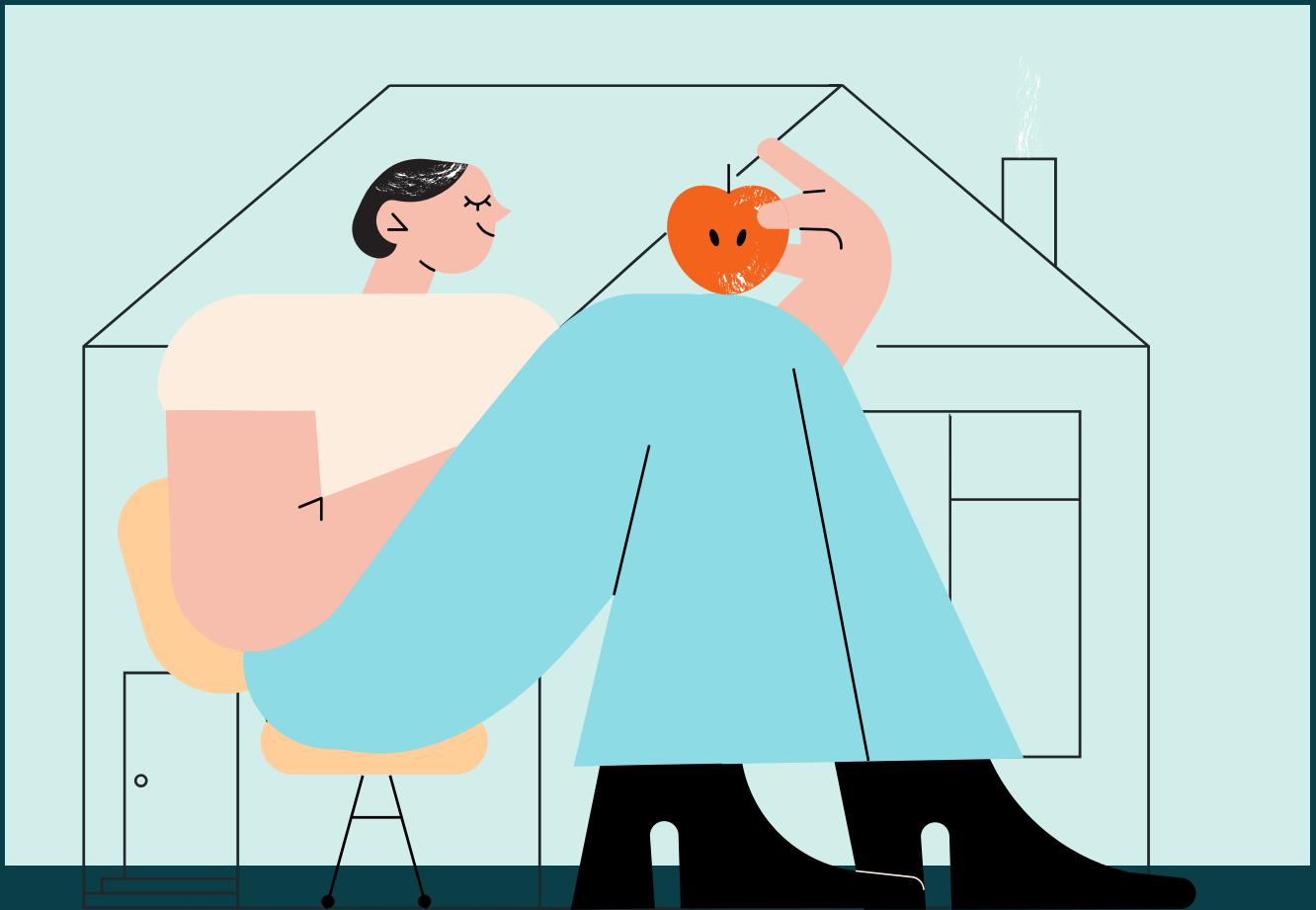


20 May 2025

# Child Safe Self-Assessment and Action Report

Produced for linda russell at WAHROONGA AFTER SCHOOL CARE CENTRE INC



# Contents



Introduction	03
--------------	----

Performance Summary	04
---------------------	----

Your Actions	05
--------------	----

Implementation Template	17
-------------------------	----

Help and Support	19
------------------	----

# Introduction

Child safe organisations create cultures, adopt strategies and act to prevent harm to children. Creating and maintaining a child safe organisation is an ongoing process – it requires strong leadership and a shared responsibility across the organisation for keeping children safe.

