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# Child Safety Compliance

How to complete the online form

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## Purpose

This task card details the process for Funding Recipients to complete the online Child Safety Compliance form.

If you have any questions regarding the Child Safety Compliance form, please contact the Financial Assurance Centre of Expertise through the relevant inbox:

Agency Name	Inbox
Department of Social Services	<a href="mailto:childsafetycompliance@dss.gov.au">childsafetycompliance@dss.gov.au</a>

If you experience technical difficulties with the online form or the Grant Recipient Portal please contact our helpdesk at [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au) or on 1800 020 283, ext. 5. If these issues persist, you can submit your form manually by requesting the template emailing [childsafetycompliance@dss.gov.au](mailto:childsafetycompliance@dss.gov.au)

## Process

You will receive a reminder email 30-days before the child safety compliance milestone due date. The email will include instructions on how to access the online child safety compliance form.

If your Organisation **is registered** for the [Grant Recipient Portal](#), you will be prompted to access your acquittal form directly from the portal links. If you require assistance to access the Grant Recipient Portal, please visit the [Community Grants Hub website here](#). If you are a registered funding recipient, please start at Step 1.

If your Organisation **is not registered** for the Grant Recipient Portal, you will be provided with a link and code to access the Child Safety Compliance form. Please note that each grant has a unique link and access code, you cannot complete your form using an old or alternate link. If you are not a registered funding recipient, please start at Step 4.s

## Accessing the Child Safety Compliance form - Portal

### Step 1 - Portal

From the Home screen of the Portal, select the **Grant Activities** tile. Alternatively, select **Grant** the Navigation menu and select **Grant Activities** from the drop down menu.

The screenshot shows the Grant Recipient Portal interface. At the top, there is a header with the Australian Government logo, the Community Grants Hub logo, and navigation links for Notifications, Personal Profile, and Logout. Below the header is a navigation menu with options: Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile, and Hub Information and Training. A notification bar indicates the user is currently viewing 'Training Group 2020'. The main content area features a grid of tiles. The 'Milestones' tile is highlighted with a red border. The tiles are:

- Grant Agreements**: View your organisation's current Grant Agreement details and documents
- Grant Activities**: View your organisation's current Grant Activity details and documents
- Milestones**: View your organisation's upcoming, submitted and payment Milestones
- Applications**: View your organisation's Grant Applications
- Payment Advice**: Search and resend Payment Advices
- Organisation Profile**: Manage your organisation's details
- Personal Profile**: Manage your personal details

## Step 2

The Milestones screen will display. Filter for Upcoming milestones to display open the relevant milestones details.

The screenshot shows the 'Milestones' page in the Community Grants Hub. The navigation menu includes Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile, Data Exchange, Training and Support, and Acceptances. The filter is set to '1. Upcoming Milestones'. The table below shows the following data:

Activity ID	Activity name	Department	Milestone type	Due date	Submitted date
Activity ID 1	Activity Name	Department of Social Services	Compliance - Child Safe - G8A	31/03/2023	
Activity ID 2	Activity Name	Department of Social Services	Compliance - Child Safe - CB9	31/03/2023	
Activity ID 3	Activity Name	Department of Social Services	Compliance - Child Safe - CB9	31/03/2023	
Activity ID 4	Activity Name	Department of Social Services	Compliance - Child Safe - CB9	31/03/2023	
Activity ID 5	Activity Name	Department of Social Services	Compliance - Child Safe - CB9	31/03/2023	

The 'Details' section for the selected milestone shows:

Description: Child Safe CB9 - 08022023  
Schedule ID: [Redacted]  
Milestone ID: [Redacted]

## Step 3

When the correct milestone has been identified, select **Actions** and then Launch Report to open the online report form.

The screenshot shows the 'Milestones' details page. The 'Grant Activity menu' on the left includes Overview, Milestones, Finances, Bank account details, and Contacts. The 'Milestones' section displays the following details:

Activity name: [Redacted] Activity ID: [Redacted]  
Program name: [Redacted] Schedule ID: [Redacted]  
Organisation name: [Redacted] Organisation ID: [Redacted]  
Activity start date: 1/07/2019 Activity end date: 30/06/2020  
Department: Department of Social Services

The table below shows the following data:

Milestone type	Due date	Submitted date
DSS Acquittal	15/09/2019	
Compliance - Child Safe - G8A	28/02/2023	
Compliance - Child Safe - G8A	28/02/2023	

