Policy 10.06

RISK MANAGEMENT (CHILD SAFE)

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Policy Approved By:	Chairperson	Reviewing Responsibility:	CEO	Date of Review:	August 2028

POLICY

Sandstone Therapy Centre Inc is committed to ensuring the organisation has effective risk management in place for children. Sandstone 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 governing body has ultimate responsibility for safeguarding the wellbeing of children who come into contact with the organisation's services.

Sandstone will actively identify and mitigate risks that children may face and ensure that all workers and stakeholders have read and understood this policy.

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

- Sandstone will adhere to all principles identified in the *National Principles for Child Safe Organisations.*
- Sandstone will operate on the assumption that all people who interact with young children could pose some level of risk to them.
- Sandstone recognises the importance of considering risks while not discouraging positive relationships between adults and children and their development.
- Sandstone will ensure that identifying and reducing the risks posed to children and young people is an ongoing process.
- Sandstone 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.
- Sandstone understands that all children have different needs, backgrounds and identities

and therefore the individual risks they face will vary. Sandstone will therefore endeavour to identify the individual risks posed to each individual child who comes into contact with the organisation.

Roles and responsibilities

Sandstone's Board will:

- Publicise and promote this policy and other policies relating to Child Safe to all relevant clients and stakeholders via the website and will be made available at reception upon request.

Sandstone staff will:

- Have access to and acknowledgement of this policy and other Child Safe policies on Employment Hero
- Be competent in identifying types of risks a child may be subjected to, including but limited to child physical, psychological, sexual, grooming and neglect
- Make identification of risk and signs of harm a daily part of their role at the organisation.

Key Considerations

Service activities which pose a level of risk to children

Sandstone will identify and mitigate the following risks children may face when encountering the service such as exposure to any type of harm, slips, trips and falls etc. Staff will validate children's feelings and use active listening to mitigate such encounters.

See Sandplay brochure for further details.

Supervision of children:

Sandstone has clear guidelines to ensure children are adequately supervised when in our care, this includes:

- Leaving door ajar
- Carer consent
- Visibility in school sandplay rooms
- Door accessible for children

Physical contact with children

Sandstone 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

Sandstone does not permit inappropriate physical contact including:

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

Behaviour management

Sandstone will have clear policies on how workers are expected to manage Behaviours of Concern and apply Child Safe Code Conduct to minimise risk.

Policy 1.14 Child Safe Code of Conduct

Policy 9.18 Behaviours of Concern

PROCEDURES

1. Risk identification and documentation:

When identifying potential risks, Sandstone 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
- 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 matrix is used to assess risk. This includes an estimation of both the likelihood of the risk occurring and the impact it may have on clients, workers and others. The overall Risk Rating for each risk item is calculated by multiplying the Likelihood rating level x the Impact rating level:

Hierarchy of Risk Control

Appendix 1: Risk Ranking Matrix

Consequences

Likelihood		**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost Certain	5	Low	Medium	High	High	Extreme
Likely	4	Low	Medium	Medium	High	High
Possible	3	Low	Low	Medium	Medium	High
Unlikely	2	Negligible	Low	Low	Medium	Medium
Rare	1	Negligible	Negligible	Low	Low	Medium

Appendix 2: Risk Treatment Actions & Options

Risk Ranking	**What should be done**	**Action**	**Application**	**Example Treatment**
Extreme	Immediate action required	Avoid the risk/**Terminate**	This involves deciding not to proceed or continue with the activity likely to generate the risk (if this is practical). It should be noted that risk avoidance might well increase the significance of other risks.	Cease the activity affected by the risk.
High	Action Plan required, Management attention required	Mitigate -Reduce the likelihood of occurrence/**Treat**	This involves modifying the environment to minimise the identified risk(s). When potential risk situations are identified, alternative courses of action should be evaluated to determine if the undesirable outcome could be avoided at a reasonable cost. As a general guideline, the preventative actions should cost less than expected value of exposure of exposure and/or less than the cost of the contingency plan.	Review contract terms and conditions, upgrade supervisory requirements and conduct additional project analysis.
High		Mitigate-Reduce the consequences/**Treat**	This involves implementing a contingency plan (or similar actions) where preventative action is either unavailable, the cost of prevention is prohibitive, or the preventative action fails.	Business Contingency plan, alternative supplier arrangements, etc.

Medium	Specific monitoring or procedures required, management responsibility must be taken.	Share the risk/**Transfer**	Sharing responsibility for the risk with another party, who ultimately bears some of the consequences if the risk occurs. Depending on the risk level, it is recommended that careful qualification of the third party be undertaken and contracted in advance.	Insurance policies or contractual agreements with third parties.
Low	Manage through routine procedures. Unlikely to need specific application of resources	Accept the risk/**Tolerate**	Appropriate where the impact of the risk is minimal or significant and outweighs the measures, financial or otherwise, required to control or eliminate the risk	Manage the risk using existing procedures.

3. Recording risks in register

Where organisational policies, procedures, services or activities may increase the likelihood or severity of risk posed to children, Sandstone will consider changing activities to reflect a culture of risk management and pre-emptive risk mitigation. Sandstone 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, Sandstone 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 governing body 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

- Sandstone will monitor, report and review our management of risks every annually and 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 governing body will consider the annual 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 each year to re-evaluate all the risks that children face in our organisation. It will consider the changes in our environment, stakeholders and other factors.
- If there has been an incident or near miss 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, near miss or 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.

Responsibility

The CEO is responsible for the implementation and review of this policy.

Related Documents

1.14 Child Safe Code of Conduct
9.18 Behaviours of Concern
10.1 Risk Management
9.31 Child Safe Complaints
9.11 Child Protection
9.30 Child Safety and Wellbeing