

ARMIDALE FAMILY DAY CARE
CHILD SAFE STANDARDS RISK ASSESSMENT POLICY

Related Policies:	Code of Conduct, Delivery/Collection of Children and Parental Access, Determining the Responsible Person, Educator’s Assistant, Visitors, Complaints handling, Child Safe Code of Conduct, Provide a Child Safe Environment. Confidentiality, De-registration, Safe Sleeping, Supervision and Work, Health and Safety.
Related Procedures	National Education and Care Regulations - Clauses, 82, 83, 84, 103, 115, 122, 123, 123A, 124, 145, 155, 157, 160, 165, 166, 168, 169, 170, 171, 172, 175 (d)(e).
Regulation/s and standards	National Quality Standards- 2.2, 2.2.3, 4.2, 5.1.2, 6.1, 6.2, 7.1.2. National Law- Sections 162A, 165, 166, 167.
References and Resources	A Guide to the Child Safe Standards – Office of the Children’s Guardian www.kidsguardian.nsw.gov.au/child-safe-organisations/child-safe-elearning Child safe Recruitment and Working with Children Check Handbook – Office of the Children’s Guardian Providing a Child Safe Environment Policy – Armidale Family Day Care Educator Agreement – Armidale Family Day Care
Date effective	September 2023
Date for review	September 2025

Key Information:

Armidale Family Day Care has an important responsibility for keeping children safe. They need to **Assess, identify, and document** the Family Day Care services risks in relation to child safety, and plan and document risk management strategies where necessary. As part of its risk management strategy and practices, our Family Day Care services monitor and evaluate the effectiveness of the implementation of our risk controls. Each year our service provides appropriate guidance and training to individual FDC educators

about:

- Individual and collective obligations and responsibilities for managing the risk of child abuse.
- Child abuse risks in the Family Day Care environment.
- The Family Day Care services current child safe standards.

Procedures:

Armidale Family Day Care service will adopt the following Process for identifying and reducing or removing risks of child abuse;

- Identify the Family Day Care services child safety risks across the range of environments (including excursions, online) using the risk assessment template.
- Identify any existing risk mitigation measures or internal controls.
- Assess and rate the Family Day Care services child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.
- If the risk rating is more than the 'acceptable level', identify further risk management strategies through additional controls or other prevention, detection or mitigation strategies and then reassess the risk.
- The risk management process will be documented, recorded, and reviewed periodically. Effective risk management strategies are dynamic and change over time as new risks arise and others may no longer be relevant.
- Effective risk management strategies need to be transparent, well understood, and diverse, to take account of the increased level of risk associated with the specific nature of some activities and the vulnerability of groups.