



# CHILD SAFE RISK MANAGEMENT PLAN

**JUNE 2022**

# Risk Management Plan outline

CHILD SAFE RISK MANAGEMENT PLAN	
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Children and young people are safe and well in council's facilities and open spaces.</li> <li>• Policies and Procedures are developed.</li> <li>• Staff are confident that if they see something, they can do something.</li> <li>• Promotion of education programs to up-skill staff across council.</li> <li>• Active participation of staff in training and development in relation to Child Safety.</li> <li>• All team meetings to have Child Safety as a standing agenda item for discussion.</li> <li>• Increased awareness across council of how to make a decision regarding a child safety concern and what action to take (NSW mandatory Reporter Guide).</li> </ul>
<b>Scope</b>	<p>There are many facilities, open spaces and activities across Council which involve children, young people and community members. The risk management of these sites and activities for children and young people is a priority. ** Various Business Units are required to develop service specific Risk Assessments and Policies and Procedures (e.g. Community, Culture and Leisure – Children's Services and Willoughby Leisure Centre).</p> <p><b>Definitions:</b></p> <ul style="list-style-type: none"> <li>• <b>Risk</b> – A situation involving exposure to danger</li> <li>• <b>Risk Assessment</b> – A systematic process of evaluating the possible risks that may be linked to an activity or task.</li> <li>• <b>Risk Management</b> – The risk assessment along with the documentation of procedures to avoid or minimise the impact of the risk.</li> </ul>
<b>Teams(s) Consulted</b>	<p><b>Child Safe Standards Working Group – representatives from each Directorate:</b></p> <ul style="list-style-type: none"> <li>• <b>Community, Culture and Leisure:</b> Children and Youth Services, Libraries</li> <li>• <b>Customer and Corporate Services:</b> People and Culture, Governance</li> <li>• <b>Planning and Infrastructure:</b> Works (Depot), Environmental Education</li> </ul>
<b>Approved by</b>	<ul style="list-style-type: none"> <li>• <b>Community, Culture and Leisure Director</b></li> <li>• <b>Customer and Corporate Services Director</b></li> <li>• <b>Planning and Infrastructure Director</b></li> </ul>

# Types of Child Safety Risks

CHILD SAFE RISK MANAGEMENT PLAN		
<b>Accidental Harm</b>	<ul style="list-style-type: none"> <li>• Poor physical environment leading to injury</li> <li>• High-risk activities</li> </ul>	<ul style="list-style-type: none"> <li>• Poor supervision</li> </ul>
<b>Physical Harm</b>	<ul style="list-style-type: none"> <li>• Physical punishment</li> <li>• Pushing, shoving, punching, slapping, biting, kicking</li> </ul>	
<b>Psychological/emotional Abuse</b>	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Threatening language</li> </ul>	<ul style="list-style-type: none"> <li>• Shaming</li> <li>• Intentional ignoring and isolating</li> </ul>
<b>Neglect</b>	<ul style="list-style-type: none"> <li>• Lack of supervision</li> <li>• Not providing adequate nourishment</li> </ul>	<ul style="list-style-type: none"> <li>• Not providing adequate clothing or shelter</li> <li>• Not meeting the specific physical or cognitive needs of children</li> </ul>
<b>Sexual Abuse</b>	<ul style="list-style-type: none"> <li>• Sexual abuse, assault and exploitation</li> <li>• Grooming</li> <li>• Inappropriate touching</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate conversations of a sexual nature</li> <li>• Crossing professional boundaries</li> </ul>
<b>Cultural Abuse</b>	<ul style="list-style-type: none"> <li>• Lack of cultural respect, racial or cultural vilification or discrimination</li> <li>• Lack of support to enable a child to be aware of and express their cultural identity</li> </ul>	<ul style="list-style-type: none"> <li>• Use of positional power and control as a means of manipulation</li> </ul>
<b>Online Abuse</b>	<ul style="list-style-type: none"> <li>• Abusive texts and emails</li> <li>• Hurtful messages, images or videos</li> <li>• Intimidated others online</li> </ul>	<ul style="list-style-type: none"> <li>• Grooming – Sending a child offensive, confronting or obscene content (or asking for inappropriate photos)</li> <li>• Singling a child out for a ‘special’ relationship</li> </ul>

