

# CHILD SAFE STANDARDS CHECKLIST - VIC

The *National Principles for a Child Safe Organisation* was developed following the Royal Commission into Institutional Responses to Child Sexual Abuse. To comply with the National Quality Framework (NQF), Early Childhood Education and Care (ECEC) Services are required to have established systems and policies in place to provide a child safe environment.

This checklist has been developed to guide ECEC Services reflect upon their current policies and practices, helping them identify specific actions and practices that promote a safe, inclusive, and supportive environment for all children. This checklist supports the strategies, tips and considerations the Commission for Children and Young People's publication, [A guide for creating a Child Safe Organisation](#).

## SOURCE

Commission for Children and Young People. (2021). [Victoria Child Safe Standards](#)

**STANDARD 1** - Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

- 1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported
- 1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people
- 1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences
- 1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families
- 1.5 All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families

FOUNDATION STEPS				
CHILD SAFETY ACTIONS		POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
1.1 1.4 1.5 5.4	Has the Service developed and displayed a <i>Commitment to Child Safety and Wellbeing Statement</i> (including a commitment to the cultural safety of Aboriginal Children)	Commitment to Child Safety and Wellbeing Statement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.1 1.2 1.3 1.4 1.5	Does the <i>Child Safety and Wellbeing Policy</i> describe the Service's commitment to respecting and valuing Aboriginal children, including; <ul style="list-style-type: none"> <li>• staff/volunteers encouraging and supporting children to express their culture and enjoy their cultural rights</li> <li>• staff/volunteers supporting and facilitating participation and inclusion by Aboriginal children and families</li> <li>• zero tolerance towards racism and how the Service will respond and address instances of racism</li> <li>• all staff acknowledge, appreciate and understand the importance of Aboriginal culture and the connection to the wellbeing and safety of Aboriginal children</li> </ul>	Child Safety and Wellbeing Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.1 1.2 1.3 1.4 1.5	Does the Service maintain a culturally safe environment that respects and values the diverse identities and experiences of Aboriginal children	Child Safety and Wellbeing Action Plan Child Safety and Wellbeing Policy Commitment to Child Safety and Wellbeing Statement Performance Management Plans (as required)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

1.1 1.3	Does the Code of Conduct and position descriptions outline zero tolerance towards racism? Are staff and volunteers aware of the need to act upon any racism encountered? Does staff support children to express their culture and enjoy their cultural rights	Position descriptions Performance Management Plans (as required) Code of Conduct Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3	Are instances of racism identified and addressed	Performance Management Plans (as required) Code of Conduct Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.2 8.4	Does the <i>Child Safety and Wellbeing Action Plan</i> identify steps taken that; <ul style="list-style-type: none"> <li>staff/volunteer are supported to understand, respect and value Aboriginal culture and to understand the importance of this to the wellbeing and safety of Aboriginal children</li> </ul>	Child Safety and Wellbeing Action Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.4	<ul style="list-style-type: none"> <li>supports and facilitates participation and inclusion of Aboriginal children and families</li> </ul>			
1.2	<ul style="list-style-type: none"> <li>recognise and celebrate Aboriginal peoples, their achievements, communities and cultures</li> </ul>			
1.3	<ul style="list-style-type: none"> <li>ensure racism within the Service is identified and appropriately addressed</li> </ul>			
1.5 5.4	<ul style="list-style-type: none"> <li>create a culturally safe environment for Aboriginal children within the Service</li> </ul>			
1.1 1.2 1.3 1.4 1.5	Has the <i>Child Safety and Wellbeing Action Plan</i> outlined steps to establish a culturally safe environment including identifying steps already taken and gaps identified including who is responsible for taking action and timeframe for action	Child Safety and Wellbeing Action Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
FURTHER STEPS				

