RISK ASSESSMENT ACTION PLAN – CHILD PROTECTION

The Education and Care Services National Law and Regulations require services to '*ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service'* (*Section 97 (2*)) and '*ensure that every reasonable precaution is taken to protect children… from harm and from any hazard likely to cause injury' (Section 167).* Taking precautions involves carrying out risk assessments within your Service to assess the risks and plan how to manage them.

Working in conjunction with the *Child Protection Policy,* this Risk Assessment Action Plan outlines staff and educator responsibilities for the identification and documentation of signs of abuse, reporting child protection concerns for all children attending the Service, and managing any reports or allegations of abuse or harm involving employees or volunteers working or engaged at the Service.

This Risk Assessment is guided by the paramount consideration that children's safety, rights and best interests are upheld above all other considerations in all decisions.

IN CASE OF EMERGENCY DIAL 000					
SERVICE DETAILS IN CASE OF AN EMERGENCY					
Service Name	St Mark's Preschool and Long Day Care Centre	Phone Number	0267 65 8250	Email Address	info@stmarksps.com.au
Physical Address	15 Heugh Street South Tamworth NSW 2340			Nearest Cross Street	Edgeroy St
Nominated supervisor name	Rebecca Innes	Total number of staff in attendance each day	19	Number of children attending each day	59

The risk assessment for child protection is to be reviewed at least once every 12 months or after becoming aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement in our Service. If a risk concerning child protection that may comprise child safety is identified during the risk assessment, the approved provider must update the *Child Protection Policy* as soon as possible. The risk assessment must be stored safely and securely and kept for a period of 3 years.

RISK ASSESSMENT STEPS – Refer to the *Risk Assessment Guide*

Step 1	Identify the hazard or potential hazard. Use *Guiding Questions* to be aware of potential risks.
Step 2	Assessing the risk of harm or potential harm. *Likelihood and Consequences*.
Step 3	Risk Rating Matrix
Step 4	Risk Assessment Action Plan
Step 5	Evaluate and review

STEP 1 - GUIDING QUESTIONS	YES	NO	IF NO:
Does the Service have in place policies and procedures relating to the identification, documentation and reporting of child protection concerns for all children enrolled at the Service? (*Child Protection Policy*)	X		
Has the *Child Protection Policy* been reviewed and updated on an annual basis?	X		
Has the *Child Protection Risk Assessment* been reviewed and updated on an annual basis?	X		

Have educators and families been provided with opportunities to contribute to the review of the *Child Protection Policy*?	X		
Is information regarding the *Child Protection Policy* available to new and existing staff and educators through the induction and orientation program and *Staff Handbook*?	X		
Is information regarding the *Child Protection Policy* available to students and volunteers through the induction and orientation program and *Student and Volunteer Handbook*?	X		
Does the *Child Protection Policy* clearly define abuse, neglect and risk of harm?	X		
Are child protection obligations included in position descriptions for educators and staff?	X		
Has the nominated supervisor and all responsible persons completed mandatory child protection training?	X		
Have all staff, educators and volunteers completed child protection training?	X		
Have all staff, educators and volunteers completed refresher child protection training annually?	X		
Is all child protection training recorded and documented?	X		
Are all staff, educators, volunteers and students aware of their mandatory child protection reporting obligations, both internally and externally?	X		
Is there a clear process for escalation of concerns where initial reports are not actioned?	X		
Are educators supported to report concerns without fear of reprisal? *(Protected Disclosure (Whistleblower) Policy)*	X		
Are all staff, educators, volunteers and students able to explain when and how to make a report regarding child protection concerns?	X		

