



The Catholic Archdiocese of
Canberra and Goulburn

CHILD-SAFE CHILD-FRIENDLY CHECKLIST

A checklist can help the parish or agency develop a Child-safe Child-friendly environment by:

- promoting discussion
- identifying strengths and any remaining gaps that need action
- helping set priorities.

The checklist is not exhaustive but is intended to assist discussion within an organisation (parish) regarding the question as to what constitutes a Child-safe, Child-friendly environment.

Please note that 'workers' includes 'volunteers'.

GETTING STARTED	YES	UNDERWAY	NO
Does the parish/agency have a documented risk management plan?			
Are you conscious of worker behaviours that are inappropriate with children and young people?			
Do workers have training on how to identify & respond to behaviour by others that might be of risk to children and young people?			
Are workers carefully selected and as required, screened?			
Are you aware of your obligations with respect to working with children and young people?			
Are there opportunities for children and young people to contribute to the parish's program development?			
Have you identified barriers that prevent workers and young people on placement from raising concerns?			
MOVING FORWARD			
Does the parish/agency have a documented Child-safe Child-friendly policy?			
Is there documented rules for workers that make it clear what is appropriate and inappropriate behaviour with children and young people?			
Is there a documented Child-safe Child-friendly code of conduct?			
Are there clear procedures in place for raising concerns?			
Are people aware to whom they should report an incident or any concerns?			
Is there an induction process in relation to Child-safe Child-friendly procedures in place?			
KEEPING IT GOING			
Do all workers understand the role they play in keeping children and young people safe in the parish/agency?			
Do workers know what to do if faced with an allegation or disclosure of child abuse?			
Do children/young people and/or parents involved in any parish/agency programs know how to report or raise a concern?			
Are the children/young people able to provide feedback about their activities?			
Does the parish/agency work to promote Child-safe Child-friendly policies and practices?			
Are stakeholders involved in developing and reviewing your risk management plan, policies and procedures?			