

STANDARD 10



Policies and procedures support child safety

Policies and procedures document how the entity is safe for children

10.3.2 The entity has processes in place to develop and review its policies and procedures relevant to safeguarding. These processes include consulting with and incorporating advice from experts, children, families, carers and communities.

Sample Policy Review Schedule

The following table is an example of how an entity may keep track of its formal policies, procedures, tools, etc, and their status in terms of development, review and approval.

This table could be included as part of the regular meeting papers of the entity's leadership team to ensure reviews and approvals are timely.

Document Name	Delegated Resp	Approval Date	Review Date	Status	Availability
Privacy Policy	Business Manager	27/03/2015	27/03/2018	Needs update	Website
Risk Register & Risk Management Plan	Provincial	April 2019	July 2019	Continuous – quarterly review	All personnel
Camps & overnight stays procedure	Safeguarding Coord	10/02/2019	10/02/2020	Current	All personnel
Complaint Handling procedures	Provincial	15/06/2018	15/06/2020	Current	All personnel
Code of Conduct	Provincial	07/10/2017	07/10/2020	Needs update to align with new req'ts	Website
Safeguarding Policy	Safeguarding Coord	10/02/2018	10/02/2021	Current	Website
Safeguarding Commitment Statement	Safeguarding Coord	10/02/2018	10/02/2021	Current	Website
Recruitment procedures	Business Manager	20/09/2018	20/09/2021	Current	All personnel
Records & information sharing procedure	Business Manager			Under development – due June 2019	All personnel, others on request