

The Centre for Volunteering

Child Safe Risk Management Plan: CS.05

Purpose

Creating a child¹ safe environment at The Centre for Volunteering (The Centre) includes:

- identifying environmental risks to children's safety in relation to the services, activities and events we provide, our physical settings and our online spaces and communication and
- taking action to reduce these risks and children's exposure to harm or abuse.

These risks can change over time if our physical and online spaces change, or different a service, activity or event is provided by our organisation. This may also include unique events, excursions or travel involving children. Our plan will be regularly reviewed and updated to reflect any changes.

Our Risk Management Plan in the table below sets out these risks, assesses their potential impact, the strategies to help prevent or reduce them, and keeps track of our progress.

Nature of our settings and services, activities and events provided

The Centre provides services, activities and events, through training, Awards, and/or volunteer support that may engage children. These services, activities and events take place in the following locations:

- online;
- third-party off-site locations;
- transporting children;
- on-site in The Centre's office.

Responsibility for Risk Management Plan

The Deputy CEO/Policy Officer is responsible for making sure that the strategies to manage risks are implemented and monitored.

Everyone at The Centre should be alert to any risks to children's safety and draw attention to any concerns that may arise, as set out in our Child Safe Policy.

¹ For this policy and associated documents and procedures, a child is a person aged zero to 18 years.

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Our Risk Management Plan is available on [The Centre's website](#).

Next review date

The Deputy CEO/Policy Officer will review this plan annually as detailed in the Document History table at the end of the document. The plan will be reviewed and updated immediately if there are:

- any incidents involving children;
- any changes to our physical or online spaces or online communications; or
- any changes to the types of services, activities and events involving children that we deliver, including unique events on or off-site.

Risk Assessment Matrix

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

Risk Management Plan

RISKS	RISK Levels - without controls			Treatments	Progress	RISK Level - after controls
Risk Event and Environment	Impact	Likelihood	Risk Rating	Treatment - Identify and implement strategies/controls to manage risk.	Strategies in place/in development	Residual Risk Rating
LEADERSHIP Lack of/or minimal awareness and commitment to being a Child Safe Organisation. Staff, volunteers and the community are not aware of The Centre's commitment to the Child Safe Standards.	Moderate	Possible	Moderate	- Risk reviewed in monthly Leadership meetings. - Policies developed and feedback collated. - Strategies to address organisational culture through policies and training. - Child Safe Commitment Statement and Policies and available publicly on The Centre's website and internally for all staff and volunteers. - Legislative/compliance changes are shared through the Centre's communication channels. - The Centre will continue to promote and share Office of Children's Guardian (OCG) resources and services to the volunteering sector and inform the sector of any legislative or compliance changes.	- Child safe risk has been added to Centre risk register - All staff and volunteers in child-related roles required to undertake annual training through the OCG. - Policies reviewed and signed-off by all staff and volunteers in child-related roles. - Policies available on The Centre's website.	Low
RECRUITMENT Selection of inappropriate personnel.	Moderate	Possible	Moderate	- Child Safe Recruitment policy in place. - Relevant job advertisements include details about The Centre's commitment to being child safe.	- Policy developed. - Job advertisement updated for child-related roles. - Interview question guide developed for child-related roles.	Low

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Lack of proper screening processes and reference checking.				• Interview questions related to child safety for relevant roles. • Staff and volunteers working in child-related roles require relevant child safe and police checks. • Reference checks are carried out. • Probation period for all new staff. • Child Safe Training annually for all staff and volunteers in child-related roles. • New staff and volunteers working in child-related roles will be required to undertake training within one month of onboarding.	• All staff and volunteers in child-related roles have a valid WWCC. • Reference checks are an in-built part of recruitment process. • All staff and volunteers are subject to a probation period. • All staff and volunteers in child-related roles required to undertake annual training through the OCG.	
GROOMING Engagement with children online. Breaching appropriate conduct in person with a child.	Major	Possible	High	• Child Safety Code of Conduct and policies, detailing acceptable and unacceptable behaviours. • Child Safe Training for all staff and volunteers in child-related roles to detect and report inappropriate behaviour. • Staff do not communicate privately with children online or on social media. Any necessary online communication should include the child's parent or carer in the correspondence. Where the child's parent's or carer's contact details are unknown, the child (and nominator) will be communicated with via a shared multi-staff award@ email inbox in order to gather parent / guardian contact details. Further, all correspondence relating to child nominees will be saved in a stand-alone Outlook folder.	• All staff and volunteers in child-related roles required to undertake annual training through the OCG. • Policies reviewed and signed-off by all staff and volunteers in child-related roles.	Medium

