

Implementation Checklist (for Child Safe Awareness Policy Template)

Please use the below checklist to ensure all steps are taken to effectively implement the Child Safe Awareness Policy for local government.

- ☐ 1. Adapt policy (from template) to local government area by
 - including additional Policy Principles (if required),
 - adding related local government policies and legislation, and
 - transferring to local government policy template
- ☐ 2. Seek policy approval by Council through normal approval process
- ☐ 3. Distribute local government staff communication to raise internal awareness of policy as per usual local government process (newsletter/ intranet/ information session etc)
- ☐ 4. Develop operational document for local government to accompany implementation of the Policy clearly outlining allocation of tasks and responsibilities to specified roles within local government
- ☐ 5. Communicate with responsible staff to determine required actions and timelines for completion including the promotion of child safe messages
- ☐ 6. Provide necessary information to staff within specified roles including awareness of referral pathways resource and resources for child safe organisations information
- ☐ 7. Promote child safe message posters in line with Guidelines for promoting child safe messages
- ☐ 8. External communication to the broader community of adoption of policy (social media/ website content) using communications materials
- ☐ 9. Update Operational Plans and Job Descriptions (if required)
- ☐ 10. Update any advice/instructions for contractors, hirers, occupants (where required)

Additional actions to complete within 12 months of implementation

- 11. Policy monitoring
- 12. Policy reporting (if required)
- 13. Policy review and updating (if required)