**Child Safe Environments**

Risk management guide

## Considerations

This document will assist you to create a risk management plan based on how your organisation engages with children and young people. It will assist you to identify risks and actions to minimise risk of harm.

Risks must be considered across all the physical and online environments in which your organisation engages with children and young people. For example, a sporting club will need to include change rooms, toilet facilities, transport arrangements, coaching rooms, where events are held eg oval or sporting carnivals etc.

Your risk management plan should address the risks contextual to your organisation and for each identified risk include how you minimise/prevent the risk.

Note: all information provided in this document is for guidance only. Your risk management plan should be tailored to your organisation’s settings and reflect how you engage with children and young people to keep them safe from harm and risk of harm so please delete/change any content that is not required eg remove use of the word ‘volunteers’ or ‘employees’ if not relevant.

If you require further information about undertaking risk assessment, please consult a risk management expert as we are not able to provide detailed risk advice that is contextual to your organisation.

You can use the identified risks, actions to minimise risk and risk assessment template and add to these, delete or change as appropriate to your organisation.

## Risk assessment template – child safe environments

Below is a template table for your organisation’s use. We have provided examples to show how the template can be populated.

**Instructions:**

1. Review the list of identified risks that relate to children and young people below
2. If a risk listed doesn’t apply to your organisation, delete the risk and the actions to minimise that risk
3. If a risk listed does apply to your organisation, review the actions to minimise that risk and delete any actions that don’t apply to your organisation and add any suitable actions that do apply
4. If there are any other identified risks to children and young people in your organisation that are not included below, add the risks to the table and in the second column, add what actions you take to minimise the risk.

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| --- | --- |
| **Identified risk**  | **Actions to minimise risk** |
| Culture of organisation is not child-safe focussed | * child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs
* culture of management reflects our strong commitment to the safety of children and young people
* the National Principles for Child Safe Organisations are embedded in policies and procedures
* we meet the requirements of the *Children and Young People (Safety) Act 2017* (which mandates child safe environments) and the *Child Safety (Prohibited Persons) Act 2016* (which mandates Working with Children Checks)
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| Organisational staff (including employees, volunteers, students, contractors etc) harm children/young people | * recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation
* interview questions (no prior preparation) should gauge an applicant’s understanding of child safe principles and actions that would be taken to prevent harm to children and young people
* all organisational staff have WWCC with ‘not prohibited’ result prior to working with children and young people
* WWCC’s updated every 5 years and status remains as not prohibited
* children and young people and their families are given a copy of our Child Safe Environments policy and complaints and feedback process as part of a welcome/induction pack
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| Organisational staff (including employees, volunteers, students, contractors etc) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk) | * all organisational staff trained in Safe Environments – Through their Eyes on commencement and refresher training every 3 years after
* all organisational staff trained in Responding to Risk of Harm and Neglect – Education and Care on commencement and refresher training every 3 years after
* all organisational staff must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation)
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| Physical contact | * any physical contact must be appropriate to the delivery of services being provided
* where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding
* unnecessary physical contact is not allowed
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| Online communications | * cyber safety and social media guidelines are in place and provided to all organisational staff
* appropriate supervision is provided for all online activities
* organisational staff must not communicate with children or young people via social media
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| Transport of children and young people | * organisational staff must not transport a child or young person unless specifically approved
* parents/guardians must provide consent before transporting a child or young person
* the organisational staff member must have a valid, unrestricted driver’s licence
* the vehicle must be registered, insured and in roadworthy condition
* an organisational staff member must not be alone in a vehicle with a child or young person
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| Supervision | * children and young people are to be supervised by parents/guardians at all times
* if child/young person not collected by parent/guardian at end of class/training, two adults are to stay with child/young person until they are collected
* when providing one to one consultation with a child or young person, it will be in line of sight of another adult
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| Taking images of children and young people | * consent of child young person and their parent/guardian required
* disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian
* images must be presented in a way that de-identifies the child or young person
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| Physical environment | * maintain a risk register that is reviewed annually to ensure effectiveness
* conduct risk assessments for all activities
* ensure all equipment is in good working order
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| Privacy and confidentiality | * all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access)
* digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties
* organisational staff must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian
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| Overnight and/or off-site activities | * consent of parent or guardian must be given
* children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending
* privacy when children or young people are bathing, toileting and dressing must be provided
* children and young people will not be left under the supervision of unauthorised persons
* sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person
* in the event of billeting arrangements, host adults should have a child or young person attending the same event from the same household, and have a not prohibited WWCC
* children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay
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| Change room requirements | * a minimum of two adults of the same gender as the children or young people must be present
* supervision will be provided ensuring the child or young person’s right to privacy
* adults must not shower or change whilst supervising children or young people
* phones, cameras and recording devices must not be used in change room
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