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**9.1.1 The entity has a clearly documented Safeguarding Implementation Plan which outlines the monitoring and continual improvement of child safeguarding practices. The Safeguarding Implementation Plan is regularly reviewed, progress is tracked and actions/strategies updated.**

***Safeguarding Action Plan template***

| **Standard/Criteria** | **Actions/Notes***WHAT needs to be done to achieve the desired outcome* | **By whom***WHO is responsible* | **Completion date***By WHEN* | **Evidence***Supporting documents of work undertaken* |
| --- | --- | --- | --- | --- |
| **Standard 1: Committed leadership, governance & culture** |
| 1.1 A commitment to safeguarding with zero tolerance1.2 Promoting a Safeguarding Culture/Safeguarding Committee/Safeguarding coordinator* 1. Safeguarding Policies
	2. Code of Conduct
	3. Risk management strategies to prevent, identify & mitigate risks to children

1.6 Obligations re: information sharing & record keeping are understood |  |  |  |  |
| **Standard 2: Children are safe, informed and participate** |
| 2.1 Children are informed about their rights2.2 Children are supported in friendships & relationships2.3 Abuse prevention training is offered as appropriate2.4 Personnel are skilled to recognise signs of harm & support children to raise concerns |  |  |  |  |
| **Standard 3: Partnering with families, carers & the community** |
| 3.1 Families & carers participate in decisions affecting their child3.2 Families, carers & communities are informed & involved in safeguarding approaches3.3 Families, carers & communities have a say in the entity’s policies & practices3.4 Families, carers & communities are informed about the entity’s operations & governance3.5 The entity takes a leadership role in raising community awareness of the dignity & rights of all children |  |  |  |  |
| **Standard 4: Equity is promoted & diversity is respected** |
| 4.1 Children’s diverse circumstances & backgrounds are catered for4.2 Information, support & complaints processes are accessible4.3 Aboriginal & Torres Strait Islander children, children with disability, & children from diverse backgrounds are given particular attention |  |  |  |  |
| **Standard 5: Robust human resource management** |
| 5.1 Child-safe recruitment5.2 Background checks & WWCC for personnel5.3 Induction 5.4 Supervision & people management5.5 Initial & on-going formation for clergy & religious5.6 Seminary & formation programs build safeguarding skills5.7 Credentialing & movement of seminarians, clergy & religious5.8 Overseas clergy |  |  |  |  |
| **Standard 6: Effective complaints management** |
| 6.1 Complaints handling policy 6.2 Child-focused system6.3 Complaints are taken seriously & managed appropriately6.4 Clear reporting procedures6.5 Privacy & legal requirements6.6 Care for adult complainants 6.7 Support for respondents |  |  |  |  |
| **Standard 7: Ongoing education & training** |
| 7.1 To effectively implement Safeguarding policies & procedures *Minimum requirements:* Code of Conduct (1.1.1), Safeguarding risk management (1.5), Safeguarding Policy & procedures (1.1.1), Complaints Handling Policy & procedures (Std 6), Reporting obligations (Std 6), e-safety training (Std8)7.2 To recognise child abuse7.3 To respond to safeguarding risks, concerns, disclosures & allegations7.4 To build culturally safe environments for children |  |  |  |  |
| **Standard 8: Safe physical & online environments** |
| 8.1 Identify & mitigate risks (online & physical)8.2 Code of Conduct & safeguarding systems cover online use8.3 Risk management plans covering settings, activities & physical environments8.4 Agreements with third parties cover safeguarding |  |  |  |  |
| **Standard 9: Continuous improvement** |
| 9.1 Regular review & improvement9.2 Identify causes/failures to inform improvement9.3 Report review findings to personnel, children, families, carers & community |  |  |  |  |
| **Standard 10: Polies & procedures support child safety** |
| 10.1 Policies & procedures address the NCSS10.2 Policies & procedures are accessible & easy to understand10.3 Best practice informs development & review10.4 Leaders promote & comply with policies & procedures10.5 Personnel understand & implement policies & procedures |  |  |  |  |