Safeguarding Children and Young People Framework

Operational Supplement: Action Plan (2023 – 2025)

Initiatives marked with an asterisks (*) derive from the adopted recommendations of an independent internal audit of Council's compliance with the Child Safe Standards conducted in March 2024.

STRATEGIC OBJECTIVE ONE			
Creates an environment where the safety and wellbeing of children and young people is centred			
Strategy 1.1			
Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued (S1)			
Initiative	**Minimum Requirement**	**Year**	**Who**
a. Incorporate in the Child Safe Policy a specific clause regarding cultural safety of Aboriginal children and young people and that Council will ensure that a child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported by all staff and volunteers*	1.1, 1.2, 1.3, 1.4, 1.5	3	Diversity and Inclusion; Aboriginal Partnerships
b. Reinvigorate promotion and participation in 'Racism. It Stops with Me' campaign across Council*	1.3, 5.3, 5.4	4	Diversity and Inclusion
c. Review Yarra's Statement of Commitment to Child Safety to consider inclusion of a specific commitment to the cultural safety of Aboriginal children and young people*	1.1, 1.2, 1.5	4	Diversity and Inclusion
d. Create child friendly, zero tolerance to racism and Aboriginal cultural safety posters	1.3, 5.4	3	Diversity and Inclusion

STRATEGIC OBJECTIVE ONE
Creates an environment where the safety and wellbeing of children and young people is centred

Strategy 1.2
Child safety and wellbeing is embedded in organisational leadership, governance, and culture (S2)

Initiative	Minimum Requirement	Year	Who
e. In consultation with Governance and Integrity, review the application of the Child Safe Policy to Councillors in line with planned review of the Child Safe Policy*	2.2, 2.3	3	Diversity and Inclusion; Governance and Integrity
f. Update Child Safe Policy to clearly outline the Executive's responsibilities in providing leadership and sound governance in fostering and developing an organisational culture that has zero tolerance for child abuse*	2.2, 2.3	3	Diversity and Inclusion

Strategy 1.3
Equity is upheld and diverse needs respected in policy and practice (S5)

Initiative	Minimum Requirement	Year	Who
g. Review and update the Priority of Access Policy in a timely manner and communicate the updated policy to the relevant stakeholders*	1.4, 5.1	3	Children's Services
h. Incorporate in the Child Safe Policy a specific clause regarding Council's zero tolerance of racism and other forms of discrimination and acting when discrimination or exclusion is identified; and refer to the Taking a Stand Against Racism and Discrimination and Reducing Racism – Community Reporting Tool*	1.3, 11.1, 11.2	3	Diversity and Inclusion

STRATEGIC OBJECTIVE ONE
Creates an environment where the safety and wellbeing of children and young people is centred

Strategy 1.4
People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice (S6)

Initiative	Minimum Requirement	Year	Who
i. Include document version control details in the Community Engagement Policy*	4.3, 10.1	4	Strategic Communications and Engagement

Strategy 1.5
Processes for complaints and concerns are child focused (S7)

Initiative	Minimum Requirement	Year	Who
j. Develop child-friendly, accessible, and developmentally appropriate versions of collateral/other communication tools to promote Child Safe Complaints Handling Process to children and young people, inc. short animation for website and service inductions for families	3.1, 3.5, 7.1, 7.2, 7.3, 7.4, 7.5	4	Diversity and Inclusion; Strategic Communications and Engagement

Strategy 1.6
Implementation of the Child Safe Standards is regularly reviewed and improved (S10)

Initiative	Minimum Requirement	Year	Who
k. Develop a 'Unit-Level Child-Safe Compliance Checklist' to capture adherence to corporate policies and procedures at the local level, enhancing accountability, consistency in child safety practices and alignment with the new CCYP Guidelines*	10.1	4	Diversity and Inclusion

STRATEGIC OBJECTIVE 2
Places emphasis on genuine engagement with children and young people

Strategy 2.1
Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously (S3)

