

Finding Your Risks

This resource will help you to:

- ◆ **Identify what can go wrong in your program activities**
Brainstorm all the possible things that could go wrong in the process of planning and implementing the activities of your organisation. This can be done on an individual activity or as an organisation as a whole. Children and young people can get involved in this process.
- ◆ **Develop ways to reduce the likelihood of things going wrong**
Remember to think about each problem area and decide how seriously a child could be harmed and how likely it is that the problem would arise. When the harm is serious and the problem could arise often, you have a high risk that needs immediate attention.
- ◆ **Set action priorities**
Think about the actions you can take immediately as opposed to action that will require planning and preparation. In some cases you may find that a medium to low level of risk can be addressed quickly; we would encourage you to give them a higher priority so that these changes happen immediately. Generally, high-risk activities should attract a high priority action. However, there may be cases where a period of planning and preparation is required to genuinely lower the risk of the activity hence a lower priority rating may apply to reflect the planning process.

{ EXAMPLE ONLY }

Activity List each activity you provide for kids	Risks What could go wrong?	Ranking Use scale of High/ Medium/Low to describe risk level	How to reduce risk Changes to reduce, modify or avoid risk	Priority Use a numerical scale (1 - highest) to decide what you will do first
Sports Training	Intimate physical contact with children.	Medium	▶ Code of conduct explains what touching and coaching behaviour is acceptable.	2
	Toilets are isolated/ out of sight.	High	▶ Planned toilet breaks where children go in groups.	1
	Children wander away from training area.	Medium	▶ Code of conduct explains what area kids can use at training. Kids are told these rules.	2
	Children are not collected as planned.	High	▶ Code of conduct explains collection requirements and who will look after children collected late.	2
Overnight camping trip	Inappropriate person volunteers for supervision duty.	High	▶ Care in recruitment selection.	2
	Adult and child alone together in sleeping quarters.	High	▶ Ensure adequate adult/child sleeping ratios for camp supervision. At least two adults should attend any child contact activity.	1

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Overnight camping trip <i>(continued)</i>	Child feels isolated and lonely.	High	<ul style="list-style-type: none"> ▶ Plan inclusive activities and actively monitor children. ▶ Introduce team building activities. ▶ Support leadership in children and young people. 	2 1 3
	Child sustains injury.	Medium	<ul style="list-style-type: none"> ▶ Up to date medical and emergency contact forms for each child are available. ▶ Organisation's emergency action procedures are up to date and available. 	2 1
Clown performance visiting a centre	Clown has a history of harm to children.	High	<ul style="list-style-type: none"> ▶ Ask the individual or clown company if the appropriate checks (police check, Working With Children Check or Certificate for Self Employed People) have been made. ▶ Centre policy that requires all guest speakers, entertainment etc must have the appropriate check and evidence given. 	1 1
	Tricks and entertainment hurt a child.	Medium	<ul style="list-style-type: none"> ▶ Discuss with the performer suitable and appropriated tricks. ▶ Staff have first aid training and qualifications. ▶ First aid kit easily accessible. ▶ Ensure adequate space is between the clown and the children. 	1 2 1 1
	Child is frightened by the clown.	Medium	<ul style="list-style-type: none"> ▶ Inform parents of clown visit and seek permission for child's participation ▶ Children are asked to participate in planning of guests. 	2 2
Excursion to local playground	A child falls off equipment and hurts themselves.	High	<ul style="list-style-type: none"> ▶ Organisation has policies and procedures for outings. 	1

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Excursion to local playground <i>(continued)</i>	A child falls off equipment and hurts themselves.	High	<ul style="list-style-type: none"> ▶ Suitably qualified staff member to deal with first aid. ▶ Plan adequate staff ratio to supervise children. ▶ Parents contact details are taken on the outing. ▶ Visit site to check equipment is safe before outing. 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2</p> <p style="text-align: center;">1</p>
	Parents arrive at the centre to pick up child early and does not find their child.	Medium	<ul style="list-style-type: none"> ▶ Permission sought from parents to go on the outing. ▶ Arrange alternative in centre activity for those being picked up during the outing. ▶ Parents are given playground location so they can pick up their children. 	<p style="text-align: center;">1</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p>
	Playground toilets are locked or out of sight or there is not one.	High	<ul style="list-style-type: none"> ▶ Site visit before the excursion to check the facilities. ▶ Inform Council before the excursion that you are going and see if they can open the toilets for the excursion. 	<p style="text-align: center;">1</p> <p style="text-align: center;">2</p>
Use of volunteers in running school holiday activities	Volunteer inappropriately discloses personal information to a group of young people.	High	<ul style="list-style-type: none"> ▶ Volunteer code of conduct. ▶ Volunteer training. 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p>
	Volunteer runs an in-house activity on their own.	Low	<ul style="list-style-type: none"> ▶ Volunteer code of conduct. ▶ Supervising paid worker in the centre while activity is being held and is supervising/monitoring the activity. 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p>
	Volunteer takes an inappropriate interest in one child.	High	<ul style="list-style-type: none"> ▶ Volunteer code of conduct and appropriate behaviour is reinforced to all volunteers. ▶ Supervisor/manager etc to closely monitor situation. ▶ Staff demonstrate to children that concerns and opinions are listened to. 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>

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Use this template to help find the risks in your organisation.

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