1.5	Does the <i>Child Safety and Wellbeing Policy</i> and other child safe policies and procedures describe expectations and provide guidance about actions staff/volunteers must take to establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children are respected and valued	Child Safety and Wellbeing Policy Child Safe Environment Policy Child Protection Policy Code of Conduct Policy Recruitment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.2	Does the Service create an inclusive and welcoming physical and online environment for Aboriginal children and their families by acknowledging and respecting Aboriginal peoples, communities, cultures and values	Practices observed Commitment to Child Safety and Wellbeing Statement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.1 1.4 3.1	Do children receive information about cultural rights and the Service take active steps to encourage Aboriginal children to express their culture	Practices observed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.4 3.6	Is the Service taking steps to empower children and provide them with opportunities to participate in a way that is culturally safe for Aboriginal children	Practices observed Commitment to Child Safety and Wellbeing Statement Educational Program	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.4	Does the Service provide culturally safe opportunities for Aboriginal families to participate in the Service	Family Handbook Practices observed Newsletter	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.1 1.2	Are members of the Service provided with <ul style="list-style-type: none"> <li>information on cultural rights, the strengths of Aboriginal cultures and the importance of culture to the wellbeing and safety of Aboriginal children</li> <li>information on the connection between cultural safety and the prevention of child abuse and harm for Aboriginal children</li> <li>opportunities to learn and express appreciation of Aboriginal cultures and histories</li> </ul>	Practices observed Family Handbook Staff Handbook Educational Program Multicultural Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

1.2	Are strategies that encourage the Service's community to acknowledge and appreciate the strengths of Aboriginal cultures are developed, implemented and embedded into the Service	Service Philosophy Multicultural Policy Commitment to Child Safety and Wellbeing Statement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3	Are strategies to prevent racism implemented and incidents of racism are not tolerated	Commitment to Child Safety and Wellbeing Statement Child Safety and Wellbeing Policy Code of Conduct Policy Performance Management Plans (if required)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**STANDARD 2 - Child safety and wellbeing is embedded in organisational leadership, governance and culture**

- 2.1 The organisation makes a public commitment to child safety
- 2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up
- 2.3 Governance arrangements facilitate implementation of the *Child Safety and Wellbeing Policy* at all levels
- 2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities
- 2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people
- 2.6 Staff and volunteers understand their obligations on information sharing and record keeping

CHILD SAFETY ACTIONS		POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
2.1	Is a public commitment to child safety available and displayed for public access	Commitment to Child Safety and Wellbeing Statement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.3	Does the <i>Child Safety and Wellbeing Policy</i> set out the Services expectations and practices in relation to each of the Standards	Child Safety and Wellbeing Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

2.4	Has a Code of Conduct been developed that set out expectations regarding behaviour of staff and volunteers with children and in promoting and maintaining child safety and wellbeing	Code of Conduct Staff Handbook Student/Volunteer Handbook	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.2	Does management, staff and volunteers champion and model a child safe culture. Do they express support for keeping children safe, take action when they have concerns about children's safety and prioritise the safety of children as part of everyday practice	Child Protection Policy Child Safety and Wellbeing Policy Child Safe Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.3	Does management set clear expectations around child safety and ensure the <i>Child Safety and Wellbeing Policy</i> and <i>Child Safe Environment Policy</i> is implemented by staff and volunteers	Staff Handbook Student/ Volunteer Handbook Position descriptions	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.2 2.3	Do leaders promote a culture of reporting	Child Protection Policy Child Safe Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.3 10.1	Does the approved provider and nominated supervisors regularly review the Services performance in child safety and wellbeing	Governance Policy Child Safety and Wellbeing Policy Child Safe Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.5 9.1 9.3	Governance arrangements mean management supervise whether risk assessment and management in the Service is properly focused on identifying, preventing and reducing risks of child abuse and harm	Governance Policy Child Protection Policy Child Safety and Wellbeing Policy Child Safe Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.6	Do staff and volunteers understand their information sharing and record keeping obligations	Child Protection Policy Information Sharing and Family Violence Reforms Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.4	Is the Code of Conduct is communicated to all staff and volunteers and do leaders hold them to account to comply with it	Code of Conduct Policy Induction Checklist Probation, Induction, and Orientation Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**STANDARD 3** - Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

