

## Appendix A – Self-audit tool

This self-audit tool is designed to help organisations assess their progress in meeting the child safe standards and becoming a child safe organisation.

For further information or to seek clarity on the standards or what your organisation needs to do to meet them, please contact the Department of Health and Human Services:

[Department of Health and Human Services website <www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations>](http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations).

**Email:** [childsafestandards@dhhs.vic.gov.au](mailto:childsafestandards@dhhs.vic.gov.au)

**Phone:** 9096 0000 or 1300 650 172

**DISCLAIMER:** This tool provides general guidance only on the child safe standards. The department does not guarantee that the examples provided in this document are sufficient for the purposes of an organisation's compliance with existing regulatory or government funding requirements.

## The child safe standards self-audit tool

**Name** (person completing audit):

**Position:**

**Contact details:**

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

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Child safety is a core part of public and internal messaging.					
Policies and practices exist that prioritise child safety and promote shared responsibility – not just at a leadership level – by outlining all staff responsibilities.					
A culture exists of supporting cultural safety for Aboriginal children, cultural safety for culturally and/or linguistically diverse children and the safety of children with a disability.					
Policies include the steps staff, volunteers, children or their families should take if they have concerns about the organisation's leadership in regard to child safety.					
A culture exists in which staff, volunteers, children and families feel comfortable and supported when talking about any child safety concerns.					

**Standard 2: A child safe policy or statement of commitment to child safety**

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
The organisation has a child safe policy or statement of commitment, which is accessible to the public.					
The policy or statement of commitment includes the organisation's commitment to Aboriginal cultural safety, culturally and/or linguistically diverse cultural safety and the safety of children with a disability respectively.					
All staff and volunteers are aware of the organisation's commitment to child safety and their duty of care requirements.					

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

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Appropriate safe behaviour with children is clearly defined in a code of conduct which is accessible and understood by staff, volunteers, families and children.					
Staff, volunteers, families and children understand safe behaviour and relationships with Aboriginal children, culturally and/or linguistically diverse children and children with a disability respectively.					
Procedures for dealing with identified child safety risks or breaches of the code of conduct are clearly communicated and understood.					

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

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Interviews, reference checks and Working With Children Checks (where necessary) <sup>1</sup> are undertaken for staff and volunteers.					
Recruitment processes select appropriate staff and volunteers, and discourage inappropriate staff entering the organisation.					
The organisation actively encourages applications from Aboriginal peoples and people from a culturally and/or linguistically diverse background.					
Staff and volunteers are trained in child safety, and understand and practice appropriate behaviour, including with Aboriginal children, culturally and/or linguistically diverse children and children with a disability respectively.					

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

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Staff and volunteers are aware of actions they should take in the event of an incident or allegation, including the type of contact that should be reported, who is responsible for reporting and to whom the report should be made.					

<sup>1</sup> The child safe standards are not intended to expand the existing categories of employees and volunteers requiring a Working with Children Check.

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
If child abuse alleged/suspected, all legal requirements for reporting to authorities complied with (eg police and/or child protection).					
Disciplinary processes, that are clearly defined and understood by all staff and volunteers, are adhered to when necessary.					
The organisation understands that if an allegation of abuse concerns an Aboriginal child, culturally and/or linguistically diverse child or child with a disability, particular measures should be taken to support the child.					
All breaches of child safe policies and procedures are appropriately managed, including adhering to all mandatory requirements (e.g. professional codes of conduct) and other matters of law, and suspending (where necessary to ensure alleged victims' safety) staff or volunteers while allegations are investigated.					

**Standard 6: Strategies to identify and reduce or remove the risk of abuse**

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Situational risks are considered and understood by all personnel.					
Risk management approaches are regularly reflected on and improved.					

**Standard 7: Strategies to promote the participation and empowerment of children.**

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Reporting procedures are accessible for all children.					
Children understand how to report an allegation of abuse or concern for their safety to the organisation and external bodies (for example, the police and/or child protection).					
Children feel safe, empowered and taken seriously if they raise concerns.					
Measures are taken to promote the cultural safety of Aboriginal children, the cultural safety of culturally and/or linguistically diverse children and the safety of children with a disability.					