

Child safe environments compliance (CSEC) system

External user manual

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Accessing the Child safe environments compliance (CSEC) system

1. Go to the **CSEC Statements log in screen**: <https://csec.dhs.sa.gov.au/Login.aspx>
or
click the CSEC online lodgement system link found on the Department of Human Services (DHS) website at <https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/lodging-a-child-safe-environments-compliance-statement>
2. If you already have an account, **log in** using your email address and password. If you don't have an account, you will need to create an account by using **click here to register**.
3. If you have forgotten your password, reset by clicking the **Forgot your password?** Link on the login page.

CSEC Statements

Login using:

OR

Username

Password

[Forgot your password?](#)

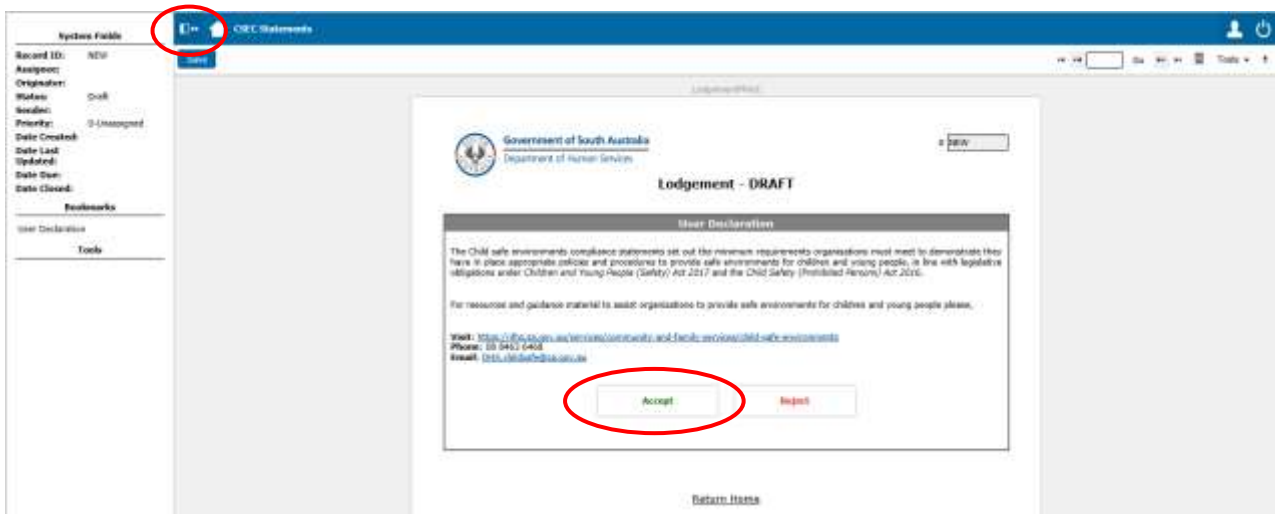
Hi there!
If you have not previously created an account for the DHS CSEC system, please .

Lodging a child safe environments compliance statement

1. Once you've logged in, you will arrive at the CSEC Statements home page. To lodge a compliance statement, click **Raise New Lodgement**.



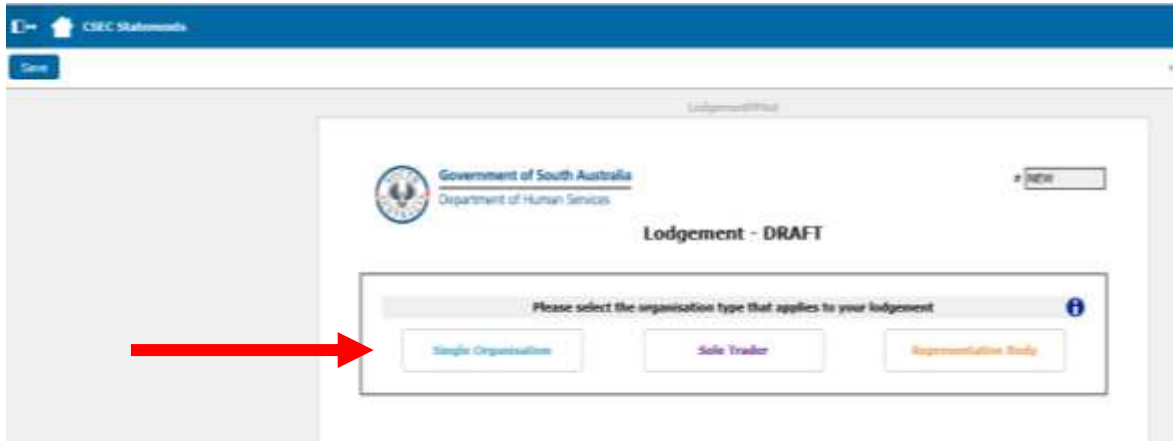
2. Read the **User Declaration** and **Accept** to proceed. (You can also hide the System Fields on the left by clicking on the circled **collapse icon**.)



