

It is important to remember that completing this checklist **does not** guarantee compliance with the child safe standards. Ongoing action and attention to child safe practices will be required. [Click here](#) to view the initial steps that you can take to get started on your child safety journey.

Each child safe item within the checklist aims to provide a basis for your organisation to begin developing a child safe culture.

### How To Use The Checklist

We know getting started can be one of the hardest parts of the child safe journey. This checklist aims to guide your organisation through the process and help to make things less overwhelming. Items are listed in a progressive order, but you can adapt the sequence to best suit your organisations circumstances.

Once you have completed the checklist, complete the [Child Safety Comprehensive Review Template](#) with your organizations Child Safety Sub-committee

We recommend you:

1. Review the checklist and suggested resources to gain an understanding child safe sport,
2. Ensure child safety is a standing item for all of your upcoming meetings – make it the first thing you discuss,
3. Focus on actions in bite-sized chunks, and
4. Aim for key achievements over a 12 month period.

*This resource is supported by the Victorian Government.*

*This document was developed utilising and adapting content from:*

*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>

*VicSport (2022), Getting Started Review Checklist <https://member-zone.s3.amazonaws.com/vicsport/uploads/CSS---Getting-Started-Review-Checklist.docx>*

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### DISCLAIMER:

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- Read, Discuss and Understand the 11 Standards
- Commitment from Leaders
- Develop a Sub-Committee or Working Group
- Build Your Plan
- Train & Educate
- Child Safe Policy
- Child Safe Code of Conduct
- The Right People
- Inform, Engage and Support your Community
- Have CYP friendly information
- Embed child safe sport in your organisation
- Review your progress

Information, resources and links for each step can be found on the following pages.

**NOTE:** *Completing this checklist **DOES NOT** make your organisation compliant with the Standards. It is designed to help your organisation get started on your child safe sport journey.*

**Read, Discuss and Understand the 11 Standards**

This will be vital to helping you understand why we have the standards, but also to explain to others the importance of this work. It will appear overwhelming when you first read it, but there is lots of support available. Break things into small chunks and work through them one at a time.

**Resources:** [Netball Victoria Child Safeguarding Resources Hub](#)  
[Netball Victoria Child Safeguarding Webinar Series – Introduction to the 11 Child Safety Standards recording](#)  
[11 Child Safety Standards Fact Sheets](#)  
[New Child Safe Standards Information Sheet](#)  
[Commission for Children & Young People webpage](#)

**Commitment from Leaders**

Commitment from leaders at all levels, including the Board/Committee is vital to successfully creating a child safe culture. It needs to be a top priority within your organisation and should be an ongoing discussion point at all meetings. Committing to a zero-tolerance approach to abuse and discrimination also assists with establishing values, behavioural expectations and practices to build a child safe culture. Committed leadership also ensures there are enough people and resources available to achieve your plan of action.

Your organisation may consider adopting Netball Victoria's Commitment to Child Safety, which is listed below.

*Netball Victoria's Commitment to Child Safety - Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care.*

*Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered.*

*We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.*

**Develop a Sub-Committee or Working Group**

A sub-committee or working group helps to share the workload and provide an opportunity for a range of individuals to get involved. A group can help identify ways to do things differently or notice issues that might not have been considered.

**Resource:** [Child Safe Working Group Terms of Reference Template](#)

**Build Your Plan**

A plan will be crucial to guiding you through the implementation process and assisting with the change required for success. Ensure you use SMART goals and assign timelines to relevant individuals. You can even use this checklist to help guide you with your first plan.

**Resources:** [Child Safety Action Plan](#)  
[SMART Goals](#)

[Change Management Guidance](#)

## Train & Educate

Undertaking child safe training is a great place to start your child safe sport journey. It is something all board, staff and volunteers should complete, regardless of their role. There are a range of providers available that can offer training in a variety of formats. Ensure you review the provider to assess their suitability for your organisation aims. Your State or National Sporting Organisation may offer sport-specific training, so be sure to ask!

