
VICTORIAN ASSESSMENT SERVICES PTY LTD

CHILD SAFE STANDARDS POLICY

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Child Safe Standard One

Building an organisational culture of child safety through effective leadership

Victorian Assessment Services is committed to the safety and wellbeing of all participating and visiting children and young people at the clinic. Victorian Assessment Services shares the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, and supports the new regulations surrounding child safety, underpinned by new Child Safe Standards.

Victorian Assessment Services recognises that the Child Safe Standards are compulsory minimum standards for all category two organisations (such as speech pathology clinics), to ensure they are well prepared to protect children from abuse and neglect.

Victorian Assessment Services recognises that we must act to protect children from abuse in our organisation, and build an environment where children feel respected, valued and encouraged to reach their full potential. This requires a culture of child safety to be embedded throughout our organisation so that child safety is part of everyone's everyday thinking and practice. Such a culture is achieved through proactive leadership in demonstrating the appropriate values, attitudes and behaviours of our organisation.

A child safe environment is the product of a range of strategies and initiatives. Our organisation will endeavour to foster a culture of openness, inclusiveness and awareness. We will endeavour to implement a culture that enables children and adults to know what to do if they observe, or are subject to, abuse or inappropriate behaviour.

Victorian Assessment Services encourages all staff and volunteers to consider the safety of all children, and to recognise the importance of the cultural safety of Aboriginal children, the safety of children from culturally and linguistically diverse backgrounds, and the safety of children with a disability.

Victorian Assessment Services intends to take a preventative, proactive and participatory approach to child safety issues. The safety and wellbeing of children in our organisation should be a paramount consideration when developing activities, policies and management practices.

Victorian Assessment Services is committed to excellent leadership and governance, and to providing a consistent level of care that upholds child safety.

Leadership responsibilities

Victorian Assessment Services leadership team (Leadership) is responsible for embedding a culture of child safety in our organisation. Leadership need to take the lead in protecting children from abuse, and must be made aware of child abuse allegations and risks, and take responsibility for ensuring an appropriate response.

We must ensure that all allegations of child abuse and child safety concerns are treated very seriously by our organisation. This includes complying with all legal requirements, including reporting suspicions of child abuse to police and/or child protection. If anyone believes that a child is at immediate risk of abuse, phone 000.

Identify and analyse risk of abuse

Victorian Assessment Services must adopt an approach to prevent, detect and respond to child abuse risks. This includes a risk management strategy and policy that sets out how our organisation identifies, assesses, and takes steps to reduce or remove child abuse risks.

Develop a child safe policy

Victorian Assessment Services has developed a Child Safe Policy which outlines our commitment to promoting children's wellbeing and protecting children from abuse.

Develop codes of conduct

Victorian Assessment Services recognises the requirement to development and implement a code of conduct which specifies the standards of conduct and care required when working and interacting with children.

Choose suitable employees and volunteers

Victorian Assessment Services will endeavour to take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. This includes police record and identity checks, Working with Children Checks, face-to-face interviews and detailed reference checks from previous employers, including from the applicant's most recent line manager.

Support, train, supervise and enhance performance

Victorian Assessment Services will endeavour to ensure that volunteers and employees who work with children have ongoing supervision, support and training so that their performance is developed and enhanced to help protect children from abuse. In particular, leadership, managers and the child safety officer need to understand their responsibilities.

A child safety officer is a person in our organisation who has knowledge of child safety issues and will act as a point of contact for others who have questions or concerns or want to report an allegation of abuse.

Promote inclusion

Victorian Assessment Services is inclusive to all children and families. In particular, our organisation will uphold a culture that supports:

- the cultural safety for Aboriginal children, for example by working in partnership with Aboriginal people and Aboriginal community-controlled organisations
- the cultural safety for children from culturally and/or linguistically diverse backgrounds, for example by using inclusive language and images in policy documents and communications, such as the website and newsletters



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- the safety of children with a disability, for example by ensuring that our organisation is accessible to everyone and ensuring appropriate training and supervision of staff and volunteers working with children with a disability.