# Area of Risk

Recruitment and management of staff	Unsafe environments (indoor and outdoor)	Electronic Communication with/between children and young people
<ul style="list-style-type: none"> <li>• Interview/Inductions</li> <li>• Reference checks completed</li> <li>• WWCC (for child related positions)</li> <li>• Probation period</li> <li>• Child Safety Training for all staff</li> <li>• Child Protection/Safe Policy</li> <li>• Code of Conduct signed</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid kits available at all council sites</li> <li>• Appointed first aid officers for all council sites</li> <li>• Identified Risks managed</li> <li>• Risk Assessments completed</li> <li>• Record keeping/ privacy policies adhered to</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic Communications/Social Media policies</li> <li>• Social Media guidelines</li> <li>• Privacy/Confidentiality policies</li> <li>• Code of Conduct</li> </ul>
Transportation of children and young people	Consent/permission	Responding to abuse disclosures/allegations of misconduct
<ul style="list-style-type: none"> <li>• Permission given regarding transportation arrangements made with parent/guardian</li> <li>• Ensure no staff member is left alone with a child or young person</li> <li>• Road safety rules and provisional licence holders restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant consent forms completed by a parent/guardian</li> <li>• Video/photography consent forms given</li> <li>• Emergency contact information made available to staff (e.g. Children’s Services excursions)</li> <li>• Dietary requirements and allergies noted</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safety Training</li> <li>• Refresher Training</li> <li>• Child Protection/Safe Policy</li> <li>• Responding to disclosures guidelines</li> <li>• Identified Risks managed</li> <li>• Record keeping/privacy policies</li> <li>• Risk Assessments completed</li> <li>• Code of Conduct</li> <li>• Misconduct policies</li> <li>• Complaints and grievance procedures</li> </ul>

# Risk Ready Reckoner

		IMPACT				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Almost certain	Moderate	Moderate	High	Extreme	Extreme
	Likely	Low	Moderate	High	Extreme	Extreme
	Possible	Low	Low	Moderate	High	Extreme
	Unlikely	Low	Low	Moderate	Moderate	High
	Rare	Low	Low	Moderate	Moderate	High

# Risk Management Plan

RISKS	RISK LEVELS (without controls)			SAFETY RISK CONTROLS/CONTROL TYPE	RISK LEVELS (after controls)		
	Likelihood	Impact	Level		Likelihood	Impact	Level
<b>Identify risks</b>  <b>LEADERSHIP</b> Lack of/or minimal awareness and commitment to being a Child Safe Organisation.	Possible	Moderate	Moderate	<b>Describe what is done to control the risk</b> (Actions expected to reduce the likelihood and/or impact of risk) <ul style="list-style-type: none"> <li>Updating Code of Conduct</li> <li>Child Protection Policies (People and Culture Policy and Operational policies).</li> <li>Strategies to address organisational culture of child safety Commitment Statement to child safety.</li> </ul>	Unlikely	Minor	Low

