



Child Safe Standards 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. Please fill in the boxes to complete your audit.

Once completed, email this document to erjaei.neda@communitylanguages.org.au

DISCLAIMER: This tool provides general guidance only on the Child Safe Standards. Community Languages Australia 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.

Children have a right to safety - emotionally, mentally, and physically. Everyone has a role to play in keeping children safe from harm. Harm can take many forms, such as accidental injury, exposure to physical hazards, peer bullying, neglect, emotional abuse, physical abuse, and sexual abuse. Organisations providing services to or working with children, whether run by staff or volunteers, have a duty of care to keep children safe and respect their rights.

School: _____

Name: _____

Position: _____

Contact Details: _____

Date: _____

Child Safety Officer: _____

The Child Safe Organisations Introductory self-assessment tool for organisations is **a first step** for any organisation working with children and young people when considering child safety in their organisation. It can help an organisation:

- identify priority areas for improvement in their child safety policies, procedures and practices
- learn about the National Principles for Child Safe Organisations (National Principles)
- commit to future action
- monitor improvement.

Organisations may be regulated through existing national, state and territory legislation. These are not considered in detail in this tool.



This tool should be completed by people in the organisation who are knowledgeable about the day-to-day activities, policies and procedures and staff and volunteer experiences in the organisation. These people exist at many levels of an organisation and we recommend that more than one person completes this self-assessment exercise, as a group or separately. If multiple people complete this tool separately, we recommend that you compare and discuss your responses to identify areas for improvement. This tool could also be used for seeking feedback from children and young people and their parents or carers to further inform considerations of child safety within your organisation.

The new Standards set out minimum requirements and outline the actions organisations must take to keep children and young people safe. They provide more clarity for organisations and are more consistent with Standards in the rest of Australia. The things organisations already do to keep children and young people safe will help them be compliant with the new Standards. In some areas, organisations must change or develop their current child safety policy, practices, and organisational culture to meet the new Standards.

This Self-Audit Tool will be helpful to schools as they get to know the new Standards and start to review their child safety policies, procedures, and practices to identify recent actions they need to take to comply with the new Standards.

Further information and guidance will be provided over the coming months to help organisations. The table below provides a summary of new requirements in the new Standards.

Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 1, an organisation must, at a minimum, ensure the following:</p> <p>1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.</p>	<p>The new Child Safe Standard 1 requires organisations to take new steps to create a culturally safe environment for Aboriginal children and young people. Organisations must meet this requirement regardless of whether they know Aboriginal children and young people are using their services or facilities.</p> <p>This new Child Safe Standard 1 means that most organisations must improve their current approach to creating a safe environment for Aboriginal children, young people, and their families. Implementing this Standard will require ongoing effort, not just a once-off change. This Standard links to new Standard 5, which requires that equity is upheld and diverse needs are respected in organisations.</p>					

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>1.2 Strategies are embedded within the organisation, which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the well-being and safety of Aboriginal children and young people.</p>						
<p>1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted, and not tolerated. Any instances of racism are addressed with appropriate consequences</p>						
<p>1.4 The organisation actively supports and facilitates participation and inclusion by Aboriginal children, young people, and their families.</p>						
<p>1.5 The organisation's policies, procedures, systems, and processes create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people, and their families.</p>						

Standard 2: Child safety and well-being is embedded in organisational leadership, governance, and culture.

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 2, an organisation must, at a minimum, ensure:</p> <p>2.1 The organisation makes a public commitment to child safety.</p>	<p>Many aspects of the new Child Safe Standard 2 are consistent with what organisations must do under existing Standards 1, 2, and 3.</p> <p>The new Child Safe Standard 2 emphasizes information sharing, record keeping, and governance arrangements to create a child-safe culture at all organisational levels. Managing risks to children are required to be embedded in executive leadership, governance, and culture.</p>					
<p>2.2 A child-safe culture is championed and modelled at all levels of the organisation, from the top down and bottom up.</p>						

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>2.3 Governance arrangements facilitate implementing the child safety and well-being policy at all levels.</p>						
<p>2.4 The Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.</p>						
<p>2.5 Risk management strategies focus on preventing, identifying, and mitigating risks to children and young people.</p>						
<p>2.6 Staff and volunteers understand their obligations to information sharing and record keeping.</p>						

Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them, and are taken seriously

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 3, an organisation must, at a minimum, ensure:</p> <p>3.1 Children and young people are informed about their rights, including safety, information, and participation.</p>	<p>The Child Safe Standards have always required organisations to have strategies to empower children and young people and promote their participation. These obligations remain.</p> <p>Additional requirements for organisations under the new Child Safe Standard 3 include:</p> <ul style="list-style-type: none"> • Informing children and young people about their rights • Recognising the importance of friendships and encouraging support from peers to help children and young people feel safe and connected. 					
<p>3.2 The importance of friendships is recognised, and peer support is encouraged to help children and young people feel safe and less isolated.</p>	<ul style="list-style-type: none"> • Offering children and young people sexual abuse prevention programs where relevant 					

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and relevant related information in an age-appropriate way.</p>	<ul style="list-style-type: none"> Equipping staff and volunteers to identify the signs of harm to children. 					
<p>3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making, and raise their concerns.</p>						

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>3.5 Organisations have strategies to develop a culture that facilitates participation and is responsive to the input of children and young people.</p>						
<p>3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, strengthening confidence and engagement.</p>						

Standard 4: Families and communities are informed and involved in promoting child safety and well-being.

