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| Child Safe Standards – self assessment tool |
| For in-scope health organisations regulated by the Department of Health |
| OFFICIAL |

This tool should be used in conjunction with the [Child Safe Standards Implementation and Compliance Guide](https://www.health.vic.gov.au/sites/default/files/2022-10/Child%20Safe%20Standards%20implementation%20and%20compliance%20guide%20%28Health%29.docx) <https://www.health.vic.gov.au/sites/default/files/2022-10/Child%20Safe%20Standards%20implementation%20and%20compliance%20guide%20%28Health%29.docx>.

Where a document is referenced as evidence, update the document mapping tool at Appendix A.

# Name of organisation:

## 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:

* 1. A child’s ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
	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.
	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.
	4. The relevant entity actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
	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.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
| --- | --- | --- | --- | --- |
| **1a** | The organisation displays a public commitment to the cultural safety of Aboriginal people (1.1, 1.4, 1.5) | Choose an item. |  | 1. 2.3. |
| **1b** | Resources and information are readily available for Aboriginal children and their families regarding their cultural rights (1.1, 1.4) | Choose an item. |  |  |
| **1c** | Leadership meeting agendas and minutes contain items and discussion relating to cultural safety (1.1, 1.3) | Choose an item. |  |  |
| **1d** | Organisational training plan contains events relating to cultural safety (1.2) | Choose an item. |  |  |
| **1e** | Organisational policies reflect the commitment to Aboriginal children and providing a culturally safe space including in online environments (1.1, 1.2, 1.3, 1.4, 1.5) | Choose an item. |  |  |
| **1f** | Organisational Code of Conduct includes behaviour expectations, including racism is not tolerated and all people are able to express their cultural rights. (1.1, 1.3) | Choose an item. |  |  |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 1.** |
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## 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:

* 1. The relevant entity makes a public commitment to child safety.
	2. A child safe culture is championed and modelled at all levels of the relevant entity from the top down and bottom up.
	3. Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.
	4. A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
	5. Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
	6. Staff and volunteers understand their obligations on information sharing and recordkeeping.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
| --- | --- | --- | --- | --- |
| **2a** | The organisation displays a public commitment to child safety on their website and within their facility (2.1) | Choose an item. |  |  |
| **2b** | Organisation has a Child Safety and Wellbeing Policy or includes the following elements within existing policies:* public commitment to child safety
* expectations and practices of each Standard

(2.3) | Choose an item. |   |   |
| **2c** | Staff and volunteer Code of Conduct that includes clear expectations regarding interactions with children (2.4) | Choose an item. |   |   |
| **2d** | Organisational training plan where child safety policies are raised, Code of Conduct discussed (2.6) | Choose an item. |   |   |
| **2e** | Leadership meeting agendas and minutes where child safety policies and matters are raised, Code of Conduct discussed (2.2, 2.3) | Choose an item. |   |   |
| **2f** | Staff meeting agendas where child safety matters are raised, Code of Conduct discussed (2.2, 2.4) | Choose an item. |   |   |
| **2g** | Risk management plans and registers relating to child safety (2.5) | Choose an item. |   |   |
| **2h** | Records showing that policies have been reviewed and updated (2.6) | Choose an item. |   |   |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 2.** |
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## 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:

* 1. Children and young people are informed about all of their rights, including to safety, information and participation.
	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. 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.
	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.
	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.
	6. Relevant entities provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
| --- | --- | --- | --- | --- |
| **3a** | Age-appropriate and easy to understand resources that are easily available and includes information on a child’s rights, safety, appropriate behaviour by adults and children and how to raise concerns and complaints (3.1) | Choose an item. |  |  |
| **3b** | The organisation’s policies and procedures promote children’s empowerment and participation (3.1, 3.4, 3.5, 3.6) | Choose an item. |  |  |
| **3c** | The organisation’s policies and procedures incorporate the rights of children (3.1, 3.4, 3.5, 3.6) | Choose an item. |  |  |
| **3d** | Organisational training plan (see Standard 8 for further details) contains events discussing the rights of children (3.4, 3.5) | Choose an item. |  |  |
| **3e** | Meeting agendas and minutes where the rights of children are discussed (3.4) | Choose an item. |  |  |
| **3f** | Feedback responses and receipt of concerns and complaints from children (3.6) | Choose an item. |  |  |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 3.** |
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## 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:

