

Checklist: Assessing child safety risks in your organisation

Go through each item and tick **yes**, **no** or **maybe**. Focus your efforts on the **no** and **maybe** boxes—these are areas that may need action. You can also add any other risks that are **unique to your organisation** or the children and young people you work with. This tool is to help you spot and address potential gaps in your approach to child safety.

1. Organisational risk

Yes

Maybe

No

Risks linked to how your organisation works, its culture and how leaders, staff and volunteers act.

Staff and volunteers receive training on child abuse or how to spot signs of harm.

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There are clear child safety policies and procedures.

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There are risk management plans for child safety.

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There is a child-safe Code of Conduct for staff and volunteers.

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Children and young people share ideas and can be part of decisions that affect them.

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Parents, carers and the community are provided with clear information how the organisation keeps children safe.

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There is a clear way to report worries or get help for safety concerns.

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2. Vulnerability risk

Yes

Maybe

No

Risks linked to children who may be more at risk of harm and need extra support.

The organisation has updated policies and procedures on how to support children with diverse needs. (Diverse needs may include disabilities, LGBTIQ+, culturally diverse backgrounds, victim-survivors, Aboriginal and Torres Strait Islanders, or children in out-of-home care settings and rural areas).

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3. Environmental risk

Risks linked to physical and online spaces.

The organisation actively demonstrates recognition or celebration of Aboriginal people in physical or online spaces.

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Physical spaces are well maintained and there are clear rules for high-risk spaces (like change rooms or vehicles).

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Staff receive training to confidently provide safe environments, and supervision ratios are clearly defined and consistently followed.

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Visitors are screened and there is a clear sign-in and sign-out process for children and families.

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Staff and volunteers do not speak privately with children online.

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4. Attitude and behaviour risk

Yes

Maybe

No

Risks linked to how adults in the organisation think or act.

Adults demonstrate zero tolerance for racism and discrimination.

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Adults demonstrate responsibility and accountability for maintaining a child safe environment and responding appropriately to reports of child abuse and harm.

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Adults trust children's stories about harm and do not ignore it.

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Adults understand that keeping children safe is everyone's responsibility.

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Adults willingly participate in child safety training.

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Adults avoid inappropriate jokes or conversations around children.

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Adults avoid unsupervised time with children.

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Adults prioritise reporting concerns about child safety over reputational and relational concerns.

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Adults take action to address peer-on-peer bullying and harm.

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5. Strong likelihood risks

Yes

Maybe

No

Risks linked to how likely is the risk to occur in the organisations day-to-day environment.

Adults and children are never in one-on-one environments. Such as in vehicles or changing rooms.

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Adults do not have physical contact with children during activities.

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Adults receive training, supervision and debriefing to appropriately handle high-stress environments.

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Children do not have unsupervised access to digital devices.

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There are clear guidelines on the maximum hours adults should work and this is consistently followed in practice.

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