Your Assessment and Action Report shows your progress towards embedding the Child Safe Standards into practice in your organisation. It offers suggestions on what you can do next, and into the future, to make your organisation safer for children.

Please note, this report is based on your self reported performance. It is not an indicator of actual compliance and does not represent the views of the Office of the Children's Guardian or its assessment of how your organisation is implementing the Child Safe Standards.

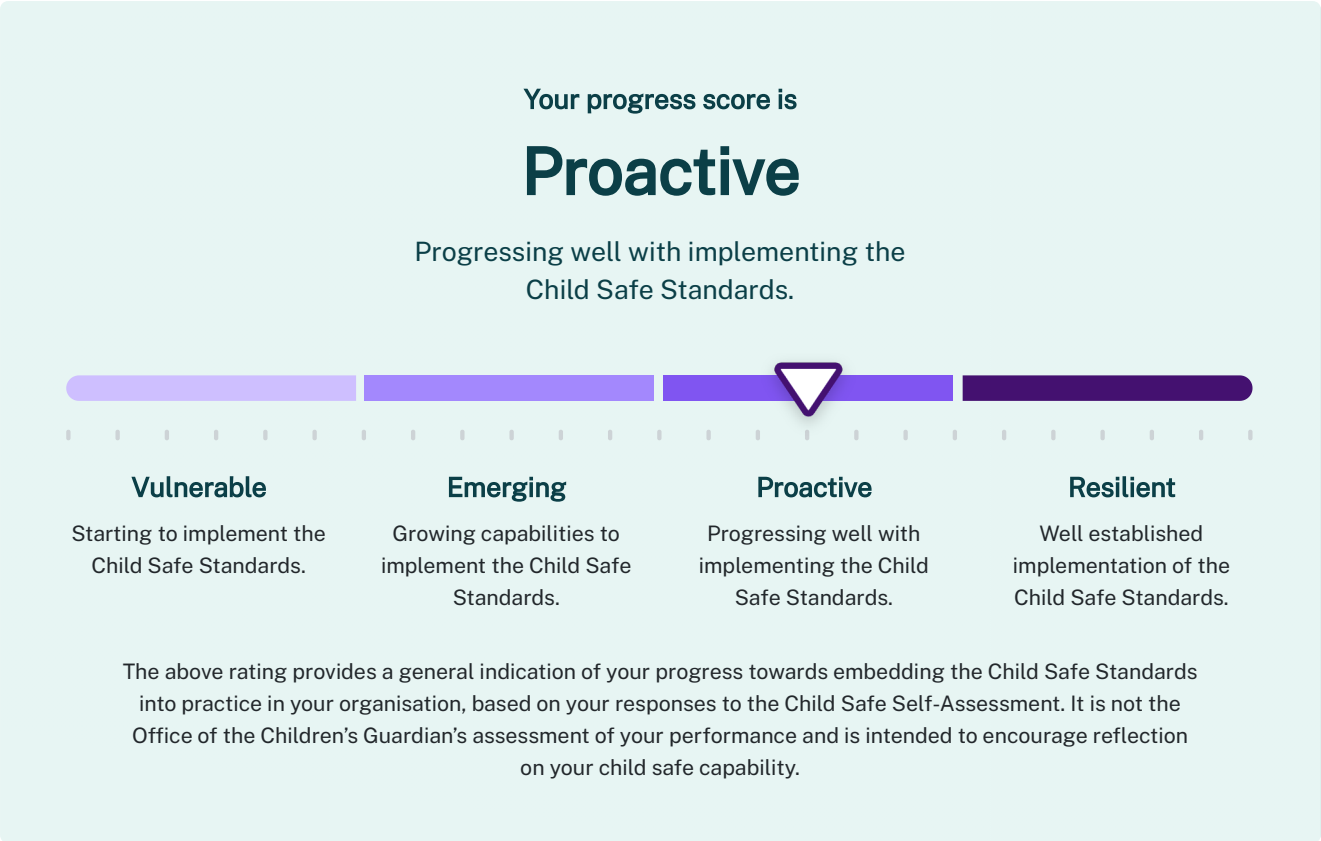
## Self-Assessment Summary

Business Name	WAHROONGA AFTER SCHOOL CARE CENTRE INC
Location or Business Unit	wahroonga
Primary Address	71 burns road, wahroonga NSW 2076
Contact Name	linda russell
Email Address	lindarussell.woosh@gmail.com
Date Submitted	20 May 2025