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 4, an organisation must, at a minimum, ensure:</p> <p>4.1 Families participate in decisions affecting their children.</p>	<p>Many organisations already inform and involve families and communities as part of complying with the current Child Safe Standards.</p> <p>The new Child Safe Standard 4 creates specific obligations on organisations to involve families and communities in promoting child safety.</p> <p>New obligations mean organisations must ensure they:</p>					
<p>4.2 The organisation engages and openly communicates with families and the community about its child-safe approach, and relevant information is accessible.</p>	<ul style="list-style-type: none"> • seek the input of families and communities in decisions impacting children and young people • involve families and communities in the development and review of their child-safe policies and practices. 					
<p>4.3 Families and communities have a say in the development and review of the organisation's policies and practices.</p>	<ul style="list-style-type: none"> • communicate effectively with families and communities about how to raise child safety concerns and how the organisation operates 					
<p>4.4 Families, carers, and the community are informed about the organisation's operations and governance.</p>	<ul style="list-style-type: none"> • take into account the diversity of families and act to reduce barriers to inclusion. 					

Standard 5: Equity is upheld, and diverse needs respected in policy and practice

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 5, an organisation must, at a minimum, ensure:</p> <p>5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances and supports and responds to vulnerable people.</p>	<p>The Child Safe Standards have always required organisations to recognise and respond to diversity and understand that some children are more vulnerable to abuse than others. To date, this has been expressed through three principles relating to the cultural safety of Aboriginal children, culturally and linguistically diverse children, and the safety of children with disabilities.</p> <p>These obligations continue, but the new Child Safe Standard 5 makes some additional obligations explicit, requiring organisations to:</p>					
<p>5.2 Children and young people have access to information, support, and complaints processes in ways that are culturally safe, accessible, and easy to understand.</p>	<ul style="list-style-type: none"> • Understand children and young people's diverse backgrounds, circumstances, and needs. • Make any necessary adjustments and provide equal protection to all children and young people • Consider the needs of children and young people who are unable to live at 					

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who cannot live at home, and lesbian, gay, bisexual, transgender, and intersex children and young people.</p>	<p>home as well as lesbian, gay, bisexual, transgender, and intersex children and young people.</p> <p>Given the new Standard's focus on understanding children's diverse circumstances, organisations will also need to give attention to the needs of non-binary and gender-diverse children.</p> <p>This Standard links to new Standard 1, which requires organisations to establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</p>					
<p>5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.</p>						

Standard 6: People working with children and young people are suitable and supported to reflect child safety and well-being values in practice.

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 6, an organisation must, at a minimum, ensure:</p> <p>6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and well-being.</p>	<p>The current Child Safe Standards already require organisations to have child safety policies and procedures for recruitment and selection processes, screening, supervision, training, development and performance monitoring of staff and volunteers. They are also required to make staff and volunteers aware of the organisation's reporting procedures for child safety issues.</p> <p>Under the new Child Safe Standard 6, organisations will have new obligations to inform staff and volunteers about:</p>					
<p>6.2 Relevant staff and volunteers currently work with children's checks or equivalent background checks.</p>	<ul style="list-style-type: none"> • the organisation's record-keeping processes in relation to child safety and well-being • information sharing and reporting obligations. 					

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>6.3 All staff and volunteers receive appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.</p>						
<p>6.4 Ongoing supervision and people management is focused on child safety and well-being.</p>						

Standard 7: Processes for complaints and concerns are child-focused

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 7, an organisation must, at a minimum, ensure:</p> <p>7.1 The organisation has an accessible, child-focused complaint-handling policy that clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.</p>	<p>The current Child Safe Standards require organisations to have effective processes that support children and young people to raise complaints and ensure that the organisation can appropriately respond to and report suspected child abuse.</p> <p>The new Child Safe Standard 7 emphasises the importance of complaints processes being child-focused and understood by children, young people, their families, and staff and volunteers.</p>					
<p>7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.</p>	<p>The new Child Safe Standard 7 also makes explicit the obligations for organisations to:</p> <ul style="list-style-type: none"> • take complaints seriously and respond to them promptly and thoroughly. • cooperate with law enforcement. • meet reporting, privacy and employment law obligations. 					

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
7.3 Complaints are taken seriously, and responded to promptly and thoroughly.						
7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.						
7.5 Reporting, privacy and employment law obligations are met.						

Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 8, an organisation must, at a minimum, ensure:</p> <p>8.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and well-being policy.</p>	<p>The current Child Safe Standards already require organisations to provide information and training to staff and volunteers to create a child-safe environment and respond to allegations of abuse.</p> <p>The new Child Safe Standard 8 spells out obligations for organisations to train and support staff and volunteers and provide ongoing education and training to:</p> <ul style="list-style-type: none"> • implement the organisation's child safety and well-being policy. 					
<p>8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.</p>	<ul style="list-style-type: none"> • recognise indicators of harm (including harm caused by other children and young people) • respond effectively to child safety issues and concerns, and support colleagues who disclose harm. <p>This Standard links to new Standards 1 and 5, with all three</p>					

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and well-being and support colleagues who disclose harm.</p>	<p>Standards binding organisations to provide training and information for staff and volunteers on building safe environments for children and young people.</p>					
<p>8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.</p>						

Standard 9: Physical and online environments promote safety and well-being while minimising the opportunity for children and young people to be harmed

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 9, an organisation must, at a minimum, ensure:</p> <p>9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.</p>	<p>The current Child Safe Standards already require organisations to be mindful of the risks associated with both physical and online environments and to adopt measures to remove risks of child abuse.</p> <p>The new Child Safe Standard 9 contains specific obligations for organisations to:</p> <ul style="list-style-type: none"> • Consider online environments in addition to physical environments. • identify and mitigate risks in these environments without compromising a child or young person's right to privacy, access to information, social connections and learning opportunities 					
<p>9.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and well-being policy and practices.</p>	<ul style="list-style-type: none"> • promote child safety and well-being, as well as minimising the chance for 					

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.</p>	<p>children and young people to be harmed.</p> <ul style="list-style-type: none"> • have procurement policies that ensure children's and young people's safety if the organisation contracts facilities and services from third parties. 					
<p>9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.</p>						

Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 10, an organisation must, at a minimum, ensure:</p> <p>10.1 The organisation regularly reviews, evaluates and improves child-safe practices.</p>	<p>Review and continuous improvement are already part of the current Child Safe Standards. The new Child Safe Standard 10 contains new obligations for organisations to:</p> <ul style="list-style-type: none"> Analyse complaints, concerns and safety incidents to identify causes and systemic failures to inform continuous improvement. Report on the findings of relevant reviews of safe child practices to staff and volunteers, community and families and children and young people. 					
<p>10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.</p>						
<p>10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.</p>						

Standard 11: Policies and procedures document how the organisation is safe for children and young people

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>In complying with Child Safe Standard 11, an organisation must, at a minimum, ensure:</p> <p>11.1 Policies and procedures address all Child Safe Standards. 11.2 Policies and procedures are documented and easy to understand.</p>	<p>The current Child Safe Standards already require comprehensive policies and procedures to support the implementation of child-safe practices.</p> <p>The new Child Safe Standard 11 contains new obligations for organisations to:</p> <ul style="list-style-type: none"> • make policies and procedures easy to understand • use stakeholder consultation and best practice models to inform the development of policies and procedures • ensure organisational leaders champion and model compliance with policies and procedures. 					
<p>11.2 Policies and procedures are documented and easy to understand.</p>						

New Child Safe Standards (effective 1st July 2022)	What's New or Changing?	In place	Partially in place	Not in place	Action required	Timeframe for actions
<p>11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.</p>						
<p>11.4 Leaders champion and model compliance with policies and procedures.</p>						
<p>11.5 Staff and volunteers understand and implement policies and procedures.</p>						

Declaration of Compliance with the Standards for Community Language Schools

The Principal of the School must complete this Declaration.

The Declaration must be signed, scanned, and returned to Community Languages Australia via email (erjaei.neda@communitylanguages.org.au) with the subject line *Child Safe Standards Declaration –Self-Audit Tool*.

Name of School: _____

Address: _____

Phone: _____

Email address: _____

Declaration

I, _____
(Name of PRINCIPAL)

of _____
(Name of School/Campus)

Child Safety Training Date: _____

I, _____
(Name of CHILD SAFE OFFICER)

of _____
(Name of School/Campus)

Child Safety Training Date: _____

declare to Community Languages Australia that our organisation will operate in accordance with the *Education and Training Reform Act 2006*, the *Education and Training Reform Regulations 2007* and the CLA Guidelines in relation to prescribed minimum standards for child safety;

declare that our school (and any campus of the school if applicable)

_____ **comply or** _____ **partially comply** (only if you have selected YES to all requirements in the self-assessment)

with the prescribed minimum standards and has completed the compliance self-audit tool and, where required, the action plan.

I understand that CLA may share information about our organisation with other prescribed persons or bodies, including Departments of the Commonwealth Government, in accordance with section 4.9.4 of the *Education and Training Reform Act 2006*.

I also understand that it is the School's responsibility to ensure and maintain compliance with the prescribed standards for registration. I know a person must not knowingly provide false or misleading information to Community Languages Australia.

Signature of the Principal _____

Signature of the Child Safe Officer _____

Date _____