

# Developing a Child Safe Culture

The Journey of Child Safety Implementation and culture development





## ABOUT CHILDSAFE AUSTRALIA

ChildSafe Australia is a Harm Prevention Charity established in 2007. ChildSafe's mission is to empower organisations to develop a culture of Safe people, Safe programs and Safe places for children and vulnerable people. ChildSafe provides ongoing service and support, most notably through our ChildSafe SMO Online Safety Management system.

## HOW DOES CHILDSAFE HELP?

ChildSafe standards and tools represent strong practice for community organisations tasked with the care of children and vulnerable people. Over 40,000 people use ChildSafe guidelines today to guide their organisation's behaviour and practices

ChildSafe provides a safety management framework to firstly educate community organisation staff, volunteers and then implement processes that support the 10 National Child Safety Principles.



## A CHILD SAFE CULTURE

“

*Child safe institutions create cultures, adopt strategies and take action to prevent harm to children, including child sexual abuse. We have adopted a definition of a child-safe institution as one that consciously and systematically creates conditions that reduce the likelihood of harm to children, creates conditions that increase the likelihood of identifying and reporting harm, and responds appropriately to disclosures, allegations, or suspicions of harm.*

Royal Commission into Institutional Responses to Child Sexual Abuse, Vol 6 making institutions safer

