



CLV Community Language Schools Child Safe Standards Self-Audit Tool

This Self-Audit Tool helps community language schools check their progress in meeting the Child Safe Standards and ensuring a safe environment for children.

How to Complete the Self-Audit Tool

- Review each statement for each of the 11 Child Safe Standards.
- For each statement, mark whether you are:
 - Fully Compliant
 - Partially Compliant
- When finished, save the document as a PDF.
- Rename your file as: **SCHOOLNAME_SELFAUDIT_DATE.pdf**
- Email the completed file to: erjaei.neda@communitylanguages.org.au

Why Child Safety Matters

Children have the right to feel safe—emotionally, mentally, and physically. Keeping children safe is everyone's responsibility. Harm can happen in many ways, including:

- Accidents and physical dangers
- Bullying and neglect
- Emotional, physical, or sexual abuse

Every community language school has a duty of care to protect children and ensure their safety and wellbeing.

Why It's Important to Self-Audit

This Self-Audit Tool helps your community language school to:

- Identify areas to improve in child safety policies and practices.
- Plan and take action to strengthen child safety.
- Track progress over time.

The Self-Audit Tool should be completed by the **Principal and Child Safety Officer** as they understand the school's daily activities, policies, and procedures. It's best to do it together or you can also do it separately and then compare answers and find areas to improve.

You can also use this tool to gather feedback from children, parents, and carers to make your school safer for everyone.



Your School's Information

School: _____

Principal Name: _____

Principal Email: _____

Principal Phone: _____

Child Safety Officer: _____

Date: _____

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.

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.				
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.				
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.				
1.4 The organisation actively supports and facilitates participation and inclusion by Aboriginal children, young people, and their families.				
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.				

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

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
2.1 The organisation makes a public commitment to child safety.				
2.2 A child-safe culture is championed and modelled at all levels of the organisation, from the top down and bottom up.				
2.3 Governance arrangements facilitate implementing the child safety and well-being policy at all levels.				
2.4 The Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.				
2.5 Risk management strategies focus on preventing, identifying, and mitigating risks to children and young people.				
2.6 Staff and volunteers understand their obligations to information sharing and record keeping.				

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

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
3.1 Children and young people are informed about their rights, including safety, information, and participation.				
3.2 The importance of friendships is recognised, and peer support is encouraged to help children and young people feel safe and less isolated.				
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.				
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.				
3.5 Organisations have strategies to develop a culture that facilitates participation and is responsive to the input of children and young people.				
3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, strengthening confidence and engagement.				

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

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
4.1 Families participate in decisions affecting their children.				
4.2 The organisation engages and openly communicates with families and the community about its child-safe approach, and relevant information is accessible.				
4.3 Families and communities have a say in the development and review of the organisation's policies and practices.				
4.4 Families, carers, and the community are informed about the organisation's operations and governance.				

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

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances and supports and responds to vulnerable people.				
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.				
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.				
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.				

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

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and well-being.				
6.2 Relevant staff and volunteers currently work with children's checks or equivalent background checks.				
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.				
6.4 Ongoing supervision and people management is focused on child safety and well-being.				

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

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
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.				
7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.				
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.

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
8.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and well-being policy.				
8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.				
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.				
8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.				

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

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
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.				
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.				
9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.				
9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.				

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

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
10.1 The organisation regularly reviews, evaluates and improves child-safe practices				
10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.				
10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.				

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

Child Safe Standards	Fully Compliant	Partially Compliant	Action Required	Timeframe for Actions
11.1 Policies and procedures address all Child Safe Standards.				
11.2 Policies and procedures are documented and easy to understand.				
11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.				
11.4 Leaders champion and model compliance with policies and procedures.				
11.5 Staff and volunteers understand and implement policies and procedures.				



Declaration of Compliance

I, (Principal's Name), of (School Name), declare that our CLV Language School operates in accordance with the Education and Training Reform Act 2006, Education and Training Reform Regulations 2022, and the Victorian Child Safe Standards.

- ☐ We are **fully compliant** with all the Child Safe Standards.
- ☐ We are **partially compliant** and are working towards full compliance.

Signature of Principal: _____

Signature of Child Safe Officer: _____

Date: _____

Next Steps

- Schools must update their **Child Safety Action Plans** based on identified gaps.
- Ensure all required training, policy updates, and risk management strategies are implemented.
- This self-audit should be **reviewed annually** to maintain compliance.

For assistance, contact **Community Languages Victoria Child Safety & Compliance Officer** at erjaei.neda@communitylanguages.org.au

Checklist: Important School Documents To Have In Place

Use this checklist as a guide and adapt where needed to your specific situation.

Category	Document Name	Required? (Yes/No)	In Place? (Yes/No)	Last Updated (Date)	Next Revision (Date)	Notes/Action Required
Governance and Compliance	Constitution & Rules of Association	Yes				
	School Charter	Yes				
	School Committee Meeting Minutes	Yes				
	Risk Management Plan	Yes				
	Child Safe Standards Self-Audit Tool	Yes				
	Insurance Policies (download them from VMIA)	Yes				
Policies & Procedures	Code of Conduct for Staff & Volunteers	Yes				
	Child Safety & Wellbeing Policy	Yes				
	Complaints Handling Procedure (Charter)	Yes				
	Staff/Volunteer Grievance Policy	Yes				
	Student Behaviour Management Policy (Charter)	Yes				
	Equal Opportunity Policy (Charter)	Yes				
	Staff Recruitment & WWCC Procedure	Yes				
	Mandatory Reporting & Reporting Obligations	Yes				

Category	Document Name	Required? (Yes/No)	In Place? (Yes/No)	Last Updated (Date)	Next Revision (Date)	Notes/Action Required
Health & Safety	Occupational Health & Safety (OHS) Policy	Yes				
	Emergency Management Plan	Yes				
	First Aid & Medical Emergencies Policy	Yes				
	Incident Report & Risk Assessment	Yes				
	Sun Safety Policy	Yes				
	Visitors Sign In/Sign Out Register	Yes				
Curriculum & Teaching	Unit of Work & Lesson Plans	Yes				
	Student Assessment and Reporting Procedure	Yes				
	Professional Development Plan for Teachers	Yes				
	Technology Use in the Classroom Policy	Yes				
Administration & Records	Enrolment Form	Yes				
	Student Records Management Procedure	Yes				
	Student Early Collection Form	Yes				
	Privacy and Data Protection Policy	Yes				
	Financial Management & Fees Procedure	Yes				
	Cyber Safety & Social Media Policy	Yes				
	Photographing & Filming Student Consent Form	Yes				



Notes