

Child Safe Standards Checklist

Principle of inclusion

ACTIONS

✓ The **school** takes account of and makes reasonable efforts to accommodate the diversity of all children in implementing the Child Safe Standards

Examples of how to demonstrate 'reasonable efforts' may include:

- Significant cultural events such as NAIDOC week are noted and/or celebrated
- Training for school staff on supporting diverse families
- Child safety information sessions to students and families from diverse backgrounds
- School leadership takes account of diversity when making decisions regarding the Child Safe Standards

✓ The [Child Safety Policy](#) refers to the diversity of all children, and specifically mentions Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

FURTHER GUIDANCE

- Page 4, [School Review: Information Resources for Schools, Regions and Reviewers](#)

MY SCHOOL'S ACTIONS

- Significant cultural events celebrated eg. Chinese New Year
- PD for staff on supporting diverse families
- 'Welcome To Country' recited each week at assembly

Child Safe Standard 1: Strategies to embed an organisational culture of child safety

ACTIONS

✓ The **school** develops, and the **Principal** approves strategies to embed an organisational culture of child safety

✓ The **school** (and **school council** where relevant) implements the strategies and informs the school community of them

✓ The school's strategies are included in its [Child Safety Policy](#).

Examples of strategies may include:

- Child safety is a regular agenda item at staff meetings and/or school council meetings
- Child safety is discussed in class, year level assemblies, or in school newsletters
- Staff have been allocated specific child safety-related roles and responsibilities
- The school has an action plan to address any identified gaps or areas for improvement.

FURTHER GUIDANCE

- [Strategies to embed a culture of child safety](#)
- [PROTECT poster](#)
- Page 6, [School Review: Information Resources for Schools, Regions and Reviewers](#)

MY SCHOOL'S ACTIONS

- Child Safety on every staff meeting agenda
- Child safety discussed in class and year levels
- Child safety training provided at School Council and Staff Meetings annually
- Welfare Team

Child Safe Standard 2: A child safety policy or statement of commitment to child safety

<p>ACTIONS</p> <ul style="list-style-type: none"> ✓ The school develops, and the Principal approves the Child Safety Policy. ✓ The Child Safety Policy is made publicly available <p>Examples of how to make the Policy publicly available may include:</p> <ul style="list-style-type: none"> ○ publishing on the school’s website ○ school newsletters ○ public display on school grounds. 	<p>FURTHER GUIDANCE</p> <ul style="list-style-type: none"> • Developing a child safety policy and Preparing a child safety policy • Page 7, School Review: Information Resources for Schools, Regions and Reviewers 	<p>MY SCHOOL’S ACTIONS</p> <ul style="list-style-type: none"> ○ Published on website ○ Discussed in newsletters ○ Posters in school grounds
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Child Safe Standard 3: A child safety code of conduct

<p>ACTIONS</p> <ul style="list-style-type: none"> ✓ The school develops, and the Principal approves a Child Safety Code of Conduct ✓ The school council approves the Code of Conduct (to the extent it applies to school council employees and members, unless delegated to the Principal) ✓ The Code of Conduct is made publicly available <p>Examples of how to make the Code publicly available may include:</p> <ul style="list-style-type: none"> ○ publishing on the school’s website ○ school newsletters ○ public display on school grounds. 	<p>FURTHER GUIDANCE</p> <ul style="list-style-type: none"> • Developing a Child Safety Code of Conduct • Page 9, School Review: Information Resources for Schools, Regions and Reviewers 	<p>MY SCHOOL’S ACTIONS</p> <ul style="list-style-type: none"> ○ Published on website ○ Discussed in newsletters ○ Posters in school grounds
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Child Safe Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse

<p>ACTIONS</p> <ul style="list-style-type: none"> ✓ The Principal ensures the school follows the Recruitment in Schools Guide to ensure the school’s hiring practices are child safe ✓ School councils (for school council employees, unless delegated to the Principal) ensure that selection, supervision and management practices are child safe, including: <ul style="list-style-type: none"> ○ Ensure that jobs involving child-connected work have a statement setting out the job’s requirements and duties regarding child safety ○ Inform applicants for jobs involving child-connected work about the school’s child safety practices (including the Code of Conduct) ○ Complete suitability checks for the preferred candidate ○ Ensure that appropriate supervision and support arrangements are in place ✓ The school follows their Volunteers policy ✓ The Child Safety Policy refers to the school’s recruitment, supervision and management practices in place to protect children. 	<p>FURTHER GUIDANCE</p> <ul style="list-style-type: none"> • HR Practices for a child safe environment 	<p>MY SCHOOL’S ACTIONS</p> <ul style="list-style-type: none"> ○ Ensure that jobs involving child-connected work have a statement setting out the job’s requirements and duties regarding child safety ○ Inform applicants for jobs involving child-connected work about the school’s child safety practices (including the Code of Conduct) ○ Complete suitability checks for the preferred candidate ○ Ensure that appropriate supervision and support arrangements are in place
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Child Safe Standard 5: Procedures for responding to and reporting suspected child abuse