3. Throughout the CSEC system there are a number of 'Tool tips' which will provide further information about the questions being asked. To access the additional information hover over the tool tip icon.



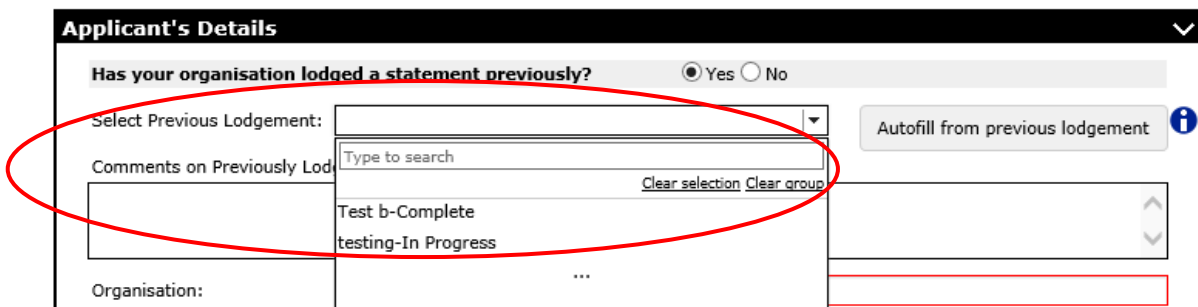
4. Click the **organisation type** that applies to your lodgement. For this example, we will select Single Organisation.



5. Selecting the type of organisations will open the Lodgement – DRAFT page. If your organisation has previously lodged a compliance statement you may be able to pre-fill your new compliance statement. To pre-fill your compliance statement: Answer yes to **Has your organisation lodged a statement previously?**



Click on **Select previous lodgement** dropdown menu and select the relevant compliance statement you wish to duplicate, then hit **Autofill from previous lodgement**



The **Applicant's details will be filled automatically**, select **Start Lodgement** to proceed.

If you are lodging for the first time, simply complete all mandatory fields in the **Applicants details** section – marked in red and when complete, select **Start Lodgement**

Lodgement Type: **Single Organisation**

Applicant's Details

Has your organisation lodged a statement previously? Yes No

Select Previous Lodgement:

Comments on Previously Lodged Statement:

Organisation:

ABN: Type of Service Provided:

i Contact Person Details

Name: Phone Number:

Position: Email Address:

Organisation Address:

- Your lodgement will be allocated a **unique Lodgement ID number** – visible in the top right of the screen. Keep this number for future reference. You can now **cancel your lodgement** if you no longer need to proceed.

LodgementID:

Cancel

Lodgement Type: **Single Organisation**

Applicant's Details

Has your organisation lodged a statement previously? Yes No

Select Previous Lodgement:

Comments on Previously Lodged Statement:

7. Answer each field by selecting your answer from the red outlined drop down menu. Continue to fill in **all fields**. Each question gives you an opportunity to provide additional commentary, simply type into the 'comments' box under the relevant question. You can click **Save** located in the top left-hand corner at any point to return to your lodgement later (this will appear in the drop down menu referenced in step 5).

Save 2570 Go Tools

Child Safe Environments Compliance Statement

2.1 Documented policies and procedures
My organisation has a documented child safe environments policy that outlines our commitment to children's safety and well-being. This policy is supported by procedures that are specific to the business and activities my organisation provides to children and young people.

Comments:

2.2 Communication
My organisation communicates its child safe environments policy and procedures to all relevant people (such as staff, volunteers, members, families and children). My organisation will meet its legislative obligations to provide copies of the policies and procedures to any relevant person if requested.

Comments:

2.3 Review of policies and procedures
My organisation will review its child safe environments policies and procedures as required, and at least once in every year 5 year period.

