ACTION PLAN TEMPLATE

CHILD SAFETY RESOURCES

Using the entries made in your opportunities & comments column 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.

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.

For assistance, contact the Member Services team at Netball Victoria at memberservices@netballvic.com.au.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.***