Initiative	Minimum Requirement	Year	Who
a. Publish new Children's Rights Impact Assessment Tool (Australian Human Rights Commission) on Child Safe Hub under 'Practice Resources' section and promote to relevant business areas	3.1, 3.4, 3.5, 3.6	3	Diversity and Inclusion

Strategy 2.2
Families and communities are informed and involved in promoting child safety and wellbeing (S4)

Initiative	Minimum Requirement	Year	Who
b. Scope potential child-friendly and developmentally appropriate anti-bullying initiatives with relevant child-facing services	3.2, 9.1, 9.2	4	Diversity and Inclusion; Family, Youth and Children's Services; Library Services
c. Have the Child Safe Complaints Handling Process developed in key community languages	4.4	4	Diversity and Inclusion; Strategic Communications and Engagement
d. Scope standalone Child Safety Community Survey, or opportunities to embed into existing community surveys, evaluations and feedback mechanisms to track views and attitudes of children, young people, and families over time	10.1	3	Diversity and Inclusion; Strategic Communications and Engagement

STRATEGIC OBJECTIVE 2
Places emphasis on genuine engagement with children and young people

e. Design and publish second 2-year action plan on Child Safety and Wellbeing page on corporate website and Child Safe Hub (intranet)	2.1, 3.1, 4.2	3	Diversity and Inclusion; Strategic Communications and Engagement

Strategy 2.3
Policies and procedures document how the organisation is safe for children and young people (S11)

Initiative	Minimum Requirement	Year	Who
f. Develop standalone Guide for Engaging with Children and Young People	3.1, 3.5, 3.6	4	Strategic Communications and Engagement
g. Review the Children's Services Online Engagement with Children and Families procedure to include document version control details to ensure alignment with the updated standards and current practices*	3.1, 3.5, 3.6, 9.1, 9.2, 9.3, 9.4	3	Children's Services

STRATEGIC OBJECTIVE 3
Creates conditions that reduce the likelihood of harm to children and young people

Strategy 3.1 – Linked to 1.4

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice (S6)

Initiative	Minimum Requirement	Year	Who
a. Ensure that revised Recruitment Toolkit incorporates in all relevant documents (position descriptions, selection criteria, screening questions, contract documents, etc) the Council's commitment to child safety*	6.1, 6.2, 6.4	4	Diversity and Inclusion; Human Resources Services

Strategy 3.2 – Linked to 2.3

Policies and procedures document how the organisation is safe for children and young people (S11)

Initiative	Minimum Requirement	Year	Who
b. Review Working with Children Check Policy	6.2, 7.4	3	Diversity and Inclusion; Human Resources Services
c. Establish a formalised internal compliance process for Working with Children Checks (WWCC) by clearly delineating roles and responsibilities and implementing a robust reporting mechanism to monitor and track the status of WWCC across the Council*	6.2, 6.4	3	Diversity and Inclusion; Human Resources Services
d. Review Child Safe Code of Conduct	2.4, 7.4	3	Diversity and Inclusion
e. Review Child Safe Corporate Risk Assessment and build into CAMMS for monitoring and reporting	9.3	3	Diversity and Inclusion; Risk and Safety

STRATEGIC OBJECTIVE 3
Creates conditions that reduce the likelihood of harm to children and young people

f. Monitor and regularly report on assigned corporate risks in Operational Risk Register (CAMMS)	2.5, 9.1, 9.3, 9.4	3-4	Diversity and Inclusion
g. Work with Risk and Safety to develop a Child Safe Risk Library of all known risks that may affect the organisation	2.5, 9.1, 9.3, 9.4	4	Diversity and Inclusion; Risk and Safety

STRATEGIC OBJECTIVE 4
Creates conditions that increase the likelihood of identifying abuse and harm

Strategy 4.1

Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training (S8)

