

Standard 11: Policies and procedures document how the organisation is safe for children and young people

What will the Commission look for when assessing this Standard?

Organisations will generally comply if they produce these documents and undertake these actions in a way that supports the organisation to achieve this Standard.

Documents

- A Child Safety and Wellbeing Policy sets out the organisation's expectations, practices and approach in relation to each of the Child Safe Standards. (11.1, 11.2 and links to 2.3)
- A Code of Conduct sets out the expectations for behaviour and responsibilities of staff and volunteers. (11.1, 11.2 and links to 2.4)
- Risk assessment and management plans address risks of child abuse and harm. (11.1, 11.2 and links to 9.1 and 9.3)
- The complaint handling policy and processes address how the organisation will respond and all internal and external reporting obligations. (11.1, 11.2 and links to Standard 7)
- Organisational recruitment, human resources and volunteering policies have a clear child safety focus. (11.1, 11.2 and links to Standard 6)
- If your organisation contracts facilities and/or services from third parties, procurement policies ensure the safety of children. (11.1, 11.2 and links to 9.4)

Actions

- Regular consultation on child safety with everyone involved in your organisation is undertaken. (11.3 and links to Standards 3 and 4)
- The organisation uses 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. (11.3)
- The organisation's policies and procedures cover all the Child Safe Standards and address the risks to the safety of children that are specific to the organisation and its environment. (11.1)
- Policies and procedures are easy to understand and can be accessed easily. (11.2)

*This document was developed utilising and adapting content from: Commission for Children and Young People. **Short guide to the Child Safe Standards.** Version 1.0, April 2022.*