**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+communities/protecting+children+and+families/failure+to+disclose+offence) and [Failure to Protect](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) 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 & R  remove 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)