

Compliance Statement for single organisations

This compliance statement sets out the minimum requirements an organisation must meet to demonstrate that it has in place appropriate policies and procedures to establish and maintain a child safe environment.

Under recent changes to the Children's Protection Act 1993, all organisations that provide health, welfare, education, sporting and recreational, religious or spiritual, child-care and residential services wholly or partly to children must lodge a statement outlining their child safe environment policies and procedures with the Department for Families and Communities (DFC).

This compliance statement form has been developed as a simple and helpful way for your organisation to lodge a statement with DFC. However, your organisation may choose to lodge a statement with the Department in a different format. In this situation, your statement must show that your organisation complies with the standards and principles published by DFC.

The establishment of child safe environments is an ongoing process and your organisation may not yet have all the requirements in place. To assist you, useful information and templates are suggested. Once all the requirements are in place, the organisation should complete and lodge an updated statement to the Department for Families and Communities.

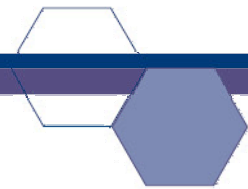
Organisations may lodge a statement individually or a representative body may lodge a statement on behalf of the organisations it represents.

Many organisations will already have some or all their child safe environment requirements written into their policies and practices. These organisations are not required to re-write or reproduce these requirements. Organisations are simply required to show that they have established a policy framework that meets the requirements set by the Department for Families and Communities.

For more information go to www.families.sa.gov.au/childsafe.

Tel: 8463 6468

Email: DFCChildSafe@dfc.sa.gov.au



Part 1 Organisation details

1.1 Name of your organisation

Under the Children's Protection Act 1993 , the definition of organisation includes a business, a service provider, a group organised for some purpose, work or undertaking (such as a society, club, institution or body), whether incorporated or unincorporated and includes an organisation that consists of a single person.

1.2 Type of service provided

Please tick the **ONE** that is most applicable.

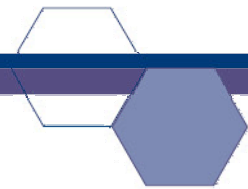
- | | |
|-------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Child care | <input type="checkbox"/> Religious or spiritual |
| <input type="checkbox"/> Education | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Health | <input type="checkbox"/> Sport |
| <input type="checkbox"/> Recreation | <input type="checkbox"/> Welfare |

1.3 Type of lodgement – single organisation

This form is designed for completion by organisations lodging on their own behalf. If you are lodging on behalf of other organisations, please use the form for lodging for multiple organisations. This form is available from www.families.sa.gov.au/childsafes, or by telephoning 8463 6468.

An organisation may lodge the compliance statement itself or a representative body may lodge it on the organisation's behalf (e.g. a State Sporting Organisation may lodge this statement on behalf of its affiliated clubs or branches). It is recommended that organisations check with their representative body to confirm whether they will need to lodge a statement individually or whether the representative body will lodge a statement on their behalf.





1.4 Have you lodged before?

Has your organisation (or the organisations you represent) lodged a statement with the Department for Families and Communities previously?

Part 2 of this statement sets out the minimum requirements an organisation must meet in order to demonstrate that they have established appropriate child safe environment policies and procedures. The establishment of a child safe environment is an ongoing process and you may have not yet implemented all of these requirements. In this situation, you must still lodge a statement with DFC that clearly shows your progress towards establishing a child safe environment. A further statement should be lodged once all requirements are in place.

Yes No

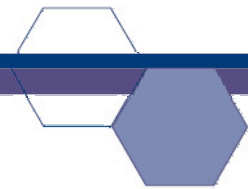
Additional comments (optional):

1.5 Contact person

Your organisation should nominate an appropriate officer (such as a public officer or child safety officer) to lodge the compliance statement.

Name _____
Telephone _____
Email _____
Address _____





Part 2 Child Safe Environments Compliance Statement

This statement sets out the minimum requirements an organisation must meet to demonstrate that it has established a child safe environment within the organisation.

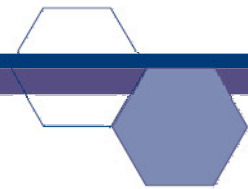
The establishment of child safe environments is an ongoing process and your organisation may not have implemented all of these requirements yet. If you answer 'in progress' or 'no' to any of these 12 requirements, you must provide an updated statement to the Department for Families and Communities once all the requirements are in place.

Resources that may assist your organisation to comply are suggested underneath each requirement.