Empower and promote the participation of children in decision-making

Victorian Assessment Services will promote the involvement and participation of children in developing and maintaining a child safe environment. For example, we will provide opportunities for children to express their views on our organisation's child safe policy and code of conduct, and then incorporate this feedback to improve our policies and practices. Ideas from children will be sought through suggestion boxes.

Our staff members are committed to listening to children and taking them seriously, particularly if they are disclosing abuse or concerns for their safety or the safety of other children.

Review

Victorian Assessment Services will review our organisation's response to the Child Safe Standards every two years, commencing in January 2018.



Child Safe Standard Two

Child Safe Policy and Statement of Commitment to Child Safety

Victorian Assessment Services is committed to the safety and wellbeing of all participating and visiting children and young people. Victorian Assessment Services shares the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, and supports the new regulatory landscape surrounding child safety, underpinned by new Child Safe Standards. Victorian Assessment Services recognises the Child Safe Standards are compulsory minimum standards for all category two organisations (such as speech pathology clinics), to ensure they are well prepared to protect children from abuse and neglect.

This policy was written to demonstrate the strong commitment of our management, staff and volunteers to child safety and to provide an outline of the policies and practices we have developed to keep children safe from any harm, including abuse.

Key points:

- Our organisation is committed to child safety.
- We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.
- We are committed to the safety, participation and empowerment of all children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Our organisation has robust human resources and recruitment practices for all staff and volunteers.
- Our organisation is committed to regularly training and educating our staff and volunteers on child abuse risks.
- We are committed to the cultural safety of Aboriginal children, the safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Commitment to child safety

All children who visit Victorian Assessment Services have a right to feel and be safe. The welfare of the children in our care will always be our first priority and we have zero tolerance of child abuse. We aim to create a child safe and child friendly environment where children feel safe and have fun.

This policy was developed in collaboration with our staff, volunteers, the children who use our services and their parents. It applies to all staff, contractors, volunteers, children and individuals involved in our organisation.

Children's rights to safety and participation

Victorian Assessment Services staff and volunteers encourage children to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

We share information on our notice boards and in our therapy rooms about what children can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

Valuing diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families
- welcome children with a disability and their families and act to promote their participation
- seek appropriate staff from diverse cultural backgrounds.

Recruiting staff and volunteers

Victorian Assessment Services applies the best practice standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and volunteers and require police checks and Working with Children Checks for relevant positions. Information about our commitment to Child Safety is included in all advertisements.

Supporting staff and volunteers

Victorian Assessment Services seeks to attract and retain the best staff and volunteers. We provide support and regular supervision so people feel valued, respected and fairly-treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.



Reporting a child safety concern or complaint

Maroulla Christodoulou has been appointed as our clinic's Child Safety Officer (CSO), with the specific responsibility of responding to any complaints or disclosures made by staff, volunteers, parents or children. Complaints and child safety concerns can be communicated either in person or via our communication/suggestions box.

Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policies, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to children.

Reviewing this policy

This policy will be reviewed every two years and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers.



Child Safety Standard Three

Code of Conduct

All staff and volunteers at Victorian Assessment Services are required to observe child safe principles and expectations for appropriate behaviour towards, and in the company of, children. All staff and volunteers are responsible for supporting the safety, participation, wellbeing and empowerment of children.

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. All staff and volunteers are required to comply.

All staff and volunteers at Victorian Assessment Services are responsible for promoting the safety and wellbeing of children and young people by:

- adhering to our Child Safe Policy, and other policies
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling us that they or another child has been abused and/or are worried about their safety or the safety of another
- welcoming all children and their families and carers and being inclusive
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during therapy sessions)
- reporting any allegations of child abuse to Maroulla Christodoulou, Child Safety Officer at Victorian Assessment Services who will ensure that any allegation is reported to the police or child protection
- reporting any child safety concerns to Maroulla Christodoulou, Child Safety Officer at Victorian Assessment Services or any other staff member
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know
- working with children in an open and transparent way – other adults should always know about the work we are doing with children
- informing families if tactile facial assessment or therapy is required
- modelling appropriate adult behaviour



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- ensuring that parents are aware if a child will be working alone with a staff member in a closed room, and where a child's confidentiality will not be compromised, leaving a door, window or curtain/blind open during therapy sessions.

