

Child Safe Standards Action Plan 2023-2026

This Action Plan will be reviewed regularly to strengthen our child safe approach across Kingston City Council.

The detailed action plan includes priority actions, sub actions, milestones, methodology and measures of success and will help us continue to improve our response to child safety and to embed a child safe culture across our organisation.

Objectives:

1. Commitment to Child Safety
2. Reporting and Responding
3. Valuing Diversity
4. Involving Children, Families and Community
5. Maintaining Child Safe Environments

Objective 1. Commitment to Child Safety							
Child Safe Standard	Priority	When	Priority actions	Actions	Lead Department	Partner Department	Due
All	High	Year 1	Review and update all child safe policies procedures and processes to align with the new Victorian Child Safe Standards and child information sharing schemes	Review and update Child Safe Policy, statement of commitment and Reporting Procedure including the flowchart.	Family Youth and Children's Services		Mar-23

Objective 1. Commitment to Child Safety							
Child Safe Standard	Priority	When	Priority actions	Actions	Lead Department	Partner Department	Due
Standard 1, 2	High	Year 1		Review and update Staff Code of Conduct	People Support	Family Youth and Children's Services	Jun-23
Standard 2, 6, 8	High	Year 1		Explore opportunities to include Child Safe Standards in the Councillor Code of Conduct and consider developing Working with Children's Check Policy for Councillors	Governance	Family Youth and Children's Services	Jun-23
Standard: 2, 6, 7, 8	Medium	Year 2		Review induction process to include the Child Safe Policy and Reporting Procedure	People Support	Family Youth and Children's Services	Mar-24
Standard 1, 8	Medium	Year 2	Conduct a training needs analysis for the whole of the Kingston City Council	Develop an annual calendar of bespoke training sessions that meets the identified needs of the whole organisation, including face to face opportunities and e-modules that addresses	People Support	Family Youth and Children's Services	Jun-24

Objective 1. Commitment to Child Safety

Child Safe Standard	Priority	When	Priority actions	Actions	Lead Department	Partner Department	Due
				(at a minimum) cultural safety, diversity, child safe standards and legal obligations			
All	Low	Year 3	Implement a child safe framework that lists all relevant policies, procedures and other documents that apply to the Child Safe Standards and provide guidance for keeping children safe at the Kingston City Council	Collate relevant policies, procedures and other documents that apply to the Child Safe Standards	Family Youth and Children's Services		Feb-25
Standards: 2, 3, 4, 5, 6, 7, 8, 9	Medium	Year 2	Develop an ongoing communication plan to regularly promote the Child Safe Policy, Staff Code of Conduct and Reporting Procedure across the organisation		Family Youth and Children's Services	Advocacy, Engagement and Communications	Feb-24

Objective 1. Commitment to Child Safety							
Child Safe Standard	Priority	When	Priority actions	Actions	Lead Department	Partner Department	Due
All	High	Year 1		Explore options to consider a whole of organisation approach to the implementation of CSS including the delegation of responsibility for the implementation of the standards across the organisation to area experts	Family Youth and Children's Services		Apr-23
Standard: 2, 6 9, 10	High	Year 1		Review the existing cross departmental Governance Framework to strengthen participation in the implementation of the CSS and internal reporting processes	Family Youth and Children's Services		Apr-23
Standard 2, 4	Low	Year 3		Explore opportunities to include Child Safety as a regular agenda item at relevant leadership, staff and volunteer meetings.	Family Youth and Children's Services		Mar-25

Objective 2. Reporting and Responding

Child Safe Standard	Priority	When	Priority actions	Actions	Who		Due
Standard: 3, 4, 6, 7, 9, 10, 11	High	Year 1	Update the online complaints handling process and Reporting Flowchart to include details of how children can make a complaint	Develop a child focused complaints handling policy that is child friendly and aligns with child safe standards	Customer Experience	Family Youth and Children's Services	Jun-23
Standards: 1, 2, 3, 4, 5	Medium	Year 2	Develop an engagement strategy to inform the community and children about the Child Safe Reporting and Complaints Processes at the Kingston City Council including the development of collateral that is directed at children		Family Youth and Children's Services	Advocacy, Engagement and Communications	Feb-24

Objective 2. Reporting and Responding							
Child Safe Standard	Priority	When	Priority actions	Actions	Who		Due
Standard: 2 , 6, 8,	High	Year 1	Review and update child safe record keeping practices across the Kingston City Council including the development of a process to track trends of child safe investigations		Family Youth and Children's Services	Governance	Oct-23
Standard: 2, 6, 9	Low	Year 3		Explore IT systems to provide a centralised system to record and monitor Working with Children's Checks for staff, volunteers and Councillors	People Support		Apr-25
Standard: 1, 2, 5, 8, 10, 11	High	Year 1	Develop a Child Safe Standards Investigation Procedure		Family Youth and Children's Services	Governance, People Support	Mar-23
Standard 1, 2, 3 5, 8	Low	Year 3		Explore opportunities to implement a child safe champions model to continue to embed child safe practices in organisational culture	Family Youth and Children's Services	People Support	Mar-25

