Office of the Children's Guardian

Child Safe checklist

for parents and carers

Use this checklist when you visit a child-related organisation to find out how safe it is for your child. You can record your observations and save it for future reference.

Name of setting:

Contact details:

Things to look for:

- ✅ Have you seen anything on the organisation's social media or website that says the organisation puts child safety first?
- ✅ Can you see any posters that describe child safety?
- ✅ Can you see staff being respectful of children when they interact with them?
- ✅ Are there spaces where adults can be alone with children unsupervised? How are adults supervised in these spaces?
- ✅ If there's a changing room, who is allowed in there and how is changing supervised?

Questions to ask:

- ☐ Do you verify the Working with Children Checks of all your child-related workers?
  - ☐ Do you do this by going to the Office of the Children's Guardian (OCG) website?
- ☐ Do you have a:
  - Child Safe Policy?
  - Child Safe Code of Conduct?
  - Child Safe Reporting Policy?
- ☐ Have your staff completed child safety training, such as the OCG's eLearning?
- ☐ Have children older than 3 had protective behaviours training (i.e. a personal safety program), such as the OCG's SAFE Series protective behaviours program?

- ☐ How can parents raise concerns with the organisation?
- ☐ How are children encouraged to speak up if they feel unsafe?
- ☐ How can parents be involved with the organisation, such as annual reviews of policies and procedures?
- ☐ How are vulnerable children, such as children with disabilities, supported?
- ☐ How are children from other cultures supported?
  - ☐ How are their families supported to be involved with the organisation?
- ☐ In educational settings, what is the staff to child ratio?

Write any other notes you have here:

Check out all our resources for parents at **ocg.nsw.gov.au** or scan the QR code.