Victorian Assessment Services staff, contractors and volunteers must NOT:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps.)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate.
- discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- seek to use children in any way to meet the needs of adults
- ignore or disregard any concerns, suspicions or disclosures of child abuse
- exchange personal contact details such as phone number, social networking site or email addresses with children
- have unnecessary contact with children and young people online or by phone.

I have read this Code of Conduct and agree to abide by it at all times.

Name: _____

Signature: _____

Date: _____

Name of Director: _____

Signature: _____

Date: _____

Witness: _____

Date: _____

Child Safe Standard Four

Screening, Supervision, Training and other Human Resources Practices

Child Safe Standard Four requires organisations that provide services for children to have adequate screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.

Though all members have a responsibility to be aware of, and to adhere to Victorian Assessment Services' Child Safe Policy, the Leadership team and the Child Safety Officer (CSO) will have key responsibility in ensuring that the standards are implemented at all times and that the standards are considered in all future planning.

Victorian Assessment Services will foster a culture of openness and inclusiveness, and will be aware that people who may wish to harm children could target specific organisations. Robust human resources practices are a good way of reducing these risks. Human resources practices include the recruitment, training and supervision of all personnel.

To achieve this, our organisation will provide opportunities for employees and volunteers to develop and maintain skills to ensure child safety. Our Leadership team and Child Safety Officer will support staff and volunteers to understand the importance of child safety and wellbeing, and enable them to consistently follow child safety policies and procedures. We will reinforce our organisation's commitment to child safety by recognising the good work and practices of employees and volunteers in keeping children safe and protected.

Promoting a commitment to child safety

Victorian Assessment Services will use our Child Safe Policy (and Statement of Commitment to Child Safety) as a communication tool to let people know that our organisation takes child safety seriously. We will talk about child safety regularly and have visible messages and reminders around the premises to help remind staff and those using the facility of our commitment to child safety.

Job advertisements will detail mandatory requirements, background and screening procedures. This will establish at the outset the commitment of our organisation to child safety for all new recruits. An example of an appropriate job advertisement is:

Our assessment service is seeking a dynamic, experienced speech pathologist/psychologist. At Victorian Assessment Services we are committed to excellence in service provision and to ensuring the safety and wellbeing of children.

The application form can be accessed at our website and will need to include three referees. All applicants must hold a degree in Speech Pathology/Psychology, hold membership with Speech Pathology Australia/AHPRA and provide referees who can comment on clinical experience.

A valid Working with Children Check, Indemnity Insurance and a Victorian Police Check are mandatory.



We are a child safe and equal employment opportunity employer. Applications from Aboriginal and Torres Strait Islander peoples and from people from culturally and linguistically diverse backgrounds are encouraged to apply.

We will ensure that any roles on offer in our organisation have a position description attached to them, which will clearly detail the responsibilities involved in performing the role. Position descriptions are valuable because they inform staff and volunteers and help to uphold Victorian Assessment Services' commitment to child safety.

Robust recruitment practices

Maintaining and reviewing policies and procedures will help Victorian Assessment Services to ensure that it employs appropriate people within the organisation.

Victorian Assessment Services will:

- offer key selection criteria when recruiting, including for volunteers
- consider why a particular person wants to work with children, their values and attitudes, their understanding of children's rights and needs, and what keeps children safe.
- screen potential staff and volunteers (to identify and avoid recruiting people who are not suitable to work with children) through a Working with Children Check, police checks, referee checks and identity checks
- speak with at least two referees of any potential staff member or volunteer, including the applicant's current or most recent direct supervisor.

High quality supervision and professional development

Victorian Assessment Services will provide a positive, supportive working environment that will allow staff and volunteers to perform to the best of their ability and to provide a safe environment for children.