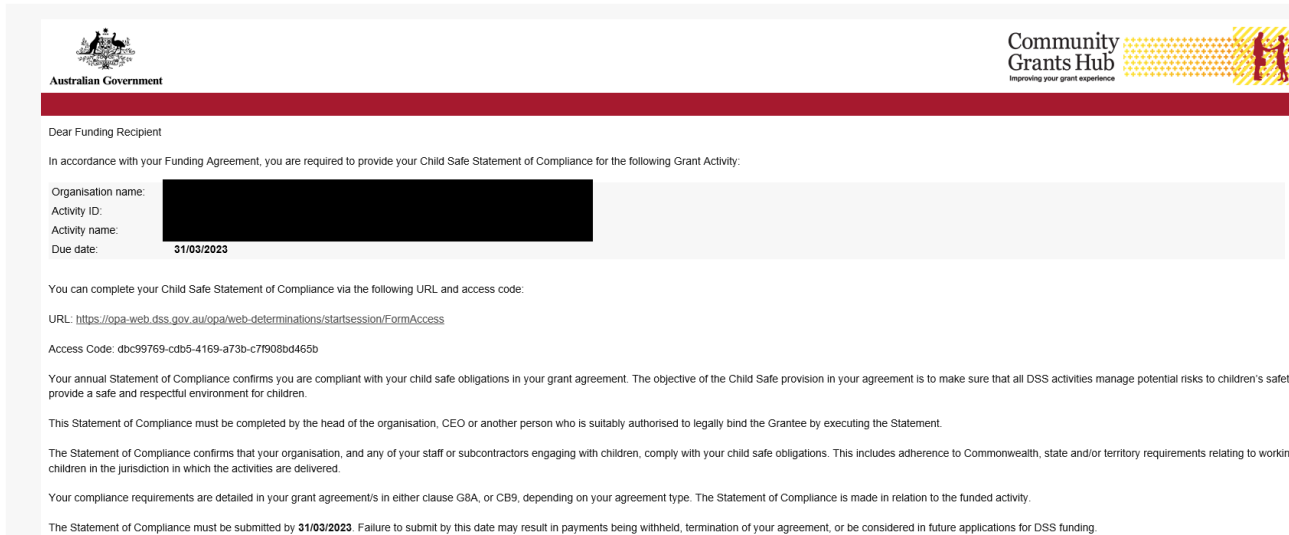
The 'Launch Report' button is highlighted next to the second row of the table.

Proceed to **Step 9** to complete your online Child Safety Compliance form

# Accessing the Child Safety Compliance form – Non-Portal

## Step 4 – Non-Portal

30 days before the acquittal due date, you will receive an email with a link and unique access code to complete your Child Safety Compliance form.



The screenshot shows an email header with the Australian Government logo and the Community Grants Hub logo. The main body of the email contains the following text:

Dear Funding Recipient

In accordance with your Funding Agreement, you are required to provide your Child Safe Statement of Compliance for the following Grant Activity:

Organisation name: [Redacted]  
Activity ID: [Redacted]  
Activity name: [Redacted]  
Due date: 31/03/2023

You can complete your Child Safe Statement of Compliance via the following URL and access code:

URL: <https://opa-web.dss.gov.au/opa/web-determinations/startsession/FormAccess>

Access Code: dbc99769-cdb5-4169-a73b-c7f908bd465b

Your annual Statement of Compliance confirms you are compliant with your child safe obligations in your grant agreement. The objective of the Child Safe provision in your agreement is to make sure that all DSS activities manage potential risks to children's safety provide a safe and respectful environment for children.

This Statement of Compliance must be completed by the head of the organisation, CEO or another person who is suitably authorised to legally bind the Grantee by executing the Statement.

The Statement of Compliance confirms that your organisation, and any of your staff or subcontractors engaging with children, comply with your child safe obligations. This includes adherence to Commonwealth, state and/or territory requirements relating to working children in the jurisdiction in which the activities are delivered.

Your compliance requirements are detailed in your grant agreement/s in either clause G8A, or CB9, depending on your agreement type. The Statement of Compliance is made in relation to the funded activity.

The Statement of Compliance must be submitted by 31/03/2023. Failure to submit by this date may result in payments being withheld, termination of your agreement, or be considered in future applications for DSS funding.

