



Child Safe  
Organisations  
National Principles

## Getting started on your child safe journey: Introductory self-assessment tool for organisations

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, bullying by peers, neglect, emotional abuse, physical abuse and sexual abuse. Organisations providing services to or working with children, whether run by staff or by volunteers, have a duty of care to keep children safe and to respect their rights.

The Child Safe Organisations self-assessment tool 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, 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, their parents or carers to further inform considerations of child safety within your organisation.

(Note: If you work or volunteer for a large organisation that provides a range of services, this tool will work best if you focus on a particular service or activity where individuals in your organisation interact with children and young people).

The statements in this tool reflect aspects of the National Principles for Child Safe Organisations. The ten principles collectively show that a child safe organisation is one that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people. This introductory self-assessment tool gives examples of what some of the aspects of the National Principles might look like in practice.



Australian  
Human Rights  
Commission



Australian Government

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## Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

### Q1.1

Leaders in the organisation model **attitudes and behaviours** that show they are committed to child safety and wellbeing.

#### COMMENTS

This is a test

#### NEXT STEP

This is a test

### Q1.2

Staff and volunteers understand their **responsibilities** for child safe practices and use this to inform their actions.

#### COMMENTS

This is a test

#### NEXT STEP

This is a test

**Always**

#### BY WHOM WILL DO THIS?

Ed Agnes

#### BY WHEN?

March 3, 2019

**Always**

#### BY WHOM WILL DO THIS?

Ed Agnes

#### BY WHEN?

March 3, 2019

## Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

### Q2.1

**Always**

Children and young people share their views and **participate** in decision making.

**COMMENTS**

This is a test

**NEXT STEP**

This is a test

**Q2.2**

The organisation **values** children's views.

**COMMENTS**

**NEXT STEP**

**BY WHOM WILL DO THIS?**

Ed Agnes

**BY WHEN?**

March 4, 2019

**BY WHOM WILL DO THIS?**

**BY WHEN?**

Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing.

**Q3.1**

The organisation **communicates with families and communities** about how they ensure child safety and wellbeing.

**COMMENTS**

**NEXT STEP**

**BY WHOM WILL DO THIS?**

**BY WHEN?**

**Q3.2**

The organisation **involves families and communities** in conversations about child safety and wellbeing in the organisation.

**COMMENTS**

**NEXT STEP**

**BY WHOM WILL DO THIS?**

**BY WHEN?**

## Principle 4: Equity is upheld and diverse needs respected in policy and practice.

### Q4.1

**All children** are able to participate in the organisations, regardless of circumstances and backgrounds

#### COMMENTS

#### NEXT STEP

**BY WHOM WILL DO THIS?**

**BY WHEN?**

### Q4.2

Staff and volunteers **effectively support** children and young people with diverse needs.

#### COMMENTS

#### NEXT STEP

**BY WHOM WILL DO THIS?**

**BY WHEN?**

## Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

### Q5.1

Staff and volunteers are **carefully selected**.

#### COMMENTS

#### NEXT STEP

**BY WHOM WILL DO THIS?**

**BY WHEN?**

**Q5.2**

The organisation **continuously supports** and supervises staff and volunteers to meet their child safety responsibilities.

**COMMENTS****NEXT STEP****BY WHOM WILL DO THIS?****BY WHEN?**

Principle 6: Processes to respond to complaints and concerns are child focused.

**Q6.1**

The organisation has **accessible** procedures for raising and responding to **concerns and complaints**.

**COMMENTS****NEXT STEP****BY WHOM WILL DO THIS?****BY WHEN?****Q6.2**

The organisation **takes all concerns and complaints seriously**, and follows up with everyone involved.

**COMMENTS****NEXT STEP****BY WHOM WILL DO THIS?****BY WHEN?**

Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young

people safe through ongoing education and training.

**Q7.1**

Staff and volunteers are regularly encouraged to and have access to **information and training** on child safety and wellbeing.

**COMMENTS**

**NEXT STEP**

**BY WHOM WILL DO THIS?**

**BY WHEN?**

**Q7.2**

Staff and volunteers **respond effectively** when issues of child safety and wellbeing arise.

**COMMENTS**

**NEXT STEP**

**BY WHOM WILL DO THIS?**

**BY WHEN?**

Principle 8: Physical and online environments promote safety and wellbeing while minimising opportunity for children and young people to be harmed.

**Q8.1**

The organisation's **risk management strategy** addresses physical risks.

**COMMENTS**

**NEXT STEP**

**BY WHOM WILL DO THIS?**

**BY WHEN?**

**Q8.2**

The organisation's **risk management strategy**

addresses online risks.	<b>BY WHOM WILL DO THIS?</b>
<b>COMMENTS</b>	<b>BY WHEN?</b>
<b>NEXT STEP</b>	

**Principle 9: Implementation of the national child safe principles is regularly reviewed and improved.**

<p><b>Q9.1</b> The organisation <b>regularly reviews</b> their child safe practices.</p> <p><b>COMMENTS</b></p> <p><b>NEXT STEP</b></p>	<p><b>BY WHOM WILL DO THIS?</b></p> <p><b>BY WHEN?</b></p>
<p><b>Q9.2</b> The organisation uses reviews to <b>improve</b> their child safe practices.</p> <p><b>COMMENTS</b></p> <p><b>NEXT STEP</b></p>	<p><b>BY WHOM WILL DO THIS?</b></p> <p><b>BY WHEN?</b></p>

**Principle 10: Policies and procedures document how the organisation is safe for children and young people.**

<p><b>Q10.1</b> TThe organisation’s policies and procedures on child</p>	<p>Rarely</p> <p><b>BY WHOM WILL DO THIS?</b></p>
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safety are documented and easily **accessible**.

**COMMENTS**

This is a test

**NEXT STEP**

This is a test

**Q10.2**

Everyone in the organisation knows how to apply the child safety and wellbeing **policies and procedures**.

**COMMENTS**

**NEXT STEP**

Ed Agnes

**BY WHEN?**

March 14, 2019

**BY WHOM WILL DO THIS?**

**BY WHEN?**