Comments:

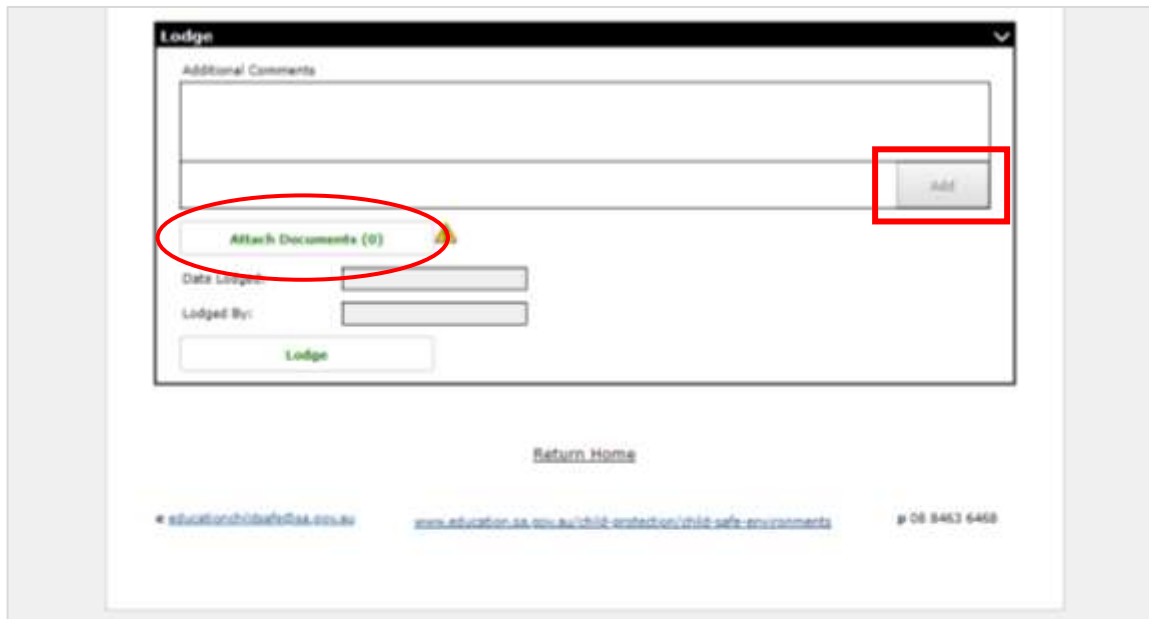
2.4 Providing copies of policies and procedures
My organisation has included copies of the policies and procedures that relate to child safe environments. The Chief Executive, Department for Education requires organisations to include copies of their child safe environments policies and procedures if:

- this is the first time your organisation has lodged a child safe environments compliance statement
- the organisation has increased the scope of services provided since last lodging a compliance statement
- your organisation has undergone a substantial change to the responsible or managing authority since last lodging a compliance statement.

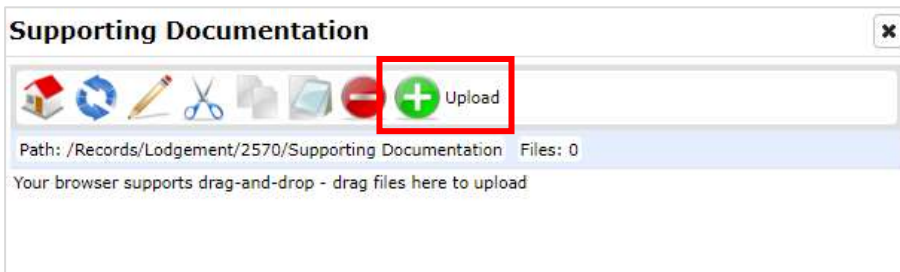
Comments:

2.5 Risk management
My organisation has a documented risk management plan that identifies, assesses and takes steps to minimise and prevent risk

8. When you reach the end of the compliance statement, you have the option to provide **Additional Comments** by typing into the text box, then clicking **Add**.



9. If you are required to provide copies of your organisation's child safe environments policies or procedures you can attach them by, selecting **Attach Documents**.
10. To continue adding Supporting Documentation, click the green + **Upload icon**. Once all documents are uploaded, click the black cross in the top right to close the pop-up window.

