



nsw commission for  
children & young people

# Finding Your Risks

## This resource will help you to:

### 1. Identify what can go wrong in your program activities

### 2. Develop ways to reduce the likelihood of things going wrong

In determining the level of risk 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.

### 3. Set action priorities

In setting priorities think about the actions you can take immediately as opposed to actions that will require planning and preparation. In some cases you may find that a medium to low level risk can be addressed quickly; we would encourage you to place a higher priority here 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 and hence a lower priority rating may be applied to reflect the planning process.

## FOR EXAMPLE:

Activity List each activity you provide for kids	Risks What could go wrong (mark on a scale of 1-3 to describe level of risk)	Ranking Use scale of High/Medium/Low to describe level of risk	How to reduce risk Changes to reduce, modify or avoid risk	Priority Use a numerical scale (1 being the highest) to decide what you will do first
<b>Sports training</b>	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
<b>Overnight camping trip</b>	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 ratios for camp supervision. At least two adults should attend any child contact activity.	1
	Child feels isolated and lonely.	High	■ 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	■ 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

NSW Commission for  
Children & Young People  
Level 2

407 Elizabeth Street  
Surry Hills NSW 2010  
Ph: (02) 9286 7276  
Fax: (02) 9286 7267  
TTY: (02) 9286 7268  
E-mail:  
kids@kids.nsw.gov.au  
www.kids.nsw.gov.au

© Copyright Crown in right of the State of New South Wales. All rights reserved. Produced and published by the NSW Commission for Children and Young People.

# Finding Your Risks

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

<b>Activity</b> List each activity you provide for kids	<b>Risks</b> What could go wrong (mark on a scale of 1-3 to describe level of risk)	<b>Ranking</b> Use scale of High/Medium/Low to describe level of risk	<b>How to reduce risk</b> Changes to reduce, modify or avoid risk	<b>Priority</b> Use a numerical scale (1 being the highest) to decide what you will do first