



Government of **Western Australia**
Department of **Communities**



Child Safe Organisations

Stakeholder Toolkit

October 2023



Contents

Introduction	3
The National Principles for Child Safe Organisations	4
Resources	5
Promotional tools	6
Messages	10
Thanks	12

Acknowledgement of Country

The Department of Communities proudly acknowledges Traditional Custodians throughout Western Australia and recognises their continuing connection to their lands, families and communities.

We pay our respects to Aboriginal and Torres Strait Islander people and cultures, and to Elders past, present and emerging.

Introduction

Every organisation has a responsibility to keep children and young people safe.

The [Royal Commission into Institutional Responses to Child Sexual Abuse](#) made recommendations on what needs to be in place to prevent the abuse and neglect of children and young people in their contact with a range of organisations from small local clubs, private business and non-government services through to large government agencies.

The National Principles for Child Safe Organisations (National Principles) provide a framework to guide organisations in developing child safe cultures and practices, including the ability to identify risks and take agreed actions to prevent, respond to and report child abuse.

The Western Australian (WA) Government is committed to supporting the development of safe organisations for children and young people and is working to develop an independent oversight system that includes monitoring and enforcement of the National Principles in WA.

In the meantime, it is recommended that organisations across the State that engage with children and young people, or where children and young people are present, to implement the National Principles.

How you can help

The Department of Communities, along with government and sector partners, encourages you to raise awareness of the National Principles and child safe practices within your own organisation, sector, networks and communities.

We have developed this Stakeholder Toolkit to outline the suite of resources and promotional tools that are available to share with your networks and on your channels and publications. This is also a great opportunity to promote any initiatives your own organisation is undertaking to be child safe and inspire others to take positive action.

By working together, we can create a safer WA for children and young people.

The National Principles for Child Safe Organisations

The [National Principles](#) provide a nationally consistent approach to embedding child safe cultures and practices at all levels in organisations of various sizes and across sectors that engage with children and young people, or where children and young people are present.

The 10 National Principles are:

- 1** Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 2** Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3** Families and communities are informed and involved in promoting child safety and wellbeing.
- 4** Equity is upheld and diverse needs respected in policy and practice.
- 5** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 6** Processes to respond to complaints and concerns are child focused.
- 7** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 9** Implementation of the national child safe principles is regularly reviewed and improved.
- 10** Policies and procedures document how the organisation is safe for children and young people.

Resources

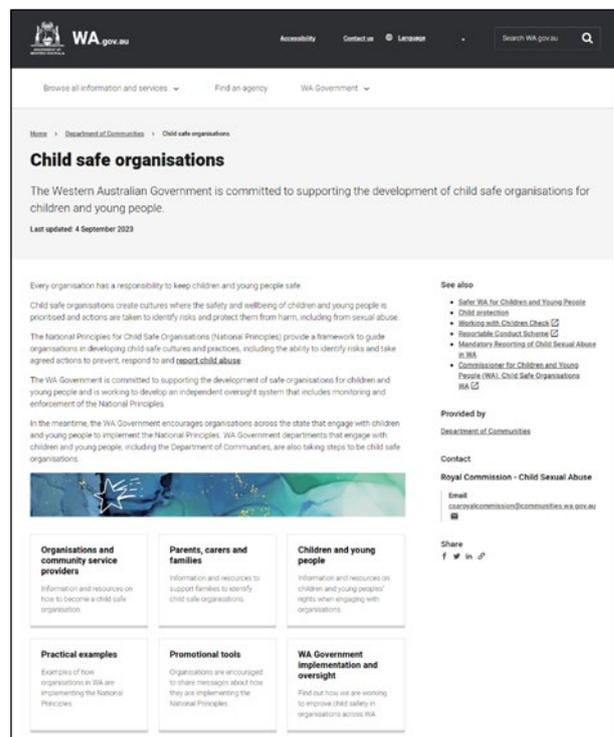
The following resources are available to help WA organisations, children and young people, and parents, carers and guardians learn more about the National Principles.

Child Safe Organisations Knowledge Hub

www.communities.wa.gov.au/childsafeorgs

The online knowledge hub brings together information and helpful resources about the National Principles in one central place for Western Australians to access, including:

- **Tailored information** about the National Principles for organisations and community service providers; parents, carers and guardians; and children and young people.
- A range of **practical resources and examples** to support organisations and community service providers to implement the National Principles.
- **Promotional tools** to help organisations share how they are implementing the National Principles and committed to being a child safe organisation.



