



Nomination Guide

OFFICIAL

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About the awards

The Victorian Protecting Children Awards recognise dedicated teams, groups and individuals who demonstrate excellence in protecting children, young people and families. The awards have been running for 19 years and are dedicated to the memory of Robin Dennis Clark (1936-2001), a widely respected and inspirational leader in child protection.

Foster, permanent and kinship carers, academics, policy, program, supervisory and direct service staff from community, government or academic organisations are encouraged to nominate anyone they believe goes above and beyond to ensure the wellbeing of children and young people.

Key stages and dates

Key stage	Date
Nominations open	Monday 11 April 2022
Nominations close (extended)	11.59pm Tuesday 24 May 2022
Judging period	Monday 30 May – Monday 20 June 2022
Screening of finalists	Tuesday 28 June 2022 – Friday 15 July 2022
Finalists announced	Monday 25 July 2022
Awards ceremony	Wednesday 7 September 2022

Award categories

The 2022 Victorian Protecting Children Awards recognise excellence in ten categories, listed below.

Robin Clark Awards

Two of the pre-eminent Victorian Protecting Children Awards honour the memory of the visionary Robin Dennis Clark (1936 - 2001) who greatly influenced child and family related policy and practice in Victoria.

Robin Clark Leadership Award

The winner of this pre-eminent award epitomises Robin Clark and her legacy of inspiring leadership and influential stewardship of child and family policy and practice in Victoria.

This award recognises **an individual** whose leadership inspires others to act wisely and care deeply about achieving the best outcomes for children, young people and their families.

Nominees in this category have a distinguished track record as visionary and transformative leaders in practice, policy, research or education.

Examples of work may include:

- a champion of system-wide reform leading to sustained improvement in the lives of children, young people and their families
- influencing the practice of others, through leadership, advocacy and mentoring
- empowering Aboriginal self-determination and cultural safety to achieve the best outcomes for Aboriginal children, young people and their families.

Nominees for the Robin Clark Leadership Award are highly respected individuals from government, the community or the children and families services sector.

Robin Clark Making a Difference Award

The team or group winners of this award embody Robin Clark's vision and legacy of a well-connected community and service system contributing to better outcomes for children and their family.

This award recognises the exceptional contribution of **a team or group** of people who have worked to directly improve the lives of children, young people and families in Victoria. This can be in partnership or collaboration with government and non-government agencies.

The winners of this award strive to achieve excellence and their work shows insight, practicality and respect for the needs of children, young people and families, including supporting Aboriginal self-determination to achieve the best outcomes for Aboriginal children, young people and their families.

Nominees will demonstrate outstanding creativity, courage and collaboration.

Examples of work may include:

- providing expert, strategic advice to improve support and decision making for children and young people in care
- championing the rights of carers, children and young people through the development and delivery of training, financial support, or new innovative models of care.

Note: nominees for the Robin Clark Making a Difference Award are teams and groups from government, the community or the children and families services sector.

Carer Award

This award recognises assessed and approved kinship, foster and permanent carers, both past and present, who have made a significant contribution to the lives of children and young people in care.

Examples of work may include:

- going above and beyond to provide exceptional care, support and stability to a child or young person
- overcoming challenges to advocate for children and young people's needs and creating a positive effect on young lives
- demonstrating an understanding of the importance of connection to culture and kin for children and young people in care, and working with agencies and child protection to prioritise this connection
- empowering Aboriginal self-determination and cultural safety to achieve the best outcomes for Aboriginal children, young people and their families.

Engaging Kids in School Award

This award recognises education is fundamental to the development of individuals and families and helps build a strong community.

The winners of this award are **an individual, team or group** who have supported children and young people in their schooling journey or introduced young children to early years and pre-school programs.

Nominees are committed to the very best outcomes for children and young people and demonstrate their ability to work with the education and child protection systems.

Examples of work may include:

- mentoring or supporting children in care to engage with schooling
- developing creative approaches to bringing the education and child protection systems together
- encouraging participation in early years and pre-school activities
- encouraging access to mainstream education, vocational education (VET), job training or skill building programs
- empowering Aboriginal self-determination and cultural safety to achieve the best outcomes for Aboriginal children, young people and their families.

Keeping At Risk Young People Safe Award

This award recognises **an individual, team or group** that goes above and beyond to support at risk youth. The winner of this award prioritises empowering young people in the decision-making process and assists them to achieve their goals.

Examples of work may include:

- an individual, team or group which goes above and beyond the expectations of their role to assist at risk young people with gaining access to the support they need. This may be for important life skills, independent living, employment pathways, education-based support, culturally appropriate care, mental health and substance abuse
- implementation of programs that improve outcomes for at risk young people
- empowering Aboriginal self-determination and cultural safety to achieve the best outcomes for Aboriginal children, young people and their families.