This will include:

- induction for new staff and volunteers, including discussion about child safety and the code of conduct
- formal and informal supervision and mentoring
- training opportunities.

From 1 Jan 2018, all staff members, and volunteers at Victorian Assessment Services will be required to attend or watch an information session that outlines the expectations and responsibilities in relation to the Child Safe Standards. Staff and volunteers should read the Code of Conduct, seek clarification if unsure of anything in the Code, sign two copies and return one signed copy to the Child Safety Officer at Victorian Assessment Services. For new staff and volunteers, this should occur at the commencement of employment/placement.

Victorian Assessment Services outlines the specific requirements for various positions within our organisation in regards to the Child Safe Policy, as follows:

Staff members must:

- Hold a valid Working With Children Check
- Have a current Victorian Police Check
- Maintain Speech Pathology Australia/AHPRA membership (not applicable to volunteers unless they are speech pathologists/psychologists)
- Meet the description and requirements outlined in Victorian Assessment Services' Position Description

- Sign Victorian Assessment Services' Code of Conduct
- Participate in clinic-based training in child safe policies and procedures and maintain updates every two years or as needed
- Participate in supervision, as agreed, in a manner that improves accountability and performance in relation to upholding Victorian Assessment Services' child safe framework
- Understand the Child Safe reporting flowchart
- Acknowledge they have read and understand Victorian Assessment Services' Child Safe Policy.

Child Safety Officer (additional duties and expectations to above):

- Will be provided with a position description (see sample attached in Standard 4)
- Is the key person for the implementation of the Child Safe Standards and must liaise with Leadership and be responsible for Victorian Assessment Services' Child Safe Policy and ensure it is followed by all staff and volunteers.
- Will be the designated person to hear or be informed about all allegations and concerns
- Will provide support to individuals who disclose information or are involved in a situation of abuse
- Will prioritise child safety within our organisation
- Must ensure that all record keeping and investigations are done promptly and efficiently, and are reported and concluded within an adequate time frame
- Will provide advice to anyone seeking information about the child safe standards or support regarding the safety and wellbeing of children associated with our clinic.

In summary, Victorian Assessment Services is committed to the following actions in ensuring a child safe environment:

- **Developing clear job descriptions** that clarify the role, responsibilities and expectations of the position and outline reporting lines.
- **Developing Key Selection Criteria** that helps to identify key skills, attributes, experience and qualifications.

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- **Advertising the position** and promoting the fact that Victorian Assessment Services is a child safe organisation with a Child Safe Policy.
 - **Interviewing applicants** and asking applicants about their motivation to work with children, their approach to aboriginal cultural safety and inclusive practices for children and their families.
 - **Conducting a minimum of two reference checks** via telephone or in person.
 - **Conducting identity checks**, including sighting an original birth certificate, a driver's licence or passport, and an original copy of qualifications.
 - **Conducting a police check and ensuring that applicants have a Working With Children Check** (unless they are exempt).
 - **Providing supervision, support and monitoring of staff and volunteers.**
 - **Monitoring and reviewing**, including checking that WWCC and police checks are still valid.



Child Safe Standard Five

Responding to and reporting suspected child abuse

Victorian Assessment Services is committed to maintaining processes for responding to and reporting suspected child abuse. This procedure is designed to provide guidance on what to do if a child discloses an incident of abuse, or if a parent/carer raises a concern or allegation of abuse which may have taken place in our organisation.

If a child discloses an incident of abuse to you:

- Try and separate them from the other children discreetly and listen to them carefully.
- Let the child use their own words to explain what has occurred.
- Reassure the child that you take what they are saying seriously, and it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared others, such as with their parent/carer, specific people in your organisation, or the police.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- Provide them with an incident report form to complete, or complete it together, if you think the child is able to do this.
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to the band's Child Safety Officer/s or leadership. A plan will then be discussed to inform the police and/or child protection.
- Ensure the disclosure is recorded accurately, and that the record is stored securely.