## Step 5

Click the URL, or copy and paste into your browser search bar, to open your form. Copy the access code from the email and paste it into the *Access Code* box. Press **Next**.



The screenshot shows a form titled "Enter Your Access Code" with the Australian Government logo. The form contains a text input field labeled "Access Code" with a red asterisk indicating it is a mandatory field. The access code "0965b903-1733-44a3-83a9-496a0fcf8519" is entered into the field. A blue "Next" button is located below the input field. A note states "\* indicates mandatory field".

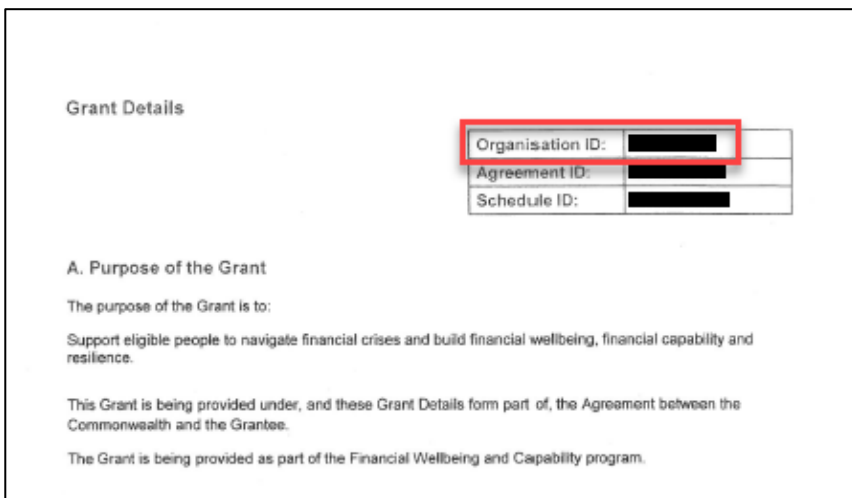
## Step 6

Enter in your password and press **Next**. Please skip to **Step 10** if you know your password.



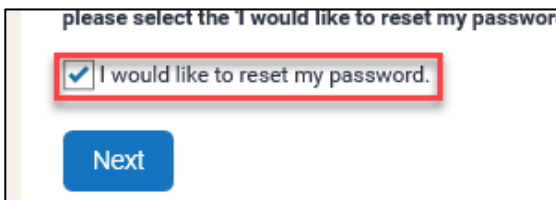
The screenshot shows the Australian Government password entry page. At the top left is the Australian Government crest. The text reads: "Please enter your password." followed by a red asterisk and the note "\* indicates mandatory field". Below this, it states: "This password, by default, will be your Organisation ID located on the front page of your Grant Agreement with this Department." A second paragraph advises: "Please be advised, if you have reset your password using the option below, then your password will not be your Organisation ID but will instead be the password you have specified for this form." There is a text input field labeled "Password \*" containing several dots. Below the field, it says: "If you are unable to determine your Organisation ID or have forgotten your password, please select the 'I would like to reset my password' checkbox below." There is an unchecked checkbox labeled "I would like to reset my password." and a blue "Next" button at the bottom.

Your password is your Organisation ID and can be found on the front page of your Grant Agreement.



The screenshot shows the "Grant Details" section of a form. It contains a table with three rows: "Organisation ID:", "Agreement ID:", and "Schedule ID:". The "Organisation ID:" field is highlighted with a red box and contains a blacked-out value. Below the table, there is a section titled "A. Purpose of the Grant" with the text: "The purpose of the Grant is to: Support eligible people to navigate financial crises and build financial wellbeing, financial capability and resilience." and "This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee." and "The Grant is being provided as part of the Financial Wellbeing and Capability program."

If you do not know your Organisation ID, please check the 'I would like to reset my password' checkbox and press **Next**. Please continue to **Step 9**.



The screenshot shows a close-up of the checkbox selection area. The text above the checkbox reads: "please select the 'I would like to reset my password' checkbox". The checkbox is checked and is highlighted with a red box. Below the checkbox is a blue "Next" button.

## Step 7

This step is only applicable if you have checked the 'I would like to reset my password' box.