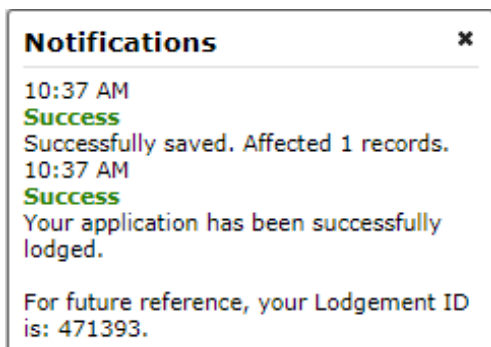


11. Once you have completed the compliance statement and attached the relevant documents, click **Lodge**.

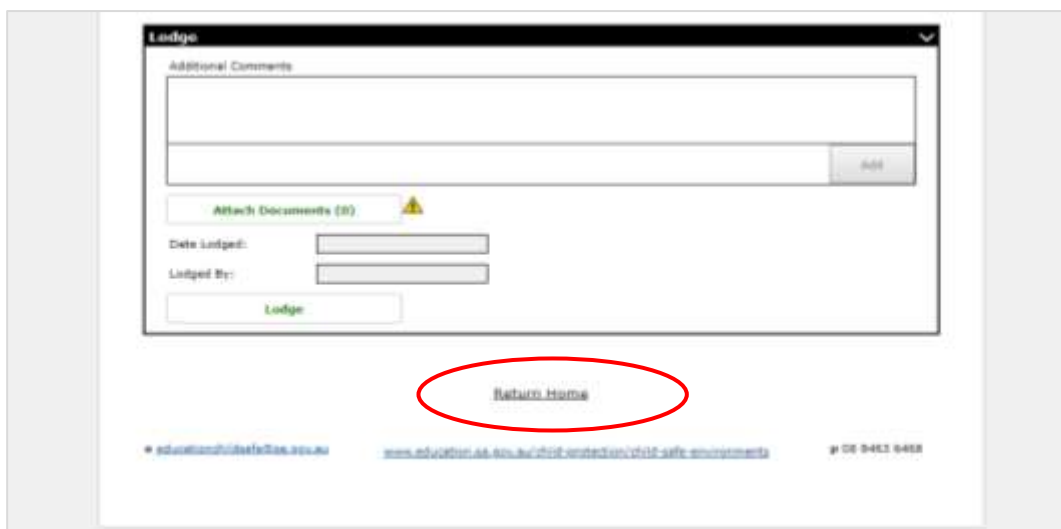


If there are any errors with your compliance statement (for example a question that was missed), you will receive an **error notification**. Simply amend your information and click **Lodge** again.

Once you have successfully lodged your compliance statement, you will receive a Success notification. A PDF copy of your compliance statement will be automatically created, this can be downloaded and opened.



12. You can return to the CSEC home page by clicking **Return Home**.



Next steps

1. Your organisation's Compliance statement is provided to the Child safe environments team for review
2. You will receive an email acknowledging a compliance statement has been lodged
3. You can view and download previous compliance statements
4. Once your compliance statement has been reviewed by the Child safe environments team you will receive an email notification of the outcome. You may receive request for further information
5. You can login to the CSEC system see the status of your lodgement at any time.

In-progress lodgements

If your compliance statement advises that you are still working towards meeting the minimum child safe environments requirements, the Child safe environments team will assign your compliance statement as 'in-progress'. In-progress statements will remain in the 'Lodgements Requiring My Action' box on your CSEC Statements home screen with a status of 'In Progress'.

In progress compliance statements must be updated within 6 months of the initial lodgement.

When you are ready to update your in-progress compliance statement, access the compliance statement by logging into your CSEC account. Your in-progress statement will be in the **'Lodgements Requiring My Action'** box on your CSEC Statements home screen.

Open the compliance statement by clicking on it. Then you can update your statement and attach any additional supporting documentation. To re-lodge your statement, click on the **'Additional Info Provided'** button. This action will re-submit your compliance statement to the Child safe environments team for further assessment.

The screenshot shows a web form titled "Lodge". At the top is a large text area labeled "Additional Comments" with an "Add" button. Below this is a section for "Attach Documents (1)". The form contains several input fields: "Date Lodged" with the value "15-May-2019", "Date Info Provided", "Lodged By", and "Info Provided By". At the bottom left is a "Lodge" button, and at the bottom right is an "Additional Info Provided" button, which is highlighted with a red circle.

