



## **Risk Management Plan**

### **Identified Risk: Culture of the organization not child-safe focused**

#### *Actions to Minimize Risk:*

- Implement a Child-focused Code of Conduct that establishes expected behavioural standards, including consequences for breaches.
- Foster a culture that strongly prioritizes the safety of children and young people.
- Embed the National Principles for Child Safe Organizations in policies and procedures.
- Ensure compliance with the Children and Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016, including mandatory Working with Children Checks.

### **Identified Risk: Organizational staff harming children/young people**

#### *Actions to Minimize Risk:*

- Implement thorough recruitment processes, including referee checks, to assess the suitability of individuals before employment or volunteering.
- Conduct interviews that gauge an applicant's understanding of child-safe principles and actions to prevent harm.
- Ensure all organizational staff have a valid Working with Children Check (WWCC) with a 'not prohibited' result before working with children.
- Update WWCC every 5 years, maintaining 'not prohibited' status.
- Provide children, young people, and their families with a copy of the Child Safe Environments policy and complaints/feedback process when requested.

### **Identified Risk: Organizational staff not understanding reporting obligations**

#### *Actions to Minimize Risk:*

- Train all organizational staff in Safe Environments – Through their Eyes on commencement and provide refresher training every 3 years.



- Train all organizational staff in Responding to Risk of Harm and Neglect – Education and Care on commencement and provide refresher training every 3 years.
- Require all organizational staff to adhere to child safe environments policy and Code of Conduct, which is signed on commencement.

**Identified Risk: Inappropriate physical contact**

*Actions to Minimize Risk:*

- Ensure any physical contact is appropriate for the service being provided.
- Conduct physical contact in a safe manner, explaining the necessity and obtaining permission from the child/young person or their family beforehand.
- Prohibit unnecessary physical contact.

**Identified Risk: Taking images of children and young people**

*Actions to Minimize Risk:*

- Obtain consent from the child/young person and their parent/guardian before taking any images.
- Clearly disclose the purpose of image use, and consent must be provided by all parties involved.
- Present images in a way that de-identifies the child or young person.

**Identified Risk: Physical environment-related issues**

*Actions to Minimize Risk:*

- Maintain an annually reviewed risk register to ensure effectiveness.
- Conduct risk assessments for all activities.
- Ensure all equipment is in good working order.

**Identified Risk: Privacy and confidentiality breaches**

*Actions to Minimize Risk:*

- Store all documents with confidential information privately on locked digital devices (iPad or computer).



- Electronically protect digital files containing confidential information, restricting access to only those requiring it for their duties.
- Prohibit organizational staff from disclosing information about any child or young person without written consent from the child, young person, and their parent/guardian.

*Next review date: January 2028*