

Information About Annual Statement of Safeguarding Compliance

The Annual Statement of Safeguarding Compliance (*'the Statement'*) is part of HIPPY Australia's reporting requirements as directed by the Department of Social Services (DSS) and is an essential component of HIPPY Australia and the Provider Networks' shared commitment to child safety.

The Statement certifies that you, as the HIPPY Provider, were compliant with the safeguarding obligations in the preceding year. A Provider's safeguarding obligations are described in **Section 14 and 15** of the [HIPPY Sublicence and Funding Agreement 2023-2025](#) (*'the Agreement'*) and are aligned to the National Principles for Child Safe Organisations, the Provider's own state-based requirements, and the Victorian Child Safe Standards.

To successfully submit the Annual Statement of Safeguarding Compliance you need to:

1. Identify and submit documentary evidence of demonstrating compliance. These requirements are described in the form
2. Read the *Statement of Safeguarding Compliance*
3. Review and sign the *Declaration of Safeguarding Compliance*
4. Submit both the documentary evidence and the completed declaration to HIPPYAustralia@bsl.org.au

Continue reading to learn more:

- About the Statement
- Submitting your Annual Statement of Safeguarding Compliance
- Self-Assessment Checklist
- Helpful Resources

About the Statement

The Annual Statement of Safeguarding and Compliance form is divided into two sections.

Section 1 outlines the documentary evidence required to address compliance with the safeguarding requirements described in Section 2. These documents should already form part of a Provider's good governance around safeguarding. This section asks Providers to specify the document title and date last reviewed, and for any large document, to identify the exact location of the relevant information (i.e. the page or section details) that the Provider considers as having met the specified safeguarding requirement.

Section 2 has two parts, Part A and Part B.

- **Part A** reflects the safeguarding requirements described in Section 14 and 15 of the Agreement. Part A is known as '*the Statement of Safeguarding Compliance*'.
- **Part B** is known as '*the Declaration*'. By signing the Declaration, a Provider is attesting to having provided all the required documents and having met the safeguarding obligations specified in Part A. The Declaration must be signed by the CEO or an authorised delegate. If an authorised delegate is used, written notification must be provided to HIPPY Australia confirming their authority to make this declaration on the organisation's behalf.

Helpful Resources

Links to safeguarding resources from various organisations are tabled in our Helpful Resources page [[found here](#)]

The information may provide additional guidance or assistance about safeguarding in Australia when needed. The selected resource links are listed from A-Z.

Importantly, these resources are freely available online and are not connected to, nor endorsed by, HIPPY Australia.

Submitting your Annual Statement of Safeguarding Compliance

Providers must submit the **completed Sections 2 and 3**, along with the required documentation, to HIPPYAustralia@bsl.org.au by the due date specified in the email.

Self-Assessment Checklist and Helpful Resources

This self-assessment checklist supports Providers to evaluate safeguarding compliance. This self-assessment is divided into two parts; *organisational systems* and *operational systems*.

The Self-Assessment Checklist contains hyperlinks to a [Helpful Resources](#) list that directs you to additional information, guides and templates provided by other organisations such as the [Child Safety and Wellbeing Policy](#) template published by Child Safe Organisation.

As a HIPPY Provider, our organisation:

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| ☐ | actively implements the National Principles for Child Safe Organisations and ensures that all child-related personnel implement the National Principles for Child Safe Organisations |
| ☐ | actively implements our state specific safeguarding obligations and ensures that all child-related personnel implement these obligations |
| ☐ | actively implements the Victorian Child Safe Standards required of HIPPY Australia and all subcontracted provider organisations and ensures all child-related personnel implement these obligations |
| ☐ | documents and maintains a HIPPY-Specific Risk Assessment and Risk Management Strategy specific to HIPPY delivery (including program processes or events); <i>and</i> |
| ☐ | has a clear safeguarding policy (i.e. Child Safety and Wellbeing Policy or similar) |
| ☐ | has an organisational Child Safe Code of Conduct or code of conduct in which safeguarding is explicitly considered |
| ☐ | has a feedback protocol which allows for people to raise grievances or report suspected or actual safeguarding incidents - both openly and confidentially |
| ☐ | has a positive working culture that prioritises safeguarding |
| ☐ | has a Safeguarding Incident Response Plan (see here for example template) |
| ☐ | has a way to monitor and review the effectiveness and proportionality of the safeguarding policies, procedures and systems |

1. Operational Systems

As a HIPPY Provider, our organisation:

- ☐ complies with all relevant safeguarding legislation relating to employment or engagement of HIPPY staff, subcontractors and volunteers participating in HIPPY delivery. This includes but is not limited to validity and currency of Working with Children Checks and Nationally Coordinated Criminal History Checks (previously National Police Checks)
- ☐ formally documents the collection of two (2) verbal references before making an offer of employment to any HIPPY staff member
- ☐ delivers training to HIPPY staff members on the National Principles for Child Safe Organisations, Victorian Child Safe Standards and the state-specific safeguarding requirements
- ☐ delivers training to HIPPY staff members on the organisation's safeguarding policy / Child Safety and Wellbeing Policy and procedures
- ☐ delivers training to HIPPY staff members on their HIPPY-specific risks and risk management strategies
- ☐ delivers training to HIPPY staff members on legislated mandatory reporting requirements for suspected child abuse or neglect