

# Child Safe Contractor Assessment

## Incidental Contact

Council has zero tolerance for Child Abuse. Council is committed to creating and maintaining a Child safe environment where all Children are valued and protected from harm and Child Abuse.

As a Child Safe organisation, Council reviews all contractors who are undertaking work on behalf of Council that may involve direct or incidental contact with children (refer to Attachment A for definitions).

All contractors that are engaged by Council are required to complete minimum standard requirements based on the works having incidental contact with children. This is to ensure that all contractors (regardless of whether there is likely to be contact with children) are aware and practice child safety. It also recognises that many contractors undertake a variety of works that may change over time and increase the likelihood of contact with children.

Contractors who have direct contact with children must demonstrate compliance with the Victorian Child Safe Standards. If this applies to your organisation, please contact the Contract Manager to obtain the correct Child Safe Contractor Assessment - Direct Contact Form.

For further information about direct and incidental contact please email:  
[childsafefrankston@frankston.vic.gov.au](mailto:childsafefrankston@frankston.vic.gov.au)

### Background Information

Creating child safe organisations is a key component of the Victorian Government's response to the parliamentary inquiry into the handling of child abuse by religious and other non-government organisations (otherwise known as the 'Betrayal of Trust inquiry').

The report made a range of recommendations, including the need to better protect children from child abuse when they access services provided by organisations. The introduction of legislation including the *Child Wellbeing Safety Act (2005)*, Child Safe Standards (2016) and the Reportable Conduct Scheme (2018) create distinct legislative responsibilities for organisations, including Council.

More information on the Standards and the Reportable Conduct Scheme can be found on the [Commission for Children and Young People website](#)

### Assessment Form

Detailed below are the 11 standards that Council is required to meet to ensure it maintains a child safe environment. You are required to select a response to each requirement and where possible provide details related to your response. Contract Managers may check for evidence as part of compliance monitoring.

Child Safe Standards	Requirement	
<b>Standard 1</b> Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued	Your organisation understands its responsibility to respect and value the unique identities and experiences of Aboriginal children and young people	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Standard 2</b> Child safety and wellbeing is embedded in organisational leadership, governance and culture	Your organisations staff and volunteers are aware of their responsibilities in reporting concerns of child safety and know how and when to report	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Standard 3</b> Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously	In relevant activities, children and young people are actively encouraged to participate in decision affecting them	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Standard 4</b> Families and communities are informed, and involved in promoting child safety and wellbeing	Your organisation understands its responsibility to promote child safety	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Standard 5</b> Equity is upheld and diverse needs respected in policy and practice	Your organisation respects diversity and does not tolerate discriminatory practices	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Standard 6</b> People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice	Your organisations staff and volunteers have been appropriately screened	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Child Safe Standards	Requirement	
<b>Standard 7</b> Processes for complaints and concerns are child focused	Your organisation understands the importance of listening to the ideas and concerns of children	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Standard 8</b> Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training	Your organisations staff and volunteers are provided with clear information regarding appropriate conduct	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Standard 9</b> Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed	Your organisation has considered risks to child safety and has mitigated these risks where possible	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Standard 10</b> Implementation of the Child Safe Standards is regularly reviewed and improved	Your organisation understands its obligations to maintain a child safe environment	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Standard 11</b> Policies and procedures document how the organisation is safe for children and young people	You have read and understood Council's Child Safe Policy	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>RESPONSE</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

## Agreement

*I confirm that the responses provided above accurately reflect the policies and practices of the organisation/company and that our activity/works will be compliant with legislation and regulations relating to child safety including but not limited to the Child Wellbeing Safety Act (2005). I confirm that I have read and understood [Council's Child Safe Policy](#) and will work in accordance with Council's requirements and the Victorian Child Safe Standards.*

<i>Company Name:</i>	
<i>Contact Person:</i>	
<i>Signature</i>	
<i>Date</i>	

## Attachment A

Definitions – Situations involving children	
<b>Direct care/supervision/engagement with children under 18 years</b> <b>Storing information /data about children</b>	<b>Incidental Contact</b>
<p>The work or services being procured or delivered includes one or more of the following:</p> <ul style="list-style-type: none"> <li>• Child or young person related work</li> <li>• Access to the personal information of children or young people or their families</li> <li>• Survey or other consultation and engagement processes</li> </ul> <p>Direct contact with children includes contact that is:</p> <ul style="list-style-type: none"> <li>○ Supervised</li> <li>○ Unsupervised</li> <li>○ Face to face</li> <li>○ Online</li> <li>○ Verbal, written or electronic</li> </ul>	<p>The work or service being procured or delivered is not child related but contracts may be delivered or undertaken in or close to one or more of the following service types or settings:</p> <ul style="list-style-type: none"> <li>• Children’s services, youth services, sport or recreation programs, community facilities such as neighbourhood houses and libraries, leisure programs, events or festivals</li> <li>• Maintenance contractors in council buildings, parks etc. where children/young people may be present.</li> <li>• Construction contractors (e.g. road/ pathway construction) scheduled to work in close proximity / adjacent to council buildings, parks etc. where children/ young people may be present.</li> <li>• Any additional setting where there is possible / likely contact with children and young people who will be unsupervised.</li> </ul>