

Child Safety Checklist



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Contents from this checklist is taken from the Child Safety Compliance Register.

About the Child Safety Compliance Register

The Child Safety compliance register provides information to organisations that are engaged in child-related roles or industries in Australia. The register covers compliance requirements related to Child Safe Standards, Reportable Conduct, Staff Training and Compliance, Implementing Child Safe policies, e-safety and more.

About the Expert

Patrice Fitzgerald

Principal Lawyer and Director at Safe Space Legal



Patrice is passionate about keeping children and vulnerable people safe and has dedicated her career to doing so. Patrice believes that through equipping organisations with best practice legal advice in safeguarding, children and vulnerable people are less likely to be harmed as they have in the past.

Patrice was admitted as a lawyer in the Supreme Court of Victoria in 2006 and has over 17 years experience working in the legal sector predominantly in safeguarding and child protection. She has worked with numerous organisations, including small volunteer based organisations to large corporations with national operations. Patrice has played a pivotal role in assisting organisations to comply with their moral and legal safeguarding obligations, liaise with regulators and implement recommendations from public inquiries.

Patrice has extensive experience working with clients both big and small in child safety and safeguarding including schools, early education, family services, public housing, children's services, councils and disability service providers. Patrice is attuned to the onerous obligations placed on organisations to comply with their legal obligations and works with clients to identify gaps and implement change.

Patrice has expertise in assisting organisations to respond to complaints of misconduct, which are often highly sensitive in nature and involve individuals who have experienced complex trauma. Patrice is experienced in conducting complex investigations including historical and current allegations, and conducts herself in a forensic and legally astute manner, whilst developing rapport and trust so allegations can be properly reported and investigated.

Patrice has conducted many investigations and supported organisations to comply with their obligations under regulatory schemes including the Reportable Conduct Scheme (RCS), the Child Incident Management Scheme (CIMS), the Serious Incident Response Scheme (SIRS) and incident reporting and response pursuant to the NDIS.

Patrice devotes herself to understanding the organisation she is working with so that she can tailor her legal advice in a cost effective and efficient way.

CHILD SAFETY CHECKLIST

This checklist has been designed to help organisations that are engaged in child-related roles or industries in Australia, identify their compliance requirements related to child safety in Australia.

Overview

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation that is engaged in child-related roles or industries in Australia comply with the relevant state, territory and Commonwealth laws, standards, policies and procedures in order to ensure child safety?

Pre-employment Screening

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation put in place systems and procedures to ensure that employees and volunteers in the ACT hold and maintain a relevant Working with Vulnerable People (WWVP) registration when necessary for the functions and activities of the organisation?

Does the organisation put in place systems and procedures to ensure that employees and volunteers in New South Wales hold and maintain a relevant Working with Children Check (WWCC) when necessary for the functions and activities of the organisation?

Does the organisation put in place systems and procedures to ensure that employees and volunteers in the Northern Territory hold and continue to hold a relevant Working with Children Clearance (WWCC) when necessary for the functions and activities of the organisation?

Does the organisation put in place systems and procedures to ensure that employees and volunteers in Queensland hold and maintain a relevant Working with Children Check (Blue Card or exemption card) when necessary for the functions and activities of the organisation?

Does the organisation put in place systems and procedures to ensure that employees and volunteers in South Australia hold and maintain a relevant Working with Children Check (WWCC) when necessary for the functions and activities of the organisation?

Does the organisation put in place systems and procedures to ensure that employees and volunteers in Tasmania hold and maintain a relevant registration to Work with Vulnerable People (WWVP) when necessary for the functions and activities of the organisation?

Does the organisation put in place systems and procedures to ensure that employees and volunteers in Victoria hold and maintain a relevant Working with Children Check (WWCC) when necessary for the functions and activities of the organisation?

Does the organisation put in place systems and procedures to ensure that employees and volunteers in Western Australia hold and maintain a relevant Working with Children Check (WWCC) when necessary for the functions and activities of the organisation?