Please share the knowledge hub with others in your organisation and networks as appropriate.

We also welcome your feedback and ongoing suggestions for improving the hub which can be directed to csaroyalcommission@communities.wa.gov.au.

Mailing list

Organisations and stakeholders can also [join our mailing list](#) via the knowledge hub for occasional updates about the National Principles in WA, including information about practical resources and examples and events.

Promotional tools

We have developed some promotional tools to help raise awareness of the National Principles and inspire WA organisations, including employees and volunteers, to be safe for children and young people.

Email signature banner and stamp

This [email banner](#) (600x100) or smaller [email stamp](#) (150x150) can be inserted in your Microsoft Outlook email signature settings using the following instructions:

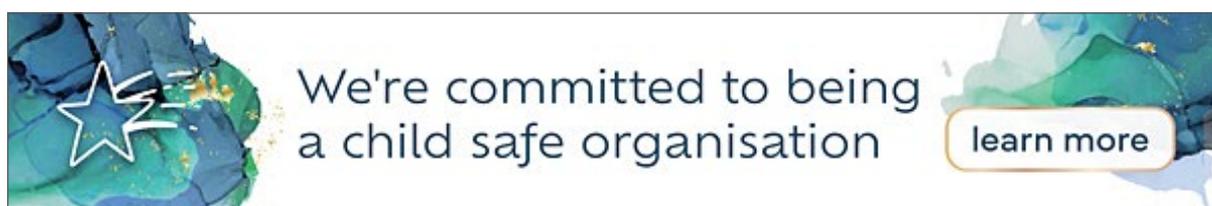
1. Open a new email in Microsoft Outlook.
2. Select 'insert' then 'signatures'.
3. Copy and paste the saved image into your signature block.
4. To adjust the size, click on the image so dotted lines display around the edges.
5. Right click on the image, select the 'picture' icon, click the 'size' tab and adjust the height. Do not adjust scale settings.
6. Then right click and select the 'link' option.
7. Add the following hyperlink into the address field and press 'ok':
www.communities.wa.gov.au/childsafeargs

Alternatively, if your organisation has its own webpage dedicated to the National Principles, you may choose to link to that page instead.

8. Press 'ok' to close your signature block box.
9. Create a new email to check the signature block is updated. When you hover over the image the hyperlink should appear.

Alternatively, if you do not wish to use the email banner or it clashes with another banner you are using, you can add the following text to your email signature settings instead:

[Insert company name] is committed to being a [child safe organisation](#).



Workplace poster

This [A3 poster](#) can be printed and placed on noticeboards or different spaces in your workplace to inform employees or volunteers about the National Principles and your organisation's commitment to being safe for children and young people.



We're committed to being a child safe organisation

The National Principles for Child Safe Organisations provide a consistent approach to embedding a child safe culture and practices in organisations.

The 10 National Principles are:

- 1 Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 2 Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3 Families and communities are informed and involved in promoting child safety and wellbeing.
- 4 Equity is upheld and diverse needs respected in policy and practice.
- 5 People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 6 Processes to respond to complaints and concerns are child focused.
- 7 Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8 Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 9 Implementation of the national child safe principles is regularly reviewed and improved.
- 10 Policies and procedures document how the organisation is safe for children and young people.

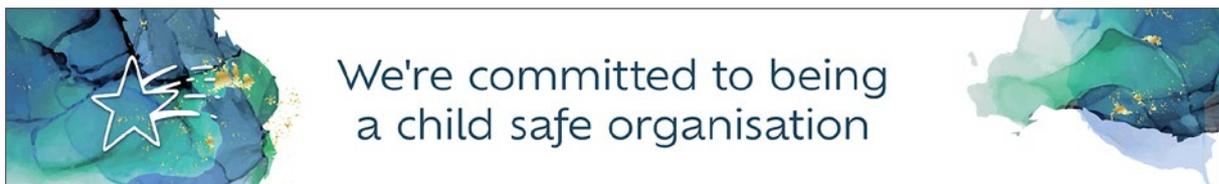
Practical resources and examples to implement the National Principles are available online.
www.communities.wa.gov.au/childsafegorgs



001728108.01

Web banner (organisations)

This [web banner](#) (2000x300) is available for use on your organisation's website or intranet.



