# A screenshot of a video game Description automatically generated with medium confidencesmall.pngChild Safe Sport

**TTV REVIEW & ACTION PLAN TEMPLATE**

This template has been developed by Vicsport and Table Tennis Victoria for use by Victorian sporting organistaions 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](https://ccyp.vic.gov.au/child-safe-standards/).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child Safe Item** | **Yes / No / Partially** | **Steps Required to Implement** | **Timeline & Responsibility** | |
| * 1. Cultural Awareness training is undertaken by all Board, Staff and volunteers |  |  |  | |
| * 1. The organisation engages with local Aboriginal groups to learn more about local community & country, as well as cultural safety |  |  |  | |
| * 1. The organisation recognises and respects Aboriginal communities by: * Including Acknowledgement of Country in written and online communication * Starting events with an Acknowledgement of Country * Displaying Aboriginal and Torres Strait Islander Flags |  |  |  | |
| * 1. Leaders are publicly committed to child safety and empower all staff to act on child safety within their roles |  |  |  |
| * 1. Child safety is a standing agenda item at all Board meetings |  |  |  |
| * 1. Child Safety is part of the organisations Strategic Plan and Annual Reports |  |  |  |
| * 1. Key child safe documents are developed with input from children and young people (CYP) |  |  |  |
| * 1. There is a CYP-friendly version of all key documents |  |  |  |
| * 1. Ideas and input from CYP in any area of the sport is welcomed, taken seriously and utilised |  |  |  |
| * 1. Families, carers and communities (including member organisations) are provided information about the Standards and what your organisation is doing to address them |  |  |  |
| * 1. Families, carers and communities (including member organisations) are encouraged to provide input and feedback as policies and procedures are developed |  |  |  |
| * 1. Organisation staff and volunteers have undertaken diversity training to understand the needs of: * CYP with disability * CYP from culturally and linguistically diverse backgrounds * CYP who can’t live at home * LGBTIQ+ CYP |  |  |  |
| * 1. CYP can easily access and understand information and support to ensure they are safe within sport |  |  |  |
| * 1. A commitment to child safety is included in all: * Job advertisements * Interviews * Position descriptions |  |  |  |
| * 1. All staff and volunteers have current working with children checks |  |  |  |
| * 1. Child safety is part of all board, staff and volunteer inductions |  |  |  |
| * 1. A process for complaints and concerns is in place. It can be accessed by CYP and is child focused |  |  |  |
| * 1. CYP know who they can speak to about any issues or concerns and that they will be taken seriously |  |  |  |
| * 1. Board, Staff and volunteers undertake child safe training every 12 months |  |  |  |
| * 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 |  |  |  |
| * 1. There is a risk management plan in place to help assess the safety of facilities and other physical environments CYP are in |  |  |  |
| * 1. Progress towards creating a child safe culture is reviewed every 12 months and used to guide improvements |  |  |  |
| * 1. Findings of annual child safe reviews are reporting through your organisation’s communication channels |  |  |  |
| * 1. Child safety is embedded in all policies and procedures |  |  |  |

**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](mailto:admin@vicsport.com.au) [www.vicsport.com.au/child-safe-standards](http://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*](https://ccyp.vic.gov.au/assets/resources/New-CSS/New-Child-Safe-Standards-Information-Sheet.pdf)