



Where do I begin?

Having looked at the Victoria Child Safe Standards Online Training Portal for Faith Communities, you may be wondering how to achieve the goal of being a Child Safe Organisation from January 1, 2017.

Here is a check list to get you started.	√
<ul style="list-style-type: none"> On the "All Resources" page of the Child Safe Standards website, print out the Toolkit and the Self Review Tool. Read through the Toolkit to page 12. 	
<ul style="list-style-type: none"> Have your leadership along with yourself, click the "Get started" button on the Training Portal and complete the first and second lessons – Introduction and Standard one. Watch the videos and read the information underneath. 	
<ul style="list-style-type: none"> Schedule a meeting of your leadership team. At this meeting complete the Self Review Tool. Set a date for the next meeting – this is the deadline for tasks to be completed. 	
<p>At the next meeting –</p> <ul style="list-style-type: none"> Finalise any tasks from the self review tool. Address Standard One. Read through the document "How to create a child safe culture" and discuss Discuss the Next steps for Standard 1 and How can your Community meet this Standard on page 10 of the Toolkit Look over the pages relating to Standard 1 in the Self Review Tool and discuss Discuss and complete your Faith Community's Statement of Commitment Set a date for the next meeting. <p>Home work for the leadership team is to complete the third lesson – Standard Two (video and reading), and also read pages 27-32 of the Toolkit.</p>	
<p>At the next meeting –</p> <ul style="list-style-type: none"> Ratify the Statement of Commitment. Address Standard Two. Read through the sample document "Child Safe Faith Community Policy" and discuss Discuss the Next steps for Standard 2 on page 27 and How can your Community meet this Standard on page 28 of the Toolkit Look over the pages relating to Standard 2 in the Self Review Tool and discuss Discuss and complete your Faith Community's Child Safe Policy. Set a date for the next meeting. Note: please invite a child, a young person, a parent and the lead children's worker to attend all future meetings. <p>Home work for the leadership team is to complete the fourth lesson – Standard Three (video and reading), and also read pages 33-40 of the Toolkit.</p>	

<p>At the next meeting –</p> <ul style="list-style-type: none"> • Ratify the Child Safe Policy. • Address Standard Three. Read through the sample document “Child Safe Faith Community Code of Conduct” and discuss • Discuss the Next steps for Standard 3 and How can your Community meet this Standard on page 34 of the Toolkit • Look over the pages relating to Standard 3 in the Self Review Tool and discuss • Discuss and complete your Faith Community’s Child Safe Code of Conduct • Set a date for the next meeting. <p>Home work for the Child Safe Committee is to complete the fifth lesson – Standard Four (video and reading), and also read pages 41-48 of the Toolkit.</p>	
<p>At the next meeting –</p> <ul style="list-style-type: none"> • Ratify the Code of Conduct. • Address Standard Four. Read through the sample document “HR Policies and Procedures” and “ Leader Application form” and discuss • Discuss the Next steps for Standard 4 and How can your Community meet this Standard on page 42 of the Toolkit • Look over the pages relating to Standard 4 in the Self Review Tool and discuss • Discuss and complete your Faith Community’s Child Safe HR Policies and Procedures • Set a date for the next meeting. <p>Home work for the Child Safe Committee is to complete the sixth lesson – Standard Five (video and reading), and also read pages 49-60 of the Toolkit.</p>	
<p>At the next meeting –</p> <ul style="list-style-type: none"> • Ratify the HR Policies and Procedures and Leader Application form . • Address Standard Five. Read through the sample documents “Reporting Guidelines”, “Incident/accident report form” , “Reporting Concerns Form”, “Risk of significant harm Form” and the “The Child Safety reporting Process” and discuss • Discuss the Next steps for Standard 5 and How can your Community meet this Standard on page 50 of the Toolkit • Look over the pages relating to Standard 5 in the Self Review Tool and discuss • Set a date for the next meeting. <p>Home work for the Child Safe Committee is to complete the seventh lesson – Standard Six (video and reading), and also read pages 61-68 of the Toolkit.</p>	
<p>At the next meeting –</p> <ul style="list-style-type: none"> • Ratify all the draft documents. • Address Standard Six. Read through the sample document “Risk Management” and “ Photo and Video Policy” and discuss • Discuss the Next steps for Standard 6 on page 61 and How can your Community meet this Standard on page 62 of the Toolkit • Look over the pages relating to Standard 6 in the Self Review Tool and discuss • Discuss and complete your Faith Community’s Child Safe Risk Management document 	

<ul style="list-style-type: none"> • Set a date for the next meeting. <p>Home work for the Child Safe Committee is to complete the eighth lesson – Standard Seven (video and reading), and also read pages 49-60 of the Toolkit.</p>	
<p>At the next meeting</p> <ul style="list-style-type: none"> • Ratify all the draft documents from the previous meeting. • Address Standard Seven. Read through the Fact Sheet for Involving Children and Young People document and discuss • Discuss the Next steps for Standard 7 on page 69 and How can your Community meet this Standard on page 70 of the Toolkit • Look over the pages relating to Standard 7 in the Self Review Tool and discuss • Set a date for the next meeting. <p>Home work for the Child Safe Committee is to complete the ninth lesson – Where to from here? (video and reading), and also read pages 73-78 of the Toolkit.</p>	
<p>At this last meeting:</p> <ul style="list-style-type: none"> • Ratify any draft documents from the previous meetings. • Discuss any remaining issues • Set a date for the next meeting – it will be in 6 or 12 months time 	

Remember you can email the Project Worker for editable versions of these documents or to gain clarification around any issues.

This is not a once off exercise – you need to continually improve your communities response to creating a Child Safe environment.