Is there a clear reporting procedure available for staff, educators, volunteers and students to follow? (*Child Protection Notification Procedure*)	X		In policy
Are child protection reporting obligations discussed regularly at staff meetings?	X		
Are all staff, educators, volunteers and students aware of indicators of abuse and neglect?	X		
Are all child protection concerns documented? (*Child Protection Observation Record, Child Protection Report Form and Child Protection Concerns Register*)	x		Look into Child protection observation Record and report form. Register completed.
Are child protection records: • Factual and objective? • Free from opinion or unsubstantiated conclusions? • Completed as soon as practicable after concerns arise?	x		
Are all child protection records retained for a period of 45 years?	x		
Are all child protection records stored securely and confidentiality?	x		
Is access to child protection records restricted to authorised persons only?	x		
Is information shared only when legally required?	x		
Are staff, educators, volunteers and students aware of the Reportable Conduct Scheme?	x		In policy
Are staff, educators, volunteers and students aware of their obligations to report observed or suspected abuse involving other staff, educators, volunteers or students under the Reportable Conduct Scheme?	X		In policy
Are all allegations and/or convictions of abuse or neglect of a child made against an employee or volunteer reported to the Office of the Children's Guardian within 7 business days of becoming aware of?	X		

Does the Service investigate and report any allegations, observations or suspicions of child protection concerns promptly and in line with mandatory reporting obligations?	X		
Are child protection concerns, including sexual offences or sexual misconduct reported to the regulatory authority within 24 hours? (Mandatory for NSW Services)	X		
Are reports of incidents or allegations of physical or sexual abuse of a child or children that has occurred or is occurring while children are attending the Service reported to the regulatory authority, the approved provider and police within 24 hours?	X		
Are child protection incidents reviewed to identify opportunities for improvements?	X		
Are educators offered support and opportunities to debrief after a child protection incident?	X		
Are attendance records checked to ensure children are accounted for throughout the day?	X		
Are supervision procedures and practices reviewed to ensure all persons engaged with children are within sight and sound of a staff member or educator at all times, including during rest times, nappy changes and toileting?	X		
Are students, volunteers and visitors never left alone with children?	X		
Are staff, educators, students and volunteers aware of inappropriate conduct and aware of their reporting obligations regarding inappropriate conduct?	X		
Is the approved provider aware any incidents, allegations or suspicions involving inappropriate conduct must be reported to the regulatory authority within 24 hours?	X		
Are staff, educators, volunteers and students aware of their reporting requirements to report any changes to their Working with Children Check (WWCC) or teacher accreditation or registration to the approved provider within 72 hours of the change or 24 hours after becoming aware of the change happening?	X		

Is the approved provider aware of their reporting obligations to notify the regulatory authority of any changes to a staff member, educator, volunteer or students WWCC or teacher accreditation or registration within 24 hours	X		
Are families aware of the Service's child protection obligations and procedures?	X		
Do families know how to raise concerns or make complaints regarding child protection matters at the Service?	X		Posters around centre, emails reminding them on procedure, policy review
Are children taught self-protective behaviours and how to seek help in an age-appropriate way?	X		New Who Cares for You and Five Safe People at Preschool posters in rooms, discussions with children, safety box,
Are children encouraged to voice concerns, express discomfort or seek help from staff and educators?	X		'I feel' check-in interactive posters in Turtle Room
Are child protection decisions made with the safety, best interests and rights of the child as the paramount consideration, including where conflicting interests exist?	X		
Are breaches of the *Child Protection Policy* identified, documented, investigated and managed in accordance with Service policies and legislative requirements?	X		
Is the Service's rating and compliance history displayed for families and visitors?	X		

STEP 2: ASSESSING THE LIKELIHOOD		ASSESSING THE CONSEQUENCES	
Almost certain	Has occurred on an annual basis (or more frequently) in the past	Critical	**Extreme risk**. Death or permanent disability or multiple serious injuries. Loss of or catastrophic damage to premises. Risk needs careful planning and consideration required before going ahead-consultation and guidance required-policies/procedures/external professionals.
Likely	Has occurred in the past few years	Major	**High risk.** Complete a risk assessment and consider if risk is worth accepting. Serious long-term injury or illness could occur. Major damage to premises.
Possible	May occur at some stage (has occurred at least once in the history of the Service)	Moderate	**Medium risk**. Deal with the hazard as soon as possible. Complete risk assessment to implement control measures to manage and reduce risk. Medical attention may be required.
Unlikely	Has never occurred within the Service but has been known to infrequently occur in similar early education and care services in the local geographic area	Minor	**Low risk**. Deal with the hazard when able-implement effective control measures to reduce risk. First aid may be required. Minor damage to premises. Unlikely to cause long-term problems.
Practically impossible	It is not known to have occurred in any similar early education and care service within the local geographic area	Insignificant	**Very low risk.** Deal with the hazard when able. No first aid required. No interruption to general operations. Damage to premises unlikely.

