##

**Safe Community Policy and Procedure Implementation & Review Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Framework element | Implemented (Date) | People / Person Responsible | Review Due |
| Implementation of Policy / Procedure |  |  |  |
| Safe Community Framework Policy |  |  |  |
| Safe Community Framework Implementation Procedure |  |  |  |
| Participation & Inclusion of Children and their Caregivers |  |  |  |
| Recruitment & Appointment of Workers  |  |  |  |
| Training & Resourcing of Workers |  |  |  |
| Supervision of Workers |  |  |  |
| Codes of Conduct Implemented |  |  |  |
| Safe Environments |  |  |  |
| Responding to Child Protection Concerns (child safety specific) |  |  |  |
| Responding to Safe Community Concerns about an Adult |  |  |  |
| Responding to Incidents & Emergencies |  |  |  |
| Record-keeping |  |  |  |
| Resolving Misunderstandings and Conflicts |  |  |  |
| Workplace Investigation  |  |  |  |
| Appointment / Induction into roles  |  |  |  |
| Safe Community Officer / Team |  |  |  |
| Head of Entity/ Agency/Organisation |  |  |  |
| Health & Safety Officer / Team |  |  |  |
| Coordinator / Program Leader/s  |  |  |  |
| Management Group |  |  |  |
| Team Members |  |  |  |

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Safe Community Resources can also provide customisation services to your organisation in the area of implementation of the **Safe Community Framework** for your organisation.

**Disclaimer**: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice and have been written with due regard to Australian legislation March 2020.
Legal advice may need to be sought when responding to individual incidents.