If a parent/carer says their child has been abused or raises a concern of abuse:

- Explain that our organisation has processes to ensure all abuse allegations are taken very seriously.
- Ask about the wellbeing of the child.
- Allow the parent/carer to talk through the incident in their own words.
- Advise the parent/carer that you will take notes during the discussion to capture all details.
- Explain to them that the information may need to be repeated to authorities or others, such as the Child Safety Officer and/or leadership, the police and/or child protection.

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- Do not make promises at this early stage, except that you will do your best to keep the child safe.
 - Provide them with an incident report form to complete, or complete it together.
 - Ask them what action they would like to take and advise them of what the immediate next steps will be.
 - Ensure the report is recorded accurately, and that the record is stored securely.

Victorian Assessment Services recognises the need to be aware that some people from culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police, and communicating in English may be a barrier for some. We need to be sensitive to these issues and meet people's needs where possible, such as having an interpreter present (who could be a friend or family member).

If an allegation of abuse involves an Aboriginal child, we will need to ensure a culturally-appropriate response. This might include engaging with parents of Aboriginal children, local Aboriginal communities or an Aboriginal community-controlled organisation to review policies and procedures.

Some children with a disability may experience barriers disclosing an incident. For example, children with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpretation. Advice on communicating with people with a disability can be found on the Department of Health and Human Services website at:

www.dhs.vic.gov.au/for-business-and-community/community-involvement/people-with-a-disability-in-the-community/communicate-and-consult-with-people-with-a-disability/communication-with-people-with-disabilities

Legal Responsibilities

While the child safe standards focus on organisations, every adult who reasonably believes that a child has been abused, whether in their organisation or not, has an obligation to report that belief to authorities.

The **failure to disclose** criminal offence requires all adults (aged 18 and over) who hold a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 to disclose that information to police (unless they have a reasonable excuse not to, for example because they fear for their safety or the safety of another). While failure to disclose only covers child sexual abuse, all adults should report other forms of child abuse to authorities. Failure to disclose does not change mandatory reporting responsibilities.

Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

The **failure to protect** criminal offence (commenced on 1 July 2015) applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of

a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

See the Department of Health and Human Services website for further information regarding failure to disclose, mandatory reporting and failure to protect.

Flowchart: CHILD SAFETY REPORTING PROCESS



What happens next?

The Child Safety Person, manager or supervisor will:

- offer support to the child, the parents, the person who reports and the accused staff member or volunteer
- initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required)
- decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required.

Outcome

Investigation; outcome decided; relevant staff, volunteers, parents and child notified of outcome of investigation; policies, procedures updated where necessary.

For more information on the Child Safe Standards visit <http://www.ccyp.vic.gov.au/> or see A GUIDE FOR CREATING A CHILD SAFE ORGANISATION

[Also see sample incident report.](#)

Child Safe Standard Six

Identifying and reducing or removing risks of child abuse

Victorian Assessment Services acknowledges our duty of care to protect the children that are associated with our organisation.

Creating a child safe organisation begins with a clear, evidence-informed understanding of the potential risks to children in our setting.

Taking a preventative approach means identifying the potential risks in our organisation. These range from the impact of the physical environment and how it affects the continual supervision of staff and children, to staff recruitment practices.

Despite the implementation of best-practice approaches, risks always exist for children who access organisations. By adopting a risk management approach, Victorian Assessment Services is acting in a preventative manner to reduce the likelihood of risks becoming realised.

Some of the key risks to children in organisational settings are outlined below:

Risks to children

Unintentional/accidental harm

- Poor physical environment leading to injury
- Poor supervision
- High-risk activity
- Lack of risk mitigation strategies in place

Physical abuse

- Physical punishment
- Pushing, shoving
- Punching, slapping, biting, kicking

Psychological abuse

- Bullying
- Threatening language
- Shaming
- Intentional ignoring and isolating (either face-to-face, online or via other technology)

Cultural abuse

- Lack of cultural respect
- Racial or cultural vilification or discrimination
- Lack of support to enable a child to be aware of and express their cultural identity

