

Checklist for Child Safety Review

Mandatory child safe standard	Child safety criteria	Do you meet the criteria? Yes/No	How does your organisation perform against the criteria?	What needs to be done to better meet the standards?	Who, when & review date
Strategies to embed an organisational culture of child safety, through effective leadership arrangements	<p>Do you have appropriate governance arrangements in place?</p> <hr/> <p>Is the commitment to child safety modelled by your leadership?</p> <hr/> <p>Do you welcome all children and acknowledge that some children are particularly vulnerable?</p> <hr/> <p>Do you recognise, respect and promote the belief that cultural identity is fundamental to a child’s safety and wellbeing, and provide training for staff on this?</p> <hr/> <p>Do you encourage children with special needs and from different backgrounds to participate, and do they participate?</p> <hr/> <p>Do you raise awareness about child abuse?</p> <hr/> <p>Is it clear that discrimination is not tolerated in your organisation?</p>				
A Child Safe Policy or Statement of Commitment to Child	<p>Is there a clear and public commitment to child safety in the form of a Child Safe Policy or Statement of Commitment to Child Safety that all staff members know about and are required to uphold?</p>				
Safety	<p>Does the Child Safe Policy specifically address the risks that have been identified in your risk assessment?</p> <hr/> <p>Do you undertake regular Child Safety Reviews to inform your policy?</p> <hr/> <p>Are children consulted about how safe they feel and what ideas they might have to promote safety in your organisation?</p> <hr/> <p>Does your Child Safe Policy promote the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability?</p> <hr/> <p>Do your organisation's policies include requirements relating to Failure to Disclose and Failure to Protect legislative requirements?</p>				

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A Code of Conduct that establishes clear expectations for appropriate behaviour with children	<p>Is there a Code of Conduct that explains acceptable and unacceptable behaviour of staff, volunteers and children?</p> <hr/> <p>Is the Code of Conduct well known by your organisation's staff, volunteers, children and families and are they required to comply with it?</p> <hr/> <p>Do your policies clearly explain how concerns regarding the Code of Conduct can be raised and how breaches of the Code of Conduct will be responded to?</p> <hr/> <p>Have you considered if additional Codes of Conduct are required (such as applying to parents or children)?</p>				
Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel	<p>Do you have clear duty and position statements (job descriptions)?</p> <hr/> <p>Have you determined which employee or volunteer positions require a Working with Children Check and ensured those checks have been undertaken?</p> <hr/> <p>Do you have documented recruitment procedures including interview processes, referee checks, Working with Children Checks and other screening requirements?</p> <hr/> <p>Do you have a staff development strategy to maintain and develop skills and capabilities, including understanding the risk of harm to children, the different types of harm, how to identify child abuse and relevant legislative requirements?</p> <hr/> <p>Do you have a robust staff and volunteer performance management strategies in place?</p>				

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Processes for responding to and reporting suspected child abuse	Do you have a process for reporting and acting on disclosures or concerns about child safety?				
	Are your staff and volunteers aware of their responsibility to report concerns of harm?				
	Do you have policies and procedures concerning record keeping requirements and confidentiality and privacy?				
	Do you have a complaints process that is accessible for children and families? Do you have child friendly processes in place to ensure children know who to talk to if they feel unsafe or have a concern?				
Strategies to identify and reduce or remove risks of child abuse	Do you undertake risk assessments and have an organisational Risk Management Plan?				
	Is undertaking, monitoring and reviewing the risk management plan the designated responsibility of a specific staff member?				
	In undertaking your risk assessment, do you specifically consider the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability?				
Strategies to promote the participation and empowerment of children	Do you consult with children about decisions that affect them?				
	Do you create opportunities for participation that incorporates planning, preparation, action and feedback?				
	Do you inform children of their rights and tell them how to raise any concerns?				

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