



Play • Heal • Flourish

# Risk Management Plan

Identified risk	Actions to minimise risk
<p>Culture of organisation is not child-safe focussed</p>	<ul style="list-style-type: none"> <li>• Child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs.</li> <li>• Culture of management reflects our strong commitment to the safety of children and young people.</li> <li>• The National Principles for Child Safe Organisations are embedded in policies and procedures.</li> <li>• 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).</li> </ul>
<p>Organisational staff (including employees, volunteers, students, contractors etc) harm children/young people</p>	<ul style="list-style-type: none"> <li>• Recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation.</li> <li>• 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.</li> <li>• All organisational staff have WWCC with 'not prohibited' result prior to working with children and young people.</li> <li>• WWCC's updated every 5 years and status remains as not prohibited.</li> <li>• Children and young people and their families are given a copy of our Child Safe Environments policy and complaints and feedback process when requested.</li> </ul>
<p>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)</p>	<ul style="list-style-type: none"> <li>• All organisational staff trained in Safe Environments – Through their Eyes on commencement and refresher training every 3 years after.</li> <li>• All organisational staff trained in Responding to Risk of Harm and Neglect – Education and Care on</li> </ul>

ABN: 49 772 834 600

0400 256 222

[www.letsplaysatherapeuticservices.com.au](http://www.letsplaysatherapeuticservices.com.au)

[nicole@letsplaysatherapeuticservices.com.au](mailto:nicole@letsplaysatherapeuticservices.com.au)

Last Reviewed 20/02/2023

	<p>commencement and refresher training every 3 years after.</p> <ul style="list-style-type: none"> <li>• All organisational staff must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation).</li> </ul>
Physical contact	<ul style="list-style-type: none"> <li>• Any physical contact must be appropriate to the delivery of services being provided</li> <li>• 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</li> <li>• Unnecessary physical contact is not allowed</li> </ul>
Taking images of children and young people	<ul style="list-style-type: none"> <li>• Consent of child young person and their parent/guardian required.</li> <li>• 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.</li> <li>• Images must be presented in a way that deidentifies the child or young person.</li> </ul>
Physical environment	<ul style="list-style-type: none"> <li>• Maintain a risk register that is reviewed annually to ensure effectiveness.</li> <li>• Conduct risk assessments for all activities.</li> <li>• Ensure all equipment is in good working order</li> </ul>
Privacy and confidentiality	<ul style="list-style-type: none"> <li>• All documents containing confidential information will be stored privately in a locked storage system, within a locked office.</li> <li>• Digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties.</li> <li>• Organisational staff must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian.</li> </ul>