STEP 3: RISK RATING MATRIX. Use the Risk Score Matrix to identify and assess risks. Record the Risk Ranking within the Risk Assessment below

LIKELIHOOD	CONSEQUENCE LEVEL					
		Critical	Major	Moderate	Minor	Insignificant
	Almost Certain	Extreme	Extreme	Extreme	High	Medium
	Likely	Extreme	Extreme	High	Medium	Medium
	Possible	Extreme	High	Medium	Medium	Low
	Unlikely	High	Medium	Medium	Low	Very Low
	Practically Impossible	Medium	Medium	Low	Very Low	Very Low

STEP 4: RISK ASSESSMENT ACTION PLAN

ITEM	EVENT OR ACTIVITY	HAZARD IDENTIFICATION (What could go wrong?)	RISK RANKING [use matrix]	ELIMINATION OR CONTROL MEASURES	RESPONSIBILITY	
					WHO	WHEN
1	Inconsistent supervision in bathrooms	Inconsistent supervision in bathroom areas creates a risk that children may be isolated with an adult, increasing the risk of inappropriate behaviour or abuse going undetected	High	- Staff must remain in line of sight of another educator at all times when supporting children in bathrooms - Updating toileting procedures to clearly define acceptable physical assistance, supervision requirements and language to children - Eliminate blind spots through environmental redesign (partitions that block sightlines) - Daily checks conducted by Nominated Supervisor/Responsible Person at opening, peak	Educators / Director	Ongoing

				toileting times (before meals, after rest times), during staff breaks or transitions, and/or closing to observe bathroom routines and environment, assess staffing, ratios and positioning, and guide practice if needed - Staff induction and training on supervision practices and inappropriate conduct - Staff are aware of reporting obligations if they observe or suspect inappropriate conduct - Students and volunteers advised of child safety requirements, including not being left alone with children in the bathroom - Review of supervision plans and ensuring staff are aware of supervision practices in alignment with child safety practices - Clear expectations for relief staff, agency staff, new educators, volunteers and students discussed during induction		
2	Insufficient staffing ratios during sleep and rest times	Insufficient staffing ratios during sleep and rest times creates a risk that children may be isolated with an adult, increasing the risk of inappropriate behaviour or abuse going undetected	High	- Staff must remain in line of sight of another educator at all times when supporting children in all areas - Eliminate blind spots through environmental redesign (partitions that block sightlines) - Staff induction and training on supervision practices and inappropriate conduct - Staff are aware of reporting obligations if they observe or suspect inappropriate conduct - Students and volunteers advised of child safety requirements, including not being left alone with children in the classroom - Review of supervision plans and ensuring staff are aware of supervision practices in alignment with child safety practices - Clear expectations for relief staff, agency staff, new educators, volunteers and students discussed during induction	Educators / Director /Families	Ongoing

3	Unsafe arrival and departure	Child being taken from centre, Child being dropped at centre and not signed in and staff not informed	High	- Educators to acknowledge and greet child and family member on arrival and departure - Remind families to see an Educator on arrival and departure and to sign child in/out - Responsible Person designated to sign children in and out on paper roll, positioned in view of all entries and exits, and regularly cross checking on Hubworks, and signing child in if necessary - Approved parent/emergency contract has their own code to access the premises and unique codes for signing in/out - Primary parent to inform staff about an alternative person to collect child if applicable - If alterative person has come to collect child and Primary parent hasn't informed, educators to ring and gain verbal permission before child is collected. See policy. - ID sighted on first collection an emergency contact or if no recognised by educators		
4	Inappropriate use to digital devices	Inappropriate photos taken, sorted and distributed on personal devices including mobile phones, smart watches/ social media	High	- Posters all through centre to communicate no use of personal devices in the centre. Sending reminds to families throughout the year and during special events - Use centre approved devices only to document learning - All staff safety secure personal devices in lockers during the day. Staff can use their personal device when not working directly with children and out of children's sight, eg. in lunchroom with blinds down. - Allied Health and Visitors store personal devices in box at reception - All documented learning photos stored securely on cloud and managed by external IT firm - Safety features are utilised when using smartboards in the rooms	Educators / Director /Families	Ongoing

