

Checklist

A checklist can help your organisation to develop and maintain a Child-safe Child-friendly environment by:

- ◆ promoting discussion;
- ◆ identifying strengths and any remaining gaps that need action; and
- ◆ helping to set priorities.

Each question in the Checklist also has a link to information, resources and templates to help develop new policies and practices that strengthen Child-safe Child-friendly organisations.

The Checklist can be used whether you have already developed Child-friendly policies or practices or are just starting out. The Checklist is not exhaustive: you will find that as you discuss it you may think of other areas for attention in your organisation.

Use this template to help develop a Child-safe Child-friendly environment in your organisation.

Getting Started	Yes	In progress	No	Guide to resources and information available on the Commission's website
Do you have a documented risk management plan?				Finding Your Risks
Have you identified employee behaviours that are inappropriate with children <u>and</u> workplace factors that can affect the likelihood of such behaviour occurring?				Situational Prevention
Do staff, volunteers and students have training on how to identify and respond to behaviour by staff that might be risky to children?				www.kids.nsw.gov.au/info/#ChildAbuse
Are staff, volunteers and students carefully selected and always screened?				Recruitment & Selection Checklist
Do you know your obligations under the Working With Children Check?				www.kids.nsw.gov.au/check/employer.html
Are there opportunities for kids to contribute to your program development?				www.kids.nsw.gov.au/publications/taking.html
Do staff, volunteers and students know how to run their activities in an inclusive way that will add to the self esteem of all participants?				Supporting staff, volunteers and students
Have you identified barriers that prevent staff, volunteers and students on placement from raising concerns?				Managing Complaints
If self employed have you obtained a Certificate for Self Employed People?				http://www.kids.nsw.gov.au/kids/working/certificateforselfemployedpeople/gettingacertificate.cfm
If self employed do you have your Certificate for Self Employed People on display or available for parents to view?				http://www.kids.nsw.gov.au/kids/working/certificateforselfemployedpeople/verifyingacertificate.cfm

Getting Started > Section complete

Checklist

Moving Forward	Yes	In progress	No	Guide to resources and information available on the Commission's website
Do you have a documented Child-safe Child-friendly policy?				Policies and Codes of Conduct
Do you have documented rules for staff, volunteers and students that make it clear what is appropriate and inappropriate behaviour with children?				Policies and Codes of Conduct
Do you have a documented Child-safe Child-friendly code of conduct?				Policies and Codes of Conduct
Do you have clear procedures for raising concerns & complaints?				Managing Complaints
Have issues concerning confidentiality been clarified?				Managing Complaints
In NSW, do you know when to report an incident to the Department of Community Services?				Managing Complaints
Do you have a staff, volunteers and students induction process in your Child-safe Child-friendly procedures?				Supporting staff, volunteers and students

Moving Forward > Section complete

Keeping It Going				
Do all staff, volunteers and students understand the role they play in keeping children safe in your organisation?				Extended Guardianship
Do staff, volunteers and students know what to do if faced with an allegation or disclosure of child abuse?				Managing Complaints
Do kids and/or parents involved in your program know how to report or raise a concern?				Managing Complaints
Are kids able to provide feedback about their activities?				www.kids.nsw.gov.au/publications/taking.html
Do you include a young person (of appropriate age) on interview panels?				Choosing the Right People
Does your organisation work to promote Child-safe Child-friendly policies and practices?				Policies and Codes of Conduct
Have you set a date for reviewing policy and procedures?				Policies and Codes of Conduct
Are stakeholders involved in developing and reviewing your risk management plan, policies and procedures?				Extended Guardianship Situational Prevention

Keeping it Going > Section complete