* 1. Families participate in decisions affecting their child.
	2. The relevant entity engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.
	3. Families and communities have a say in the development and review of the relevant entity’s policies and practices.
	4. Families, carers and the community are informed about the relevant entity’s operations and governance.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
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| **4a** | Child safety information is easily accessible for families, carers and the community, including how to report concerns and complaints (4.1, 4.2, 4.4) | Choose an item. |  |  |
| **4b** | Register of feedback, concerns and complaints and actions taken (4.3, 4.4) | Choose an item. |  |  |
| **4c** | Updated policies and procedures incorporating how the organisation involves families, carers and the community (4.2) | Choose an item. |  |  |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 4.** |
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## 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:

* 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.
	2. Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.
	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.
	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.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
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| **5a** | Policies and Code of Conduct include:* commitment to equity and inclusion
* how diverse needs of children will be respected and recognised
* how participation of children will occur within the organisation (where practicable)

(5.1, 5.3, 5.4) | Choose an item. |  |  |
| **5b** | Resources are available in a diverse range of styles, formats and languages as needed (5.2) | Choose an item. |  |  |
| **5c** | Organisational training plan contains events relating to cultural diversity and equity (5.1) | Choose an item. |  |  |
| **5d** | Staff meeting agendas where the diversity and equity are discussed (5.1) | Choose an item. |  |  |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 5.** |
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## 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:

* 1. Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.
	2. Relevant staff and volunteers have current working with children checks or equivalent background checks.
	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.
	4. Ongoing supervision and people management is focused on child safety and wellbeing.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
| --- | --- | --- | --- | --- |
| **6a** | Records of employment advertising includes the organisation’s commitment to child safety and wellbeing (6.1) | Choose an item. |  |  |
| **6b** | Relevant position descriptions include information regarding child safety requirements (6.1) | Choose an item. |  |  |
| **6c** | Records of recruitment processes including:* pre-employment screening activities
* interview questions, including suitability to work with children questions as required

(6.1, 6.2) | Choose an item. |  |  |
| **6d** | Employee records include relevant registrations, Working with Children and/or Police checks and expiry dates (6.2) | Choose an item. |  |  |
| **6e** | Recruitment and induction policies and procedures include child safety measures (6.1, 6.3) | Choose an item. |  |  |
| **6f** | Staff induction plan contains child safety policies and procedures (6.3) | Choose an item. |  |  |
| **6g** | Organisational training plan contains events on recruiting appropriate staff and volunteers to work with children (6.1, 6.4) | Choose an item. |  |  |
| **6h** | Staff meeting agendas and minutes where recruiting appropriate staff and volunteers to work with children are discussed (6.1, 6.4) | Choose an item. |  |  |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 6.** |
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## 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:

* 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.
	2. Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.
	3. Complaints are taken seriously and responded to promptly and thoroughly.
	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.
	5. Reporting, privacy and employment law obligations are met.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
| --- | --- | --- | --- | --- |
| **7a** | Complaints policy is easy to understand, culturally safe, accessible and child-focused and includes:* Alleged abuse and harm of children
* Breaches of Code of Conduct
* Managing risks
* Support for all parties
* Record keeping

(7.1, 7.2, 7.3, 7.4, 7.5) | Choose an item. |  |  |
| **7b** | Children, staff, volunteers, parents, carers and the community are provided easily accessible information on how to raise a child safety concern and complaint (7.1, 7.2) | Choose an item. |  |  |
| **7c** | Organisational training plan contains events where complaint policies and procedures are discussed (7.1, 7.3, 7.4) | Choose an item. |  |  |
| **7d** | Complaints are taken seriously and responded to promptly and appropriately (7.1, 7.2, 7.3, 7.4, 7.5) | Choose an item. |  |  |
| **7e** | Staff member(s) are identified as Child Safety Officers (7.1, 7.3, 7.4) | Choose an item. |  |  |
| **7f** | Policies and procedures are updated to reflect reporting requirements and how the organisation responds to child safety concerns and complaints (7.5) | Choose an item. |  |  |
| **7g** | Organisational leadership approve child safety policies and complaints and reporting procedures (7.1) | Choose an item. |  |  |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 7.** |
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## 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:

