

Child Safe Risk Management Policy

Tailem Bend Community Centre Inc is committed to ensuring the organisation has effective risk management in place for children. Tailem Bend Community Centre is committed to the safety and wellbeing of every child and will endeavour to protect children from harm through various procedures including risk management. The Board of Management has ultimate responsibility for safeguarding the wellbeing of children who come into contact with the organisation's services.

Tailem Bend Community Centre Inc will actively identify and mitigate risks that children may face and ensure that all workers and stakeholders have read and understood this policy.

Responsibilities and delegations

This policy applies to	This policy, from the date of endorsement, applies to all people who conduct work for TBCC in a paid or unpaid capacity working directly with children and young people. This may include, for example, board members, staff, volunteers, interns, trainees, contractors and consultants, children, parents, carers, and other individuals in the centre.
Specific responsibilities	<p>Communities for Children Project Officer-</p> <ul style="list-style-type: none"> • To provide a range of coordination and administration related duties, including records management and excellent customer service, in relation to the delivery of programs for children 0-12 years of age. • To implement programs, events and after school programs for children 0-12 years of age, and to promote these activities to the target group. <p>Communities for Children Facilitator-</p> <ul style="list-style-type: none"> • To provide a variety of facilitation and administration related duties, including records management, data collection and the provision of excellent service delivery, in relation to the programs for children 0-12 years of age and their families. • To facilitate programs for children 0-12 years of age and their families, encouraging them to participate in activities, events specifically evidenced based (children and parent) programs.

Definitions

Risk management is a systematic process whereby an organisation identifies and assesses risks, develops strategies to mitigate risk, assigns responsibilities, and monitors and reviews progress.

Risk is the chance of something happening that will impact on objectives, measured in terms of likelihood of occurrence and impact.

Risk assessment is the process of analysing and evaluating the likelihood and impact of potential risks.

Principles

- Tailem Bend Community Centre Inc will adhere to all principles identified in the *National Principles for Child Safe Organisations*.
- Tailem Bend Community Centre Inc will operate on the assumption that all people who interact with young children could pose some level of risk to them.
- Tailem Bend Community Centre Inc recognises the importance of considering risks while not discouraging positive relationships between adults and children and their development.
- Tailem Bend Community Centre Inc will ensure that identifying and reducing the risks posed to children and young people is an ongoing process.
- Tailem Bend Community Centre Inc will strive for a culture where risk management is a daily exercise of all workers and people involved in the delivery of the organisation's services.

- Tailem Bend Community Centre Inc understands that all children have different needs, backgrounds and identities and therefore the individual risks they face will vary. Tailem Bend Community Centre Inc will therefore endeavour to identify the individual risks posed to each individual child who comes into contact with the organisation.

Roles and responsibilities

Tailem Bend Community Centre Inc 's Board of Management Committee will:

- Consult all relevant stakeholders including workers, families and carers when developing and implementing the child risk management policy;
- Publicise and promote this policy to all relevant stakeholders;
- Formally induct this policy as part of organisational procedures;
- Ensure risks and management of those risks is an agenda item at staff and Board of Management Committee meetings;
- Ensure children and young people are given avenues to contribute to the risk management strategy by having a say about what makes them feel safe and unsafe in the organisation, and how things could be better;
- Ensure workers are competent in identifying signs of child-specific harm, abuse, neglect and grooming. and
- Ensure families and/or carers are aware of who in the organisation is responsible for implementing risk management procedures.

Tailem Bend Community Centre Inc 's workers will:

- Be competent in identifying types of risks a child may be subjected to, including physical, psychological, sexual and neglect;
- Be competent in identifying signs a child may have experienced harm, abuse, neglect and grooming;
- Consult with the Board of Management if they have concerns regarding the contents of this policy;
- Make identification of risk and signs of harm a daily part of their role at the TBCC; and
- Tell the Board of Management if they identify a new risk which has not been identified in this policy, or if an incident leads to the discovery of prevalent risks which may affect other children.

Key Considerations

Service activities which pose a level of risk to children

Tailem Bend Community Centre Inc will identify and mitigate the risks children and young people may face when encountering the service.

Supervision of children:

Tailem Bend Community Centre Inc has clear guidelines to ensure children are adequately supervised when in our care, this includes:

- Children must be with their parents at all times. Any activity that is held at TBCC children and young people must be accompanied by a parent/guardian.

Physical contact with children

Tailem Bend Community Centre Inc has clear guidelines in relation to circumstances in which it might be necessary to have physical contact with a child, including but not limited to:

- Managing a child who has been injured;
- Demonstrating a skill or for instructional purpose as part of an activity;
- Administering medical assistance;

Tailem Bend Community Centre Inc does not permit inappropriate physical contact including:

- Violent or aggressive behaviour such as hitting, kicking, slapping or pushing;
- Kissing; and
- Touching of a sexual nature.

Actions to minimise the risk:

- 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

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)

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

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)

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

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

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

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

Behaviour management

Tailem Bend Community Centre Inc will not expect staff or volunteers to manage challenging behaviours.

Children must be with their parents at all times. Any activity that is held at TBCC children and young people must be accompanied by a parent/guardian.