To reset the password, please:

1. Enter in your email address and press **Next**.

*Please note only the email that received the original acquittal email will be able to reset the password.*



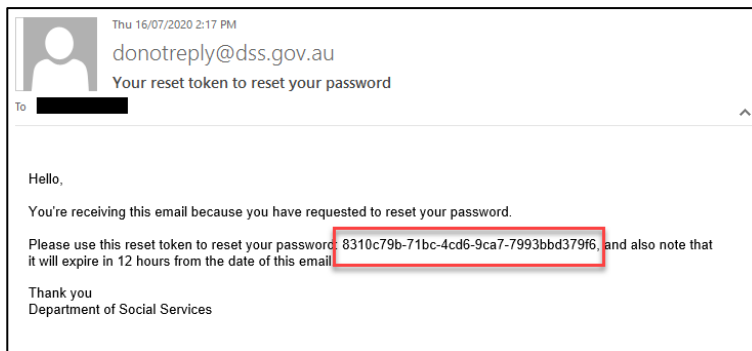
**Australian Government**

### Verify Your Email

Please enter the email address from which you received your access code \* \* indicates mandatory field

**Next**

2. You will receive an email with a reset token.



3. Copy the reset token and paste it into the *Reset Token* field. Press **Next**.



**Australian Government**

### Verify Your Reset Token

A Reset Token has been sent to your email address. \* indicates mandatory field

Please enter the Reset Token in the email. \*

**Next**

4. Set and confirm a new password and press *Next*.



## Australian Government

### Setup Your Password

*\* indicates mandatory field*

Your password must be at least 8 characters in length and consist of at least three of the following character sets:

- Lowercase characters (a-z)
- Uppercase characters (A-Z)
- Numeric characters (0-9)
- Special characters (eg. &%#)

Password \*   
 Confirm your password \*

[Next](#)

## Step 8

When you have entered in your password (or reset your password), you will be directed to the 'Child Safety Compliance form' page.

Proceed to **Step 9** to complete your online Child Safety Compliance form.

## Step 9

The Child Safety Compliance form screen will display and include details about your grant.



### Child Safety Statement of Compliance

*\* indicates mandatory field*

#### Child Safety Statement of Compliance

##### Activity and Statement details

**Activity ID:** [REDACTED]  
**Activity Name:** [REDACTED]  
**Program Schedule ID:** [REDACTED]  
**Program Name:** [REDACTED]  
**Statement type:** Compliance - Child Safe - CB9  
**Due Date:** 31/03/2023  
**Reporting Start Date:** [REDACTED]  
**Reporting End Date:** [REDACTED]



## Step 10

Review the Disclaimer and select the **checkbox** to agree to the Disclaimer. Select **Submit**.

If your organisation has met all the conditions outlines in the statement, please click the below option.

I make the following statement for the benefit of the department for as of right now and the above Reporting Period:\*

I agree to all of the above declarations and confirm all of the above statements to be true

For some funded activities in 2024 with CB9 Requirements, the following additional question will be applicant for your compliance, please provide a description on how you have implemented the Child Safe clause.

I make the following statement for the above Reporting Period and for the remainder of the agreement if the activity is ceasing within 12 months\*:

I agree to all of the above declarations and confirm all of the above statements to be true

Please provide a description of how you have implemented the Child Safe clause

Characters entered: 0/2000

Or, if your organisation has not met all the conditions outlines in the statement, please click the below option, and state the reason.

My organisation has not met all the conditions outlined in the statements above.

If non-compliant, please provide details referring to specific requirements in your Child Safe clause:\*

Characters entered: 0/2000

Please note that by completing the checkbox and entering your name and position you are electronically signing the acquittal document, declaring that the information you have provided is accurate and that you are authorised to make this declaration on behalf of the organisation.



I warrant that I have the authority to make this declaration on behalf of my organisation \*

By including my name in this form it is deemed to be my signature for the purpose of this form \*

State your name: \*

State your position: 

Name of the organisation this declaration applies to:

Smile A Mile Fun Bus and Toy Library Inc

Date:

06/03/2023

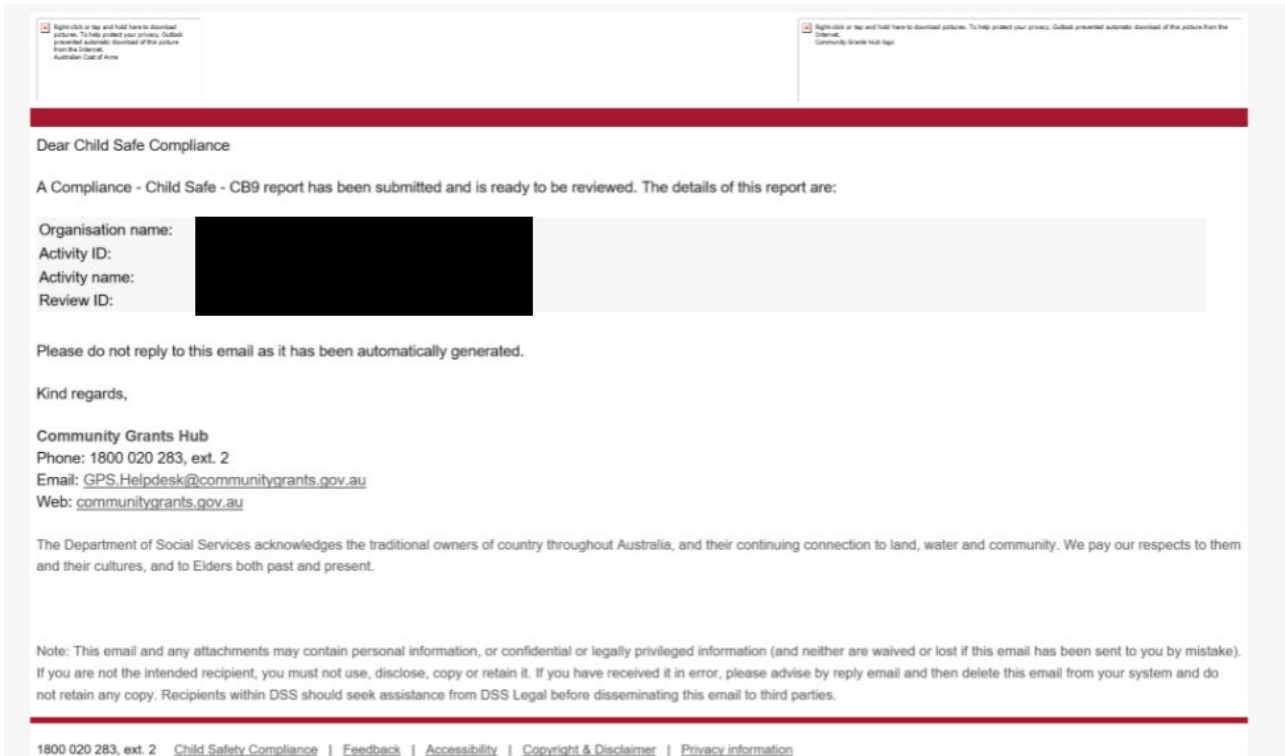
Back

Submit

Save and exit

## Step 11

A confirmation page will display. Select **Save and exit** to close the form.



Dear Child Safe Compliance

A Compliance - Child Safe - CB9 report has been submitted and is ready to be reviewed. The details of this report are:

Organisation name: [REDACTED]  
Activity ID: [REDACTED]  
Activity name: [REDACTED]  
Review ID: [REDACTED]

Please do not reply to this email as it has been automatically generated.

Kind regards,

Community Grants Hub  
Phone: 1800 020 283, ext. 2  
Email: [GPS.Helpdesk@communitygrants.gov.au](mailto:GPS.Helpdesk@communitygrants.gov.au)  
Web: [communitygrants.gov.au](http://communitygrants.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

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You will also receive an email to confirming the submission of the online Child Safe compliance form.



Australian Government

Community Grants Hub  
Improving your grant experience



Dear Funding Recipient

Thank you for submitting your Child Safe Statement of Compliance for Activity Id [REDACTED]

A formal letter of compliance will be issued when the department has verified our records.

Yours sincerely,

Community Grants Hub on behalf of the Department of Social Services

Email: [childsafetycompliance@dss.gov.au](mailto:childsafetycompliance@dss.gov.au)

Web: [communitygrants.gov.au](http://communitygrants.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

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## Need further assistance?

If you require any clarification regarding your financial reporting obligations, please contact the Financial Assurance Centre of Expertise via email below:

Agency Name	Financial Acquittal Inbox
Department of Social Services	<a href="mailto:childsafetycompliance@dss.gov.au">childsafetycompliance@dss.gov.au</a>

If you require an extension to the due date to meet your financial reporting obligations, please contact your Funding Arrangement Manager.

If you experience technical difficulties with the online form or the Grant Recipient Portal please contact our helpdesk at [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au) or on 1800 020 283, ext. 5.