

Child Safe Environments

Compliance Statement for single organisations

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

Sole traders, people working in a partnership arrangement who do not employ other staff and representative bodies lodging a statement on behalf of other organisations must not use this statement. One of the following lodgement forms should be completed in these circumstances:

- Lodgement form for sole traders and people working in partnerships
- Lodgement form for representative bodies.

Under the Children's Protection Act 1993, all organisations that provide health, welfare, education, sporting or recreational, religious or spiritual, child care or residential services wholly or partly for children must lodge a statement setting out their child safe environment policies and procedures with the Department for Education and Child Development (DECD).

From 11 April 2015 this requirement will also apply to organisations providing cultural, entertainment or party services wholly or partly for children.

This compliance statement is in two parts. Part 1 deals with information about the organisation lodging the statement. Part 2 requires the organisation to answer questions regarding its child safe environment policies and procedures.

If the minimum requirements set out in Part 2 of this compliance statement have not yet been fully met, a further statement must be lodged once all requirements are in place. This statement should be lodged no later than six months after lodging the initial statement.

A guide to resources that may assist you to comply is included at the end of this form.

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 Families SA.

An organisation may choose to lodge a statement with the Department in a different format. In this situation, the statement must state that the organisation complies with the standards and principles published by DECD.

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

Phone: 8463 6468

Email: DECDChildSafe@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.

Note: If you are a sole trader, or working in a partnership arrangement and do not appoint or engage other people to work with children, please use the lodgement form for sole traders and partnerships.

1.2 Type of service provided

1.2.1 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 |
| <input type="checkbox"/> Cultural | <input type="checkbox"/> Entertainment/Party |
| <input type="checkbox"/> Registered Training Organisation | |

1.4 Has your organisation lodged a statement previously?

- ☐ Yes ☐ No

Additional comments:

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.

DECD may contact this person if it has any questions regarding your statement.

Name	<hr/>
Position	<hr/>
Telephone	<hr/>
Email	<hr/>
Address	<hr/>

Part 2 Compliance Statement

- 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 or inaction of a person involved in the organisation (including an employee, volunteer or another child).

☐ Yes ☐ No ☐ In progress

Comments

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

☐ Yes ☐ No ☐ In progress

Comments

- 2.3 My organisation's child safe environment policy is supported by guidelines and procedures that are relevant to its specific business and activities. This includes procedures for dealing with complaints and concerns raised with our organisation.

☐ Yes ☐ No ☐ In progress

Comments

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

☐ Yes ☐ No ☐ In progress

Comments

2.5. My organisation has a code (or codes) of conduct for adults and, where applicable, children that sets out expected standards of behaviour.

☐ Yes ☐ No ☐ In progress

Comments

2.6. My organisation has a comprehensive procedure for recruiting suitable staff and volunteers to work with or around children.

At a minimum, this includes a comprehensive application form, thorough personal interview, professional and personal reference checks and, where appropriate, confirmation of educational qualifications.

☐ Yes ☐ No ☐ In progress

Comments

2.7 My organisation ensures that a relevant history assessment is conducted for each employee, volunteer, contractor, subcontractor and agent who is, or will be, working with or in close proximity to children or their records in a prescribed position, as required by the Children's Protection Act 1993 (unless an exemption applies).

Assessments are conducted prior to appointment and then every three years.

☐ Yes ☐ No ☐ In progress

Comments

2.8 My organisation has a policy and/or procedure for obtaining, assessing and dealing with relevant history information. The policy and/or procedures comply with the *Child Safe Environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment* and *Child Safe Environments: Principles of Good Practice*.

☐ Yes ☐ No ☐ In progress

OR

☐ Child-related employment screening for all relevant personnel is conducted through the Government authorised screening unit (located within the Department for Communities and Social Inclusion – www.dcsi.sa.gov.au/services/screening).

Comments

2.9. Staff and volunteers are actively supported and supervised by my organisation so that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

☐ Yes ☐ No ☐ In progress

Comments

2.10. My organisation educates its staff and volunteers about their role and responsibilities to report and respond appropriately to suspected abuse and neglect. My organisation has a policy and/or procedure regarding the making of appropriate reports of suspected child abuse and neglect to Families SA via the Child Abuse Report Line (131478)

☐ Yes ☐ No ☐ In progress

Comments

2.11 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

2.12 My organisation actively encourages the participation and involvement of children and young people, where this is appropriate. This includes adopting a child rights-based approach to service delivery and empowering children to raise any matters that are concerning them.