Procedures

1. Risk identification and documentation:

When identifying potential risks, Tailem Bend Community Centre Inc will:

- Identify risks in both the physical and online environments;
- Recognise the different situations and specific activities which may expose children and young people to risk;
- Consider situations where adults and children are in situations where they are obscured from sight;
- Identify circumstances where a child or young person may be left alone with an adult;
- Consider circumstances where there is a low level of parental involvement, when there may be a greater likelihood or severity of risks and factors which may expose children to harm;
- Include information regarding the child’s history of trauma, socio-economic, familial, cultural or religious background and how these factors may make some children more risk-exposed than others; and
- Consider when children have a cognitive or physical disability, the ways in which their disability may expose them to greater risk of harm.

2. Assess level of risk

A risk level guide is used to assess risk. This includes an estimation of both the Likelihood of the risk occurring and the Consequence it may have on clients, workers and others.

Risk <i>[What is the risk? What could this risk result in?]</i>	Likelihood <i>[How likely is this to happen?]</i>	Consequence <i>[What is the severity of the risk? Would it cause a lot of damage?]</i>	Risk level <i>[This number indicates the level of risk.]</i>	Planning and control <i>[What will you do to prevent or minimise the risk? What actions will you take?]</i>
Manual Handling	Select likelihood	Select level		
	Select likelihood	Select level		
	Select likelihood	Select level		
	Select likelihood	Select level		

Risk level guide

Risk level	Priority	Risk level	Priority
1 - 4	Low risk – minimal action required	5 - 8	Moderate risk – Needs corrective action within 3 months
9 - 12	High risk – Needs corrective action within 1 month	13 - 16	Severe risk – Needs immediate corrective action

3. Recording risks in register

Where organisational policies, procedures, services or activities may increase the likelihood or severity of risk posed to children, Tailem Bend Community Centre Inc consider changing activities to reflect a culture of risk management and pre-emptive risk mitigation. Tailem Bend Community Centre Inc will determine this using a Risk Register system.

Risk register

- Once the risks are assessed, they are then recorded as part of the *Child Risk Management Plan*, including their risk assessment
- Priorities for action will then be assigned to each risk to guide us in our next steps
- When responding to risk priorities, Tailem Bend Community Centre Inc will consider how acceptable the risk is, resources required to respond effectively to the risk, and how practical any response is to the organisation’s operations
- Actions to respond to the risks, responsibilities and timeframes are then developed and recorded in the plan
- Where risks are deemed 'Extreme' the board of management may decide to eliminate the risk completely, by changing the relevant operations completely. This will not always be possible, in which case it is important that clear and comprehensive risk management strategies are identified and implemented urgently
- Risks specific to individual projects or events will be identified and responded to through the risk assessment process which forms part of project implementation, and may not be required to be recorded in the Child Risk Management Plan.

4. Monitoring and review

Tailem Bend Community Centre Inc will monitor, report and review our management of risks in 4 years and then every 5 years or after any incident. As part of our monitoring we will continually check, supervise, and track the progress of an activity so that we know whether it is happening as we expect. This checking will be done against assessed risk, agreed measures, objectives or an expected level of performance. The Board of Management will consider the review of the Child Risk Management Policy, after input from the CEO and other stakeholders. The review of our Child Risk Management Policy will be completed at the same time as the Child Safe, and Young Person Wellbeing Policy to re-evaluate all the risks that children face in our organisation. It will take into account the changes in our environment, stakeholders and other factors.

If there has been an incident not covered by the Child Risk Management Policy, or if other factors have changed, the policy and risk management plan will be updated.

When there is an incident or an event that did not go as planned, or that exposes a new area of risk, we will review the causes. After the review we may complete activities to prevent the identified risk from happening again, and/or update our Child Risk Management Policy.

First Formulated	Dec 2021
Dates approved by board	V1 Dec 2021, V2 Dec 2022, V3 March 2023
Next Review Date	Dec 2026
Standards	Legal Services Commission Unions Australia Human Rights Commission Equal Opportunity Commission Children and Young People (Safety) Regulations 2017 (SA) National Principles for Child Safe Organisations Child safe environments Rights of every child Department Human Service DHS Critical Client Incidents Policy Coronial Overview of child protection legislation across state and territory jurisdictions Australian Institute of Family Studies Information Sharing Guidelines Unicef – know your rights and responsibilities Children’s rights and responsibilities flyer Department Human Services DHS Critical Incidents Gender diverse, intersex and sexually diverse children and young people
Legislation	Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Aged Care Quality and Safety Commission Act 2018 Aged Care Act 1997 Competition and Consumer Act 2010 Associations Incorporation Act 2009 Sex and Age Discrimination Legislation Amendment Act 2011 Woman Working Centre Australian Human Rights Commission Act 1986 Children’s Protection Act 1993 (SA) Fair Work Act 2009 Volunteers Protection Act 2001 (SA) Family Law Act 1975 Equal Opportunity Act 1984 Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 State Records Act 1997 Guardianship and Administration Act 1993 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Fairwork Act 2009
Organisation policies	Child Safe and Young Person Wellbeing Policy Statement of Commitment to the Safety and Wellbeing of Children Code of Conduct Feedback and Complaints Policy
Policy Approval	TBCC Board of Management
Signed on behalf of TBCC Board of Management by: Name: Judy Bagg Position held: Chairperson Signature:  1 March 2023	