Minister's Award for Innovation in Protecting Children

This award recognises **an individual, team or group** demonstrating innovative approaches and creative intervention to achieve the best possible outcomes for children, young people and their families. This innovation can be demonstrated across the child, youth and family services sector through case management, education, prevention and early intervention, or the provision of care to children and young people in out-of-home care (including secure welfare services).

Examples of work may include:

- developing new and innovative programs, or strengthening existing programs to improve outcomes for at risk children and young people
- working in different ways to achieve outcomes for high-risk youth
- embedding sustainable change within organisational practices to create more opportunities for at risk children and young people
- empowering Aboriginal self-determination and cultural safety to achieve the best outcomes for Aboriginal children, young people and their families.

Partner Awards

CREATE Positive Impacts Award

This award gives Aboriginal and non-Aboriginal children and young people aged 8 - 25 years the opportunity to nominate someone such as a carer, support worker or agency who has made a positive difference to their lives, particularly through assisting them to have a voice within the out-of-home care system.

Note: this award is managed by the CREATE Foundation and will be judged by a committee of children and young people.

Find more information at the [CREATE Foundation website](https://create.org.au/) <<https://create.org.au/>>.

To nominate for the CREATE Positive Impacts Award [download the CREATE Foundation nomination form](https://create.org.au/wp-content/uploads/2022/04/CREATE-Award-nomination-form-2022-2-1.pdf) <<https://create.org.au/wp-content/uploads/2022/04/CREATE-Award-nomination-form-2022-2-1.pdf>>.

Child and Youth Empowerment Award – Commission for Children and Young People

This award was established by the Principal Commissioner for Children and Young People and recognises an individual, team or organisation who has achieved excellence in realising children's and young people's right to meaningfully participate in matters affecting them.

Note: this award is managed by the [Commission for Children and Young People](https://ccyp.vic.gov.au/) <https://ccyp.vic.gov.au/>.

To nominate for the Children and Youth Empowerment Award – Commission for Children and Young People visit the [Commission for Children and Young People website](https://ccyp.vic.gov.au/news/nominations-open-for-2022-victorian-protecting-children-awards) <https://ccyp.vic.gov.au/news/nominations-open-for-2022-victorian-protecting-children-awards>.

Leaving a Legacy Award

This award recognises the people who have made a significant contribution to the child, youth, and family services sector throughout their career as well as making an impact on their local community.

'Leaving a Legacy' acknowledges those who have positively contributed to the sector and whose remarkable achievements should be highlighted.

Note: This award is managed by The Centre for Excellence in Child and Family Welfare.

Find more information at [The Centre for Excellence in Child and Family Welfare website](https://www.cfecfw.asn.au/) <https://www.cfecfw.asn.au/>.

To nominate for the Leaving a Legacy Award visit the [Centre for Excellence in Child and Family Welfare website](https://www.cfecfw.asn.au/) < https://www.cfecfw.asn.au/>.

The Walda Blow Aboriginal Children and Young People Award

This award recognises contributions of an Aboriginal person, persons or organisations in Victoria to the safety and wellbeing of Aboriginal children and young people.

Note: this award is managed by the [Commission for Children and Young People](https://ccyp.vic.gov.au/) <https://ccyp.vic.gov.au/>.

To nominate for the Walda Blow Aboriginal Children and Young People Award visit the [Commission for Children and Young People website](https://ccyp.vic.gov.au/news/nominations-open-for-2022-victorian-protecting-children-awards) <https://ccyp.vic.gov.au/news/nominations-open-for-2022-victorian-protecting-children-awards>.

Judging Criteria

The judging panel will take into consideration the following when assessing nominations:

1. How has the nominee/s shown exceptional effort and excellence in practice?
40%
2. How has the nominee/s improved outcomes for children, young people and families?
30%
3. How the nominee/s empowered children, young people and families in decision making processes?
30%

How to nominate

Step one

Read this nomination guide, including the terms and conditions below, and review the submission requirements of entry for the awards.

Step two

Determine who to nominate – an individual or team. Discuss the nomination with the nominee's superior or equivalent, you are required to get their endorsement for all nominations.

Step three

Register your details with the [online submission platform](https://vpca.awardsplatform.com) <vpca.awardsplatform.com>.

Please note: We are accepting video submissions through the online submission platform. If you have any concerns or which to discuss this further, please contact the awards secretariat by telephone on 03 8850 6165 or email [Protecting Children Awards](mailto:protectingchildren.awards@dffh.vic.gov.au) <protectingchildren.awards@dffh.vic.gov.au>.

Step four

Log in to Award Force (online submission platform) and prepare the nomination form by typing directly into the electronic form.

