|  |
| --- |
| Child Safe Standards - assessment tool |
| For organisations regulated by the Department of Families, Fairness and Housing  |



Knowledge and experience:

* The person/s undertaking the assessment should be familiar with the Child Safe Standards including the minimum requirements and the aspect of the system being assessed.
* It is recommended that more than one person helps to complete this self-assessment exercise. Ideally, this tool should be completed in conjunction with people across all levels of the organisation who are knowledgeable about the day-to-day activities, policies, procedures and staff and volunteer experiences in the organisation.

\*Note: An understanding of the compliance indicators and definitions outlined in the Commission for Children and Young Peoples 'A guide for creating a Child Safe Organisation' may be useful in helping you work through this self-assessment exercise. This resource can be found on their website here: [https://ccyp.vic.gov.au/resources/child-safe-standards/.](https://ccyp.vic.gov.au/resources/child-safe-standards/)

Organisation name:

|  |
| --- |
| **Organisational overview**Capture an overview of your organisation including organisational structure, number of staff, key roles, responsibilities and governance, locations and services delivered and the typical age of children and young people accessing your services. |
|  |

|  |  |
| --- | --- |
| **Standard 1** | **Relevant entities establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.**In complying with Child Safe Standard 1, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **1.1** | A child’s ability to express their culture and enjoy their cultural rights is encouraged and actively supported. | Choose an item. |  | 1. 2.  |
| **1.2** | Strategies are embedded within the relevant entity 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. | Choose an item. |  |  |
| **1.3** | Measures are adopted by the relevant entity to ensure racism within the relevant entity is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.  | Choose an item. |   |   |
| **1.4** | The relevant entity actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families. | Choose an item. |   |   |
| **1.5** | All of the relevant entity’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. | Choose an item. |   |   |

|  |  |
| --- | --- |
| **Standard 2** | **Child safety and wellbeing is embedded in organisational leadership, governance and culture.**In complying with Child Safe Standard 2, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **2.1** | The relevant entity makes a public commitment to child safety.  | Choose an item. |   |   |
| **2.2** | A child safe culture is championed and modelled at all levels of the relevant entity from the top down and bottom up.  | Choose an item. |   |   |
| **2.3** | Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.  | Choose an item. |   |   |
| **2.4** | A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.  | Choose an item. |   |   |
| **2.5** | Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.  | Choose an item. |   |   |
| **2.6** | Staff and volunteers understand their obligations on information sharing and recordkeeping. | Choose an item. |   |   |

|  |  |
| --- | --- |
| **Standard 3** | **Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.**In complying with Child Safe Standard 3, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **3.1** | Children and young people are informed about all of their rights, including to safety, information and participation.  | Choose an item. |  |  |
| **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. | Choose an item. |   |   |
| **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.  | Choose an item. |   |   |
| **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. | Choose an item. |   |   |
| **3.5** | Relevant entities have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people. | Choose an item. |   |   |
| **3.6** | Relevant entities provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement. | Choose an item. |   |   |

|  |  |
| --- | --- |
| **Standard 4** | **Families and communities are informed and involved in promoting child safety and wellbeing.**In complying with Child Safe Standard 4, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **4.1** | Families participate in decisions affecting their child.  | Choose an item. |  |  |
| **4.2** | The relevant entity engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.  | Choose an item. |   |   |
| **4.3** | Families and communities have a say in the development and review of the relevant entity’s policies and practices. Families, carers and the community are informed about the relevant entity’s operations and governance. | Choose an item. |   |   |

|  |  |
| --- | --- |
| **Standard 5** | **Equity is upheld and diverse needs respected in policy and practice.** In complying with Child Safe Standard 5, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **5.1** | The relevant entity, including staff and volunteers, understands children and young people’s diverse circumstances, and provides support and responds to those who are vulnerable. | Choose an item. |   |   |
| **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. | Choose an item. |   |   |
| **5.3** | The relevant entity pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.  | Choose an item. |   |   |
| **5.4** | The relevant entity pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them. | Choose an item. |   |   |

|  |  |
| --- | --- |
| **Standard 6** | **People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.** In complying with Child Safe Standard 6, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **6.1** | Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.  | Choose an item. |   |   |
| **6.2** | Relevant staff and volunteers have current working with children checks or equivalent background checks.  | Choose an item. |   |   |
| **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.  | Choose an item. |   |   |
| **6.4** | Ongoing supervision and people management is focused on child safety and wellbeing. | Choose an item. |   |   |

|  |  |
| --- | --- |
| **Standard 7** | **Processes for complaints and concerns are child-focused.**In complying with Child Safe Standard 7, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **7.1** | The relevant entity 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.  | Choose an item. |   |   |
| **7.2** | Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.  | Choose an item. |   |   |
| **7.3** | Complaints are taken seriously and responded to promptly and thoroughly. | Choose an item. |   |   |
| **7.4** | The relevant entity 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.  | Choose an item. |   |   |
| **7.5** | Reporting, privacy and employment law obligations are met. | Choose an item. |   |   |

|  |  |
| --- | --- |
| **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.**In complying with Child Safe Standard 8, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **8.1** | Staff and volunteers are trained and supported to effectively implement the relevant entity’s child safety and wellbeing policy.  | Choose an item. |   |   |
| **8.2** | Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.  | Choose an item. |   |   |
| **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.  | Choose an item. |   |   |
| **8.4** | Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.  | Choose an item. |   |   |

|  |  |
| --- | --- |
| **Standard 9** | **Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.**In complying with Child Safe Standard 9, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **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.  | Choose an item. |   |   |
| **9.2** | The online environment is used in accordance with the relevant entity’s Code of Conduct and child safety and wellbeing policy and practices.  | Choose an item. |   |   |
| **9.3** | Risk management plans consider risks posed by organisational settings, activities, and the physical environment.  | Choose an item. |   |   |
| **9.4** | Relevant entities that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people. | Choose an item. |   |   |

|  |  |
| --- | --- |
| **Standard 10** | **Implementation of the Child Safe Standards is regularly reviewed and improved.**In complying with Child Safe Standard 10, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **10.1** | The relevant entity regularly reviews, evaluates and improves child safe practices. | Choose an item. |   |   |
| **10.2** | Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.  | Choose an item. |   |   |
| **10.3** | The relevant entity reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.  | Choose an item. |   |   |

|  |  |
| --- | --- |
| **Standard 11** | **Policies and procedures document how the organisation is safe for children and young people.**In complying with Child Safe Standard 11, a relevant entity must, at a minimum, ensure: |

| **Minimum Requirements** | **Result** | **Evidence/Comments** | **Recommended Action/s** |
| --- | --- | --- | --- |
| **11.1** | Policies and procedures address all Child Safe Standards. | Choose an item. |   |   |
| **11.2** | Policies and procedures are documented and easy to understand.  | Choose an item. |   |   |
| **11.3** | Best practice models and stakeholder consultation informs the development of policies and procedures. | Choose an item. |   |   |
| **11.4** | Leaders champion and model compliance with policies and procedures.  | Choose an item. |   |   |
| **11.5** | Staff and volunteers understand and implement policies and procedures. | Choose an item. |  |  |

|  |
| --- |
| To receive this document in another format, email Child Safe Orgs <childsafeorgs@dffh.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Families, Fairness and Housing, August 2023.In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.**ISBN** 978-1-76130-224-4 **(pdf/online/MS word)**Available at [Resources for Child Safe Standards](https://providers.dffh.vic.gov.au/resources-child-safe-standards) <https://providers.dffh.vic.gov.au/resources-child-safe-standards> |