

Child Protection Policy Self-Assessment Report

1a Child Protection Policy - content

Please tick boxes as appropriate

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- Does your service have a Child Protection Policy? *Please provide a copy*
- Does the policy include a broad statement of intention?
- Does the policy define abuse?
- Does the policy contain an explicit commitment to educating children and young people in self-protection?
- Does the policy contain a Code of Conduct? *see below*
- Does the policy contain a statement about recruitment and selection of staff and volunteers? *see below*
- Does the policy contain a commitment to staff support, supervision and training? *see below*
- Does the policy contain a complaints resolution process? *see below*
- Does the policy outline the procedure for making formal notifications (both "mandated" and "non-mandated") to the Child Protection Service within the Victorian Department of Human Services?

1b Child Protection Policy - process

- Was the policy developed with the active participation of all stakeholders including service users and their families, staff and volunteers? *Please provide details:*

- Has the policy been approved by the organisation's governing body? *Please provides details (including date approved):*

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1b Child Protection Policy - process *continued*

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Is the policy widely displayed, circulated and promoted? *Please provide details (for example: prominently displayed at premises, copy provided to each new client at intake, copies circulated to family members, featured in newsletter or other publication):*

Is the policy evaluated and reviewed at least annually? *Please advise when it was last reviewed or when it is due to be reviewed:*

Please describe the evaluation/review process *or provide copy:*

2 Code of Conduct

Does your Policy to Safeguard Children & Young People include a Code of Conduct?

3 Recruitment/selection of staff and volunteers

Do written job descriptions exist for all positions?

Are all vacancies externally advertised

Do the job advertisements placed by your service contain a clear commitment to child protection?

Are key selection criteria (including minimum qualifications) used as part of your service's recruitment process?

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3 Recruitment/selection of staff and volunteers *continued*

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- Does your service conduct at least three reference checks and verification of the applicant's identity and employment history prior to being offered a role?
- Have Police Checks been conducted of all staff and volunteers who may have direct contact with children and young people? *Refer to the Police Checks Standard for further details*
- Have all your staff and volunteers signed a document to acknowledge that they have read, understood and agreed to be bound by your service's Policy to Safeguard Children & Young People?
- Please provide a copy of the standard wording used for this purpose.
- Are all your service's staff employed on a standard probationary period of three months?

4 Staff support, supervision & training

- Do all new staff members participate in a structured induction process when commencing employment?
Please describe:

- Do all staff receive regular supervision? *Please provide details:*

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4 Staff support, supervision & training *continued*

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- Do all staff participate in a formal performance appraisal at least once each year?
- Do staff participate in education and training programs to improve their knowledge of child abuse and best practice in responding to allegations of abuse? *Please provide details:*

5 Complaints Resolution Process

- Does your Policy to Safeguard Children & Young People include a Complaints Resolution Process?
- Does the process explain how and to whom a concern should be addressed?
- Does the process explain how the complaint will be dealt with - including internal and external avenues - from beginning to end?
- Does the process outline the support services available to the child/young person and their family once concerns/allegations have been notified?
- Does the process provide clear guidance to staff and management of procedures (both internal and external) to be followed once concerns/allegations have been notified?
- Does the process include clear guidelines advising staff of the proper procedure for raising concerns/allegations in relation to fellow staff members?
- Does the process include designation of a staff member or volunteer as Child Protection Officer?
- Is the role of Child Protection Officer clearly defined as part of the process?
- Does the process outline the procedure for making formal notifications (both "mandated" and "non-mandated") to the Child Protection Service within the Victorian Department of Human Services?