

Yarra Ranges Council Grants Child Safety Risk Assessment

Understanding risks and range of prevention measures

Examples of child safety risk assessment and prevention measures for different community projects.¹
 Risk and prevention measures can apply across a range of projects which have incidental/direct contact with children and young people under the age of 18 years. Adapt according to the nature of the activities involved in specific projects/ events.

Identified Risk	Likelihood	Consequence	Prevention	Contingency	Risk Level
Community/ Recreation Events and Festivals					
Insufficient committee /volunteer awareness or Child Safety requirements	Possible	Moderate	The committee has developed a Statement of Commitment or policy and the event promoted as "Child Safe" Organizing committee members have current WWCC's and are aware of their responsibilities Volunteers identified as requiring a WWCC have one in place and have appropriate training as required Organizers are readily identifiable	Remove volunteer from role if necessary	Low
Physical injuries from participation	Possible	Moderate - Major	Participants must wear appropriate personal protection First aid officers are employed Safety equipment is available Components that could promote aggressive or competitive behaviour are downplayed Participants of risks before participation are briefed. Emergency management plan developed and displayed	Take immediate action to address risk.	Low
Small Group Therapy Programs or Classes					
Group leader does not have WWCC	Unlikely	Major	Group leader to obtain a WWCC prior to having direct contact with children	Program delayed until WWCC obtained	Low
Group leader or volunteer left alone	Possible	Minor	Avoid lone interaction if possible Venue is assessed to ensure visibility of	Ensure other parents, staff and /or volunteers are	Low

¹ Adapted from the Upwey Township Group Billycart Race 2019 Risk Assessment.

with a child			participants by others, if appropriate. If possible, sessions to include other adults – staff, volunteers or parents.	present/ in vicinity at all times	
Participant's exposure to public when attending toilet.	Possible	Moderate	Safety assessment of toilet facilities to assess public access. Participants to attend toilet in pairs or accompanied by parent, staff/ volunteer	Ask parents to accompany prior to program starting	Low
Personal information/data collected and/or stored without privacy / security considerations	Possible	Moderate	Personal contact details and information to be collected and stored securely. Minimize need for paper enrolment to avoid risk that personal data is seen with other participants. Restrict electronic access to data to limited people.	Delay program commencement until data can be secured .	Low
Community Food Programs targeting families					
Volunteers / staff have limited child safe screening recruitment and induction	Possible	Major	Staff and volunteers have WWCC and organisation is listed on Department of Justice WWCC site. Recruitment of staff and volunteers involves questions about knowledge of child abuse and safety . Staff and volunteers are aware of how to report to authorities should a child safe incident occur.	Delay program until all staff/ volunteers are aware of OHS procedures	
Unsafe use of equipment	Possible	Major	Staff and volunteers involved with food preparation, cooking and serving are trained in all OHS procedures Children under 18 yrs are restricted to safe tasks appropriate to their skills and development		
Inappropriate bodily contact between adults and children	Possible	Moderate	All participants have clear role descriptions. Promote awareness of what is appropriate bodily contact All participants are aware of activities, procedures at each session and their responsibilities.	Remove and report volunteer, staff or participant should inappropriate and intentional bodily contact occur.	Low
Places where	Possible	Moderate	Assess site for obscure areas	If necessary ensure	Low

interactions between adults and children can be obscured from sight			Close off if possible	supervision to prevent access	
Community Environment Education Projects					
Circumstances that expose children to risk e.g. animals, agricultural equipment, vegetation and terrain	Possible	Moderate	Assess site for potential hazards and ensure safety measures are in place. View child safe and emergency management policy / procedures of site/ location organisation. Encourage parental/volunteer involvement in supervision . Check there is a first aid officer/ equipment on site	Ask for additional parental / volunteer involvement Delay activities until hazard removed	Low
Inappropriate response to child disclosure of safety incident involving harm/ abuse.	Unlikely	Moderate/ Major	View WWCC of key site/location staff/ educators. Ensure site managers, project leads and volunteers have Child Safety training and/or are aware of how to respond and report a child safe incident. There is a child safe code of conduct available for all staff, volunteers and participants. Site managers or project leads have processes in place to report and record child safety incidents.	Seek different site location with Child Safety measures in place. Delay program until site location has appropriate policies and procedures are in place.	
Child left alone with a organizer, volunteer or other staff / people associated with the site/location	Unlikely	Moderate	Ensure interaction with children is public, and in sight of parents. Avoid lone interaction where possible.	Ensure multiple volunteers at all times	Low
Children who are particularly vulnerable or are from diverse backgrounds are excluded.	Possible	Moderate	Promote awareness of inclusive practices for Children from diverse backgrounds or experiencing vulnerability.	Additional training of volunteers	Low