Under the "Statement type" you can choose between a written nomination (of 800 words) or uploading a 3-minute nomination video addressing the judging criteria.

The following information is required to be covered in either style of nomination in the online submission form:

1. Nominator and Nominee details
2. Summary of nomination (250 words – not scored)
3. Detailed submission addressing judging criteria (total of 800 words)
4. Supporting Documentation (Optional – not scored)
5. Referee details and supporting letter (two per nomination – maximum 300 words)

Step five

Complete your online nomination(s) by **11.59pm Tuesday 24 May 2022** via online submission platform.

Step six (if shortlisted only)

Shortlisted nominees will be contacted and asked to accept their nomination.

Nominated individuals and team members who are shortlisted for an Award will be required (within the timeframe specified at the time by the department) to:

- consent to the screening process undertaken by the department, including a National Police Check and Statutory Declaration for an International police history check, and
- If a nominee (whether an individual or member of a team) fails to accept the Terms and Conditions or fails to comply with the screening process above, that nominee or nominee's team, will be ineligible to be considered for the Awards.

Important: If, on the basis of a police check result, the department considers that an individual is not a fit and proper person to receive an Award or be inducted, then that individual and/or the individual's team, will be

withdrawn from consideration for the Award or for induction. Withdrawal of an individual or a team on the basis of a police check result is at the sole discretion of the department and will not be subject to review or appeal.

Terms and conditions

Please note the terms and conditions include a screening process. Please read and ensure that you understand the awards terms and conditions before completing a nomination.

- A person who nominates (**nominator**) a person as an individual or as part of a team (**nominee**) for the 2022 Victorian Protecting Children Awards (Awards) and submits a nomination is deemed to have accepted these terms.
- The State of Victoria acting through the Department of Families, Fairness and Housing (**department**) is the promoter of the Awards.

Eligibility

Nominees and nominated teams must:

- be Australian residents (temporary or permanent); and
- have contributed to the improvement of outcomes for children, young people and families in Victoria, through their work in the community, public sector, Aboriginal Community Controlled Organisations (ACCO), community service organisations, education or academia; and
- not have previously won a Victorian Protecting Children Award (under this or any previous name), in their individual capacity or as part of a team (where applicable) for work of the same nature within the last three (3) years.

Nominations must focus on the specific contributions of the nominees.

A person cannot nominate themselves, whether in an individual capacity or as a member of a team.

A team may comprise of up to ten people:

- from the same organisation working on a common project;
- from different organisations working on a common project; or
- working together, to achieve better outcomes for children, young people and families in Victoria.

Members of the judging panel, employees and contractors of the department who are directly involved in conducting the Awards as well as their immediate families, are ineligible to be a nominee.

Nomination process

- Completed nominations must be received by **11.59pm Tuesday 24 May 2022**. Nominations received after this time will not be considered for the Awards and no responsibility will be accepted by the department for lost, late, incomplete or incorrectly submitted nominations.
- A separate online nomination form must be completed for each nominee (or each nominated team).
- Nominations **must** include two referees/reference letters which support the accuracy of the nomination and verify the contribution of the nominee or nominated team. The names and contact details for each referee must be included in the nomination. Referees must not be the nominator, nominee or a member of a nominated team. At least **one** referee must be from a different organisation to the nominee.

- Nominations will be acknowledged with a confirmation email once your nomination form has been submitted. The nominee will also receive a confirmation email.
- All correspondence for team nominations will be sent to the team representative. It is the responsibility of the team representative to inform all team members.
- Nominators can confirm the eligibility of a nominee by contacting the Awards Secretariat by telephone 03 8850 6165 or emailing [Protecting Children Awards](mailto:protectingchildren.awards@dffh.vic.gov.au) <protectingchildren.awards@dffh.vic.gov.au> prior to submitting a nomination.

Screening

- All shortlisted nominees will be required to confirm their acceptance of these terms and conditions by following the instructions set out in the email that will be sent to them notifying them of their nomination.
- All shortlisted nominations (individual or team) will be subject to a thorough vetting and screening process conducted by Department of Families, Fairness and Housing.
- Individual and team nominees must submit a completed National Police Check Consent Form with associated proof of identifying documents to the department if they are shortlisted.
- If a nominee does not accept the Terms and Conditions or, where applicable, fails to submit a completed National Police Check Consent Form with proof of identity in the required time frame, the nominee and/or team will be ineligible to be considered for the Awards.