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	Likelihood	Impact	Level		Likelihood	Impact	Level
<p><b>RECRUITMENT</b> Selection of inappropriate personnel. Lack of proper screening processes and reference checking.</p>	Possible	Moderate	Moderate	<p><b>Describe what is done to control the risk</b> (Actions expected to reduce the likelihood and/or impact of risk)</p> <ul style="list-style-type: none"> <li>• Inclusion of child safety obligations in staff position descriptions.</li> <li>• Training for all staff, volunteers, leaders etc.</li> <li>• Grievance/complaints procedures in place</li> <li>• Code of Conduct.</li> <li>• Child Protection Policies (People and Culture Policy and Operational policies).</li> <li>• Procedures and protocols responding to misconduct.</li> </ul>	Rare	Minor	Low
<p><b>GROOMING</b> Engagement with children online. Breaching appropriate conduct in person with a child/children.</p>	Possible	Major	High	<ul style="list-style-type: none"> <li>• Reference Checking</li> <li>• Pre-screening interviews</li> <li>• Criminal History checks</li> <li>• Working with children checks</li> <li>• Probation period</li> </ul>	Rare	Major	Moderate
<p><b>BEHAVIOUR</b> Inappropriate behaviour noticed by a school community member is not reported and addressed</p>	Possible	Major	High	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Child Protection Policies (People and Culture Policy and Operational policies).</li> <li>• Training for all staff, volunteers, leaders etc. to detect and report inappropriate behaviour.</li> <li>• Clear reporting procedures in relation to child safety – contact the police if illegal/harmful occurrence has taken place.</li> <li>• Complete an incident report form.</li> </ul>	Rare	Major	Moderate

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RISKS	RISK LEVELS (without controls)			SAFETY RISK CONTROLS/CONTROL TYPE  (Actions expected to reduce the likelihood and/or impact of risk)	RISK LEVELS (after controls)		
	Likelihood	Impact	Level		Likelihood	Impact	Level
<b>PRIVACY</b> Use of images or video of children and young people without parental consent	Possible	Moderate	Moderate	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Training for all staff, volunteers, leaders etc.</li> <li>Photo release forms (permission)</li> <li>Photo and video policies</li> </ul>	Rare	Minor	Low
<b>TOUCH</b> Any form of inappropriate physical contact	Possible	Major	High	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Child Protection Policies (People and Culture Policy and operational policies).</li> <li>Training for all staff, volunteers, leaders etc. to detect and report inappropriate behaviour.</li> <li>Clear reporting procedures in relation to child safety – contact the police if illegal/harmful occurrence has taken place.</li> <li>Complete an incident report form.</li> </ul>	Rare	Major	Moderate
<b>STRANGERS</b> Unknown people and environments at excursions, in council's Open Space environments and in Council facilities.	Possible	Major	High	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Child Protection Policies (People and Culture Policy and Operational policies).</li> <li>Training for all staff, volunteers, leaders etc. to detect and report inappropriate behaviour.</li> <li>Clear reporting procedures in relation to child safety – contact the police if illegal/harmful occurrence has taken place.</li> <li>Complete an incident report form.</li> <li>Excursion risk assessments developed and implemented.</li> </ul>	Rare	Major	Moderate

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Identify risks	Likelihood	Impact	Level	Describe what is done to control the risk (Actions expected to reduce the likelihood and/or impact of risk)	Likelihood	Impact	Level
<p><b>CHILD/YOUNG PERSON LOST OR INJURED</b> Child/young person distressed in a council facility or out in public.</p>	Possible	Major	High	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Child Protection Policies (People and Culture Policy and operational policies).</li> <li>Training for all staff, volunteers, leaders etc. on responding to occurrences of lost/injured children/young people.</li> <li>Clear reporting procedures in relation to lost or injured child/young person – contact the police</li> <li>Complete an incident report form, pass to People and Culture Business Partner.</li> </ul>	Rare	Minor	Low
<p><b>SUPERVISION OF A CHILD/YOUNG PERSON</b> A child/young person unsupervised in a facility or open space</p>	Possible	Minor	Low	<ul style="list-style-type: none"> <li>Develop and implement (at an operation level), policies and procedures to eliminate situations where a child/young person could be unsupervised (e.g. parks, ovals, libraries).</li> <li>Child Protection Policies (People and Culture Policy and Operational policies).</li> <li>Training for all staff, volunteers, leaders etc. to report unsupervised children/young people</li> <li>Clear reporting procedures in relation to child safety – contact the police if illegal/harmful occurrence has taken place.</li> <li>Complete an incident report form.</li> <li>Crime Prevention Through Environmental Design (CPTED) principles to be considered when upgrading/ designing facilities and open spaces; supporting the facilitation of safer neighbourhoods.</li> </ul>	Rare	Minor	Low