3.1 Children and young people are informed about all of their rights, including to safety, information and participation

3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated

3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way

3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns

3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people

3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement

CHILD SAFETY ACTIONS		POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
3.1	Are age-appropriate and easy to understand documents, in print or online, easily accessible and support children to; <ul style="list-style-type: none"> <li>understand their rights, including to safety, information and participation</li> <li>know how adults in the Service should behave</li> <li>understand the Service's complaints process and how to raise safety concerns for themselves, their friends or peers</li> <li>be informed of support Services for children</li> </ul>	Child Protection Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.1 3.4 3.5 3.6	Do the Service's policies and procedures; <ul style="list-style-type: none"> <li>promote children's empowerment and participation</li> <li>embed support for the rights of children</li> </ul>	Respect for Children Policy Educational Program Policy Child Safety and Wellbeing Policy Child Safe Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

3.1 3.4	Do staff and volunteers in the Service engage with children to help them to; <ul style="list-style-type: none"> <li>understand their rights, including to safety, information and participation</li> <li>know how adults in the Service should behave</li> <li>understand the Service's complaints process and how to raise safety concerns for themselves, their friends or peers</li> <li>know about support services aimed at children</li> </ul>	Interaction with Children Policy Dealing with Complaints Policy Child Protection Policy Child Safety and Wellbeing Policy Child Safe Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5 3.6	Are practices in the Service that disempower children identified and action is taken to change them	Educational Program reflections	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.4	Are staff and volunteers provided with information to help them understand, recognise and act on signs of child abuse or harm	Child Protection Policy Training and professional development regarding Child Protection	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.3	Where relevant, does the Service provide access to sexual abuse prevention programs and other relevant information to children in an age-appropriate and accessible manner	Child Protection Educational Program	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5 3.6	Does the Service create opportunities for children to express their views and participate in decisions that impact them? What is heard and learnt from children influences how the Service works	Educational Program Practices Observed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.4	Are staff and volunteers supported to develop knowledge and skills to help children participate, express their views and raise their concerns	Practices Observed Interactions with Children Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.2	Does the Service support children to develop social connections and friendships with their peers, build skills in children to support their peers and challenge bullying or isolating behaviour between children	Behaviour Guidance – Bullying Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



STANDARD 4 - Families and communities are informed and involved in promoting child safety and wellbeing				
4.1 Families participate in decisions affecting their child				
4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible				
4.3 Families and communities have a say in the development and review of the organisation's policies and practices				
4.4 Families, carers and the community are informed about the organisation's operations and governance				
CHILD SAFETY ACTIONS		POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
4.3	Do the Service's policies reflect the importance of family and community involvement and describe ways this involvement can occur	Family Communication Policy Governance Policy Family Handbook	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4.2 7.2	Do complaint handling policies include procedures for keeping families informed and provide guidance on how to do this while complying with obligations regarding confidentiality and privacy	Dealing with Complaints Policy and Procedure Family Handbook Privacy and Confidentiality Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4.4	Does the Service support families and communities to take an active role in promoting and maintaining child safety and wellbeing by communicating about their role in child safety and wellbeing within the Service	Family Handbook Newsletter	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4.2 4.4	Is the Service open and transparent with families and communities by; <ul style="list-style-type: none"> <li>providing accessible information about the Service's child safety and wellbeing policies and practices</li> </ul>	Family Handbook Policies and Procedures folder Newsletter	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4.4	<ul style="list-style-type: none"> <li>providing information about the Service's governance and operations, how complaints are handled and how the Service manages disciplinary actions and child safety risks</li> </ul>	Notice regarding how complaints can be made		

4.1	Do families have an opportunity to participate in decisions made by the Service that impact the safety and wellbeing of their child. Communication with families support the full diversity of families to participate	Family Meetings Family Surveys	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4.3	Are opportunities are created for families and community members to provide feedback on the Service's policies, procedures and practices including the Service's approach to child safety and wellbeing	Policy Review Form Family surveys	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4.3 7.3	Does the Service take the feedback and involvement of families and communities seriously and takes their views into account	Family Surveys Practices Observed Newsletter evidence	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**STANDARD 5 - Equity is upheld and diverse needs respected in policy and practice**

- 5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable
- 5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand
- 5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people
- 5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them