☐ Yes ☐ No ☐ In progress

Comments

2.13 From 11 April 2015, the responsible authority of my organisation (where the responsible authority is a natural person) or those working in a partnership arrangement will not perform a prescribed function unless

(a) an assessment of their relevant history (a “child related employment screening”) has been undertaken by the government authorised screening unit), or

(b) they have obtained a criminal history report prepared by South Australia Police or Crim Trac.

The screening or criminal history report must have been obtained within the last three years.

☐ Yes ☐ No ☐ In progress

☐ Not applicable

Comments

2.14 From 11 April 2015, the responsible authority of my organisation (where the responsible authority is a natural person) or those working in a partnership arrangement will, upon request from a parent, guardian and caregiver of a child to whom they deliver services, produce for inspection evidence of either a:

a) child related employment screening undertaken by the government authorised screening unit, or

b) criminal history report prepared by South Australia Police or Crim Trac.

Note: A request may be made verbally or in writing. If a request is made in writing and meets certain conditions (ie sets out the name of the person making the request, the name of the child to whom the request relates and whether the person is a parent, guardian or carer) the responsible authority must produce evidence for inspection.

☐ Yes ☐ No ☐ In progress

☐ Not applicable

Comments

2.15 Additional information and attachments

Please include any additional information relating to your child safe environment policies and procedures, including any attachments that you are submitting with this compliance statement.

Comments

Note: Organisations must meet the requirements set out in this statement insofar as the requirements apply to the organisation. **If your organisation has answered 'in progress' or 'no' to any requirements that are applicable to your organisation, you must lodge an updated once all requirements are in place.**

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

or

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

Child Safe Environments
Families SA
GPO Box 1152
ADELAIDE SA 5001

Guide to resources

General resources (go to www.families.sa.gov.au/childsafes)

- Children's Protection Act 1993 and Children's Protection Regulations 2010
- Child safe environments: Principles of good practice
- Creating safe environments for children – organisations, employees and volunteers. National Framework (July 2005) Community and Disability Services Minister's Conference
- Schedule 1: Guidelines for building the capacity of child-safe organisations (2006a)
- Schedule 2: An evidence-based guide for risk assessment and decision-making when undertaking background checking (2006b)
- Schedule 3: Guidelines for information sharing across jurisdictions (2007)
- Schedule 4: Guidelines for exclusion of persons from employment/volunteering in child related areas (2007)
- Protecting Children is Everyone's Business: National Framework for Protecting Australia's Children 2009–2020
- Australian Institute of Family Studies
- United Nations Convention on the Rights of the Child
- Child wise
- NAPCAN

Relevant history screening

- Child safe environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment (go to www.families.sa.gov.au/childsafes)
- Department for Communities and Social Inclusion Screening Unit (go to <http://www.dcsi.sa.gov.au/services/screening>)
- South Australia Police Records Release Unit (Go to www.sapo.sa.gov.au)
- On the Record, Human Rights Commission, 2012 (Go to <https://www.humanrights.gov.au/>)

Risk management

- Australian/New Zealand Standard - Risk Management Principles and Guidelines (go to www.standards.org.au. A fee applies for this product)
- Office for Recreation and Sport - Risk Management Resource (go to www.ors.sa.gov.au)
- Office for Volunteers - Risk Management Toolkits (go to www.ofv.sa.gov.au)

Reporting child abuse or neglect

- Child safe environments: Guidelines for mandated notifiers (go to www.families.sa.gov.au)
- SMART (Strategies for managing abuse related trauma) training (go to <http://www.childhood.org.au/training/smart-online-training>)
- Child safe environments: Reporting child abuse and neglect training (go to www.families.sa.gov.au)

Sector specific

- Office for Recreation and Sport (go to www.ors.sa.gov.au)
- Play by the Rules (go to www.playbytherules.net.au)
- Australian Sports Commission (Go to www.ausport.gov.au)
- Tearfund & NSPCC 'Setting the Standard': A common approach to Child Protection for international NGOs. Tearfund & NSPCC, Middlesex, 2003
- Office of the Commissioner for Public Employment Code of Ethics South Australian Public Sector South Australian Government, Adelaide, 2010 (go to www.oper.sa.gov.au)
- National safe schools framework (go to www.decd.sa.gov.au)
- Safer DECD Schools: A resource to make DECD schools safer through the reduction of bullying, harassment and violence, and the provision of child protection initiatives (go to www.decd.sa.gov.au)
- Protecting children and young people with disability: A booklet for parents and carers Government of SA 2012 (go to www.families.sa.gov.au)