*You got to try and reach for the stars and  
achieve the unreachable*

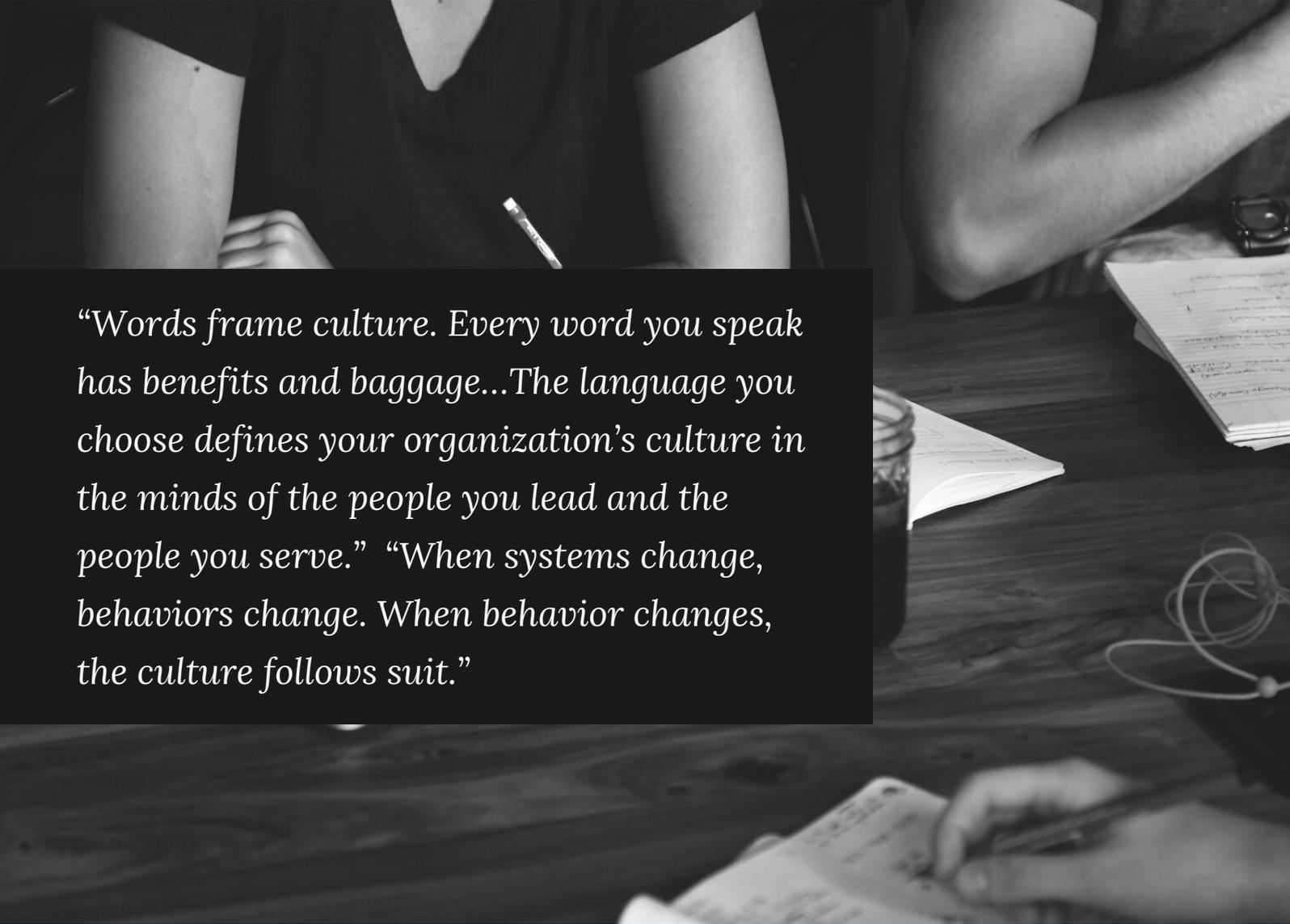
Cathy Freeman

## 10 NATIONAL PRINCIPLES FOR CHILD SAFETY

ChildSafes tools enable organisations to implement effective ChildSafe Standards based on the National Principles for Child Safe Organisations:

1. Child safety is embedded in organisational leadership, governance and culture
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld and diverse needs are taken into account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child sexual abuse are child focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the organisation is child safe