Neglect

- Lack of supervision
- Not providing adequate nourishment
- Not providing adequate clothing or shelter
- Not meeting the specific physical or cognitive needs of children

Sexual abuse

- Sexual abuse, assault and exploitation
- Grooming
- Inappropriate touching
- Inappropriate conversations of a sexual nature (either face-to-face, online or via other technology)



Victorian Assessment Services understands the importance of developing a risk management plan in order to assess, evaluate and manage potential problems within the organisation as a whole or within specific activities. [See attached risk management plan.](#)

CHild Safe Standard 6: Risk Assessment template for Victorian Assessment Services

Risk Description	Existing risk management strategies or existing controls	Likelihood	Consequence	Who is responsible?	Risk rating
No organisational culture of child safety – lack of leadership, lack of public commitment to the child safe standards	<ul style="list-style-type: none"> Child safety code of conduct Strategies developed to embed culture of child safety Statement of commitment to child safety is publicly available Review of the risk assessment is completed yearly. 	Possible	Severe	Manager and Child Safety Officer (CSO)	Low
Inappropriate behaviour (eg: sexual, cultural or ability-based discrimination) is displayed by a member of the organisation	<ul style="list-style-type: none"> Refer the member to the Child safety code of conduct Follow child safety reporting procedures 	Unlikely	Severe	Manager and CSO	Low
Recruitment of an inappropriate staff member	<ul style="list-style-type: none"> WWCC, Victorian Police Check and SPA/AHPRA registration are required for all practicing employees, and WWCC and Victorian Police Check are required for all non-practicing employees (such as admin staff). Speech pathology students and work experience students must agree to appropriate checks and paperwork as deemed appropriate by their educational organisations. They will also sign a copy of the clinic's Code of Conduct and Confidentiality Agreement at the commencement of their placement. Students will not be left alone with clients. 	Unlikely	Major	Manager and CSO	Low
Inappropriate behaviour is not reported and addressed	<ul style="list-style-type: none"> Child safety code of conduct Clear child safety reporting procedures Performance management procedures Strategies to embed organisational culture of child safety are reviewed 	Unlikely	Severe	Manager and CSO	High

Risk Description	Existing risk management strategies or existing controls	Likelihood	Consequence	Who is responsible?	Risk rating
	<ul style="list-style-type: none"> • Refresher training for staff – see eLearning mandatory reporting module (CCYP) 				
Engagement with children online in an inappropriate manner.	<ul style="list-style-type: none"> • Refer employees to the Child Safety Code of Conduct • Display the Code of Conduct for public viewing • Encourage appropriate settings on all technologies 	Unlikely	Moderate	Manager and CSO	Low
Unknown people (such as other clients, family members or friends of other clients) visiting the clinic.	<ul style="list-style-type: none"> • Refer to the Child Safety Code of Conduct • Risk assessment conducted • Waiting areas, out-of-bounds areas and restrooms clearly marked • Admin staff fully trained and alert to those visiting the premises • Clear child safety reporting procedures 	Unlikely	Moderate	Manager and CSO	Low
Ad-hoc contractors or workers on the premises (eg: repairs and maintenance contractors)	<ul style="list-style-type: none"> • Display the Code of Conduct for public viewing • Information and awareness for visitors, staff, volunteers and contractors • Adequate monitoring by staff and maintenance of a child safe environment in accordance with child safe standards 	Unlikely	Moderate	Manager and CSO	Low
Emergency evacuation	<ul style="list-style-type: none"> • Evacuation procedures, as shown in every room • Staff to remain with clients in designated meeting/evacuation areas, as per evacuation procedures 	Unlikely	Moderate	Manager and CSO	Low
Clients being collected by unknown parties	<ul style="list-style-type: none"> • Alert families to the practice code of conduct • Statement of commitment to child safety is publicly available • Families expected to sign relevant paperwork in practice consent pack • Parent/guardian to provide written or verbal permission for any third party (who is unknown to practice staff and who did not bring the child to 	Unlikely	Severe	Manager and CSO	Low