CHILD SAFETY ACTIONS	POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
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5.2	Are materials available for children, including information about complaints processes and supports, are accessible, age-appropriate and available in a range of languages and formats as needed. Written documents alone are not relied on, particularly for children who are blind or vision impaired, or children who cannot read	Practices Observed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
5.1	Does the <i>Child Safety and Wellbeing Policy</i> describe; <ul style="list-style-type: none"> <li>the Service's commitment to equity and inclusion</li> <li>how the Service will recognise and respect the diverse needs of all children</li> <li>how the Service provides avenues for children or their families to identify their individual needs</li> </ul>	Child Safety and Wellbeing Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
5.2	<ul style="list-style-type: none"> <li>how the Service will provide children with access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand</li> </ul>			
5.1 5.3 5.4	<ul style="list-style-type: none"> <li>how the Service will support equity and make reasonable changes to support participation by all children and respond to all children's needs</li> <li>how the Service upholds equity for all children and prevents child abuse and harm resulting from discrimination based on disability, race, ethnicity, religion, sex, intersex status, gender identity or sexual orientation</li> </ul>			
5.1 5.3	Does the Service take steps to understand the diverse circumstances and needs of children who engage, or may engage, with it	Enrolment form All about me form Orientation program for children	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
5.1 5.3 5.4	Are staff and volunteers;	All about me form Professional Development Child Protection Educational Program	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>provided with information and guidance about children's diverse circumstances, how to identify factors that can increase a child's vulnerability to harm, and how to promote equity and safety for all children</li> <li>encouraged to take action to support and respond to children who are experiencing vulnerability, including making inquiries and responding where there are signs of increased vulnerability</li> <li>encouraged to take action to uphold equity for all children, promote children's safety and prevent child abuse and harm</li> </ul>	Child Protection Policy		
5.1 2.2	Does management set clear expectations around achieving equity and respect for diversity	Anti-Bias Policy Gender Equity Policy Respect for Children Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
5.1	Does the Service ensure all children are reasonably supported to participate	Educational Program Policy Additional Needs Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**STANDARD 6 - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice**

6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing

6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks

6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations

6.4 Ongoing supervision and people management is focused on child safety and wellbeing

CHILD SAFETY ACTIONS		POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
6.1	Does employment advertising include the Service's commitment to child safety and wellbeing	Recruitment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

6.1	Have position descriptions set clear expectations about the role's requirements, duties and responsibilities regarding child safety and wellbeing	Position Descriptions Recruitment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.1	Does organisational recruitment, human resources and volunteering policies describe: <ul style="list-style-type: none"> <li>recruitment practices that support the Service to appoint people who are suitable to work with children</li> </ul>	Recruitment Policy Staffing Arrangements Policy Staff Handbook Probation, Induction and Orientation Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.2	<ul style="list-style-type: none"> <li>pre-employment screening practices including interviewing, referee checks, Working with Children Check and other registration or background checking</li> </ul>			
6.3	<ul style="list-style-type: none"> <li>requirements for an induction about the Service's child safety practices</li> </ul>			
6.4	<ul style="list-style-type: none"> <li>how supervision and people management practices will support ongoing assessment of a person's suitability to work with children</li> </ul>			
6.3 8.1	Do induction documents for staff and volunteers include; <ul style="list-style-type: none"> <li>the Code of Conduct</li> <li>the <i>Child Safety and Wellbeing Policy</i></li> <li>the <i>Child Safe Environment Policy</i></li> <li>information about the Service's child safety practices and complaints processes as well as reporting, record keeping and information sharing obligations.</li> </ul>	Code of Conduct Policy Student and Volunteer Policy Probation, Induction and Orientation Policy New Employee Induction Checklist Information Sharing and Family Violence Reforms Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

