**Responding to Disclosure of Child Abuse and Neglect**

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

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

### Additional actions to complete within 12 months of implementation

1. Policy monitoring
2. Policy reporting (if required)
3. Policy review and updating (if required)