All data provided in this report is based on the respondent's answers to the Child Safe Self-Assessment. It does not represent the views of the Office of the Children's Guardian.

# Performance Summary

Your responses to the Child Safe Self-Assessment suggest your organisation is in the Proactive category. Please note, this range is based on your self reported performance, and is not an indicator of actual compliance.



## Overall Performance:

- Your organisation may be progressing well with implementing the Child Safe Standards to help keep children safe from harm or abuse.
- But there is more work to be done to create an environment that’s safe for children. Leadership must play an important part in creating a child-safe culture for your organisation. They must also lead by example. Your organisation’s leadership should review your child safe approach at least once a year.
- Ongoing training for all of your staff and volunteers is essential for continuing to build capability with the Child Safe Standards. This training should be ongoing, readily available, and scheduled at regular intervals. It is also important to make sure all children have access to material outlining who to contact if they feel unsafe in any way.

# Your Actions

## How to use your Action Report

The Assessment and Action Report has general and specific suggestions for your organisation, based on your responses to the self-assessment. The Child Safe Standards have been labeled with their recommended level of priority, based on your scores.

We suggest you start by focusing your efforts on the Standards marked with 'Higher priority', followed by 'Medium priority', and then 'Lower priority'.

Higher priority

The three Child Safe Standards for which you received the **LOWEST** scores

Medium priority

The four Child Safe Standards for which you received the **MIDDLE** scores

Lower priority

The three Child Safe Standards for which you received the **HIGHEST** scores

## What are 'Your Actions'?

The actions provided in your action report are based on your responses to the self-assessment. These actions are suggestions that you can implement to help make your organisation safer for children.

You have three parts to every action:

- The suggested action along with a checkbox that you can use to mark completion,
- A responsible person/team - you can write the name of the person or team at your organisation most suitable to manage responsibility for each individual action, and
- A target completion date for each action. This will help keep your organisation accountable to achieving actions and improving your child safe practice

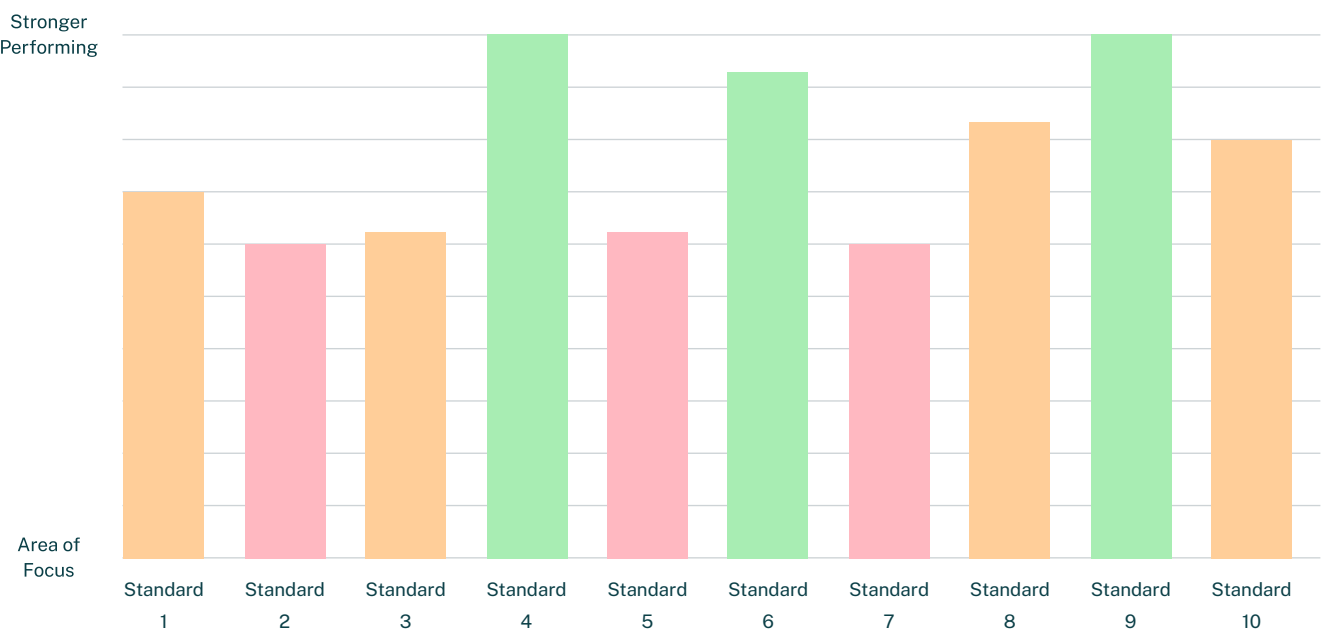
## What is the Implementation Planning Template?