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Child Safe Standards

Requirement	Needs work	Don't know	Meets requirement
Does the care and protection service provider in the Australian Capital Territory have and implement policies, systems and procedures that comply with the relevant industry standards and the National Principles for Child Safe Organisations?			
Does the organisation have and implement policies, systems and procedures to ensure that the Child Safe Standards are embedded in the organisation when necessary for the functions and activity of the organisation?			
Providers of out of home care services should have and implement systems and procedures that comply with the Territory Families Quality Assurance Framework and the National Principles for Child Safe Organisations.			
As best practice, does the organisation implement policies, systems and procedures to create a child safe environment including developing child risk management strategies and incorporating the National Principles when necessary for its functions and activities?			
Does the organisation have and implement policies, systems and procedures to create child safe environments, and ensure that the National Principles for Child Safe Organisations are embedded in the organisation when necessary for its functions and activities?			
Does the organisation have and implement policies, systems and procedures that comply with the National Principles for Child Safe Organisations, and the Tasmanian Child and Youth Safe Standards which become effective from 1 January 2024?			
Does the organisation have and implement policies, systems and procedures to ensure that the minimum requirements outlined in the Child Safe Standards are embedded in the organisation when necessary for its functions and activities?			
Does the organisation have and implement policies, systems and procedures to ensure the National Principles for Child Safe Organisations are embedded in the organisation when necessary for the functions and activities of the organisation?			
Does the organisation have and implement policies, systems and procedures to ensure that the National Principles for Child Safe Organisations are embedded in the organisation when necessary for its functions and activities?			

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Reportable Conduct and Reportable Conduct Investigations

Requirement	Needs work	Don't know	Meets requirement
Does the organisation implement systems, policies and procedures to ensure compliance with the Australian Capital Territory reportable conduct scheme, including responding to allegations and undertaking thorough reportable conduct investigations as required?			
Does the organisation implement systems, policies and procedures to ensure compliance with the New South Wales reportable conduct scheme, including responding to allegations and undertaking thorough reportable conduct investigations as required?			
Does the organisation have systems to respond to complaints and concerns which are child focused and uphold the rights of children?			
Does the organisation have systems to respond to disclosures or suspicions of harm including in complying with reporting guidelines?			
Does the organisation in South Australia have systems to develop, implement and maintain a complaint handling system that prioritises child safety and is child focused?			
Does the organisation implement systems, policies and procedures to ensure compliance with the Tasmanian reportable conduct scheme, including responding to allegations and undertaking thorough reportable conduct investigations as required?			
Does the organisation have systems, policies and procedures to ensure compliance with the Victorian reportable conduct scheme, including preventing, responding to allegations and undertaking thorough reportable conduct investigations as required?			
Does the organisation have systems, policies and procedures to ensure compliance with the Western Australia reportable conduct scheme, including responding to allegations and undertaking thorough reportable conduct investigations as required?			

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Providing a Child Safe Environment

Requirement	Needs work	Don't know	Meets requirement
Does the approved provider ensure that it has policies and procedures in place for providing a child safe environment to minimise risks of harm and hazards to children attending education and care services?			
Does the approved provider have systems and procedures in place which comply with the National Quality Framework in relation to adequate staffing and supervision?			
Does the approved provider have adequate systems and procedures in place to ensure that management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect and to make appropriate reports to the regulatory authority?			
Does the approved provider facilitate quality practices through the National Quality Standard (NQS) assessment process by developing ongoing Quality Improvement Plans (QIP) and ensuring appropriate record keeping?			
Does the approved provider, nominated supervisor and family day care educator implement risk assessment processes to ensure that every reasonable precaution is taken to protect children cared for by the service from harm and from any hazard likely to cause injury?			
Does the approved provider implement risk management processes to ensure that every reasonable precaution is taken to protect children from harm or any hazard likely to cause injury?			
Does the school or school boarding premises have systems and procedures in place to manage the risk of child abuse and harm in the premises?			

Staff Training and Compliance

Requirement	Needs work	Don't know	Meets requirement
Does the Australian Capital Territory organisation establish and maintain a system of training and compliance to ensure that its staff are aware of and compliant with the applicable Child Safe Framework and relevant legislation?			
Does the New South Wales organisation establish and maintain a system of training and compliance to ensure that its staff are aware of and compliant with the applicable Child Safe Framework and relevant legislation?			
Does the Northern Territory organisation establish and maintain a system of training and compliance to ensure that its staff are aware of and compliant with the applicable Child Safe Framework and relevant legislation?			
Does the Queensland organisation establish and maintain a system of training and compliance to ensure that its staff are aware of and compliant with the applicable Child Safe Framework and relevant legislation?			