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				Minimise need for staff member/volunteer to be left alone with a child.		
BEHAVIOUR Inappropriate behaviour is not reported and addressed.	Major	Possible	High	- Child Safety Code of Conduct and policies, detailing acceptable and unacceptable behaviours. - Child Safe Training for all staff and volunteers in child-related roles to detect and report inappropriate behaviour. - Clear requirements and procedures for complaints, allegations, disclosures and reports, and external reporting obligations.	- All staff and volunteers in child-related roles required to undertake annual training through the OCG. - Policies reviewed and signed-off by all staff and volunteers in child-related roles.	Medium
PRIVACY Use of videos or images of children without parental consent Adults may use their personal devices to take videos or images of children.	Moderate	Possible	Medium	- Organisation's Child Safe Code of Conduct specifies no videos or images to be taken of children without parental permission. - Permissions are shared between event/awards and communication/marketing staff. - Relevant video and image consent requirements are completed by a parent/guardian. - The child and parent/guardian are informed on how any videos or images may be used and shared. - Where images are taken, for Centre activities on a personal device, they must be deleted once they have been uploaded to The Centre's designated storage platform.	- Policies reviewed and signed-off by all staff and volunteers in child-related roles. - Event information regarding video and image consent is added to programs involving children.	Low

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				Where images are taken event information includes a reminder regarding child safe image practices for all staff in attendance.		
TOUCH Any form of inappropriate physical contact.	Major	Possible	High	- Child Safety Code of Conduct and policies, detailing acceptable and unacceptable behaviours. - Child Safe Training for all staff and volunteers in child-related roles to detect and report inappropriate behaviour. - Clear requirements and procedures for complaints, allegations, disclosures and reports, and external reporting obligations. - Minimise need for staff member/volunteer to be left alone with a child.	- All staff and volunteers in child-related roles required to undertake annual training through the OCG. - Policies reviewed and signed-off by all staff and volunteers in child-related roles.	Medium
TRANSPORTATION Opportunity for unsupervised access.				- Permission given regarding transportation arrangements made with parent/guardian. - Where possible, ensure at least two adults are travelling with the child. - If the child is alone they must sit in the back seat of the vehicle. - Centre staff transporting children must hold a full licence, hold a comprehensive car insurance policy, have a registered vehicle with a current roadworthy certificate ("pink slip") and declare that they will comply with the road rules and exercise care.	- Policies reviewed and signed-off by all staff and volunteers in child-related roles. - Transport Authorisation form created.	Low

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STRANGERS Unknown people and environments at events.	Major	Possible	High	- Child Safety Code of Conduct and Child Safe Policies in place (policies apply in all contexts). - All attendees at Centre events must be registered. - All minors must be accompanied by a parent/guardian. - Child Safe Training for all staff and volunteers in child-related roles to detect and report inappropriate behaviour. - Clear requirements and procedures for complaints, allegations, disclosures and reports, and external reporting obligations.	- Policies are developed and undergoing review. - All staff and volunteers in child-related roles required to undertake annual training through the OCG.	Medium
STRANGERS Ad-hoc contractors on the premises (eg maintenance).	Moderate	Rare	Low	Staff liaison for contractor must ensure adequate monitoring of contractors if children present.		Low
SUPERVISION OF A CHILD A child is unsupervised at a Centre event.	Moderate	Rare	Low	- All minors must be accompanied by a parent/guardian. - All Centre events have an allocated key contact. An unsupervised child to be reported to pre-determined contact. - Child Safe Training for all staff and volunteers in child-related roles to detect and report inappropriate behaviour. - Clear requirements and procedures for complaints, allegations, disclosures and reports, and external reporting obligations.	- All staff and volunteers in child-related roles required to undertake annual training through the OCG. - Policies reviewed and signed-off by all staff and volunteers in child-related roles.	Low

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ILLNESS AND INJURY MANAGEMENT A child is ill or injured at a Centre event/premises.	Moderate	Rare	Low	• Centre maintains the required number of First Aid trained staff. • In the event of an injury a qualified first aider will provide adequate first aid to the child, in consultation with the child's parent/ guardian if readily available. • The CEO will be informed and all internal reporting requirements completed by the First Aider. • If a child is ill, a First Aider will attend, with the parent/guardian contacted if not available. • Where possible the First Aider should be accompanied by another staff member so as not to be left alone with a child.	• Policies are developed and undergoing review. • First Aid policies and procedures in place. • All staff and volunteers in child-related roles required to undertake annual training through the OCG.	Low
INCREASED VULNERABILITY Vulnerability risks arise from the characteristics of children who may interact with The Centre's services, activities and events. Factors that may increase vulnerability include, but are not limited to: • Age; • Aboriginal and Torres Strait Islander or culturally and linguistically diverse backgrounds; • Children with disability; • Children who identify as LGBTIQ+; • a history of trauma, abuse, mistreatment or neglect;				• Child Safe Code of Conduct is signed by all staff, declaring their commitment to: ○ treat all children with respect; ○ listen to and value the ideas and opinions of all children, and respond to them appropriately; ○ welcome all children and their families and carers, and ask them to participate in decisions around child safety; ○ actively promote safe and inclusive practices for all children, including those with diverse needs, circumstances and backgrounds, including children with disability; and ○ adhere to the organisation's child safe policies, procedures and practices.	• Policies reviewed and signed-off by all staff and volunteers in child-related roles.	Low

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• contact with the justice system; • history of drug/alcohol dependence; • poor mental or physical health.				• Child Safe Commitment Statement and Policies are available on The Centre's website for children, parents, carers and community members.		
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