After the information on the Child Safe Standards and 'Your actions', you'll find a landscape page with an Implementation Planning Template. This is an optional template for you use to help work through your suggested actions. Print as many pages as you need and feel free to adapt this so that it works best for you. A partial example has been prefilled for you below.

Implementation Planning Template					
This is an optional template for you to fill out and use to help your organisation work through your suggested Actions. Print as many pages as you need!					
Level of Priority	Child Safe Standard	Action	Responsible person/team	Target Completion Date	Status/Comments
High	Standard 3- Family and community involvement	Review your Code of Conduct to make sure it includes what kinds of behaviour is acceptable and unacceptable when it comes to competition and winning. Examples of acceptable behaviours include using positive and encouraging language and encouraging learning and growth over winning.	Bethany W	20/02/2023	In progress
High	Standard 5: Human resource management	Review your Human Resource Policy to make sure it includes child safe recruitment practices, such as your organisations legal obligations around the WWCC. Provide hiring managers with training on your policy and child safe recruitment practices.	HR	01/10/2022	In progress

# Your Child Safe Standards Progress

The below graph outlines your progress towards implementing each of the 10 Child Safe Standards, relative to other Standards, based on your responses to the Child Safe Self-Assessment. This is to assist with your implementation planning.



## Lower priority

### Your Strongest Performing

You scored highest in these three areas relative to other Standards, well done! Your responses to the self-assessment suggest that your organisation is doing more to implement these Standards than others.

- Standard 4: Equity and diversity
- Standard 6: Child-focused complaints process
- Standard 9: Continuous review and improvement

## Medium priority

### Your Moderate Performers

These were your middle four scores from the self-assessment. You are doing fairly well at implementing these Child Safe Standards compared to others.

- Standard 1: Leadership, culture, and governance
- Standard 3: Family and community involvement
- Standard 8: Physical and online environments
- Standard 10: Policies and procedures

## Higher priority

### Your Areas of Focus

You scored the lowest in these three Child Safe Standards and can improve most in these areas compared to others. It is recommended that you prioritise the suggested actions in your action report for these Standards.

- Standard 2: Participation and empowerment
- Standard 5: Human resource management
- Standard 7: Training

# Standard 1: Leadership, culture, and governance

Child safe organisations are committed to creating culture that is safe for children. Child safe cultures make it hard for abuse to occur.

Leaders are critical in creating and maintaining a positive child safe culture. This is because when they model child safe behaviours and attitudes, staff and volunteers follow.

## Your Performance:

Your response to the Self-Assessment suggests you are doing fairly well at implementing this Child Safe Standard compared to others, but there is always more than can be achieved. This Standard may have medium priority in your Implementation Plan.

Your actions	Responsible person/team	Target completion date
<input type="checkbox"/> Make child safety a standing agenda item at team meetings and discuss emerging or ongoing child safe issues in leadership forums.		
<input type="checkbox"/> Reward or celebrate staff behaviours or activities that prioritise child safety (for example, at team meetings, staff awards or via newsletters).		
<input type="checkbox"/> Share information with staff about being child safe (for example, how the organisation is implementing the Child Safe Standards and key decisions that may impact child safety).		