5	Exposure to public on excursions	Exposure to members of the community during excursions to public places, possibility of abduction, lost child	High	- Educator to child ratio increased due to best practice and increase supervision, safety and wellbeing of all children, including those with additional needs and challenging behaviours. - Ensure all educators and parent volunteers have read relevant documents, risk assessment, identified children at greater risk and understand their roles and expectations. - Regular head accounts recorded to ensure all child are accounted for and allocated to an educator/volunteer in small groups. - Ensure all volunteers are hold a current and cleared WWCC - Thorough prior preparation to ensure site is appropriate for excursions and accessible facilities. This informs risk assessment and management plan. - Staff and volunteers must remain in line of sight of another educator at all times when supporting children moving around the location.	Educators/ Director/ Volunteers	In preparation to and during off site excursions
6	Travel to and from public spaces	Vehicle accident, child left on bus	Extreme	- Liaise with external travel company to ensure bus meets transportation requirements in NSW, including seatbelts and air conditioning. - Collaborate with transport company on proposed travel route, include in Risk Assessment and Management Plan. - Head counts done by staff of children embarking and disembarking and keep record. - Discuss with children safe travel expectations for embarking and disembarking bus, use of seatbelts and staying seated.	Director/Educators/ Travel company	In preparation and during off site excursions
7	Unsafe visitors on premise	Visitors including, trades, incursion performers and families during events (ie Grandparents day, Mother's/Father's day) behaving inappropriately	High	- Check current WWCC of external person conducting incursion and trades work - Maintain staff to child ratios at all times. - Staff and volunteers must remain in line of sight of another educator at all times when supporting children in all areas	Educators/ Director / Visitors/ Families	Ongoing

				- Allow for an alternative space for children if not participating in incursions - Volunteers and students are not to be alone with children at any time - All visitors to sign in and out of the visitors log at reception - Collect a roll of all visitors during special days, ie Grandparents, Mother's, Father's Day. - Staff to be informed, aware and on alert for any potential family disputes, including AVOs and people listed on the prohibition notice declaration		
8	Staff not suitable for work	Unqualified, prohibited, potential offenders applying for positions with children	High	- Ensure all staff are up to date with Child Protection Training, familiar with the Child Safe Standards, informed about relevant policies, risk management plans and aware they are mandatory reporters. - All Staff have current verified WWCC - Recruitment processes are conducted to screen employee suitability for ECEC including advertising as a Child Safe Standards centre, interview with appropriate questions to ascertain child safe compliance, thorough referee checks, background checks including NQIATS - Staff complete a thorough induction process and are provided with ongoing mentoring support	Educators/ Director	Induction and ongoing

STEP 5: EVALUATE AND REVIEW							
This *Child Protection Risk Assessment* has been developed in consultation with management/educators and families of the Service.							
Plan prepared by	Full Name	Rebecca Innes		Role/Position	Director	Signature	
Plan prepared in consultation with	Full Name	Ellie Gatenby		Role/Position	ECT	Signature	
Plan prepared in consultation with other agencies (if applicable)	Full Name			Role/Position		Signature	
Communicated to all relevant staff	Y / N	Comment if needed					
Approved provider authority	Full Name	Bernadette Reyes		Signature	Bernadette Reyes	Date	25/9/26
Risk assessment evaluation and review date Monitor the effectiveness of the controls and change if necessary.	Date	25/9/27	Actions required				
Comments							