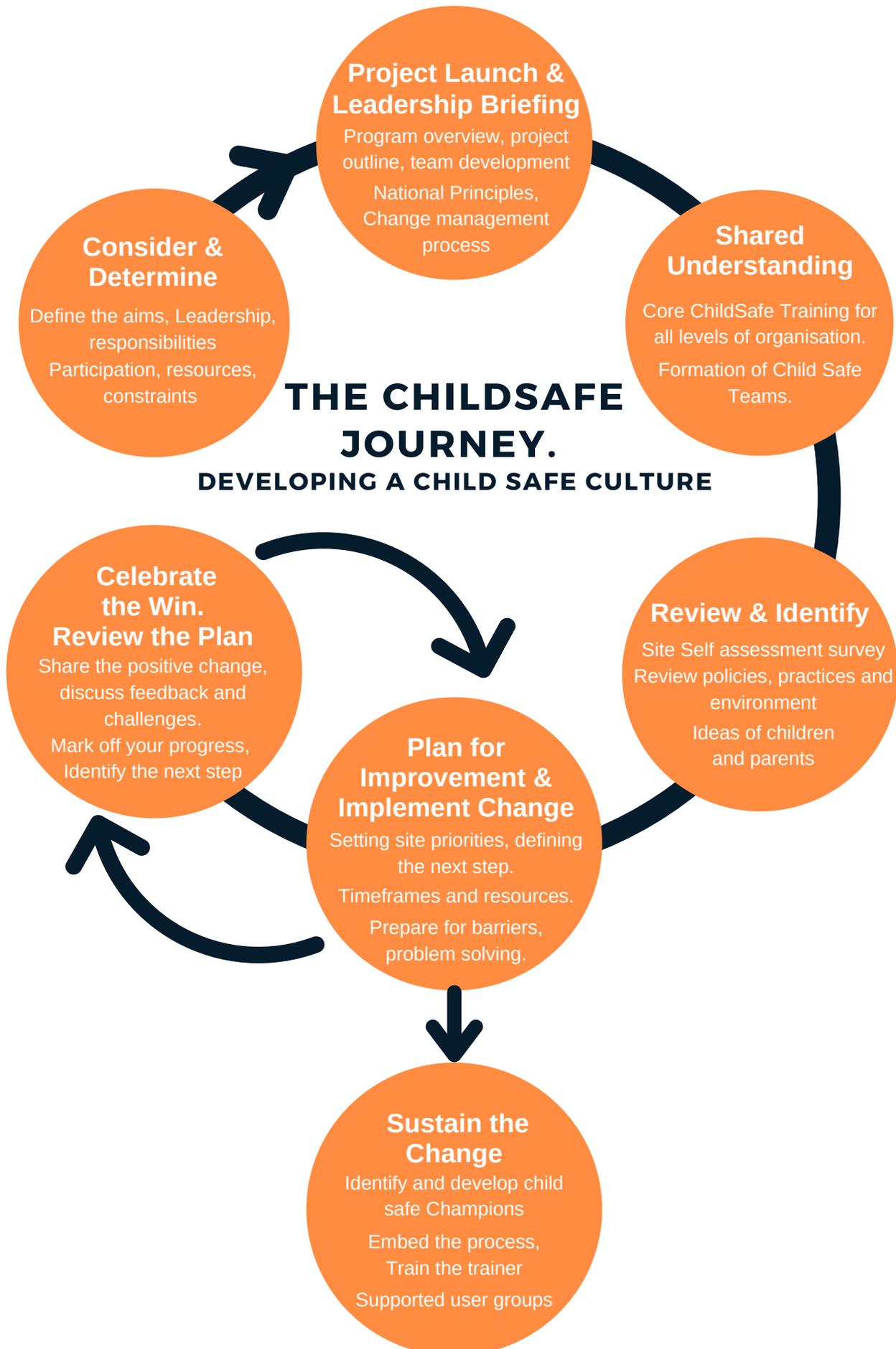
# THE JOURNEY OF CHILD SAFETY IMPLEMENTATION AND CULTURE DEVELOPMENT



*“Words frame culture. Every word you speak has benefits and baggage...The language you choose defines your organization’s culture in the minds of the people you lead and the people you serve.” “When systems change, behaviors change. When behavior changes, the culture follows suit.”*

ChildSafe Australia recognises that developing a Child Safe Culture is a journey that takes, time resource and investment. Every organisations journey of child safety implementation has a unique starting point. Every organisation has a unique environment and child safety context.

Organisations face a challenge to meet legislative requirements, implement National Child Safety principles, meet state standards and develop policies and procedures. ChildSafe can journey with your organisation and empower you to develop a culture of Safe People, Safe Programs and Safe Places



# THE CHILDSAFE JOURNEY OVERVIEW OF STAGES

**01**

## CONSIDER AND DETERMINE

Working with Key Leadership and the project team to;

- Define to overall aims
- Key milestones
- Discuss local and site leadership responsibilities
- Overview of the organisation.
- Participation of team members and constraints.
- Resources available

**02**

## PROJECT LAUNCH AND LEADERSHIP BRIEFING

Working with the key leadership team and board of directors.

Topics covered;

- Safe People, Safe Programs, Safe Places
- Overview of National Child Safety standards.
- Leadership briefing
- Participation, leadership and constraints.
- How do we target practical implementation of these standards?
- Outline key goals
- Brief of each site demographic and key challenges.
- Change management methodology



## 03 SHARED UNDERSTANDING

The core of creating a culture of child safety involves a shared understanding of child-safe environments.

In this initial phase, We will facilitate the creation of Child Safe Teams on each site. The team members, volunteers and coaches at each site will receive core Level One Team Member Training. ChildSafe will assist the Child Safe teams at each site to identify people who will go on to receive Team Leader and Coordinator training.

Each of the core standard modules builds on the one below it, according to responsibility, building safety capacity across the organisation



- Your organisation may have differing role names from those above.
- Small/flat organisations e.g., Clubs, may combine RMO & Coordinator role.
- A comprehensive ChildSafe framework guide is available for each level.

## 03 SHARED UNDERSTANDING

### 1. Level One

#### 'Team Member'

An introductory module specifically for child-facing roles. Level One / 'Team Members' are people appointed and involved in working within your programs, usually within the context of a team. Team Members are appointed by the organisation, usually working at a 'child-facing level'.

#### Content

- Why ChildSafe training?
- A 'ChildSafe' framework
- Code of Conduct
- Safety management to prevent harm
- Recognising abuse
- Responding to harm and abuse

### 2. Level Two

#### 'Team Leader'

Building on Level One. Level Two / 'Team Leaders' are appointed and involved in working within your programs, usually leading a team. Team Leaders are appointed by the organisation, managing Team Members/group leaders.

#### Content

- Why child safety management?
- Appointing Team Members & screening
- Incident & critical incident response
- Abuse disclosure & reporting to authorities
- Risk, safety & treating safety risks
- Analyse and evaluate safety risks
- Safety and activity plans

### 3. Level Three

#### 'Coordinator'

Building on Level Two. Level Three / 'Coordinators' are appointed by senior leaders and involved in the practical oversight of your program operations. The Coordinator ensures that all programs and events under their area of responsibility operate according to 'child safe' policies and guidelines. They also usually have a prime role in managing response to serious incidents.

#### Content:

- Safety management introduction
- Setting up a safety culture
- State jurisdiction, child safety review
- Appointing and managing safety leaders
- Organisation specific policies and processes
- Integrating safety management into your organisation
- Reviewing practice
- Critical incident response

### 4. Level Four

#### 'Risk Management Officer'

Risk Management Officers (RMO's) are responsible for ensuring that the organisation as a whole is implementing ChildSafe policies and procedures, properly and effectively. They support people at the Coordinator level with resources, advice, incident response and management options. They represent the prime authority on safety in the organisation reportable to the Organisation most senior leadership. ChildSafe 'training' at this level is usually in a consultative capacity to the one or few at this level, including Boards.