## Resources for Standard 1

The following resources will help you implement this Child Safe Standard. For more information on the OCG's training and resources, please go to: <https://ocg.nsw.gov.au/training-and-resources>

### Standard 1 - Overview

A video to help you understand Child Safe Standard 1: Child safety in embedded in leadership, governance and culture.



### Statement of Commitment and Child Safe Policy Handbook

Information to help you develop a Child Safe Policy and Statement of Commitment.



### Child Safe Policy - Template

An easy-to-use template to help you create a Child Safe Policy.



# Standard 2: Participation and empowerment

Children are safer when organisations teach them about their rights to be heard, listened to and believed. Empowerment of children and young people in organisations is important because it means they will feel safe to speak up if they or a friend has been harmed. All children should be encouraged and supported to participate. This is because it leads to feelings of empowerment and confidence to speak up if they need to.

## Your Performance:

This is one of your lower scoring Standards compared to others. It is recommended that you prioritise the suggested actions in your Implementation Plan for this Standard.

Your actions	Responsible person/team	Target completion date
<input type="checkbox"/> Support children, young people and families to take part in protective behaviours training which helps children and young people recognise safe and unsafe situations.		
<input type="checkbox"/> Encourage children and young people to talk about who they are, their culture, and identity.		

## Resources for Standard 2

The following resources will help you implement this Child Safe Standard. For more information on the OCG's training and resources, please go to: <https://ocg.nsw.gov.au/training-and-resources>

### Standard 2 - Overview

A video to help you understand Child Safe Standard 2: Children participate in decisions affecting them and are taken seriously.



### Empowerment and Participation Guide

A Guide to assist adults empower and involve children and young people in their organisation.



### SAFE series

A series of resources to assist organisation support protective behaviours.





# Standard 3: Family and community involvement

Involving the community in how your organisation is run informs your child safe approach and what you are doing is consistent with the values of the children, parents, and communities that you serve. It is also important because it means parents and carers can be part of – and hold organisations to account for – the implementation of child safe process, practices, and behaviours.

## Your Performance:

Your response to the Self-Assessment suggests you are doing fairly well at implementing this Child Safe Standard compared to others, but there is always more than can be achieved. This Standard may have medium priority in your Implementation Plan.

Your actions	Responsible person/team	Target completion date
<input type="checkbox"/> Leaders and staff regularly ask parents, carers and the community to give feedback on how the organisation could improve its child safe practices. Listen to and act on this feedback.		
<input type="checkbox"/> Review your Complaint Handling Policy to make sure it includes numerous ways for parents and carers to make a complaint about child abuse.		

## Resources for Standard 3

The following resources will help you implement this Child Safe Standard. For more information on the OCG's training and resources, please go to: <https://ocg.nsw.gov.au/training-and-resources>

### Standard 3-Overview

A video to help you understand Child Safe Standard 3: Families and communities are informed and involved



Lower priority

# Standard 4: Equity and diversity

Paying attention to equity by taking into account children's diverse circumstances is important because it recognises that some children are more vulnerable to abuse than others or find it harder to speak up and be heard.

Cultural safety in organisations requires an environment that is free from discrimination, racism or denial of culture.

## Your Performance:

This is one of your higher scoring Standards compared to others, well done! You may wish to prioritise other Child Safe Standards when preparing your Implementation Plan.

Your actions	Responsible person/team	Target completion date
<input type="checkbox"/> Celebrate diversity in multiple ways so children and young people feel included (for example: Acknowledgement of Country; organise events or communication for significant days; use music, art or food to celebrate different groups).		

## Resources for Standard 4

The following resources will help you implement this Child Safe Standard. For more information on the OCG's training and resources, please go to: <https://ocg.nsw.gov.au/training-and-resources>

### Standard 4 - Overview

A video to help you understand Child Safe Standard 4: Equity and diverse needs are upheld and taken into account.



Higher priority

# Standard 5: Human resource management

A Working With Children Check is an important part of keeping children safe in organisations, but it is not the only part. Human resource management – including screening, recruitment and performance reviews – helps screen unsuitable people from working with children and hold staff accountable to child safe practice.