Resources and information are available from www.families.sa.gov.au/childsafe.

Additional resources for sporting and recreational organisations are available from www.recSPORT.sa.gov.au.





2.1 My organisation has a documented risk management plan that identifies, assesses and takes steps to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another child.

Yes No In progress

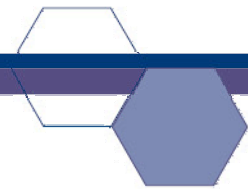
Comments (optional)

Need help?

The following resources can help your organisation to establish a risk management plan. If your organisation doesn't already have a plan in place, these resources provide a good starting point.

- Child Safe Environments: Principles of Good Practice (see especially Principle 1) - see www.families.sa.gov.au/childsafe.
- Office for Recreation and Sport - Risk Management Resource - see www.recsport.sa.gov.au.
- Office for Volunteers - Risk Management Toolkits - see www.ofv.sa.gov.au.





2.2 My organisation has a documented child safe environment policy that outlines our commitment to children's well-being and safety.

Yes No In progress

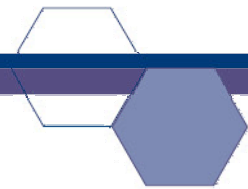
Comments

Need help?

The following templates provide some good examples of a child safe environment policy. If your organisation doesn't already have a policy in place, these templates provide a good starting point for drafting your own policy:

- Child Safe Environments: Principles of Good Practice (see especially Principle 2) - see www.families.sa.gov.au/childsafe.
- Department for Families and Communities Sample Child Safe Environment Policy - see www.families.sa.gov.au/childsafe.
- Australian Sports Commission - Member Protection Policy - see www.aussport.gov.au.
- Office for Volunteers - Child Protection Policy Template - see www.ofv.sa.gov.au.





2.3 My organisation's child safe environment policy is supported by guidelines and procedures that are relevant to our specific business and activities.

Yes No In progress

Comments (optional)

Need help?

Guidelines and procedures may vary according to the size, nature and resources of the organisation. If your organisation doesn't already have appropriate guidelines and procedures in place, these resources are a good starting point - see www.families.sa.gov.au/childsafe.

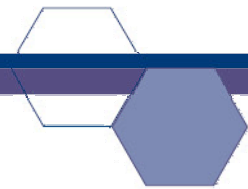
- Child Safe Environments: Principles of Good Practice
- Child Safe Environments: Standards for dealing with information about the criminal history of people working with children

2.4. My organisation communicates its child safe policy and procedures to all relevant persons (such as staff, volunteers, members, families and children).

Yes No In progress

Comments (optional)





2.5. My organisation has a code (or codes) of conduct for adults and children.

Yes No In progress

Comments (optional)

Need help?

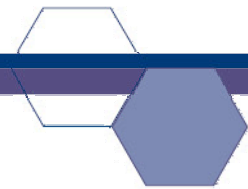
The following resources provide some examples of a code of conduct. If your organisation doesn't already have a code of conduct, these resources provide a starting point for drafting your own.

Child Safe Environments: Principles of Good Practice (see especially Principle 3) - see www.families.sa.gov.au/childsafe.

Office for Recreation and Sport - Keeping Sport Safe and Fun - see www.recSPORT.sa.gov.au.

NSW Commission for Children and Young People - Policies and Code of Conduct - see www.kids.nsw.gov.au.





2.6. My organisation knows its obligation to conduct criminal history assessments on staff and volunteers who are working with children in prescribed positions, as required by the Children's Protection Act 1993 (s8B).

Yes No In progress

Comments (optional)

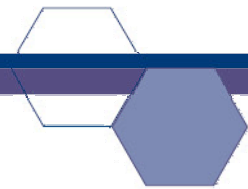
Need help?

Department for Families and Communities child safe website has extensive information about criminal history assessments to assist your organisation to understand its obligations to conduct criminal history assessments including the items that follow - see

www.families.sa.gov.au/childsafe.

- Managing criminal history information about people working with children - Checklist for organisations
- Criminal history assessment Frequently Asked Questions
- Child Safe Environments: Standards for dealing with criminal history information of employees and volunteers working with children





2.7. My organisation has a policy and/or procedures for assessing and dealing with criminal history information where this information is required by law. The policy and/or procedures comply with the Child Safe Environments: Standards for dealing with criminal history information of employees and volunteers working with children.

Yes No In progress

Comments (optional)

Need help?

The following resources provide a good starting point for developing policies and procedures for assessing and dealing with criminal history information - see www.families.sa.gov.au/childsafe.