* 1. Staff and volunteers are trained and supported to effectively implement the relevant entity’s child safety and wellbeing policy.
	2. Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.
	3. Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.
	4. Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
| --- | --- | --- | --- | --- |
| **8a** | Organisational training plan (including topics) and attendee register and completion records (8.1, 8.2, 8.3, 8.4) | Choose an item. |  |  |
| **8b** | Leadership meeting agendas and minutes where child safety training requirements and matters are discussed (8.1, 8.2, 8.3, 8.4) | Choose an item. |  |  |
| **8c** | Staff meeting agendas and minutes where child safety training matters are discussed (8.1, 8.2, 8.3, 8.4) | Choose an item. |  |  |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 8.** |
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## 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:

* 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.
	2. The online environment is used in accordance with the relevant entity’s Code of Conduct and child safety and wellbeing policy and practices.
	3. Risk management plans consider risks posed by organisational settings, activities, and the physical environment.
	4. Relevant entities that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
| --- | --- | --- | --- | --- |
| **9a** | Risk assessment and management plan includes child safety risks (9.1, 9.3) | Choose an item. |  |  |
| **9b** | Document reviews and audits of risk assessment and management plans and actions (9.3) | Choose an item. |  |  |
| **9c** | Organisational training plan contains events relating to risk management for child safety (9.1) | Choose an item. |  |  |
| **9d** | Updated policies and Code of Conduct relating to how the organisation keeps children safe from risks (9.2, 9.3) | Choose an item. |  |  |
| **9e** | Third-party contracts and terms include child safety requirements (9.4) | Choose an item. |  |  |
| **9f** | Leadership meeting agendas and minutes where child safety risks are discussed and actioned (9.1) | Choose an item. |  |  |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 9.** |
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## 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:

* 1. The relevant entity regularly reviews, evaluates and improves child safe practices.
	2. Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.
	3. The relevant entity reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
| --- | --- | --- | --- | --- |
| **10a** | All policies and procedures have a regular review period indicated in the document. (10.1) | Choose an item. |  |  |
| **10b** | Reports document any child safety and wellbeing concerns and outcomes (10.2, 10.3) | Choose an item. |  |  |
| **10c** | Findings and actions taken in response to reviews are shared with staff, volunteers, children, families and communities (10.3) | Choose an item. |  |  |
| **10d** | Leadership meeting agendas and minutes where policies and procedures are reviewed (10.3) | Choose an item. |  |  |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 10.** |
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## 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:

* 1. Policies and procedures address all Child Safe Standards.
	2. Policies and procedures are documented and easy to understand.
	3. Best practice models and stakeholder consultation informs the development of policies and procedures.
	4. Leaders champion and model compliance with policies and procedures.
	5. Staff and volunteers understand and implement policies and procedures.

|  | **Compliance indicators** | **Result** | **Evidence/Comments** | **Actions/Recommendations** |
| --- | --- | --- | --- | --- |
| **11a** | Policies that set out the organisation’s expectations regarding child safety and wellbeing and incorporate the requirements of the Child Safe Standards (11.1, 11.2) | Choose an item. |  |  |
| **11b** | Code of Conduct includes expected behaviour and responsibilities of staff regarding child safety and wellbeing and consequences for breaches (11.1, 11.2) | Choose an item. |  |  |
| **11c** | Leadership meeting agendas and minutes where implementation of child safety policies, codes of conduct and procedures are discussed (11.3, 11.4, 11.5) | Choose an item. |  |  |

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| **A description of how the information provided demonstrates that activities, processes, systems are in place to meet compliance with Standard 11.** |
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# Appendix A

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| Child Safe Standards – document mapping tool |
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| For in-scope health organisations regulated by the Department of Health |

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| No. | Document title | AttachedY/N | Standard 1 | Standard 2 | Standard 3 | Standard 4 | Standard 5 | Standard 6 | Standard 7 | Standard 8 | Standard 9 | Standard 10 | Standard 11 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *e.g., Code of Conduct* | *Y* | *1.1, 1.3* | *2.4* |  |  | *5.1, 5.3, 5.4* |  |  |  | *9.2, 9.3* | *10.1* | *11.1, 11.2* |
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