

# How to become a signatory to the Child Friendly Cities and Communities Charter



This step-by-step guide has been developed to assist your organisation to formally endorse the Victorian Child Friendly Cities and Communities (CFCC) Charter.

**Step 1:** Explore the three principles of the CFCC Charter and United Nations Convention on the Rights of the Child.

💡 You can find the CFCC Charter by visiting [www.vlga.org.au/governance-leadership/cfcc](http://www.vlga.org.au/governance-leadership/cfcc)

**Step 2:** Brief your Senior Management and CEO on the principles of the CFCC Charter and benefits of becoming a signatory.

💡 The CFCC Advisory Group and Network are here to assist you. Contact the CFCC Advisory Group to request key facts, research, presentations and engagement techniques.

**Step 3:** Make a formal request for adoption of the CFCC Charter with support from your team and manager. Develop a report with the recommendation to become a signatory to the CFCC Charter.

💡 The CFCC Advisory Group can provide support with content to include in your report, such as CFCC Charter alignment with your organisation's policies, standards and legislative requirements.

**Step 4:** Once your organisation has adopted the CFCC Charter, write to the VLGA and advise them of the adoption. Your organisation will then receive a confirmation letter and signatory certificate.

💡 Share the news that your organisation is now a signatory to the CFCC Charter through internal communications and external social media.

**Step 5:** Develop strategies to embed the CFCC Charter in your organisation.

💡 Participate in the CFCC Network meetings to learn about what other organisations are doing and share how your organisation is embedding the CFCC Charter.