- Managing criminal history information about people working with children
- Criminal History Assessment Register Template and Sample Assessment Form
- Child Safe Environments: Standards for dealing with information about the criminal history of people working with children





2.8. My organisation has a procedure for recruiting suitable staff and volunteers to work with children that includes, as a minimum, basic screening.

- Yes No In progress

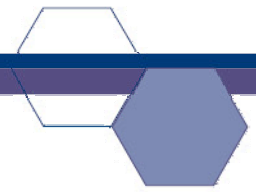
Comments (optional)

Need help?

The following resources provide information that may assist your organisation to establish an appropriate procedure for screening staff and volunteers.

- Department for Families and Communities child safe website - see www.families.sa.gov.au/childsafe.
- Child Safe Environments: Principles of Good Practice (see especially Principle 4) - see www.families.sa.gov.au/childsafe.
- NSW Commission for Children and Young People - Choosing and supporting the right people - see www.kids.nsw.gov.au.





2.9. Staff and volunteers are actively supported and supervised by my organisation.

Yes No In progress

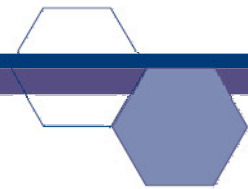
Comments (optional)

Need help?

The level of support and supervision provided to staff and volunteers may vary according to the size, nature and resources of the organisation and the nature of the position involved. These resources can help your organisation to identify ways to support and supervise your staff and volunteers. - see www.families.sa.gov.au/childsafe.

- Child Safe Environments: Principles of Good Practice (see especially Principle 5)





2.10. My organisation provides training and development opportunities for staff and volunteers to maintain their knowledge of child protection and Child Safe Environments.

Yes No In progress

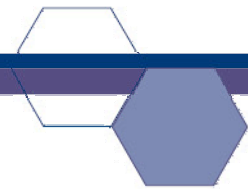
Comments (optional)

Need help?

The level of training and development provided to staff and volunteers may vary according to the size, nature and resources of the organisation and the nature of the position involved. These resources provide some examples of training and development opportunities for staff and volunteers that your organisation may wish to consider - see www.families.sa.gov.au/childsafe.

- Child Safe Environments: Principles of Good Practice (see especially Principle 5)
- Training for mandated notifiers - reporting child abuse and neglect -





2.11. My organisation actively encourages the participation and involvement of children and young people (where appropriate).

Yes No In progress

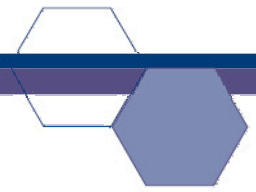
Comments (optional)

Need help?

The following resources can help your organisation to identify ways to encourage the involvement children and young people in your organisation:

- Child Safe Environments: Principles of Good Practice (see especially Principle 6) - see www.families.sa.gov.au/childsafe.
- NSW Commission for Children and Young People - Kids Participation - see www.kids.nsw.gov.au.





2.12. My organisation educates its staff and volunteers about their role and responsibilities to report and respond appropriately to suspected abuse and neglect (refer to section 11 of the Children’s Protection Act 1993).

Yes No In progress

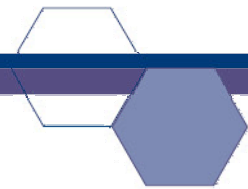
Comments (optional)

Need help?

The following resources provide information on reporting abuse and neglect - see www.families.sa.gov.au/childsafe.

- Child Safe Environments: Principles of Good Practice (Principle 7)
- Training for mandated notifiers - reporting child abuse and neglect
- Reporting child abuse





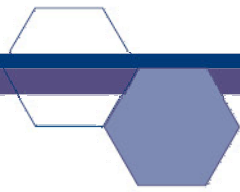
2.13 Additional information

Please include any additional information relating to your child safe environment policies and procedures.

2.14 Attachments

Please list any attachments that you are submitting with this compliance statement, such as comments in response to certain questions where insufficient space was provided.





Note: Organisations are required by law to meet the 12 requirements set out in this statement. If your organisation has answered 'in progress' or 'no' to any of these requirements, you must provide an updated statement to the Department for Families and Communities once all requirements are in place.

Complete your compliance statement online at
www.families.sa.gov.au/childsafe

or

save a copy of your statement on file for future
reference and mail to:

Child Safe Environments

Department for Families and Communities – Families SA

GPO Box 292,

ADELAIDE SA 5001