Risk Description	Existing risk management strategies or existing controls	Likelihood	Consequence	Who is responsible?	Risk rating
	therapy) to collect the child following a session				
Staff are working 1:1 with a child in a room with the door closed	<ul style="list-style-type: none"> All staff to hold WWCC, Victorian Police Check, and to be members of SPA/AHPRA Staff to be trained in the Child Safe Standards requirements and Child Safe Policy Staff to sign the practice's Code of Conduct Families encouraged to stay for sessions, either within the room or within the waiting area Clear child safety reporting procedures 	Likely	Moderate	Manager and CSO	Low
Staff are working 1:1 with children in closed rooms in schools	<ul style="list-style-type: none"> All staff to hold WWCC, Victorian Police Check, and to be members of SPA/AHPRA Staff to be trained in the Child Safe Standards requirements Staff to agree to the practice's Child Safe Policy and Code of Conduct Staff to sign the school's Code of Conduct Staff to complete the online requirements for Child Safe Standards training if working within ISV schools (Independent Schools of Victoria) Families/aides encouraged to attend sessions 	Likely	Moderate	Manager and CSO	Low
Unquestioning trust of long term employees and contractors	<ul style="list-style-type: none"> Strategies developed to embed culture of child safety Clear child safety reporting procedures Refresher training for staff – see eLearning mandatory reporting module (CCYP) 	Possible	Major	Manager and CSO	High
Engagement with clients in community-based or sporting activities	<ul style="list-style-type: none"> Child safety code of conduct Strategies developed to embed culture of child safety Train students and staff to detect inappropriate 	Possible	Moderate	Manager and CSO	Low

Risk Description	Existing risk management strategies or existing controls	Likelihood	Consequence	Who is responsible?	Risk rating
Tactile facial therapy is required for therapy intervention (eg: PROMPT)	<ul style="list-style-type: none"> Child safety code of conduct Strategies developed to embed culture of child safety Transparent discussion with parents is encouraged Strategies are developed to embed a culture of child safety 	Likely	Low	Manager and CSO	Low

Child Safe Standard Seven

Promoting the participation and empowerment of children

Becoming a child safe organisation means developing strategies to communicate and engage with all children who are involved with our organisation. It is important to ask children when they feel safe, and when they feel unsafe.

The concept of 'safety' is very broad and means different things to different people, especially children. It is much easier to understand the concept of 'physical' safety and the need for safe practices around hygiene, road and water safety, slippery surfaces, pool fencing, sign-in and sign-out procedures and staff supervision ratios. All of these contribute to the physical protection of children.

In a child safe organisation, we also want to promote 'psychological' safety. Even if the physical environment is as safe as we can make it, when children feel unsafe we need to understand why and respond to their needs. Psychological safety means children feel valued, respected and cared for. They know they can speak to people if they feel unsafe or unhappy, and that something will be done to address their concerns. Knowing this increases their self-esteem, which boosts their confidence and empowers them to speak up when necessary.

Children also contribute valuable insight and ideas towards the creation of a meaningful child safe organisation. Children may be able to identify strengths, weaknesses, risks and dangers in activities that may not be identified by other methods.

Children must be empowered to understand their rights, recognise what abuse is and understand it is not ok and that they can do something about it.

Children's views can be sought by:

- consulting directly with children about what they think makes an organisation safe for them
- giving children information about the standards of care they are entitled to, particularly about their rights
- teaching children how to raise concerns, make complaints or let someone know they feel unsafe
- regularly checking with parents and children that they are aware of relevant child safe policies and procedures and that the child safety culture is visible within the clinic.

Promote the participation of children:

It must be acknowledged that a significant power imbalance exists between children and adults. Specific efforts must be taken to ensure the voices of children are heard. Enabling and promoting the participation of children within our organisation has many benefits, including:

- demonstrating our commitment to upholding the rights of children
- providing staff with the opportunity to check that what we are doing is actually what children want
- strengthening the commitment of children to our organisation
- building the communication and leadership skills of children
- building cultural understanding and respect
- enhancing the safety of children.