6.1	<p>Are the child safety and wellbeing requirements of each role assessed before recruitment of new staff and volunteers? These include;</p> <ul style="list-style-type: none"> <li>• qualifications, experience and attributes required</li> <li>• duties and responsibilities with children</li> <li>• measures required to manage any child abuse or harm risks including screening, training and supervision requirements</li> </ul>	Position Descriptions Recruitment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.1	Is information and guidance provided to recruiting staff on how to prioritise child safety in the recruitment process, including how to identify and manage any child safety concerns raised through the application, interview and screening process	Recruitment Policy Staff Handbook	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.1	<p>Do recruitment processes include:</p> <ul style="list-style-type: none"> <li>• a range of values-based interview questions to establish suitability to work with children</li> <li>• pre-employment screening practices including referee checks, Working with Children Check and other registration or background checking</li> <li>• verification that required qualifications, registrations and Working with Children Check are valid and up-to-date</li> <li>• keeping records of the recruitment process</li> </ul>	Recruitment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.4	Does supervision and people management include regular reviews to check whether staff are following Codes of Conduct and other child safe policies	Performance Management Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.4	Is guidance provided for managers on steps to take when managing staff or volunteers whose behaviour raises child safety concerns	Performance Management Policy Reportable Conduct Scheme Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

6.2	Are qualifications, Working with Children Check and other registration or ongoing screening checks are regularly reviewed for changes and that they are still valid. Is action taken to manage the risks to children when a person's qualifications, Working with Children Check or other registration or ongoing screening check are no longer valid	Staffing Arrangements Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	Do staff and volunteers receive an induction adjusted to each role's requirements, duties, risks and responsibilities in relation to child safety and wellbeing. Does the induction cover the Service's child safety practices and complaints process as well as reporting, record keeping and information sharing obligations	Probation, Induction and Orientation Policy Student and Volunteer Policy New Employee Induction Checklist Information Sharing and Family Violence Reforms Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

STANDARD 7 - Processes for complaints and concerns are child-focused				
<p>7.1 The organisation has an accessible, child-focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report</p> <p>7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe</p> <p>7.3 Complaints are taken seriously and responded to promptly and thoroughly</p> <p>7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement</p> <p>7.5 Reporting, privacy and employment law obligations are met</p>				
CHILD SAFETY ACTIONS		POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
7.1	Is the complaint handling policy easy to understand, culturally safe, accessible and child-focused? Does the complaint handling policy:	Dealing with Complaints Policy and Procedure	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7.2				

7.3	<ul style="list-style-type: none"> <li>include information on how adults and children can make a complaint and how the Service will respond to and investigate complaints in a prompt and thorough way</li> </ul>	Code of Conduct Policy Privacy and Confidentiality Policy		
7.1	<ul style="list-style-type: none"> <li>create a complaints process that is accessible to the full diversity of children, staff, volunteers, families and communities</li> </ul>	Complaints / Grievance Form Children's Complaints, Grievance, Suggestions and Feedback Form		
7.1 7.4	<ul style="list-style-type: none"> <li>cover alleged abuse and harm of children by adults and by other children</li> </ul>			
7.1	<ul style="list-style-type: none"> <li>cover breaches of the Service's Code of Conduct</li> <li>set out what support and assistance will be provided for those making a complaint</li> </ul>			
S9	<ul style="list-style-type: none"> <li>outline how risks to children will be managed when a complaint is raised and an investigation is underway</li> </ul>			
7.2 2.6	<ul style="list-style-type: none"> <li>cover record keeping obligations</li> </ul>			
7.5	<ul style="list-style-type: none"> <li>support privacy and employment law obligations to be met</li> </ul>			
7.1 7.2	Do documents, in print or online, describe the complaints process for staff, volunteers, children, families and communities	Family Handbook Newsletters Notices for families Complaint/Grievance Procedure	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7.5	Do policies and procedures include information about when complaints should be reported to authorities, including Victoria Police, Child Protection and the Commission for Children and Young People	Reportable Conduct Scheme Policy Dealing with Complaints Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7.1	Do disciplinary policies support the Service to take action when a complaint is raised	Performance Management Policy Code of Conduct Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