Initiative	Minimum Requirement	Year	Who
a. Review Child Safe Training Requirements – Guidelines for Direct Supervisors and include document version control details to ensure alignment with the updated standards and current practice*	8.1, 8.2, 8.3, 8.4	3	Diversity and Inclusion
b. Establish a formal process wherein the Council defines a trigger point for escalating long-overdue mandatory trainings to Executive Team for action (in concert with Child Safe Quarterly Scorecard)*	2.2, 2.3, 8.1, 8.2, 8.3, 8.4	3	Diversity and Inclusion
c. Develop annual Child Safe Data Insights template to share key Child Safe data with staff body	10.3	3	Diversity and Inclusion

Strategy 4.2 – Linked to 2.3 & 3.2

Policies and procedures document how the organisation is safe for children and young people (S11)

Initiative	Minimum Requirement	Year	Who
d. Build and test Child Safe Incident report templates in Lucidity	10.1, 10.2	3	Diversity and Inclusion; Risk and Safety
e. Scope the viability of any improvements that can be made to our current technology infrastructure to scan and report on child exploitation material on organisational devices	6.3, 9.1, 9.2, 9.3	4	Diversity and Inclusion; Digital and Technology Services

STRATEGIC OBJECTIVE 4 **Creates conditions that increase the likelihood of identifying abuse and harm**			
f. Develop an internal information sharing protocol concerning the outcomes of scans for unauthorised access to child exploitation material to ensure appropriate reporting and response*	6.3, 9.1, 9.2, 9.3	4	Diversity and Inclusion; Digital and Technology Services
g. Review Child Safe Policy	2.6, 5.1, 5.3, 5.4	3	Diversity and Inclusion
h. Review Child Safe Incident Reporting Process	2.6, 5.1, 5.3, 5.4	3	Diversity and Inclusion
i. Review Child-Related Reportable Conduct Policy	2.6, 5.1, 5.3, 5.4	3	Diversity and Inclusion
j. Review Child-Related Reportable Conduct Internal Response Team (IRT) Process	2.6, 5.1, 5.3, 5.4	3	Diversity and Inclusion
k. Review relevant sections of Family Violence Policy and Response Guidelines	2.6, 5.1, 5.3, 5.4	3	Diversity and Inclusion

STRATEGIC OBJECTIVE 5
Responds to any concerns, disclosures, allegations, or suspicions appropriately

Strategy 5.1 – Linked to 1.2
Child safety and wellbeing is embedded in organisational leadership, governance, and culture (S2)

Initiative	Minimum Requirement	Year	Who
a. Report child safe incident and reportable conduct data to the Executive as part of quarterly Child Safe Scorecards and Annual Child Safe Data Report	3.5, 3.6	3&4	Diversity & Inclusion

Strategy 5.2 – Linked to 2.1
Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously (S3)

Initiative	Minimum Requirement	Year	Who
b. Develop and deliver Community Engagement Plan to survey community attitudes and seek the views of children and young people on child safe organisation to inform next action plan	3.5, 3.6	3	Diversity and Inclusion; Strategic Communications and Engagement

Strategy 5.3 – Linked to 2.3
Families and communities are informed and involved in promoting child safety and wellbeing (S4)

Initiative	Minimum Requirement	Year	Who
c. Prepare business case to build body safety training for children and parents/guardian into annual training program for relevant services	4.1, 4.2, 4.3, 4.4	3	Diversity and Inclusion; Children's Services

STRATEGIC OBJECTIVE 5			
Responds to any concerns, disclosures, allegations, or suspicions appropriately			
d. Publish and socialise new national ad campaign 'One Talk at a Time' developed by the National Office for Child Safety	4.2	3	Diversity and Inclusion; Strategic Communications and Engagement

Strategy 5.4 – Linked to 1.5			
Processes for complaints and concerns are child focused (S7)			
Initiative	**Minimum Requirement**	**Year**	**Who**
e. Finalise standalone Child Safe Complaints Handling Process; publish and socialise to staff, volunteers, children, young people, and families*	7.1, 7.2, 7.4	3	Diversity and Inclusion; Customer Experience; Governance and Integrity