Judging and selection

- The department reserves the right to verify the validity of nominations, allocate nominations into an alternative category and disqualify any nomination which, in the opinion of the department, can be considered objectionable, potentially insulting or inflammatory or generally damaging to the goodwill or reputation of the Awards, the department and/or the Minister for Child Protection and Family Services, or any nomination that is not compliant with these Terms and Conditions.
- The department may request further information or clarification from the nominator, nominee(s) or referees regarding any nomination.
- A judging panel will consider all eligible nominations and rate each against the criteria for the selected Award category. Nominations with the highest combined scores will be shortlisted.
- Award recipients will be selected from shortlisted nominees. In considering shortlisted nominees, the judges will take into account the results of an individual nominee's police check and consideration will be made as to the currency and seriousness of any offence(s), any known mitigating circumstances and the individual nominee's subsequent contribution to Victoria.
- The department reserves the right to disqualify an individual nominee if the results of their police check are deemed unsatisfactory by the department, with no right of review.
- The Minister for Child Protection and Family Services (or the Minister's representative) and the department's decisions on all matters pertaining to the Awards are final and no correspondence or discussion will be entered.

Awards and recognition

- Each Award finalist will be invited to attend the Awards ceremony which will be held in early September 2022 where the Award recipients will be announced and presented with their Award.
- Award finalists and nominators under 18 years of age must be accompanied by a parent or legal guardian to attend the awards ceremony.

- All travel costs associated with an Award finalist, their nominator and parent or legal guardian (if applicable) attending the Awards ceremony and other related costs are the responsibility of the Award finalist and their nominator.
- The names of the Award winners and/or finalists may be published on department's website, newspapers and other media channels.

Nominator's consent

By submitting a nomination, including personal information (as defined in the Privacy and Data Protection Act 2014 (Vic) or where applicable any health information (as defined in the Health Records Act 2001 (Vic)) provided as part of that nomination, each nominator confirms they consent, and has the consent of any person whose personal information is contained in a nomination, including but not limited to:

- the nominee(s) (or if under the age of 18, the nominee's parent or legal guardian); and
- referees,
- to provide that information to the department, and for the department to disclose that personal information to other parties including, but not limited to, judges, the office of the Minister for Child Protection and Family Services, the office of the Commission for Children and Young People, Create Foundation and Award partners for the purposes of conducting the Awards.

If the nominator does not agree or have the requisite consent, the nominator must not provide their personal information or the personal information of anyone else and may be unable to submit a nomination for the Awards.

Each nominator consents to the department using the nominator's nomination statements and video submissions, name, likeness, image, voice and/or participation in the Awards (including photograph, film and/or recording of the same) in any media for an unlimited period of time without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the Awards (including any outcome). If the nominator does not agree, the nominator must not provide their personal information or the personal information of anyone else and may be unable to submit a nomination for the Awards.

Nominee's consent

- By accepting their nomination, the nominee(s) (or if under the age of 18, the nominee's parent or legal guardian) consents to the department using their nomination statements and video submissions, name, likeness, image, voice and/or participation in the Awards (including photograph, film and/or recording of the same) in any media for an unlimited period of time without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the Awards (including any outcome).
- Nominees' consent to the department using their personal information, and for the department to disclose their personal information to other parties including, but not limited to, the Award judges, the Minister for Child Protection and Family Services' Office, the office of the Commission for Children and Young People, Create Foundation, Centre for Excellence in Child and Family Welfare and Award partners for the purposes of conducting the Awards. If the nominee does not agree, the nominee must not accept their nomination and will be ineligible for the Awards.
- By submitting a National Police Check Consent Form, the nominee will be consenting to the department being provided with the results of their National Police Check for the purposes of conducting the Awards.

Privacy statement

Consistent with Victorian Government policy and legislation, the department endorses fair information handling practices. Personal, health and sensitive information supplied will be used by the department, the judging panel, the Minister for Child Protection and Family Services' Office and the Award ceremony venue for the purposes of considering nominations, selecting Award recipients and providing the Award Ceremony. Information will not be disclosed or used for any other purpose without the express consent of the person to whom the information relates, unless otherwise required or permitted by law.

Privacy policy

The [Department of Families, Fairness and Housing's Privacy Policy](https://www.dhhs.vic.gov.au/departments/families-fairness-and-housing/privacy-policy)

<<https://www.dhhs.vic.gov.au/departments/families-fairness-and-housing/privacy-policy>> sets out information about how the nominator or nominee(s) may access and seek correction of their personal information or complain about a breach of their privacy, and how the department will deal with that complaint.

Liability

It is intended and agreed that the conduct of the Awards shall not give rise to any legal obligations, liabilities or duties, valid or enforceable in any way against the department, the Minister for Child Protection and Family Services or the State of Victoria.

To receive this publication in an accessible format phone (03) 8850 6165, using the National Relay Service 13 36 77 if required, or email protectingchildren.awards@dffh.vic.gov.au

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.

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