**04****REVIEW & IDENTIFY**

Where are we now? Every journey has a starting point. Self-assessment by key personnel is essential to establish the starting point for individual site needs. We recognise that every organisation will be at a different stage in the child safety journey.

The ChildSafe self-assessment tool will help selected team members to assess key areas of compliance with Child safety practices. We seek to have an open analysis of each site that acknowledges strengths and recognises areas to improve.

Areas considered :

- Policies, practices and environment
- Knowledge, attitude and capacity of staff and volunteers
- Ideas of children & parents.

Team Involvement: From each site, we recommend having the survey completed by (Depending on Organisation structure/size);

- Board members
- Child Safety Officer
- RMO (Risk Management Officer)
- Volunteers
- A family who have children in various age groups. (With permission)



**05****PLAN FOR IMPROVEMENT AND IMPLEMENT CHANGE**

Using the combined self-assessment results, ChildSafe will report back and meet with each organisation / site.

ChildSafe site meetings will focus on :

- The current position of the organisation's site
- Essential practices for success: Communicate, communicate, communicate.
- Facilitated site discussion;
  - Priority setting for your Organisation
  - Defining “Next step” focus on priority areas
  - Planning by who, by when.
  - What could it look like when it's completed?

**06****CELEBRATE THE WIN. REVIEW THE PLAN**

The goal of any change process is to learn, implement and move forward. In this step, ChildSafe work with each site to review the progress on the previous improvement plan.

- Highlight and share the positive changes
- Celebrate the win
- Monitor and respond to feedback/issues
- Discuss the creative problem solving used
- Outline what still needs to be done.
- Identify the challenges
- Add the progress to the assessment matrix.

Repeat processes 5 and 6. Plan the next improvement, implement the change, Celebrate the win and review the plan.

## 07 SUSTAIN THE CHANGE



As part of the overall Journey of Child Safety, ChildSafe's ultimate aim is to have implemented a locally sustained, self-managed team and safety practices for each location.

### A. DEVELOP A CHAMPION (CSO)/TEAM FOR EACH SITE

It is essential to have a local Child Safety team at each of the organisation's sites. This team takes ownership of the Child Safety implementation and its contextualisation for each of the organisation's environments.

ChildSafe will work with each site to:

- Form a Child Safety team (The size of the team will typically be proportional to the size of the Organisation.)
- Assist the team to identify a Child Safety Champion (CSO Child Safety Officer) for each site.
- Train, resource and support the Child Safety Champion in line with our ChildSafe coordinator material.

## 07 SUSTAIN THE CHANGE

### B. TRAIN THE TRAINER

Training and combined understanding of Child Safety environments is a core element. This shared understanding should exist with Volunteers to staff, board members, CSO, RMO and child safety coordinators.

ChildSafe will work with the organisation's leadership to identify and train key personnel in the delivery of the Child Safety training materials.

### C. CHILDSAFE GUIDES

ChildSafe developed comprehensive guides for each level of your organisation.

The ChildSafe guides are designed to complement the Child Safety training and provide a ready reference on hand for participants.

The range of guide books include;

- Level One / Team Members Guide
- Level Two / Team Leaders Guide
- Level Three / Coordinators Guide
- Childsafe Organisation Guide incl Risk Management Officer Guide

ChildSafe guidebooks for each level supports training, program activity and role fulfilment.

### D. USER GROUPS / WEBINARS

Combining ChildSafe Champions CSO's from each part of the organisation and RMO facilitates these diverse teams to share ideas, celebrate progress and support each others applications.



## How can we help ?

Create a culture of Child safety in your organisation. ChildSafe help you turn policies into practical steps for child safety.

Contact ChildSafe to create a customised Journey plan to suit your organisation and strengthen your child safe environment.

- Manage, screen and train your Volunteers / Staff
- Report / Record safety incidents Auto notify MPIO / CSO.
- Learn the signs of abuse and grooming and how to address it.
- Learn how to respond to a child's disclosure and help them heal.
- Comply with regulations for keeping records of your volunteer activities with your organisation's programs.
- Setup policies, processes and procedures that support a good child safe environment.





**321,456**

Keeping Children Safer



**41,373**

Leaders of Children



**1,218**

Registered Sites

Safe People, Safe Programs, Safe Places



**ChildSafe**<sup>TM</sup>

safe people • safe programs • safe places

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