

PREVENTING HARMS SAFEGUARDING CHECKLIST

- ☐ Complete and continually assess your department's risk management plan.
- ☐ Only recruit young people if participation is in their best interest.
- ☐ Design strengths-based, youth-centred activities that maximise benefits to young people and minimise risk.
- ☐ Make sure the time required of young people is not a burden, and they know how much time is required of them and when.
- ☐ Ensure your team is trained to respond and manage any risks, and that training is ongoing.
- ☐ Ensure your team has undertaken your department's child safe training.
- ☐ Make sure there are clear safeguarding policies and procedures in place, in line with the [National Principles for Child Safe Organisations](#).
- ☐ Clearly explain your agency's child and young person safe policy, and complaints mechanism in ways that are relevant and accessible to the young people (and parents) at the start of the engagement process.
- ☐ Consider the diverse cultures and identities of young people involved and ask them what supports they'd like for psychological safety.
- ☐ Seek advice or guidance from the Office for Youth with specific questions or concerns about creating safe environments for diverse young people
- ☐ Make sure anyone working with children and young people has a valid and up-to-date Working with Children Check for the State/Territory in which you are working (see more information here).
- ☐ Ensure at least one team member has up-to-date first aid training and a first aid bag is available for in-person events.
- ☐ Provide young people with contact details for youth-friendly, 24/7 wellbeing support services. See the 'Help Seeking Handout' in 'Guide 6' for an example.