ACTION PLAN TEMPLATE

CHILD SAFETY RESOURCES

Using the entries made in your opportunities & comments colloumn in your organisations Comprehensive Review, list the each of the entries as an ‘item’, elaborate on this item in the ‘description’ and then outline the steps required to address this item. Ensure that you outline what resources will be required to address the item, who will be responsible for addressing the item and what the timeline is for addressing the item.

For assistance, refer to the recording of [Netball Victoria’s Child Safeguarding Webinar Series – Developing a Child Safe Action Plan.](https://vic.netball.com.au/child-safeguarding-training) Alternatively, contact the Member Services team at Netball Victoria at [memberservices@netballvic.com.au](mailto:memberservices@netballvic.com.au).

Remember to review the progress on your Action Plan at least once a month during your organisations committee meetings. It is good practice to re-address the Comprehensive Review and Action Plan once every 12 months at a minimum.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Priority** | **Item** | **Description** | **Steps Required** | **Resources** | **Who** | **Timeline** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |

***Add extra rows to the Action Plan as required.***