Child Safe Standards

# Policies and Procedures – SAMPLE TEMPLATES

**This resource has been developed after researching guidelines and templates from many different organisations and peak body sources [[1]](#endnote-2) regarding the Child Safety Standards (CSS) to bring RANCH Member Neighbourhood Houses a snapshot of requirements and the necessary policies and procedures to be adapted for your House.**

**NB – this document is not to be viewed as directions on how to be compliant, but rather as information on the basics needed to be informed and determine your own unique House environment and what level of training is required to meet your specific House’s compliance to the CSS.**

The ChildSafe focus is keeping children and vulnerable people safe from harm and creating strong environments that value, respect and treat all people with dignity, while actively discouraging those who are careless or have malicious intent – ChildSafe Team Members Guide.

### Included:

SAMPLE policies for your personalisation, to be adopted by the Committee of Management / Governance.

1. ***PRIORITY*** Child Safety and Wellbeing Policy – *attachment 1*
2. ***PRIORITY*** Code of Conduct – *attachment 2*
3. ***PRIORITY*** Complaints Handling Process – *attachment 3*
4. Organisational risk assessment – *attachment 4*
5. Critical Incident Response – *attachment 5A*
6. Critical Incident Form *– attachment 5B*
7. **Recruitment screening and appointment of staff / volunteers – *attachment 6***
8. Making a report to [Child Protection](https://services.dffh.vic.gov.au/reporting-child-abuse) or [Victoria Police](https://www.police.vic.gov.au/reporting-sexual-offences-child-abuse) – *attachment 7*
9. Child Safe Plan *– attachment 8*
10. Posters for your noticeboard and other free resources – link from [ChildSafe](https://www.childsafe.org.au/help-for-organisations/free-resources/).
11. Training options.

### Useful resources

[Victorias-Child-Safe-Standards-Plain-language-summary-of-changes-10.02.23.pdf (ccyp.vic.gov.au)](https://ccyp.vic.gov.au/assets/resources/New-CSS/Victorias-Child-Safe-Standards-Plain-language-summary-of-changes-10.02.23.pdf)

[National Principles for Child Safe Organisations (humanrights.gov.au)](https://childsafe.humanrights.gov.au/sites/default/files/2019-02/National_Principles_for_Child_Safe_Organisations2019.pdf)

[CCYP | Resources and support for the Child Safe Standards](https://ccyp.vic.gov.au/resources/child-safe-standards/#CSS_Staff)

[Racism. It Stops With Me Conversation Guide | Racism. It Stops With Me (humanrights.gov.au)](https://itstopswithme.humanrights.gov.au/resourcehub/racism-it-stops-me-conversation-guide)

[Map of Indigenous Australia | AIATSIS](https://aiatsis.gov.au/explore/map-indigenous-australia)

[Easy English versus Plain English guide (centreforinclusivedesign.org.au)](https://centreforinclusivedesign.org.au/wp-content/uploads/2020/04/Easy-English-vs-Plain-English_accessible.pdf)

[PWDA Language Guide: A guide to language about disability](https://pwd.org.au/wp-content/uploads/2021/12/PWDA-Language-Guide-v2-2021.pdf)

[Victorian Equal Opportunity and Human Rights Commission | Victorian Equal Opportunity and Human Rights Commission](https://www.humanrights.vic.gov.au/)

[ChildSafe-Training-Module-Summary-A4-.pdf](https://www.childsafe.org.au/wp-content/uploads/2022/11/ChildSafe-Training-Module-Summary-A4-.pdf)

[Child Safety Help For Organisations | ChildSafe Australia](https://www.childsafe.org.au/help-for-organisations/)

[Child Safe Standards | Neighbourhood Houses Victoria (nhvic.org.au)](https://www.nhvic.org.au/child-safe-standards)

### BACKGROUND

How your organisation works to inform children of their rights will depend on how much contact, and what sort of contact, you have with them.

For organisations with a high level of responsibility for the everyday needs and experiences of children, information about rights should be shared in multiple ways and regularly discussed.

For organisations who may only engage sometimes with children, it may be more appropriate to share information about their rights when your organisation first has contact with them.

Or you may provide child-friendly information on rights in areas where children spend a lot of time, and support this with occasional discussions.

### What if we don't have children's activities? The child safe standards apply, even if your Neighbourhood House doesn't offer children's programs.

Most neighbourhood houses will at some point host a community event where children and young people are welcome.

Perhaps your facilities are also available for hire, which means that children could be attending your site during and outside operating hours.

A young person (under 18) might visit your neighbourhood house to find out about classes and programs.

It is not enough to think about preferred practices or believe that everyone in the organisation is already doing the right thing. Rules and expectations need to be written down and formalised in policy so they can be shared and used to embed child safety consistently.

While policies and procedures need to be thorough and accurate, try to keep the language and contents as simple and accessible as possible. They should be easy for everyone to understand.

**All Neighbourhood Houses need to be Child Safe**.

# 11: Training options

This video from CCYP is an excellent introduction to the Child Safe Standards and would be a good training tool to start with your staff, volunteers and committee:

[Click here for the CCYP Video](https://youtu.be/v6iU4qnhXPk)

It has been recommended by ChildSafe that every House should have several people who undertake **Level 1 Training**. I.E. the manager / coordinator, member of the Committee who will maintain the policies and procedures are maintained*.*  
RANCH has provided free online sessions for each member House. Links have been sent to each of the House Managers for 1 x staff and 1 x Committee member to undertake Level 1 Training:

**Keeping Children and Young People Safe - Level 1 - National Principles.**

**Based on the 11 VIC Child Safety Standards and the National Principles for child-safe organisations, ChildSafe’s comprehensive training assists staff, employees, contractors, and volunteers to create safer environments for children and young people.**

Here is a sample learning or training action plan from the Commission for Children and Young People: [Sample-learning-or-training-action-plan-.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fccyp.vic.gov.au%2Fassets%2Fresources%2FNew-CSS%2FSample-learning-or-training-action-plan-.docx&wdOrigin=BROWSELINK)

Click [here for a link to ChildSafe](https://www.childsafe.org.au/courses/) training options.   
  
RANCH can also provide an online or face to face 2-hour session for your Committee of Management, staff and volunteers that includes:

The following topics must be included in your Child Safe Training for **all relevant staff and volunteers:**

* Identifying and responding to signs of child abuse and harm
* Supporting someone making a disclosure about harm to a child
* Assessing and managing risks of child abuse and harm
* Empowerment and participation of children
* Record keeping and information sharing
* Child safe reporting and response obligations
* Cultural safety and inclusive practices.

Please contact Kaz Williams ([networker@ranch.net.au](mailto:networker@ranch.net.au)) to arrange a 2-hour session, online or at a face-to-face meeting.

1. [CCYP | Resources and support for the Child Safe Standards](https://ccyp.vic.gov.au/resources/child-safe-standards/#CSS_Staff)

   [Child Safe Standards | Neighbourhood Houses Victoria (nhvic.org.au)](https://www.nhvic.org.au/child-safe-standards)

   [Child Safety Resources & Training | ChildSafe Australia](https://www.childsafe.org.au/)

   [Policies — North East Neighbourhood House Network (nenetwork.org.au)](https://www.nenetwork.org.au/policies) [↑](#endnote-ref-2)