

Checklist

A checklist can help your organisation to develop and maintain a child-safe and child-friendly environment by:

- **promoting discussion;**
- **identifying strengths and any remaining gaps that need action; and**
- **helping to set priorities.**

Each question in the Checklist also has a link to information, resources and templates to help develop new policies and practices that strengthen child-safe and child-friendly organisations.

The Checklist can be used whether you have already developed child-friendly policies or practices or are just starting out. The Checklist is not exhaustive: you will find that as you discuss it you may think of other areas for attention in your organisation.

Use this template to help develop a child-safe and child-friendly environment in your organisation.

	Yes	In progress	No	Guide to resources and information available on the Commission's website
Getting Started				
Have you conducted a risk assessment exercise?				Finding Your Risks
Do staff, volunteers and students understand what constitutes child abuse?				www.kids.nsw.gov.au/info/#ChildAbuse
Are staff, volunteers and students carefully selected and always screened?				Recruitment & Selection Checklist
Do you know your obligations under the Working With Children Check?				www.kids.nsw.gov.au/check/employer.html
Are there opportunities for kids to contribute to your program development?				Children & Young People's Participation – www.kids.nsw.gov.au/publications/taking.html
Do staff, volunteers and students know how to run their activities in an inclusive way that will add to the self esteem of all participants?				Supporting staff, volunteers and students
Have you identified barriers that prevent staff, volunteers and students from raising concerns?				Managing Complaints

Getting Started section complete

Checklist

	Yes	In progress	No	Guide to resources and information available on the Commission's website
Moving Forward				
Do you have a child-safe/child-friendly policy?				Policies and Codes of Conduct
Do you have a child-safe/child-friendly code of conduct?				Policies and Codes of Conduct
Do you have clear procedures for raising concerns & complaints?				Managing Complaints
Have issues concerning confidentiality been clarified?				Managing Complaints
In NSW, do you know when to report an incident to the Department of Community Services?				Managing Complaints
Do you have a staff, volunteers and students induction process on your child-safe and child-friendly commitment and procedures?				Supporting staff, volunteers and students

Moving Forward section complete

Keeping it Going				
Do staff, volunteers and students know what to do if faced with an allegation or disclosure of child abuse?				Managing Complaints
Do kids and/or parents involved in your program know how to report or raise a concern?				Managing Complaints
Are kids able to provide feedback about their activities?				Children & Young People's Participation – www.kids.nsw.gov.au/publications/taking.html
Do you include a young person (of appropriate age) on an interview panel?				Choosing the Right People
Does your organisation work to promote child-safe and child-friendly policies and practices?				Policies and Codes of Conduct
Have you set a date for reviewing policy and procedures?				Policies and Codes of Conduct

Keeping it Going section complete