

Child Safe Sport

TTV REVIEW & ACTION PLAN TEMPLATE



TABLE TENNIS
VICTORIA

VICSPORT



This template has been developed by Vicsport and Table Tennis Victoria for use by Victorian sporting organisations of all sizes that are taking steps to meet Victoria's Child Safe Standards. Each child safe item within the template aims to provide a basis for your organisation to continue developing a child safe culture. It is important to remember that completing this review **does not** guarantee compliance with the [Standards](#).

Child Safe Item	Yes / No / Partially	Steps Required to Implement	Timeline & Responsibility
1.1. Cultural Awareness training is undertaken by all Board, Staff and volunteers	No	To be included in training budget for 2024/funding application priority.	CEO, November 2023
1.2. The organisation engages with local Aboriginal groups to learn more about local community & country, as well as cultural safety	No	Seek Vicsport's advice on best groups to form a relationship with. Schedule a meeting for second half of 2023.	Participation Officer, August 2023
1.3. The organisation recognises and respects Aboriginal communities by: <ul style="list-style-type: none"> - Including Acknowledgement of Country in written and online communication - Starting events with an Acknowledgement of Country - Displaying Aboriginal and Torres Strait Islander Flags 	Partially	TTV conduct acknowledgements of country at events & meetings. TTV displays Aboriginal and Torres Strait Islander flags on website and at events. Seek Vicsport advice on how to better include Acknowledgement of Country in written and online communication.	Participation Officer, August 2023
2.1. Leaders are publicly committed to child safety and empower all staff to act on child safety within their roles	Yes	TTV Board and staff undertaking Vicsport Child Safe modules. All affiliate committees encouraged to complete modules.	
2.2. Child safety is a standing agenda item at all Board meetings	Yes	Vicsport Child Safe modules agenda items at Board Meeting, also discussed as part of Risk Register.	
2.3. Child Safety is part of the organisations Strategic Plan and Annual Reports	Yes	Strategic objective to <i>Continuously challenge and grow understanding of child safeguarding and governance policies and procedures across the sport.</i>	

3.1. Key child safe documents are developed with input from children and young people (CYP)	No	Strategic priority to engage with juniors this year to seek input.	Events Officer, July 2023
3.2. There is a CYP-friendly version of all key documents	No	As above – will hopefully create for 2024.	Participation Officer, October 2023
3.3. Ideas and input from CYP in any area of the sport is welcomed, taken seriously and utilised	Yes	Informal feedback received is listened to and implemented.	
4.1. Families, carers and communities (including member organisations) are provided information about the Standards and what your organisation is doing to address them	Partially	Child safeguarding is mentioned in events and membership communications. Will be added to the TTV newsletter cycle every second month.	Participation Officer, June 2023
4.2. Families, carers and communities (including member organisations) are encouraged to provide input and feedback as policies and procedures are developed	Yes	TTV offers Affiliate and Participant survey opportunities to provide feedback on development of strategic plan and policies.	
5.1. Organisation staff and volunteers have undertaken diversity training to understand the needs of: <ul style="list-style-type: none"> - CYP with disability - CYP from culturally and linguistically diverse backgrounds - CYP who can't live at home - LGBTIQ+ CYP 	No	As above - To be included in training budget for 2024/funding application priority.	CEO, November 2023
5.2. CYP can easily access and understand information and support to ensure they are safe within sport	Partially	Information accessible on TTV website. Resources available through Vicsport that can be used by affiliates at facilities. Will be pulse-checked in mid-year affiliate survey.	Participation Officer, July 2023
6.1. A commitment to child safety is included in all: <ul style="list-style-type: none"> - Job advertisements - Interviews - Position descriptions 	Yes	Implemented.	
6.2. All staff and volunteers have current working with children checks	Yes	Implemented.	

6.3. Child safety is part of all board, staff and volunteer inductions	Yes	Implemented.	
7.1. A process for complaints and concerns is in place. It can be accessed by CYP and is child focused	Partially	Reporting system is available. Need to make system more child focused.	Events Officer, July 2023
7.2. CYP know who they can speak to about any issues or concerns and that they will be taken seriously	Yes	Child Safety Officers at clubs.	
8.1. Board, Staff and volunteers undertake child safe training every 12 months	Yes	Training underway for 2023	
9.1. The organisation has a policy or code of conduct addressing child safety online including, but not limited to social media use, photos and approved platforms	Partially	Social Media Policy available – needs to be reviewed with child safe lens.	CEO, August 2023
9.2. There is a risk management plan in place to help assess the safety of facilities and other physical environments CYP are in	Yes	On the TTV Risk Register.	
10.1. Progress towards creating a child safe culture is reviewed every 12 months and used to guide improvements	Yes	Added to annual TTV Board Calendar.	
10.2. Findings of annual child safe reviews are reporting through your organisation's communication channels	No	Can look at implementing for 2024.	CEO, 2024
11.1. Child safety is embedded in all policies and procedures	Yes	Implemented	

Further Information:

For information or assistance, contact Table Tennis Victoria, your Regional Sport Assembly or your Local Government Agency. If you are a club, try connecting with other sporting clubs in your area for practical ideas and strategies.

Vicsport also has resources and information available. Contact us via:

03 9698 8100 admin@vicsport.com.au www.vicsport.com.au/child-safe-standards

This document was developed utilising and adapting content from: Commission for Children and Young People (2021), Victoria's New Child Safe Standards Information Sheet
<https://ccyp.vic.gov.au/assets/resources/New-CSS/New-Child-Safe-Standards-Information-Sheet.pdf>