Responding to a request for further information

If additional information is required by the Child safe environments team, you will receive an email notification. The email will contain a link which will take you straight to your CSEC login page. Once you login, the system will automatically take you to the relevant compliance statement.

You can also access the compliance statement requiring more information by logging into your CSEC account and locate the statement in the '**Lodgements Requiring My Action**' box on your CSEC Statements home screen.

Open the compliance statement by clicking on it, and review the additional information requested by Child safe environments team.

RecordID	Lodgement Type	Organisation	Status	Date Lodged	Contact Person Name	Contact Person Email
2573	Representative Body	Test Rep Body	Additional Info Required	13 Feb 2019	Test Rep Body	testrepbody@email.com

Access to historical compliance statements

Users who lodged compliance statements via the old online system or in hardcopy will not have automatic access to these statements. To link previous lodgements to your new account please **email a request** to the Child safe environments team at DHS.Childsafe@sa.gov.au outlining the following information:

- full name of the lodging organisation (if your organisation is known by more than one name please provide all trading names)
- your full name (must match the details you used to set-up access to the CSEC system)
- your position within the organisation

Cancel a compliance statement

You can cancel a compliance statement at any stage of lodgement. If you wish to cancel:

1. Locate the statement on your home screen ¹ and **click** on it

RecordID	Lodgement Type	Organisation	Status	Date Lodged	Contact Person Name	Contact Person Email
2570	Single Organisation	Test Single Organisation	Under Assessment	13-Feb-2019	Test Single Organisation A	testperson@email.com

2. Once opened, **expand**² the red cancel section, click 'cancel lodgement'³

Cancel ▼

Cancel Lodgement

Date Cancelled:

Cancelled By:

Lodgement Type: **Single Organisation**

3. The Lodgement heading⁴ will change to Lodgement – CANCELLED⁵



4. Once you return to your home screen, the cancelled compliance statement will no longer be visible.

Search, view, print or save a compliance statement

If you wish to search for a compliance statement, it is possible in any of the tables on your home page.

Click in any of the boxes under headings⁶ related to the type of search you wish to make and **enter search criteria**. The system will automatically return results as you type.

Lodgements Requiring My Action						
RecordID	Lodgement Type	Organisation	Status	Date Lodged	Contact Person Name	Contact Person Email

0 items

Waiting on Compliance Unit's Action						
RecordID	Lodgement Type	Organisation	Status	Date Lodged	Contact Person Name	Contact Person Email
2570	Single Organisation	Test Single Organisation	Under Assessment	13-Feb-2019	Test Single Organisation A	testpersona@email.com

1 items

Previous Lodgements						
RecordID	Lodgement Type	Organisation	Status	Date Completed	Contact Person Name	Contact Person Email
2571	Single Organisation	Test Single Organisation	Complete	13-Feb-2019	Test Single Organisation A	testpersona@email.com

1 items

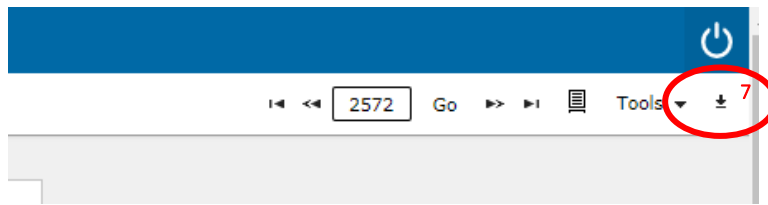
If you wish to view the contents of a compliance statement, **click** on the required compliance statement on your home screen to open and view. If you have multiple lodgements use the search function to locate the required statement.

Previous Lodgements						
RecordID	Lodgement Type	Organisation	Status	Date Completed	Contact Person Name	Contact Person Email
2571	Single Organisation	Test Single Organisation	Complete	13-Feb-2019	Test Single Organisation A	testpersona@email.com

1 items

If you wish to **print or save** a compliance statement, **select the required statement** on your home screen (or use search function to locate the required statement), **click to open and view**.

Once the statement is open, **click the downward pointing arrow⁷** in the top right corner of screen (shown below) and select **'Export PDF'**. Once downloaded you may save the PDF lodgement or print.



For more information

Web: <https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/lodging-a-child-safe-environments-compliance-statement>

Phone: 8463 6468

Email: DHS.Childsafe@sa.gov.au