Objective 3. Valuing Diversity							
Child Safe Standard	Priority	When	Priority actions	Actions	Who		Due
Standard: 1, 2, 3, 4, 5, 9	Low	Year 3	Translate polices and general information on child safety into community languages, where appropriate and into accessible methods for people with a disability and children		Family Youth and Children's Services		Jul-25
Standard: 2, 3, 5, 9	Medium	Year 2	Seek Rainbow Tick accreditation		People Support	Family Youth and Children's Services	Dec-24
Standard: 1,5	High	Year 1	Engage with the Kingston Koori Mob, ICACC local Aboriginal partnerships and Queer in Kingston and other community groups to strengthen child safeguarding approaches that meet the needs of diverse children and young people	Develop a public commitment/statement of cultural safety for first nations children and families	Family Youth and Children's Services		Dec-23

Objective 4. Involving children, families and community							
Child Safe Standard	Priority	When	Priority actions	Actions	Who		Due
Standard: 1, 2, 3, 4, 5, 6, 9	Low	Year 3	Engage with children, young people, families and the community to develop a child friendly Child Safe Policy and Child and Youth Code of Conduct		Family, Youth and Children's Services		Apr-25
Standard: 1, 2, 3, 4, 5, 7, 9, 11	Medium	Year 2	Engage with children, young people, families and the community to find out what being safe means to them and use the findings to inform planning and service design	Develop a Communications plan to regularly communicate Child Safe policies and procedures, including the promotion of cultural safety internally and across the community	Family, Youth and Children's Services	Advocacy, Engagement and Communications	Sep-24
Standard 1, 2, 4, 5, 11	Medium	Year 2		Explore opportunities to establish a formal consultative committee that includes representatives from the following: Councillor, Indigenous and community agencies,	Family, Youth and Children's Services	Governance, Inclusive Communities	Dec-24

Objective 4. Involving children, families and community							
Child Safe Standard	Priority	When	Priority actions	Actions	Who		Due
				community members and young people			
Standard: 1, 2, 3, 4, 5, 6, 8	Low	Year 3	Relevant staff will receive professional development to help them implement strategies to foster the participation and engagement of children and young people in their services	Develop a resource to foster the participation and engagement of children and young people in the delivery of services, programs and strategy development	Family, Youth and Children's Services	Inclusive Communities	Aug-25

Objective 5. Maintaining Child Safe environments							
Child Safe Standard	Priority	When	Priority actions	Actions	Who		Due
Standard: 2, 6, 7, 9, 10. 11, child safe reports	High	Year 1	Consider development of a whole of organisation risk assessment matrix for use across all services and teams		People Support	Family Youth and Children's Services	Sep-23
Standard: 2, 6, 7, 9, 10. 11	High	Year 1		Annual review of organisational risk assessment on the risk registers for tier 1 services	Relevant teams		Jul-23
Standard: 1, 2, 3, 5, 6, 8, 9, 10,11	High	Year 1		Develop Risk Assessment Policy and Matrix to assess level of risk and exposure to children for third party contractors	People Support	Family, Youth and Children's Services	Jun-23
Standard: 2, 6, 8, 9	Low	Year 3	Explore opportunities to include Child Safety, including risk identification and mitigation, on the agenda for relevant teams across Kingston City Council	Existing templates reviewed and updated as relevant	Family, Youth and Children's Services		Nov-25

Objective 5. Maintaining Child Safe environments							
Child Safe Standard	Priority	When	Priority actions	Actions	Who		Due
Standard, 2, 10, 11	Low	Year 3	All child safe policies and procedures will be reviewed every three years	Ensure 3 year review date is included in all policies and procedures, Conduct an annual check of all Child Safe policies and procedures to ensure they are reviewed in a timely manner	Family, Youth and Children's Services		Dec-25
Standard 2 , 6, 10	High	Year 1	Conduct a review of volunteer and contractor engagement to identify child safety risks	Develop organisational wide screening, recruitment policy for volunteers	People Support		Jul-23
All	High	Year 1	Update Kingston City Council's Child Safe policy and include a section on online safety	Collaboration with Information Services and Strategy to develop content for the relevant section in the Child Safe Policy	Information Services and Strategy	Family, Youth and Children's Services	Feb-23
Standard: 2, 3, 5 8, 9	High	Year 1		Include the Crime Presentation Through Environmental Design (CPTED) principles in the Project Management Framework (PMF)	Project Management Team		Mar-23

