisation communicate its child safe Code of Conduct to staff, volunteers, families, children and the community?				

Child Safe Standard 4: Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel

	What is already in place? (Examples of activity in action)	How does the activity/action support your organisation in complying with the standards?	Are there any weaknesses, gaps or improvements needed and what are they?	Who is responsible, what is the timeframe and review date?
In what ways does your organisation promote its child safe position and policies to potential applicants?				
How does the level of child interaction of the employee, contractor or volunteer role inform the types of screening required for the position?				
How does the degree of potential influence or power over children inform the types of screening required for the employed, contractor or volunteer position? <i>Note: Think about the positions of leadership within the organisation and the risks that real or perceived authority may pose to children.</i>				
What measures does your organisation have in place to ensure that new employees, contractors and volunteers are appropriate to work with children?				
What processes does your organisation use to document recruitment procedures?				
How do staff, contractor or volunteer probationary periods capture conduct related to child safety and cultural safety? <i>Note: A decision on whether or not people are retained by the organisation should include an assessment of their interactions with children over the probationary period.</i>				
What measures does your organisation have in place to ensure existing employees, contractors and volunteers are appropriate to work with children?				
What processes does your organisation have in place to monitor and assess employees', contractors' and volunteers' continued suitability for child-related work?				
What quality assurance practices does your organisation have in place to ensure work is performed appropriately in relation to child safety?				
How is child safety captured in your organisation's performance development framework?				
What opportunities are created by your organisation for children to provide feedback on staff, volunteer and contractor performance?				
How does your organisation induct its staff, volunteers and contractors into the child safe organisational culture?				
How does the organisation ensure that the staff, volunteers and contractors have an up-to-date understanding of the child safe strategies, policies and procedures of the organisation?				
How does the organisation support its staff, volunteers and contractors to develop practical skills in protecting children and responding to disclosures?				
How does the organisation ensure that its staff, volunteers and contractors gain skills in addressing the diverse needs of vulnerable children?				
How does the organisation ensure that its staff, volunteers and contractors contribute positively towards a culturally safe space for children?				
What measures does your organisation have in place to ensure its workforce reflects the diversity of the children engaged in its activities?				

Child Safe Standard 5: Processes for responding to and reporting suspected child abuse

	What is already in place? (Examples of activity in action)	How does the activity/action support your organisation in complying with the standards?	Are there any weaknesses, gaps or improvements needed? What are they?	Who is responsible, what is the timeframe and review date?
What policies and processes does your organisation have in place to report and act on disclosures or concerns about child safety?				
How do your organisation's reporting procedures and policies ensure that mandatory reporting requirements are met? <i>Note: Mandatory reporting may include:</i> <ul style="list-style-type: none"> reporting to the police reporting to the Department of Health and Human Services where a concern is held that a child might be in need of protection reporting to the Commission for Children and Young People under the Reportable Conduct Scheme reporting to other regulatory authorities or other government departments. 				
What complaints processes does your organisation have that are accessible for children, families and members of the broader community, and how do you ensure they are dealt with in a timely, fair and transparent manner?				
What child-friendly processes does your organisation have in place to ensure children know who to talk to if they feel unsafe or have a concern? <i>Note: Your organisation should consult with children to determine how they would like to report abuse or make complaints in regard to child safety.</i>				
What considerations have been made in your organisation's responding and reporting procedures to ensure that children with diverse backgrounds, needs and abilities feel empowered to report their concerns? <i>Note: What measures are in place to facilitate children's ability to report?</i>				
How does your organisation ensure that children's reports of abuse and concerns about safety are recorded and taken seriously?				
What measures does your organisation have in place to investigate allegations of child abuse and breaches of the Code of Conduct or Child Safe Policy? <i>Note: Your organisation should determine and document how immediate or ongoing risks to a child or children will be managed and mitigated.</i>				
How does your organisation ensure that conflicts of interest are declared and managed when investigating allegations of child abuse or concerns about child safety?				
What measures does your organisation have in place to ensure record-keeping requirements, confidentiality and privacy are maintained when investigating child safety concerns? <i>Note: Records on reports of abuse should be meticulously and securely maintained and records should be stored in compliance with legal requirements.</i>				
How does your organisation ensure staff, volunteers and other members of the organisation are aware of their responsibility to report concerns of harm to children?				
What training has been provided to staff, volunteers or contractors regarding the process for making complaints and reports of abuse, and identifying indicators of abuse?				
How does your organisation monitor and assess its response to reports of abuse? <i>Note: These measures should ensure that appropriate leadership groups or persons are updated on all reports of abuse and the actions taken (where possible and with consideration of the need for confidentiality or legal obligations such as protected disclosure).</i>				

Child Safe Standard 6: Strategies to identify and reduce or remove risks of child abuse

	What is already in place? (Examples of activity in action)	How does the activity/action support your organisation in complying with the standards?	Are there any weaknesses, gaps or improvements needed? What are they?	Who is responsible, what is the timeframe and review date?
How does your organisation identify the risk of child abuse within its environments, activities and services?				
How does your organisation specifically identify risks to more vulnerable children?				
How does the organisational community contribute to the identification of the risks of child abuse within the organisation?				
How does your organisation identify gaps within its systems, policies and procedures that may be exploited by a person motivated to commit child abuse?				
How does your organisation develop strategies to reduce or remove the risk of child abuse in its environments, activities, services and systems?				
How does your organisation implement its strategies to reduce or remove the risk of child abuse in its environments, activities, services and systems?				
How does your organisation review its strategies to reduce or remove the risk of child abuse in its environments, activities, services and systems?				
How does your organisation improve or update its strategies to reduce or remove the risk of child abuse in its environments, activities, services and systems?				

Child Safe Standard 7: Strategies to promote the participation and empowerment of children

	What is already in place? (Examples of activity in action)	How does the activity/action support your organisation in complying with the standards?	Are there any weaknesses, gaps or improvements needed? What are they?	Who is responsible, what is the timeframe and review date?
How does your organisation recognise, respect and support the belief that cultural identity is fundamental to a child's safety and wellbeing?				
What strategies does your organisation employ to welcome all children and ensure they can participate? <i>Note: These measures should specifically consider the needs of Aboriginal children, children from culturally and/or linguistically diverse backgrounds and children with disability.</i>				
How does your organisation consult with children about decisions that affect them?				
How does your organisation create opportunities for children to participate in organisational planning, preparation, action and feedback?				
How does your organisation inform children of their rights and ensure they know how to raise their concerns?				
How does your organisation provide information on its policies and procedures in child-friendly and accessible ways?				
How are children consulted on what makes them feel safe and how is this incorporated in the environment, systems, processes and programs (including training) in your organisation?				
What training has been provided to staff, volunteers or contractors on empowering children?				
What measures does your organisation have in place to continuously review and improve its strategies, policies, procedures and processes for child empowerment?				
What measures does your organisation have in place to ensure that children are consulted when significant changes occur within the organisation? <i>Note: Significant changes may include new activities, changes to the physical environment, new membership rules, changes to the Code of Conduct or reporting procedures, or changes in leadership.</i>				