### Resources:

[Play by the Rules & Sport Integrity Australia eLearning Hub](#) houses the following free online courses:

Child Protection & Safeguarding Course	Child Safeguarding in Sport Induction
Complaint Handling	Harassment and Discrimination
LGBTI+ Inclusive Club	Inclusive Coaching

[Australian Human Rights Commission](#) - Child Safe Organisations e-learning modules<sup>1</sup>

## Child Safe Policy

A child safe policy creates a foundation for a child safe environment by clearly documenting how your organisation will meet its duty of care to children. It makes a commitment to child safety clear to people in your organisation, children and families and the community. Check with your State or National sport organisation to see if they have a policy your organisation can align with or adopt.

Resources: [Netball Victoria Child Safety Policy](#)  
[Netball Victoria Child Safety Policy User Guide](#)

## Child Safe Code of Conduct

A child safe code of conduct sets clear expectations for appropriate behaviour with children. Detailing what is and is not acceptable conduct and behaviour ensures individuals in your organisation have clear boundaries and understand what will happen if they do not comply. Check with your State or National sport organisation to see if they have a code of conduct your organisation can align with or adopt.

Resources: [Netball Victoria Child Safety Code of Conduct](#)  
[Netball Victoria Child Safety Code of Conduct – What does the committee need to know?](#)  
[Netball Victoria Child Safety Code of Conduct – What do teens need to know?](#)  
[Netball Victoria Child Safety Code of Conduct – What do parents & carers need to know?](#)  
[Netball Victoria Child Safety Code of Conduct – What do officials need to know?](#)

## The Right People

Effectively screening people in your organisation helps to reduce the risk of child abuse. One of the most commonly used tools is a Working with Children Check, but this isn't your only option. For example, consider child safe statements in your position advertisements and questions as part of your interviews. Requirements for supervision and professional development also help.

Resources: [Child Safe Recruitment & Screening Guide](#) [Working With Children Check information](#)

## Inform, Engage and Support your Community

Child safety is everyone's responsibility. It's vital your organisation provides members and affiliates with information and support as much as possible. Spread the message, let them know what your organisation is doing and how they can get involved.

Resources: [Netball Victoria Child Safeguarding Resource Hub](#)  
[Netball Victoria Child Safeguarding Introductory Pack](#)

<sup>1</sup> Training aligns with the National Child Safe Principles.

### Have CYP friendly information

Children and young people (CYP) are at the heart of what we do, so it's important they can understand their rights, how to have a say and who to speak to. When developing policies, resources and information, have CYP involved throughout the process to ensure it's appropriate. Parents, carers and communities should also be involved.

Resources: [Child Safe Teens Guide](#) [Child Safe Parents Guide](#)

### Embed child safe sport in your organisation

To achieve successful change, your organisation needs to make child safety an everyday activity. As you work each day, consider what you are doing from the perspective of child safety and ask, "How can we make things safer?".

- Developing a new strategic plan or operational plan? Have child safety as one of your key aims.
- Running an event? Think about how you recruit volunteers, provide information to participants and their families, look through the facilities for areas of concern.
- Is there a conference or forum coming up? Make child safety one of the key sessions of the event.

Resources: [Change Management Guidance](#)

### Review your progress

Regular review contributes to a culture of continuous improvement. It ensures the safety of CYP in your sport remains at the forefront of what you do. Reviewing your progress helps to identify what works well and how you can strengthen your approach. Input from CYP, their families, carers and communities will also assist with identifying new opportunities.

Resources: [Comprehensive Review Template](#) [Action Plan](#)

## Where to from here?

Great work! Well done on undertaking the first phase of your child safe journey. Your organisation has made a great start. If you are ready to expand your child safe work in order to meet the Standards, we suggest the following:

1. Keep child safe sport a standing agenda item at meetings to ensure you regularly review your progress and check in with each other.
2. Report on your progress to members on a regular basis to keep everyone informed. This could be via meetings, social media posts, newsletter articles or a website blog.
3. Review your progress in 12 months time.

## Remember:

- Developing a child safe culture is not a one-off exercise. This requires ongoing effort and commitment from everyone in your organisation to make sport as safe and fun for children and young people as possible.
- It is a legal requirement for all organisations providing a service to children within Victoria.
- Completing this checklist does not make you compliant with the Standards.

**Further Information:**

You aren't alone. For information or assistance, contact Netball Victoria, Regional Sport Assembly or Local Government Agency.

Vicsport also has resources and information available. Contact us via:

[memberservices@netballvic.com.au](mailto:memberservices@netballvic.com.au)   <https://vic.netball.com.au/child-safeguarding-resource-hub>