

Due Diligence Actions

1. Due diligence actions are not legislative requirements; they are informed by a youth safety risk assessment. Defence elements/units have a number of due diligence actions open to them, depending on the circumstances.
2. The specific actions to be taken, and the number thereof, are to be informed by a youth safety risk assessment. [The Defence Youth Safety Risk Management Guide](#) provides generic information on youth safety risk mitigation actions that could be taken on completion of a youth safety risk assessment.
3. Due diligence options may include:
 - a. Reviewing the participant's Military Conduct Record (Defence members)
 - b. The participant reading and signing the relevant unit's / program's Youth Safety Code of Conduct
 - c. Undertaking ADFIS and Service History checks (if the participant is a past/current ADF member)
 - d. The participant completing a Defence Youth Safety Self-declaration (in exceptional circumstances¹)
4. These options are valid for varying periods, depending on the position / role of the Defence personnel / non-Defence personnel, the situation, and the outcome of the risk assessment. Details of validity periods:
 - a. A review of the participant's Military Conduct Record (Defence members) or ADFIS and Service History check (if the participant is a past/current ADF member) may be undertaken for a specific activity that the member will be involved in and remain in effect for a period of time determined by the CO / manager.
 - b. The unit's / program's Youth Safety Code of Conduct is required to be reviewed and signed annually by Defence and non-Defence personnel.
 - c. The Youth Safety Self-declaration remains valid as long as its contents remain true and correct. The application of the Self-declaration depends on the circumstances in which it is being used, For example, a Self-declaration may remain valid for the period of the member's posting in a 'youth facing' position / role, or until such time as the member can obtain a WWVP/C clearance, or if the matters declared in the Self-declaration change.

¹ Exceptional circumstances are unintended situations which may prevent the application of specific policy requirements, or non-routine circumstances which may require additional actions to meet specific program requirements and/or outcomes.