## Your Performance:

This is one of your lower scoring Standards compared to others. It is recommended that you prioritise the suggested actions in your Implementation Plan for this Standard.

Your actions	Responsible person/team	Target completion date
<input type="checkbox"/> Always verify WWCC numbers by: confirming identity of potential employees and volunteers; verifying WWCC numbers online with the OCG or Service NSW; and keeping records of employees and volunteers who require a WWCC and when they were verified.		

## Resources for Standard 5

The following resources will help you implement this Child Safe Standard. For more information on the OCG's training and resources, please go to: <https://ocg.nsw.gov.au/training-and-resources>

### Standard 5-Overview

A video to help you understand Child Safe Standard 5: People working with children are suitable and supported.



### Working with Children Check

Organisations need to register and verify their workers' checks



### Human Resources Handbook

A handbook on child safe human resource practices.



Lower priority

# Standard 6: Child-focused complaints process

A child-focused complaint process supports children, young people and families to share concerns by providing a variety of ways to make complaints and encouraging them to speak up. It also ensures organisations respond appropriately to any complaints about abuse.

## Your Performance:

This is one of your higher scoring Standards compared to others, well done! You may wish to prioritise other Child Safe Standards when preparing your Implementation Plan.

Your actions	Responsible person/team	Target completion date
<input type="checkbox"/> Create a child-friendly Complaint Handling Policy so children and young people understand how to raise complaints, what to expect if they do raise a complaint, and that their complaint will be taken seriously.		

## Resources for Standard 6

The following resources will help you implement this Child Safe Standard. For more information on the OCG's training and resources, please go to: <https://ocg.nsw.gov.au/training-and-resources>

### Standard 6-Overview

A video to help you understand Child Safe Standard 6: Processes to respond to child abuse are child focussed.



### Reporting Obligations and Processes

A Handbook to help child-related organisations understand their reporting obligations.



### Sample Child Safe Reporting Policy

An example of what should be in your Child Safe Reporting Policy.



# Standard 7: Training

A child safe organisation promotes continuous learning and provides regular ongoing education and training. Staff continually build their abilities to keep children safe. Training provides staff with the knowledge, skills, and confidence to identify abuse and respond to complaints.

## Your Performance:

This is one of your lower scoring Standards compared to others. It is recommended that you prioritise the suggested actions in your Implementation Plan for this Standard.

Your actions	Responsible person/team	Target completion date
<input type="checkbox"/> Provide staff with training that increases their skills in responding to children and young people who disclose child abuse.		
<input type="checkbox"/> Leaders ask staff what would make them more confident in reporting concerning or unacceptable behaviours of other adults within the organisation, and act on their feedback.		
<input type="checkbox"/> Check all staff have read and understood your Code of Conduct, and keep a record of this.		
<input type="checkbox"/> Staff spend time getting to know individual children and young people, to find out how they would most like to share their opinions and views.		

## Resources for Standard 7

The following resources will help you implement this Child Safe Standard. For more information on the OCG's training and resources, please go to: <https://ocg.nsw.gov.au/training-and-resources>

### Standard 7 - Overview

A video to help you understand the Child Safe Standard on education and training.



### Free training

Register for free OCG training here



### Induction video part 1: Identifying abuse

Learn how to recognise children that may have been harmed.



### Induction video part 2: Responding to Abuse

Learn how to respond to children being harmed.



# Standard 8: Physical and online environments

A child safe organisation adapts its physical environments to minimise opportunities for abuse to occur. Organisations offer a balance between visibility and children's privacy, creative play and other activities. Child safe organisations also address risks in the online environment by educating children and adults about how to avoid harm and how to detect signs of online grooming.

## Your Performance:

Your response to the Self-Assessment suggests you are doing fairly well at implementing this Child Safe Standard compared to others, but there is always more than can be achieved. This Standard may have medium priority in your Implementation Plan.

Your actions	Responsible person/team	Target completion date
<input type="checkbox"/> Review your Child Safe Policy and/or Code of Conduct to make sure it clearly describes what the organisation expects when adults are alone with children (e.g. travelling alone with children and young people, change rooms, sick bays, off-site locations such as camps and secondary employment).		
<input type="checkbox"/> Review your Code of Conduct to make sure it clearly describes what behaviours are acceptable and unacceptable when it comes to adults having physical contact with children and young people in your organisation.		

