**Child Safe Standards - ORGANISATION REVIEW TEMPLATE**



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|  | **Child Safe Item**  | **Yes/No/Partially**  | **How does your organisation do this?**  | **What needs to be done to better meet the standards?**  | **Who, when & review date**  |
| **STANDARD 1**Culture of Child Safety  | 1.1. A commitment to child safety is modelled by your organisation’s leadership (board, executive, staff and volunteer)  |   |   |   |   |
| 1.2. Child safety is a core part of public and internal messages. i.e. part of your strategy and vision, included in your annual report and staff induction.  |   |   |   |   |
| 1.3. A culture exists within your organisation that supports the: * Cultural safety Aboriginal children
* Cultural safety of children from culturally & linguistically diverse backgrounds
* Safety of children with a disability
 |   |   |   |   |
| 1.4. A culture exists in which staff, volunteers, children and families feel comfortable and supported when talking about child safety concerns  |   |   |   |   |
| 1.5. Policies and practices exist that prioritise child safety and promote a shared responsibility to creating a child safe environment  |   |   |   |   |
| 1.6. Your organisation raises awareness about child abuse  |    |   |   |   |
| 1.7. Your organisation recognises, respects and promotes the belief that cultural identify is fundamental to a child’s safety and wellbeing  |   |   |   |   |
| 1.8. Your organisation provides training about Child Safety to staff and volunteers  |   |   |   |   |
| 1.9. Your organisation is aligned with your National Sporting Organisation and its approach to child safety  |   |   |   |   |

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| **STANDARD** **2**Child Safe Policy | 2.1 Your organisation has a child safe policy and/or statement of commitment, which is accessible to the public  |   |   |   |   |
| 2.2 The Child Safe Policy specifically addresses the risks that have been identified in your risk assessment  |   |   |   |   |
| 2.3 You undertake regular Child Safety Reviews (such as this) to inform your policy  |   |   |   |   |
| 2.4 Your Child Safe Policy promotes the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability?  |   |   |   |   |
| 2.5 Your Child Safe Policy includes requirements relating to [Failure to Disclose](http://www.justice.vic.gov.au/home/safer%2Bcommunities/protecting%2Bchildren%2Band%2Bfamilies/failure%2Bto%2Bdisclose%2Boffence) and [Failure to Protect](http://www.justice.vic.gov.au/home/safer%2Bcommunities/protecting%2Bchildren%2Band%2Bfamilies/failure%2Bto%2Bprotect%2Boffence) legislative requirements?  |   |   |   |   |
| 2.6 Your Child Safe Policy is in alignment with the approach of your National Sporting Organisation  |   |   |   |   |
| **STANDARD 3**Code of Conduct | 3.1. There is a Code of Conduct that explains acceptable and unacceptable behaviour of staff, volunteers and children  |   |   |   |   |
| 3.2. The Code of Conduct is well known by your organisation's staff, volunteers, children and families and they are required to comply with it  |   |   |   |   |
| 3.3. 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  |   |   |   |   |
| 3.4. You have considered if additional Codes of Conduct are required (such as applying to parents or children)  |   |   |   |   |
| 3.5. Your Code of Conduct is in alignment with your National Sporting Organisations Child Safe Framework   |   |   |   |   |

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| **STANDARD 4**Human Resource Practices | 4.1. You have clear position descriptions for staff and volunteers that includes the organisations commitment to child safety  |   |   |   |   |
| 4.2. You have documented recruitment procedures including interview processes, referee checks, Working with Children Checks and other screening requirements  |    |   |   |   |
| 4.3. Staff and volunteers are trained in child safety, understand and practice appropriate behaviour, including with Aboriginal children, culturally and/or linguistically diverse children and children with a disability respectively  |   |   |   |   |
| 4.4. You have robust staff and volunteer performance management strategies in place  |   |   |   |   |
| **STANDARD 5**Responding and Reporting | 5.1. You have a process for reporting and acting on disclosures or concerns about child safety  |    |   |   |   |
| 5.2. Your staff and volunteers are aware of their responsibility to report concerns of harm  |    |   |   |   |
| 5.3. You have policies and procedures concerning record keeping requirements, confidentiality and privacy  |    |   |   |   |
| 5.4. You have a complaints process that is accessible for children and families  |    |   |   |   |
| 5.5. You have child friendly processes in place to ensure children know who to talk to if they feel unsafe or have a concern  |   |   |   |   |
| 5.6. The organisation understands that if an allegation of abuse concerns an Aboriginal child, culturally and/or linguistically diverse child or child with a disability, measures should be taken to support the child  |   |   |   |   |
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| **STANDARD 6**Identify & Rremove Risks | 6.1. Your organisation undertakes risk assessments and has an organisational Risk Management Plan  |   |   |   |   |
| 6.2. Undertaking, monitoring and reviewing the risk management plan the designated responsibility of a specific staff member  |   |   |   |   |
| 6.3. In undertaking your risk assessment, 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  |   |   |   |   |
| **STANDARD 7**Participation of Children | 7.1. Reporting procedures are accessible for all children  |    |   |   |   |
| 7.2. Children have been given information to understand their rights and how to raise any concerns  |   |   |   |   |
| 7.3. Children can expect to feel safe, empowered and taken seriously if they raise concerns  |   |   |   |   |
| 7.4. Measures are taken to promote the cultural safety of Aboriginal children, the cultural safety of culturally and/or linguistically diverse children and the safety of children with a disability  |   |   |   |   |

**Further Information:**

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[www.vicsport.com.au/child-safe-standards](http://www.vicsport.com.au/child-safe-standards)