7.2 7.4	Does the Service make information about how to make a complaint available and accessible to everyone involved with the Service	Dealing with Complaints Policy Newsletter Notice regarding how to make a complaint Family Handbook Staff Handbook	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7.1 7.3 7.4	Does the Service provide staff and volunteers with support and information on what and how to report, including to authorities outside the Service	Child Protection Policy Reportable Conduct Scheme Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7.1 7.3 7.4 7.5 S.9	Are complaints are taken seriously, meaning the Service consistently; <ul style="list-style-type: none"> <li>identifies and manages any risks to children</li> <li>responds to complaints promptly and thoroughly</li> <li>prioritises the safety of children and also meets privacy and employment law obligations</li> <li>supports everyone involved in the complaints process</li> <li>reports complaints of alleged abuse or harm of children and concerns about child safety to the authorities and cooperates with law enforcement</li> </ul>	Dealing with Complaints Policy and Procedure Complaints / Grievance Management Form Child Protection Policy and Procedure	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7.3 2.6	Are records kept regarding complaints made to the Service, including concerns raised about the safety of children and disclosures about alleged abuse or harm of children, and actions taken to respond	Record Keeping and Retention Policy Child Protection Policy and Procedure	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7.2 4.3	Are children, families and communities are consulted when designing and reviewing complaint handling policies and procedures	Writing, Reviewing and Maintaining Policies Policy Dealing with Complaints Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7.1 10.1	Does the Service review complaint handling policies and procedures at regular intervals	Writing, Reviewing and Maintaining Policies Policy Dealing with Complaints Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

STANDARD 8 - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training				
8.1 Staff and volunteers are trained and supported to effectively implement the organisation's <i>Child Safety and Wellbeing Policy</i>				
8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people				
8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm				
8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people				
CHILD SAFETY ACTIONS		POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
8.1	Has a training action plan been completed for staff and volunteers that includes training on <ul style="list-style-type: none"> <li>the <i>Child Safety and Wellbeing Policy</i>, <i>Child Safe Environment Policy</i> and the <i>Information Sharing and Family Violence Reforms Policy</i></li> </ul>	Child Safety and Wellbeing Policy Child Safe Environment Policy Information Sharing and Family Violence Reforms Policy Professional Development Policy Professional Development Procedure Professional Development Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
8.2	<ul style="list-style-type: none"> <li>identifying indicators of child abuse and harm</li> </ul>			
8.3	<ul style="list-style-type: none"> <li>how to support a person making a disclosure about harm to a child and how to respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children</li> </ul>			
8.4	<ul style="list-style-type: none"> <li>how to support cultural safety</li> </ul>			
8.2	Have guidance materials (such as policies, procedures, guidelines, information sheets and posters) for staff and volunteers been provided regarding <ul style="list-style-type: none"> <li>identifying indicators of child abuse and harm, including where caused by other children</li> </ul>	Team meeting notes Child Protection Policy Child Safety and Wellbeing Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

8.3	<ul style="list-style-type: none"> <li>how to respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children</li> <li>how to support a person disclosing harm to a child</li> </ul>	Reportable Conduct Scheme Policy Information Sharing and Family Violence Reforms Policy Staff Handbook Student and Volunteer Handbook		
8.4	<ul style="list-style-type: none"> <li>how to create culturally safe environments in the Service</li> </ul>			
8.1 8.2 8.3 8.4	Has a training register recorded completion of training by staff and volunteers	Professional Development Record	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
8.1 8.2 8.3 8.4	Does management communicate to staff and volunteers that child safety training is mandatory	Staff Handbook Position Descriptions Professional Development Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
8.1	Is training provided to staff and volunteers on the <i>Child Safety and Wellbeing Policy</i> on induction and at regular intervals	Team meeting notes Probation, Induction and Orientation Policy Child Safety and Wellbeing Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
8.2	Is training provided to staff and volunteers that supports their ability to: <ul style="list-style-type: none"> <li>identify signs of child abuse and harm</li> </ul>	Professional Development Policy Child Safety and Wellbeing Policy Child Safe Environment Policy Information Sharing and Family Violence Reforms Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
8.3	<ul style="list-style-type: none"> <li>respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children</li> </ul>			
8.3 8.3	<ul style="list-style-type: none"> <li>support a person disclosing child harm</li> </ul>			
8.4	<ul style="list-style-type: none"> <li>create culturally safe environments in the Service</li> </ul>			