Web banner (government and sector)

This [web banner](#) (2000x300) is also available for government and sector bodies to use on their websites to promote the National Principles to the sector organisations they work with.



Microsoft Teams background

This [background image](#) is available for use on your Microsoft Teams meetings using the below instructions. You can also insert your organisation's logo on the top left corner of the image.

1. Save the background image on your computer (somewhere you can easily locate it).
2. Before joining a meeting, turn on your camera and select 'Background filters'.
3. Select 'Add new' and then select the background image to upload from your computer.



Pull-up banner (organisations)

Pull-up banner artwork (2100mm x 850mm) is also available for you to insert your organisation's logo and arrange professional printing if desired. The printed pull-up banner can be used at your organisation's events or in the workplace.

If you'd like a copy of the artwork, please contact csaroyalcommission@communities.wa.gov.au.



Pull up banner (government and sector)

The Department of Communities also has one available printed pull-up banner with no logo that can be borrowed by government and sector bodies for use at their events.

To enquire about borrowing the pull-up banner, please contact csaroyalcommission@communities.wa.gov.au.



Social media tile (organisations)

Use the [social media tile](#) and share how your organisation is committed to being safe for children and young people and implementing the National Principles.

Where appropriate, use the hashtag #childsafeworkWA.

See page 10 for messaging suggestions.



Social media tile (government and sector bodies)

Government and sector bodies can also use this [social media tile](#) to promote the National Principles to the sector organisations they work with.

See page 10 for messaging suggestions.



Case studies

We encourage organisations to also [share with us](#) how you have implemented the National Principles so that we can continue to develop case studies to support cross-sector learning and showcase work that creates child safety.

Messages

Here are some short messages you can use to share how your organisation is committed to being safe for children and young people and implementing the National Principles.

Feel free to edit the posts for your organisation's social media channels and publications.

Where appropriate on social media, you can use the hashtag #childsafeworkWA.

You can also add links to more information about child safe organisations (www.communities.wa.gov.au/chilsafework) or your organisation's child safe initiatives.

Generic

We are implementing the National Principles for Child Safe Organisations as part of our ongoing responsibility to keep children and young people safe.

[Insert optional text to describe what your organisation is doing]

National Principle 1

We are committed to embedding child safety and wellbeing across our organisation's leadership, governance and culture.

[Insert text to describe what your organisation is doing to implement National Principle 1]

National Principle 2

Children and young people are safer when they are informed about their rights, participate in decisions affecting them and are taken seriously.

[Insert text to describe what your organisation is doing to implement National Principle 2]

National Principle 3

In our organisation we are committed to informing and involving families and communities in promoting child safety and wellbeing.

[Insert text to describe what your organisation is doing to implement National Principle 3]

National Principle 4

Through our organisation's policy and practice we aim to uphold equity and respect the diverse needs of all children, young people, and families we work with.

[Insert text to describe what your organisation is doing to implement National Principle 4]

National Principle 5

At our organisation we work to ensure our people working with children are suitable and supported to reflect our child safety and wellbeing values in practice.

[Insert text to describe what your organisation is doing to implement National Principle 5 and validate Working with Children Checks]

National Principle 6

Child safe organisations have child-focused processes in place to respond to complaints and concerns.

[Insert text to describe what your organisation is doing to implement National Principle 6]

National Principle 7

A child safe organisation provides ongoing education and training for staff and volunteers to keep children and young people safe and well.

[Insert text to describe what your organisation is doing to implement National Principle 7]

National Principle 8

Our organisation strives to provide physical and online environments that promote safety and wellbeing for children and young people.