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Does the South Australian organisation establish and maintain a system of training and compliance to ensure that its staff are aware of and compliant with the applicable Child Safe Framework and relevant legislation?			
Does the Tasmanian organisation establish and maintain a system of training and compliance to ensure that its staff are aware of and compliant with the applicable Child Safe Framework and relevant legislation?			
Does the Victorian organisation establish and maintain a system of training and compliance to ensure that staff are aware of and compliant with the applicable Child Safe Framework and relevant legislation?			
Does the West Australian organisation establish and maintain a system of training and compliance to ensure that its staff are aware of and compliant with the applicable Child Safe Framework and relevant legislation?			

Information Sharing

Requirement	Needs work	Don't know	Meets requirement
Does the Australian Capital Territory organisation understand and ensure it complies with any information-sharing restrictions between agencies and other persons regarding children and young persons?			
Does the New South Wales organisation understand and ensure it complies with any state information-sharing restrictions between agencies and other persons regarding children and young persons?			
Does the Northern Territory organisation understand and ensure it complies with any information-sharing restrictions between agencies and other persons regarding children and young persons?			
Does the Queensland organisation understand and ensure it complies with any information-sharing restrictions between agencies and other persons regarding children and young persons?			
Does the South Australian organisation understand and ensure it complies with any information-sharing restrictions between agencies and other persons regarding children and young persons?			
Does the Tasmanian organisation understand and ensure it complies with any state information-sharing restrictions between agencies and other persons regarding children and young persons?			
Does the Victorian organisation understand and ensure it complies with information-sharing restrictions and information sharing schemes between agencies and other persons regarding children and young persons?			
Does the West Australian organisation understand and ensure it complies with any information-sharing restrictions between agencies and other persons regarding children and young persons?			
Does the mining organisation ensure that diesel units meet certain standards and are only used when they release acceptable gas analysis levels?			

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Creating and Implementing a Child Safe Policy

Requirement	Needs work	Don't know	Meets requirement
Does the relevant organisation create certain documents to ensure full compliance with state child safe laws?			
Does the relevant organisation ensure that it understands the applicable child safe standards in the organisation's operating jurisdiction and create internal policy in compliance with those standards?			

Does the relevant organisation ensure it understands the state's child safe standards and implement internal policy in compliance with those standards?

E-Safety

Requirement	Needs work	Don't know	Meets requirement
Does the organisation, as best practice, develop and implement policies, processes and procedures in line with the National Principles of Child Safe Organisations and the Basic Online Safety Expectations, to assist in keeping children and young people safe from online harm?			

Does the organisation ensure that internal processes, policies and procedures encourage child safety in the online environment and provide for the ability to report breaches and cyberbullying to eSafety and other appropriate regulators?

Religious Institutions

Requirement	Needs work	Don't know	Meets requirement
Does the religious institution in the Australian Capital Territory, Northern Territory, Tasmania or Western Australia implement policies and procedures to provide child safe environments, and have robust systems in place to prevent, identify, respond to and report child abuse and harm?			

Does the religious institution in New South Wales implement policies and procedures to provide child safe environments, and have robust systems in place to prevent, identify, respond to, and report child abuse and harm?

Does the religious institution in Queensland or South Australia implement policies and procedures to provide child safe environments, and have robust systems in place to prevent, identify, respond to, and report child abuse and harm?			
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Does the religious institution in Victoria implement policies and procedures to provide child safe environments, and have robust systems in place to prevent, identify, respond to, and report child abuse and harm?

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National Redress Scheme

Requirement	Needs work	Don't know	Meets requirement
Does the institution that participates, or intends to participate, in the National Redress Scheme ensure that systems and processes are in place for its participation under the scheme?			
Does the institution that participates, or intends to participate, in the National Redress Scheme have systems in place to ensure its capacity to pay redress for current and future applications under the scheme?			
Does the participating institution put in place systems and processes to ensure compliance with their review and reporting obligations under the National Redress Scheme?			

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