8.1 8.2 8.3 8.4	Training and guidance on child safety is: <ul style="list-style-type: none"> <li>• appropriate to the Service's engagement with children and the needs of children in the Service</li> <li>• trauma-informed</li> <li>• offered on a regular basis to enable staff and volunteers to keep their skills and knowledge up-to-date</li> <li>• regularly reviewed and updated to remain effective</li> </ul>	Professional Development Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
8.1 8.2 8.3 8.4	Do supervision and management of staff and volunteers include identifying child safety training needs	Performance Management Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**STANDARD 9 - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed**

- 9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities
- 9.2 The online environment is used in accordance with the organisation's Code of Conduct and *Child Safety and Wellbeing Policy* and practices
- 9.3 Risk management plans consider risks posed by organisational setting, activities and the physical environment
- 9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people

CHILD SAFETY ACTIONS		POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
9.1 9.3	Does the risk assessment identify risks of child abuse and harm in both physical and online environments connected with the Service	Risk Assessment of environment Risk Assessment for children participating in online activities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

9.3	Do risk management plans list the actions the Service will take to prevent or reduce each identified risk of child abuse and harm	Child Protection Policy Information Sharing and Family Violence Reforms Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9.2 9.3	Does the <i>Code of Conduct Policy</i> , <i>Child Safe Environment Policy</i> and <i>Child Safety and Wellbeing Policy</i> identify how the Service will keep children safe physical and online environments, physical and online environments, with specific reference to higher-risk activities	Code of Conduct Policy Child Safe Environment Policy Child Safety and Wellbeing Policy Cyber Safety Policy Child Safe Environment Policy Physical Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9.4	Do procurement policies about engaging third-party contractors set out processes to protect children from risks of child abuse and harm, such as requiring compliance with the Service's <i>Code of Conduct</i> and <i>Child Safety and Wellbeing Policy</i>	EC Intervention Practitioner Management Policy Child Safety and Wellbeing Policy Code of Conduct	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9.1 9.3	Are risk assessment and management plans informed by and responsive to the views and concerns of staff, volunteers and children. Do plans show that the Service has balanced the need to manage the risk of harm and abuse against children's rights to privacy, access to information, social connections and learning opportunities	Child Protection Policy Risk Assessments	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9.1	Are staff and volunteers provided with risk management plans, so they are aware of risks of child abuse and harm and know what action they need to take to prevent and reduce them	Child Protection Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9.1	Is action is taken by staff and volunteers in the Service to prevent and reduce risks of child abuse and harm when identified	Child Protection Policy and Procedure	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9.1 9.2	Are risk assessments and management plans are regularly reviewed to keep them up-to-date and include lessons from complaints, concerns and safety incidents	Risk Assessments	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

2.5	Do the Service's leadership and governance arrangements ensure risk assessment and management are focused on identifying, preventing and reducing risks of child abuse and harm	Child Protection Policy Information Sharing and Family Violence Reforms Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9.4	When negotiating contracts with third parties, do contracts include terms that allow the Service to take action if the third party does not meet expected child safety and wellbeing standards	Child Safety and Wellbeing Policy Child Safe Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9.4	When third-party contractors are engaged, is action taken by the Service to assess whether, and the extent to which, the engagement of third-party contractors poses risks of child abuse and harm	Child Safety and Wellbeing Policy Child Safe Environment Policy Student, Volunteer and Visitor Policy Visitor Induction Procedure Checklist	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9.4	Depending on the level of risk posed by third-party contractors, does the Service take actions to prevent or reduce risks of child abuse or harm. Appropriate actions may include: <ul style="list-style-type: none"> <li>requiring third-party contractors to comply with the Service's policies and procedures</li> <li>monitoring compliance by third-party contractors with the Child Safe Standards and/or the Service's policies and procedures</li> <li>working with third-party contractors to identify, prevent and reduce risks of child abuse and harm</li> <li>where a Service is unable to adequately manage risks of child abuse and harm posed by third-party contractors, consider terminating the contract or take other appropriate action to protect children</li> </ul>	Child Safety and Wellbeing Policy Child Safe Environment Policy Student, Volunteer and Visitor Policy Visitor Induction Procedure Checklist	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

