



**RISK MANAGEMENT POLICY &
FRAMEWORK**

Time 2 Train

Autism, Aspergers Program

RISK MANAGEMENT FOR CHILD SAFE STANDARD

When facilitating the Time 2 Train programme, it is crucial to be on high alert on risks associated with the activities clients are to complete. Risk Management of any activities set up when facilitating the programme to child and young people need to be a priority.

This document serves a guideline to understand how to identify risks and implementing appropriate procedures to make sure all children and young people who participate in the programme are safe.

IMPORTANT DEFINITIONS

Risk :	A situation involving exposure to danger
Risk Assessment:	A systematic process of evaluating the possible risks that may be linked to an activity or task.
Risk Management:	The risk assessment along with the documentation of procedures to avoid or minimise the impact of the risk.

PRINCIPLES AND GUIDELINES

The following principles outline the elements of risk management according to the “Australian Standard of Risk Management” (Australian Government 2010).

Identify Risks

Identify where, when, why and how events could prevent, delay or degrade the main outcome of the event, activity or meeting.

Analyse Risks

Determine the likelihood of the risks to occur and the potential consequences related to the risks and how these could occur.

Evaluate Risks

Compare the level of risk against the potential adverse outcomes so that decisions can be made on how to manage the priorities.

Control Risks

Develop and implement strategies and action plans which are cost effective and beneficial to all involved.

Monitor and Review Risks

Monitor the effectiveness of the processes put in place. Provide feedback for improvement, considering on any follow up required from incidences.

TYPES OF CHILD SAFETY RISKS

Potential child safety risks could occur anytime when facilitating the programme, Time 2 Train events and services.

The diagram below illustrates the different types of incidents which jeopardises the safety of Time 2 Train Participants:



AREAS OF RISK

Considerations of safety risks within various procedural processes and physical safety and what should be in place to control/minimise these risks.

<p>Safe Recruitment and management of leaders</p> <ul style="list-style-type: none"> • Reference checks • WWCC • Interview/Inductions • Probation period • Leadership Application • Adequate ratios • Child safety Training • Refresher Training • Child Protection/Child Safe Policy • Code of Conduct signed 	<p>Consent / Permission</p> <ul style="list-style-type: none"> • Relevant consent forms completed by a parent/guardian • Video/photography consent form been given • Emergency contacts made available to core leaders • Dietary requirements and allergies noted 	<p>Safe environment</p> <ul style="list-style-type: none"> • First Aid kit • Appointed first aid officers • Risk Assessment completed • Identified Risks managed • Record keeping/privacy policies
<p>Transportation of Children and Young people</p> <ul style="list-style-type: none"> • Permission given or private arrangements made with parent/guardian • Ensure no leader is left alone with a child or young person • Road safety rules and provisional license holders restrictions 	<p>Electronic communications to children and young people</p> <ul style="list-style-type: none"> • Electronic Communications / Social Media policies • Social Media guidelines • Privacy Confidentiality policies • Code of Conduct 	<p>Responding to abuse disclosures / allegations of misconduct</p> <ul style="list-style-type: none"> • Child safety Training • Refresher Training • Child Protection/Child Safe Policy • Responding to disclosures guidelines • Identified Risks managed • Record keeping/privacy policies • Risk Assessment completed • Code of Conduct • Misconduct policies • Complaints and grievance procedures

RISK ASSESSMENT TOOL FOR CHILD SAFETY

Using the risk assessment matrix and the category of risk descriptions below there are a number of potential risk factors presented when facilitating Time2Train Programme.

Category of Risk	Description
Grooming	Physical or psychological actions which involve manipulative cultivation of relationships with children, young people and vulnerable adults. Also referred to as "coercion". Grooming is a form of sexual misconduct.
Safety	Physical, emotional, spiritual safety; being protected from danger, risk, or injury.
Touch	Any form of physical contact
Privacy	Referring to privacy and confidentiality legislation, people's right to privacy is to be protected, and information to be kept confidential.
Disclosure	When someone informs another about an experience of abuse or risk of harm. This could be a direct or indirect disclosure.

Likelihood	Risk level				
Almost certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High
Consequence	Insignificant	Minor	Moderate	Major	Catastrophic

Table 2 Risk Assessment Matrix

Identifying Risk		Risk Assessment			
Category	Description	Likelihood	Consequence	Risk Level	Management (for LOWRISK)
Leadership	Lack of or minimal awareness and commitment for a Child Safe organisation	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> - Code of Conduct - Child Protection Policies - Strategies to address organisational culture of child safety - Commitment Statement to child safety - Ongoing agenda item within leadership
Reportable conduct	Misconduct unreported and failure to address behaviour surrounding misconduct	Unlikely	Catastrophic	High	<ul style="list-style-type: none"> - Training for all staff, volunteers, leaders etc. - Grievance procedures in place - Code of Conduct and Child Protection policies - Procedures and protocols responding to misconduct
Recruitment	Selection of inappropriate personnel Lack of proper screening processes and reference checking	Possible	Major	High	<ul style="list-style-type: none"> - Reference Checking - Pre-screening interviews - Criminal History checks - Working with children checks - Probation period
Grooming	Engagement with children online Breaching appropriate conduct in person with a child/children	Possible	Moderate	High	<ul style="list-style-type: none"> - Code of Conduct - Training for all staff, volunteers, leaders etc. - Security and privacy settings on social media and devices used by organisation - Regular monitoring of any Social Media sites used for ministry to children by an appointed person
Privacy	Use of images or video of children and young people without parental consent	Possible	Minor	Medium	<ul style="list-style-type: none"> - Code of Conduct - Training for all staff, volunteers, leaders etc. - Photo release forms (permission) - Photo and video policies