



Child safe environments

Compliance statement for single organisations

Organisations that provide health, welfare, education, sporting or recreational, religious or spiritual, cultural, entertainment, party, disability, child care or residential services wholly or partly for children must lodge a child safe environments compliance statement setting out their child safe environment policies and procedures.

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 provide safe environments for children and young people, in line with the legislative obligations under the *Children's Protection Act 1993* (to the extent that it remains operational) and the *Children and Young People (Safety) Act 2017*.

The Chief Executive, Department for Education requires organisations to include copies of their child safe environments policies and procedures if:

- this is the first time you have lodged a child safe environments compliance statement
- you have increased the scope of services provided since last lodging a compliance statement
- your organisation has undergone a change of ownership or a substantial change to the responsible or managing authority since last lodging a compliance statement
- your organisation has undertaken a comprehensive policy review.

Organisations are always encouraged to provide copies of their child safe environments policies and procedures even when the above circumstances do not apply.

If the minimum requirements of providing safe environments for children and young people have not been fully met, the organisation will need to lodge a further statement once all requirements are in place. This statement should be lodged no later than 6 months after the initial statement is lodged.

For resources and guidance material to assist organisations to provide safe environments for children and young people please,

Visit: <https://www.education.sa.gov.au/child-protection/child-safe-environments>

Phone: 08 8463 6468

Email: educationchildsafes@sa.gov.au

This statement is not suitable for sole traders, people working in a partnership arrangement who do not employ other staff or representative bodies lodging a statement on behalf of other organisations.

Visit www.education.sa.gov.au/child-protection/child-safe-environments for a sole trader or representative bodies' child safe environments compliance statement.





Organisation details

1.1 Name of the organisation

1.2 Type of service provided

Please select the service type that is most applicable.

child care

sport

residential

education

religious or spiritual

disability

health

welfare

entertainment

recreation

cultural

party

1.3 Has the organisation lodged a statement previously?

Yes

No

1.4 Contact details

It is up to your organisation to nominate an appropriate officer to lodge the compliance statement.

Name

Position

Telephone

Email

Organisation Address

1.5 Additional Comments





Child safe environments compliance statements

2.1 Documented policies and procedures

My organisation has a documented child safe environments policy that outlines our commitment to children’s safety and well-being. This policy is supported by procedures that are specific to the business and activities my organisation provides to children and young people.

Yes

In-progress

Comments:

2.2 Communication

My organisation communicates its child safe environments policy and procedures to all relevant people (such as staff, volunteers, members, families and children). My organisation will meet its legislative obligations to provide copies of the policies and procedures to any relevant person if requested.

Yes

In-progress

Comments:

2.3 Review of policies and procedures

My organisation will review its child safe environments policies and procedures as required, and at least once in every 5 year period.

Yes

In-progress

Comments:

2.4 Providing copies of policies and procedures

My organisation has included copies of the policies and procedures that relate to child safe environments (see page 1 for information on when an organisation must provide copies of the policies and procedures).

Yes

No

Comments:





2.5 Risk management

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

In-progress

Comments:

2.6 Code of conduct

My organisation has a code (or codes) of conduct for adults and, where applicable, children that sets out expected standards of behaviour. This is supported by a procedure which outlines the steps we will take if someone breaches the code of conduct.

Yes

In-progress

Comments:

2.7 Children's participation

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

In-progress

Comments:

2.8 Reporting children at risk

My organisation educates its staff and volunteers about their role and responsibilities to report and respond appropriately to children and young people who may be at risk. My organisation has a policy and/or procedure regarding the making of appropriate reports of suspicion that a child or young person may be at risk to the Department for Child Protection via the Child Abuse Report Line (13 14 78).

Yes

In-progress

Comments:





2.9 Support and supervision

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 child safe environments.

Yes

In-progress

Comments:

2.10 Training and development

My organisation provides training and development opportunities for staff and volunteers to maintain their knowledge of child protection and child safe environments.

Yes

In-progress

Comments:

2.11 Recruitment

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

Yes

In-progress

Comments:

2.12 Relevant history assessments

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*, to the extent that is remains operational (unless an exemption applies).

Yes

In-progress

Comments:





2.13 Relevant history assessments procedure

My organisation has a policy /procedure in place to ensure that relevant history assessments are undertaken for people in prescribed positions, which outlines the use of either:

Child related employment screenings issued by the Department of Human Services

OR

In-house relevant history assessments in line with the Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment

Comments:

2.14 Responsible authority

The responsible authority of my organisation (where the responsible authority is a natural person) will not perform a prescribed function unless they have obtained within the last three years:

- (a) a child related employment screening from the Department of Human Services;

OR

- (b) a criminal history report prepared by South Australia Police, the Australian Criminal Intelligence Commission(ACIC) or an ACIC accredited agency or broker.

The responsible authority of my organisation (where the responsible authority is a natural person) will, upon request from a parent, guardian and caregiver of a child to whom they deliver services, produce for inspection evidence of one of the above documents.

Yes

In-progress

Not applicable (responsible authority of the organisation is not a natural person)

Comments:

Completed child safe environments compliance statements can be sent to educationchildsafe@sa.gov.au or through the mail to:

Child Safe Environments
Early Childhood Services
GPO Box 1152
ADELAIDE SA 5001