ACTIONS

✓ The **school** develops, and the **Principal** approves a [Child Safety Responding and Reporting Obligations \(including Mandatory Reporting\) policy and procedures](#)

✓ The [Child Safety Responding and Reporting Obligations \(including Mandatory Reporting\) policy and procedures](#) are made publicly available and accessible

Examples of how to make the policy publicly available may include:

- publishing on the school's website
- school newsletters
- public display of the [Four Critical Actions](#) on school grounds.

FURTHER GUIDANCE

- [Identifying and Responding to All Forms of Abuse in Victorian Schools \[accessible\]](#)
- Page 9, [School Review: Information Resources for Schools, Regions and Reviewers](#)

MY SCHOOL'S ACTIONS

- publishing on the school's website
- school newsletters

Child Safe Standard 6: Strategies to identify and reduce or remove risks of child abuse

ACTIONS

✓ The **school** develops, implements, records, and monitors risk management strategies, for example by using a [Child Safety Risk Assessment Register](#), approved by the **Principal**

Examples of monitoring the effectiveness of the risk management strategies may include:

- The **Principal or another staff member** reviews the Child Safety Risk Assessment Register (or other document) annually to make sure it is effective, up to date and reflects any changes in the school's environment (e.g. a particular reporting process has changed, a new campus has opened, the Principal has been notified of a risk related to a school council activity, etc.)

✓ **At least annually**, the **school council** undertakes appropriate [guidance and training about child safety](#)

✓ **At least annually**, the **Principal** ensures appropriate guidance and training about child safety is provided to school staff

Examples of this training may include:

- Staff complete the online module [Protecting Children: Mandatory Reporting and Other Obligations](#)
- Staff watch the Commission for Children and Young People's video on [Creating a Child Safe Organisation](#)
- Staff review of [Identifying and Responding to All Forms of Abuse in Victorian Schools \[accessible\]](#)
- Other appropriate child safety guidance and training, undertaken annually.

FURTHER GUIDANCE

- [Strategies to identify and reduce or remove risks of child abuse](#)
- Page 10, [School Review: Information Resources for Schools, Regions and Reviewers](#)

MY SCHOOL'S ACTIONS

- The **Principal or another staff member** reviews the Child Safety Risk Assessment Register (or other document) annually to make sure it is effective, up to date and reflects any changes in the school's environment (e.g. a particular reporting process has changed, a new campus has opened, the Principal has been notified of a risk related to a school council activity, etc.)
- Staff complete the online module [Protecting Children: Mandatory Reporting and Other Obligations](#)
- Staff watch the Commission for Children and Young People's video on [Creating a Child Safe Organisation](#)
- Staff review of [Identifying and Responding to All Forms of Abuse in Victorian Schools \[accessible\]](#)
Other appropriate child safety guidance and training, undertaken annually.

Child Safe Standard 7: Strategies to promote child participation and empowerment

ACTIONS

- ✓ The **school** develops, and the **Principal** approves, strategies to deliver appropriate education about:
 - Standards of behaviour for students attending the school
 - Healthy and respectful relationships
 - Resilience; and
 - Child abuse awareness and prevention.
- ✓ The **school** promotes the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children

Examples of promoting the Child Safe

Standards may include:

- [PROTECT poster](#) is displayed in the school
- All Child Safe Standards documents are publicly available
- Children have access to some child safety materials designed for them (e.g. worksheets, posters)
- Students make and display their own child safety posters
- Child safety-related discussions are held at circle time in class.

FURTHER GUIDANCE

- [A guide to support Victorian Schools to meet Child Safe Standard 7 \[accessible\]](#)
- Page 12, [School Review: Information Resources for Schools, Regions and Reviewers](#)

MY SCHOOL'S ACTIONS

- Standards of behaviour for students attending the school
- Healthy and respectful relationships
- Resilience; and
- Child abuse awareness and prevention.
- [PROTECT poster](#) is displayed in the school
- All Child Safe Standards documents are publicly available
- Children have access to some child safety materials designed for them (e.g. worksheets, posters)
- Students make and display their own child safety posters
- Child safety-related discussions are held at circle time in class.