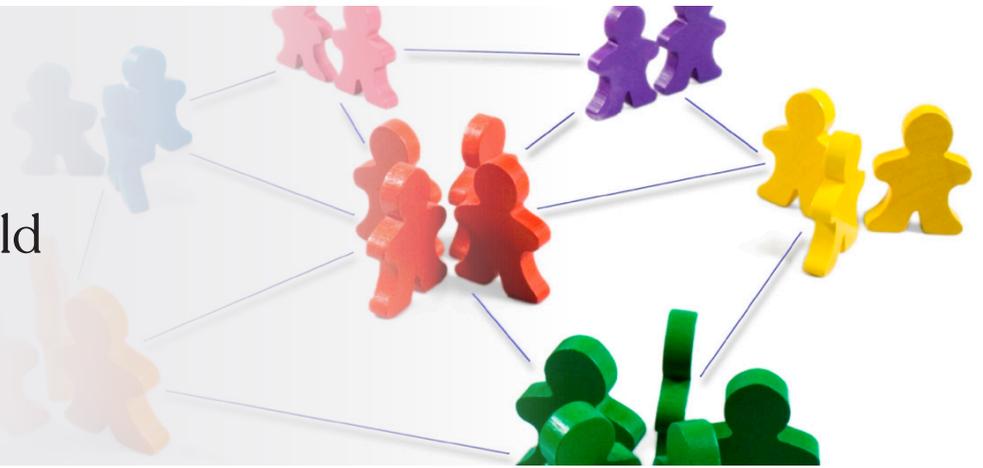


New Victorian Child Safe Standard 6



Victorian Child Safe Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Changes - What's different to our existing framework?

- It is a requirement that organisations maintain and monitor records to assess whether personnel have had a thorough induction and understand expectations and responsibilities for child safety in the parish.
- Guidance is provided for people managers on steps to take when managing staff or volunteers whose behaviour raises child safety concerns. In instances of managing people of concern within your parish, it is important to consult with the PSU for guidance and support, and for leaders in child safety within the parish to inform volunteers and employees of what to do and who to contact when there is a child safety concern.
- Refer to the Self-Assessment Tool (Standard 5).

Implementation hints:

These implementation hints are not an exhaustive list, but are rather practical suggestions for bringing the standards to life within a parish. Some of these hints may not be relevant to your parish context, so you will need to contextualise the suggestions to reflect your parish setting.

- Refer to the CAM 'Selection, Recruitment and Screening' information sheet, and embed these principles in your human resource management.
- Reflect on the approach to record-keeping in your parish. This may be electronic (e.g. cloud-based solutions, spreadsheets, databases) or in hard copy.
- Employ screening practices such as interviewing, referee checks, WWCC and other relevant background checks, according to role.
- Provide induction documents to staff and volunteers, such as the Code of Conduct, Safeguarding Policy, and information about the complaints process, reporting, record-keeping and information-sharing obligations.
- Ensure the position descriptions and performance requirements of all clergy, staff and personnel reflect a culture of safety.
- Prepare and provide a privacy collection statement.
- Assist personnel to understand and comply with the Code of Conduct that describes professional boundaries, ethical behaviour, expected standards of behaviour, acceptable and unacceptable relationships and what happens if a person breaches it.
- Implement the recommendations in the Safe Programs—Practice and Behavioural Guidelines information sheet.
- Use a volunteer agreement letter that has a detailed explanation of the recruitment and screening processes for new volunteers.
- Make role descriptions available.
- Conduct regular reviews with personnel to check that the Code of Conduct and other child safe policies are being followed.
- Keep records to document that WWCC and background screenings have been verified at regular intervals and maintained on an ongoing basis.

Links to additional resources:

- [INFORMATION SHEET: Selection, Recruitment and Screening](#)
- [INFORMATION SHEET: Creating Role/Position Descriptions](#)—see the ‘Safe personnel’ section of the CAM website for sample role descriptions
- [INFORMATION SHEET: Child Safety Interview Questions](#)
- [INFORMATION SHEET: Conducting a Referee Check](#)
- **TEMPLATE:** Sample Referee Check—please locate the template on this [webpage](#)
- **TEMPLATE:** Proof of Identity—please locate the template on this [webpage](#)
- [INFORMATION SHEET: Working with Children Check requirements](#)
- [INFORMATION SHEET: Criminal history record check \(Police Record Check\)](#)
- **TEMPLATE:** Criminal History Statutory Declaration—please locate the template on this [webpage](#)
- **TEMPLATE:** Proof of Identify—please locate the template on this [webpage](#)
- [INFORMATION SHEET: Safe Programs—Practice and behavioural guidelines](#)
- [INFORMATION SHEET: Role Boundaries](#)
- [INFORMATION SHEET: Physical Contact](#)
- [INFORMATION SHEET: Electronic Communication including Social Media](#)
- [INFORMATION SHEET: Photography and Video of Children and Young People](#)
- [INFORMATION SHEET: Child Safety Induction](#)
- **POWERPOINT TEMPLATE:** Safeguarding Induction—please locate the template on this [webpage](#)
- [TEMPLATE: Safeguarding Children and Young People Code of Conduct and Declaration \(PDF\)](#)
- **TEMPLATE:** Safeguarding Children and Young People Code of Conduct and Declaration—please locate the Word template on this [webpage](#)
- [INFORMATION SHEET: Supervision and Performance Management](#)
- [INFORMATION SHEET: Child Safety Features in PACS](#)
- [Safeguarding E-learning Videos](#)
- [ACSL Implementation Guide: Standard 5](#)
- [CCYP—A Guide for Creating a Child Safe Organisation](#)
- [CCYP—Short Guide to the Child Safe Standards](#)
- [CCYP—Victoria’s New Child Safe Standards \(information sheet\)](#)

Safeguarding Unit

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Where to for support?

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