[Insert text to describe what your organisation is doing to implement National Principle 8]

National Principle 9

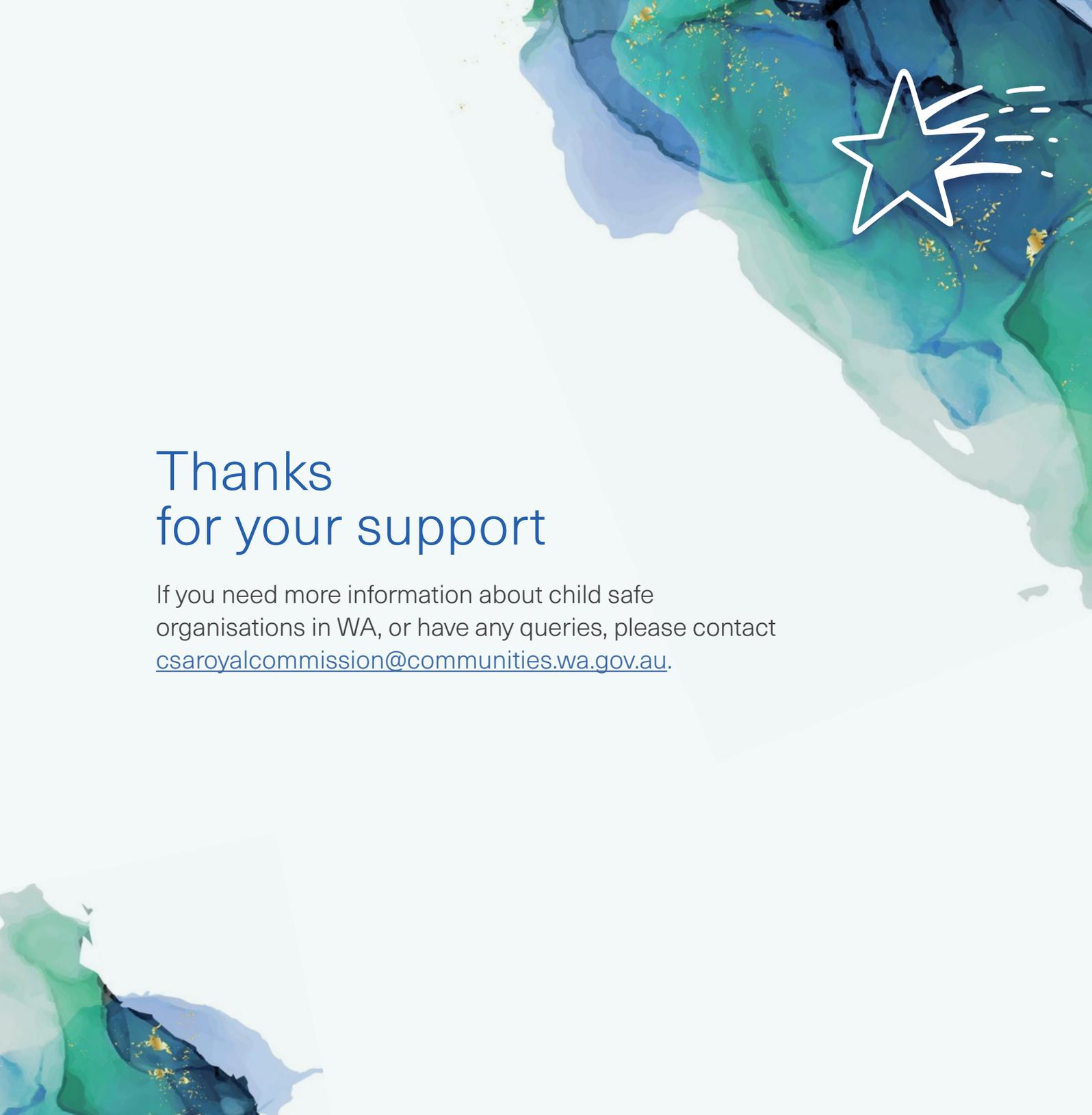
Our organisation regularly reviews and improves our implementation of the national child safe principles.

[Insert text to describe what your organisation is doing to implement National Principle 9]

National Principle 10

We have policies and procedures in place to document how our organisation is safe for children and young people.

[Insert text to describe what your organisation is doing to implement National Principle 10]



Thanks for your support

If you need more information about child safe organisations in WA, or have any queries, please contact csaroyalcommission@communities.wa.gov.au.

The Department of Communities is committed to being child safe and supporting the development of child safe organisations in Western Australia.

www.communities.wa.gov.au/childsafeargs

Translating and Interpreting Service (TIS) – Telephone: 13 14 50

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service. For more information visit: www.accesshub.gov.au/about-the-nrs