

## Model letter to third party entities

Name  
Organisation  
Address  
State Postcode

**By email** [email address]

**Confidential**

Dear [Salutation]

### **Child Safe Standards for Child Safe Organisations: Third Parties**

Westview Baptist Church is committed to the safety of all people who attend its activities and services, particularly children. We are interested in the approach to child safety taken by any entity that uses our premises or facilities.

The purpose of this letter is to seek your commitment to uphold the Child Safe Standards identified by the Royal Commission into Institutional Responses to Child Sexual Abuse. The NSW Office of Children's Guardian (NSWOCG) has recently indicated that it will introduce legislation to make the Child Safe Standards mandatory for organisations that provide services to children. NSWOCG has indicated that compliance with the Child Safe Standards will be mandatory for any organisation where at least one worker is required to hold a Working with Children Check.

Please confirm your organisation's commitment to upholding the Child Safe Standards by completing the declaration attached.

We are available to discuss the implementation of the Child Safe Standards with you. We are thankful for the services you provide to the community and we look forward to connections between the church and your organisation.

Yours faithfully

**[signatory]**

## Model paragraph to third party entities (alternative to letter)

Paragraph to insert in communication.

[Name of entity] is licenced to use the facilities of Westview Baptist Church, so Westview Baptist Church is interested in the approach [name of third party], takes to matters relating to child safety. We ask that [name of entity] commits to upholding the Child Safe Standards identified by the Royal Commission into Institutional Responses to Child Sexual Abuse. Please confirm this commitment in writing. You may wish to use the attached declaration of commitment to the Child Safe Standards.

Please note that a commitment to upholding the Child Safe Standards will now be an essential term of all license or lease agreements regarding use of Westview Baptist Church property or facilities.

## Declaration of Commitment to Child Safe Standards

**[Name of entity]** commits to uphold the following Child Safe Standards\*:

1. Child safety is embedded in institutional leadership, governance and culture
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld, and diverse needs are taken into account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child sexual abuse are child-focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the institution is child safe.

**[Name of entity]** understands and accepts that compliance with the Child Safe Standards is a condition of any lease or licence to occupy or otherwise use any property or facilities of Westview Baptist Church.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

For more information about the Child Safe Standards please see

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/become-a-child-safe-organisation/child-safe-standards>.