



# Is your service child safe?

A checklist you'll want to bookmark

The Victorian Child Safe Standards have been in effect since January 2016 and are compulsory for all education and care services. Use this checklist to make sure your service is child safe.

## Child Safe Standard

## What your service can do to comply

**1** *Strategies to embed an organisational culture of child safety, including through effective leadership arrangements*

- Carry out a child safety audit at [providers.dhhs.vic.gov.au](http://providers.dhhs.vic.gov.au) > For funded agencies > Creating child safe organisations > Child Safe Standards > Resources for Child Safe Standards > Resource 1A: Self audit tool (word)
- Review existing policies and practices (if you need help, get in touch with CCC on (03) 9486 3455)
- Include child safety and procedures as regular agenda items at meetings
- Develop risk management strategies and implementation plans

**2** *A Child Safe Policy or Statement of Commitment to Child Safety*

- Write a Child Safety and Wellbeing Policy – a sample policy can be found at [www.cryp.vic.gov.au](http://www.cryp.vic.gov.au)

## Child Safe Standard

## What your service can do to comply

**3** *A code of conduct that establishes clear expectations for appropriate behaviour with children*

- Develop a code of conduct that provides all staff and volunteers with a clear set of principles about how they should behave with children – a sample code of conduct can be found at [www.cryp.vic.gov.au](http://www.cryp.vic.gov.au)

**4** *Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel*

- Include child safe responsibilities in all position descriptions
- Ensure that recruitment processes include face-to-face interviews, documented employee reference checks and police record checks
- Implement culturally inclusive recruitment practices
- Include interview questions that uncover an applicant's understanding of child safety

**5** *Processes for responding to and reporting suspected child abuse*

- Ensure organisational charts detail reporting lines and accountability
- Ensure staff, volunteers, families and children know how to report abuse allegations

**6** *Strategies to identify and reduce or remove risks of child abuse*

- Include child safety in communications with parents
- Ensure staff and volunteers are aware of the risk of child abuse, how to identify inappropriate behaviours in other adults, indicators of abuse in children, and how to respond
- Ensure physical environments are visually inclusive, welcoming, and promote cultural safety
- Include an Acknowledgement of Country at each meeting or event

**7** *Strategies to promote the participation and empowerment of children*

- Provide children with culturally appropriate and accessible information about what child abuse is, their rights to make decisions about their body and privacy, the fact that no one has the right to injure them, and how they can raise concerns about abuse
- Provide training to ensure staff, volunteers, children and young people have a sound knowledge of children's rights, including their rights to feel safe and be heard
- Ensure all children – in particular, Aboriginal children, children from CALD backgrounds and children with a disability – are involved in all activities

**i** **Require further training?**  
**Community Child Care Association can come to you – we tailor learning sessions to meet your service needs and quality improvement goals.**  
 Call us for chat on (03) 9486 3455 and visit our website [www.cccinc.org.au](http://www.cccinc.org.au)