## Resources for Standard 8

The following resources will help you implement this Child Safe Standard. For more information on the OCG's training and resources, please go to: <https://ocg.nsw.gov.au/training-and-resources>

### Standard 8 - Overview

A video to help you understand Child Safe Standard 8: Physical and online environments minimise the opportunity for abuse to occur.



### eSafety Commissioner - Online resources

Resources to increase knowledge on matters relating to online safety.



# Standard 9: Continuous review and improvement

Child safe organisations know it takes ongoing effort to maintain a safe environment for children. Leaders embed a culture of learning and put in place systems to monitor and evaluate how they have implemented the Child Safe Standards. Staff keep up to date with emerging knowledge and trends to continuously improve practices, and can demonstrate that policies and procedures have changed over time.

## Your Performance:

This is one of your higher scoring Standards compared to others, well done! You may wish to prioritise other Child Safe Standards when preparing your Implementation Plan.

Your responses to the self-assessment did not generate any actions for this Standard. But you can continuously improve your child safe practice. Here are some general actions for this Standard from the Royal Commission into Institutional Responses to Child Sexual Abuse to consider:

- The organisation regularly reviews and improves child safe practices.
  - The organisation analyses complaints to identify causes and systemic failures to inform continuous improvement.
- 

## Resources for Standard 9

The following resources will help you implement this Child Safe Standard. For more information on the OCG's training and resources, please go to: <https://ocg.nsw.gov.au/training-and-resources>

### Standard 9-Overview

A video to help you understand the Child Safe Standard on continuous review and improvement.



# Standard 10: Policies and procedures

Child safe organisations have policies and procedures that describe how they maintain a safe environment for children. They know that these documents are only effective if they are implemented. Policies and procedures should be relevant to all aspects of an organisation and reflect the Child Safe Standards. They are championed by leaders, understood by staff, and available to the community in accessible formats and languages.

## Your Performance:

Your response to the Self-Assessment suggests you are doing fairly well at implementing this Child Safe Standard compared to others, but there is always more than can be achieved. This Standard may have medium priority in your Implementation Plan.

Your actions	Responsible person/team	Target completion date
<input type="checkbox"/> Implement your child safe policies and procedures in numerous ways (for example, make them easily available on your social media, in your newsletter, on your website or at orientation; and explain them to children, young people, parents/carers and staff).		
<input type="checkbox"/> Identify all high-risk activities within your organisation such as overnight camps, off-site excursions or traveling alone with children. Develop a Risk Management Plan that addresses the risk for intentional harm or abuse in each activity.		

## Resources for Standard 10

The following resources will help you implement this Child Safe Standard. For more information on the OCG's training and resources, please go to: <https://ocg.nsw.gov.au/training-and-resources>

### Standard 10 -Overview

A video to help you understand Child Safe Standard 10: Policies and procedures document how the organisation is child safe.



### Developing Child Safe Codes of Conduct

A Guide to help you develop your organisation's Child Safe Code of Conduct.



### Code of Conduct - Template

A Template to help you create your own Code of Conduct. You can use this alongside the Code of Conduct Guide.



### Risk Management and the Child Safe Standards

Information to help you identify child safe risks in your organisation.





# Implementation Planning Template

This is an optional template for you to fill out and use to help your organisation work through your suggested Actions. Print as many pages as you need!

Level of Priority	Child Safe Standard	Action	Responsible person/team	Target Completion Date	Status/Comments

Level of Priority	Child Safe Standard	Action	Responsible person/team	Target Completion Date	Status/Comments

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# Thank you!

Thank you for completing the Child Safe Self-Assessment and for reviewing your Assessment and Action Report. We hope this process helps you implement the Child Safe Standards in your organisation.



## Need further information?

For more information about the Child Safe Self-Assessment or your report, please go to our frequently asked questions at: [www.ocg.nsw.gov.au/childsafeselfassessment](https://www.ocg.nsw.gov.au/childsafeselfassessment)

If you cannot find an answer to your question here, please email us at [childsafesupport@ocg.nsw.gov.au](mailto:childsafesupport@ocg.nsw.gov.au)

