

This template has been developed for use by Victorian sporting organisations of all sizes that are ready to take a more widespread view of their progress towards meeting Victoria's Child Safe Standards. Each child safe item within the template aligns with the minimum requirements for compliance by the Commission for Children and Young People as [outlined here](#). It is important to remember that completion of the review **does not** guarantee compliance with the Standards.

To review each individual Child Safe Standard in further detail, and how that relates to netball, [click here](#).

Why undertake a Child Safe Sport Review?

It is vital that the leaders in your sporting organisation have a clear understanding of how child safe the environment is. Undertaking a Child Safe Sport Review is a good place to start. This Child Safe Sport Review Template has been developed to assist sporting organisations at all levels identify what is currently in place and what needs to be developed in order to meet the Standards.

Where do we start?

1. Develop a Sub-Committee or Working Group

It is recommended that the process of implementing the Standards is overseen by a sub-committee or working group in order to share the workload and provide an opportunity for a range of individuals to get involved. For example, you may have a member who is a teacher or police officer and they may be willing to provide their experience and insight into the process to strengthen your approach.

To see more on developing and implementing a Child Safety Sub-Committee, [click here](#).

2. Undertake a Review

This Comprehensive Review Template addresses key areas of Victoria's Child Safe Standards and gives you the opportunity to assess whether your organisation is missing any of the essential ingredients. It is recommended that multiple people complete the review, either as a collective or individually. This provides a more rounded assessment of the current position. You may consider individuals representing the following areas of your organisation to complete the review:

- Committee/Board member
- Staff (from all levels)
- Coach
- Official/Umpire
- Volunteer
- Participant
- Parent
- Child/Youth (with the approval and assistance of their guardian).

DISCLAIMER:

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This document has been developed in reference to VicSports 'Child Safe Sport – Comprehensive Review Template and the Commission for Children and Young People.

3. Using the Template

Once you have confirmed who will be contributing to the review, have them complete the template by:

1. Identifying to what degree your organisation meets each child safe item.
2. List the reasons for your response. Be specific and include key documents, links and events wherever possible. This helps the individual compiling the results to gain a full understanding of where your organisation is at.
3. Identify how your organisation can strengthen its approach to child safe sport by including opportunities and comments in the final column.

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
1.1. A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.	Partially	We take part in reconciliation week activities and display flags. Children are encouraged to identify ways we can celebrate.	Investigate Reconciliation Action Plan Ask children and parents how we can support them more

1. To what degree does your organisation meet the child safe item?

2. Include reasons for your response. Be specific. Add documents, links and event details etc.

3. Add your thoughts on how child safety can be strengthened or what needs to change.

4. Where to from here?

Once the template has been completed:

1. If you have had multiple people complete the template, consolidate the responses into one document, making sure you discuss as a group the reason for your responses.
2. Identify actions required for each of the child safe items and use this information to develop your [Action Plan](#). Ensure you prioritise your action plan, assigning timelines and a person responsible for each task.
3. Make child safe sport a standing agenda item at meetings to ensure you regularly review your progress and check in with each other.
4. Report on your progress to members on a regular basis to keep everyone informed. This could be in the form of a face to face update at meetings, a short post on social media, a longer article in your newsletter or a post on your website.
5. Undertake this (or similar) review again in 12 months time.

Remember:

Developing a child safe culture within is not a one-off exercise. This is the beginning of long term cultural change that will require ongoing effort and commitment from everyone in your sport and organisation. It is a legal requirement for all organisations providing a service to children within Victoria.

Further Information:

Your organisation is not alone in taking steps to foster a child safe culture and meet the Standards. There are many others who can assist you with your journey. For information or assistance, contact Netball Victoria, your Regional Sport Assembly or Local Government Agency. If you are a club, try connecting with other sporting clubs in your area for practical ideas and strategies.

Netball Victoria also has resources and information available. Contact us via:

liam.maguire@netballvic.com.au <https://vic.netball.com.au/child-safeguarding-resource-hub>

This resource is supported by the Victorian Government.

This document was developed utilising and adapting content from:

This document has been developed in reference to VicSports 'Child Safe Sport – Comprehensive Review Template and Commission for Children and Young People resources.

VicSport (2021), *Comprehensive Child Safe Review Template* <https://member-zone.s3.amazonaws.com/vicsport/uploads/CSS---Comprehensive-CS-Review-Template.docx>
Commission for Children and Young People (2021), *Victoria's New Child Safe Standards Information Sheet*
<https://ccyp.vic.gov.au/assets/resources/New-CSS/New-Child-Safe-Standards-Information-Sheet.pdf>

Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
1.1. A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.			
1.2. Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.			
1.3. Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.			
1.4. The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.			
1.5. All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.			
2.			

Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
2.1. The organisation makes a public commitment to child safety.			
2.2. A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up. Considerations <ul style="list-style-type: none"> • What sort of attitudes are held about children by people in your organisation? • How do you manage inappropriate behaviour? • Are there any people with a history of harmful behaviour towards children at your organisation? Factors that can increase risk <ul style="list-style-type: none"> • Having a strong hierarchical structure • Organisation encourages deference to authority or unquestioning trust of leaders • Having a close-knit community, where people have known each other for years or are family members • Containing people whose attitudes towards children are that they should be seen and not heard. 			
2.3. Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.			
2.4. A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.	Partially		

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<p>2.5. Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.</p> <p>Considerations</p> <ul style="list-style-type: none"> • Does your organisation have isolated areas? Poorly supervised areas? F • Are there facilities that might increase the risk of abuse (i.e, change rooms). • Are there shared spaces where children attend with adults that are not from the organisation? • Is there physical contact between children and adults? • Could activities result in an emotional dependence by children on adults? • What sort of supervision of adults and children is involved? • Is there group travel to a venue or activity, and how does this happen? 			
<p>2.6. Staff and volunteers understand their obligations on information sharing and record keeping.</p>			

Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
3.1. Children and young people are informed about all of their rights, including to safety, information and participation.			
3.2. The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.			
3.3. Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.			
3.4. Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.			
3.5. Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.			
3.6. Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.			

Standard 4: Families and communities are informed, and involved in promoting child safety and wellbeing

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
4.1. Families participate in decisions affecting their child.			
4.2. The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.			
4.3. Families and communities have a say in the development and review of the organisation's policies and practices.			
4.4. Families, carers and the community are informed about the organisation's operations and governance.			

Standard 5: Equity is upheld and diverse needs respected in policy and practice

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
<p>5.1. The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.</p> <p>Considerations: children with the following characteristics may be more vulnerable to abuse.</p> <ul style="list-style-type: none"> • From a First Nation background • With a disability • From a culturally and language diverse background • Who identify as LGBTIQ+ or are questioning their sexuality or gender • With a history of trauma, abuse or neglect • Unable to live at home, including being homeless or living in foster, residential or kinship care • With a history of drug or alcohol dependence • With a mental or physical health issue <p>Note that the most effective way of discovering these characteristics is by getting to know the children within your organisation.</p>			
5.2. Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.			
5.3. The organisation pays particular attention to the needs of children and young people with disability, children and young people from			

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culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.			
5.4. The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.			

Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
<p>6.1. Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.</p> <p>Considerations</p> <ul style="list-style-type: none"> How do you recruit staff and volunteers? Is there a typical profile of the people attracted to a position in your organisation? Are there any challenges to child safety with this profile that need to be managed? 			
<p>6.2. Relevant staff and volunteers have current working with children checks or equivalent background checks.</p> <p>Considerations</p> <ul style="list-style-type: none"> Were all adults properly screened for appropriateness to engage with children before joining the organisation? 			
<p>6.3. All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.</p>			
<p>6.4. Ongoing supervision and people management is focused on child safety and wellbeing.</p>			

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Standard 7: Processes for complaints and concerns are child focused

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
7.1. The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.			
7.2. Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.			
7.3. Complaints are taken seriously, and responded to promptly and thoroughly.			
7.4. The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.			
7.5. Reporting, privacy and employment law obligations are met.			

Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
8.1. Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.			
8.2. Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.			
8.3. Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.			
8.4. Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.			

Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
<p>9.1. Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.</p> <p>Considerations</p> <ul style="list-style-type: none"> • What platforms, software or other services do you use? • How do people in your organisation engage with children and young people online? • Have you set clear expectations for behaviour by adults and children online? • Has your organisation shared information with children on how to stay safe online? • What policies and procedures are in place to protect privacy? • Do you have clear processes in place to report online abuse? • Is activity by adults and children online supervised? 			
9.2. The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.			
9.3. Risk management plans consider risks posed by organisational			

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settings, activities, and the physical environment.			
<p>9.4. Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.</p> <p>Considerations</p> <ul style="list-style-type: none">• Have you screened the appropriateness of this contractor to engage with children?			

Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
10.1. The organisation regularly reviews, evaluates and improves child safe practices.			
10.2. Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.			
10.3. The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.			

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

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
11.1. Policies and procedures address all Child Safe Standards.			
11.2. Policies and procedures are documented and easy to understand.			
11.3. Best practice models and stakeholder consultation informs the development of policies and procedures.			
11.4. Leaders champion and model compliance with policies and procedures.			
11.5. Staff and volunteers understand and implement policies and			

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procedures.			
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