9.2	If appropriate, are staff, volunteers, parents, carers and children are provided with information about online safety and risks in the online environment, such as online grooming, cyber bullying and sexting. Is support given to reporting negative experiences or concerns	Cyber Safety Policy and Procedure Behaviour Guidance – Bullying Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
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**STANDARD 10 - Implementation of the Child Safe Standards is regularly reviewed and improved**

10.1 The organisation regularly reviews, evaluates and improves child safe practices

10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement

10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families, and children and young people

CHILD SAFETY ACTIONS		POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
10.1	Do all policies and procedures have a regular review period indicated in the document	Writing, Reviewing and Maintaining Policies Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
10.3	Do reports document any child safety and wellbeing reviews and findings	Child Protection Policy Child Safety and Wellbeing Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
10.1 10.2 10.3	Are records are kept of complaints, concerns, allegations and actions taken to respond	Record Keeping and Retention Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
10.1 10.2	Are complaints, concerns, safety incidents or significant breaches of policy (such as the Code of Conduct) examined to understand what caused the problem and whether there are any flaws in the Service's policies, procedures and practices that contributed to the problem. Where flaws or failings are identified, are improvements are made to prevent the problem from happening again	Dealing with Complaints Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

10.1 10.2 S.3 4.3	Does the Service regularly review policies, procedures and child safe practices, and make improvements considering; <ul style="list-style-type: none"> <li>analysis of complaints, concerns, safety incidents and significant breaches of policy</li> <li>feedback sought from staff, volunteers, children, families and communities</li> <li>whether the Service has fully implemented each of the Child Safe Standards</li> </ul>	Writing, Reviewing and Maintaining Policies Policy Child Safety and Wellbeing Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
10.3	Are reports about the findings and actions taken in response to reviews of the Service's child safe practices are shared with staff, volunteers, children, families and communities	Team meeting notes	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**STANDARD 11 - Policies and procedures document how the organisation is safe for children and young people**
**11.1** Policies and procedures address all Child Safe Standards

**11.2** Policies and procedures are documented and easy to understand

**11.3** Best practice models and stakeholder consultation informs the development of policies and procedures

**11.4** Leaders champion and model compliance with policies and procedures

**11.5** Staff and volunteers understand and implement policies and procedures

CHILD SAFETY ACTIONS		POLICIES/ PROCEDURES/ RESOURCES	COMPLIANT	ACTION REQUIRED
11.1 11.2 2.3	Does a <i>Child Safety and Wellbeing Policy</i> and <i>Child Safe Environment Policy</i> set out the Service's expectations, practices and approach in relation to each of the Child Safe Standards	Child Safety and Wellbeing Policy Child Safe Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
11.1 11.2 2.4	Does the Code of Conduct set out the expectations for behaviour and responsibilities of staff and volunteers	Code of Conduct	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



11.1 11.2 9.1 9.3	Do risk assessment and management plans address risks of child abuse and harm	Risk Assessments	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
11.1 11.2 S.7	Does the complaint handling policy and processes address how the Service will respond and all internal and external reporting obligations	Dealing with Complaints Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
11.1 11.2 S.6	Do Service recruitment, human resources and volunteering policies have a clear child safety focus	Recruitment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
11.1 11.2 9.4	If the Service contracts facilities and/or services from third parties, do procurement policies ensure the safety of children	EC Intervention Practitioner Governance Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
11.3 S3 S4	Does management conduct regular consultation on child safety with all stakeholders	Governance Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
11.3	Does the Service use input from consultations and available information about creating child safety and wellbeing to help develop, review and update policies and procedures related to child safety	Child Safety and Wellbeing Policy Child Safe Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
11.1	Do the Service's policies and procedures cover all the Child Safe Standards and address the risks to the safety of children that are specific to the Service and its environment	Child Safety and Wellbeing Policy Child Safe Environment Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
11.2	Are policies and procedures easy to understand and can they be accessed easily	Policy folder	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	