

## Armidale Family Day Care Child Safe Standards: Risk Assessment

Date: 18th September 2023

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
Inappropriate behaviour noticed by a child's guardian, a community member, FDC Coordinator or other FDC educator is not reported and addressed	<p>Child Safe Code of Conduct is displayed at each Family Day Care service.</p> <p>FDC Educators received regular unannounced visits from FDC Coordinators.</p>	Possible	Major	Medium	<p>Strategies to embed organisational culture of child safety are reviewed.</p> <p>Clear child safety reporting procedures are documented in the 'Family Introduction Booklet' and the 'Child Safe Policy.'</p> <p>Wider communities are informed of reporting procedures via the service website</p>	<ul style="list-style-type: none"> <li>- Approved Provider</li> <li>- Nominated Supervisor</li> </ul>	Low
Recruitment of an appropriate person	Working With Children Check, National Police Check, Pre-Employment Reference Checks.	Unlikely	Major	Medium	Interview questions reviewed to include questions about child safety	<ul style="list-style-type: none"> <li>- Approved Provider</li> <li>- Nominated Supervisor</li> </ul>	Low
Engagement with children online/showing images on electric device	<p>Child safe code of conduct</p> <p>Strategies developed to embed culture of child safety</p>	Possible	Moderate	medium	<p>Educate children and FDC educators to detect inappropriate behaviour</p> <p>Ensure appropriate settings on all children's technologies</p>	<ul style="list-style-type: none"> <li>- Nominated Supervisor</li> <li>- Coordinator</li> </ul>	Low
Unknown people and environments at excursions	<p>Child Safety Code of Conduct</p> <p>Excursions Policy</p> <p>Parent Volunteer Policy</p> <p>Strategies developed to embed culture of child safety.</p>	Unlikely	Moderate	Medium	<p>Clear child safety reporting procedures</p> <p>Assessment of new or changed environments for child safety risks.</p> <p>Ensure Code and strategies apply in all FDC contexts</p>	<ul style="list-style-type: none"> <li>- Nominated Supervisor</li> <li>- Coordinator</li> </ul>	Low

Adult or teenage household member having access to children or being left alone with children.	Child Safe Code of Conduct Adequate Monitoring by Coordinators Supervision Policy Child Safe Policy	Unlikely	Moderate	Medium	Educate children and FDC educators to detect inappropriate behaviour. Implement the 'Child Safe Series' to support children to say 'No' or tell someone they trust.	<ul style="list-style-type: none"> <li>- Approved Provider</li> <li>- Nominated Supervisor</li> <li>- Coordinator</li> <li>- Educator</li> </ul>	
Children being unable to express their concerns	Child Safe Code of Conduct Statement of Commitment to Child Safety Parent handbook	Possible	Moderate	Medium	Implement the 'Child Safe Series'	<ul style="list-style-type: none"> <li>- Nominated Supervisor</li> <li>- Coordinator</li> <li>- Educator</li> </ul>	
Educator not reporting inappropriate conduct of family or friends in relation to children.	Regular child protection training Child Safe Code of Conduct Statement of Commitment to Child Safety	Unlikely	Moderate	Medium	Training educators in the Reportable Conduct scheme. Implement 'Child Safe series'	<ul style="list-style-type: none"> <li>- Approved Provider</li> <li>- Nominated Supervisor</li> <li>- Coordinator</li> <li>- Educator</li> </ul>	
Contractors on the premises (eg maintenance)	Child safe environments Visitors Sign in Book Adequate monitoring WWCC Supervision Policy	Unlikely	Moderate	Medium	Update periodically the Visitors to FDC Policy Ensure related policies are updated	<ul style="list-style-type: none"> <li>- Approved Provider</li> <li>- Nominated Supervisor</li> <li>- Coordinator</li> </ul>	Low

Community Event	Child Safe Policy Visitors to FDC Policy Adequate monitoring Supervision Policy	Unlikely	Moderate	Medium	Educate children regarding safety	<ul style="list-style-type: none"> <li>- Approved Provider</li> <li>- Nominated Supervisor</li> <li>- Coordinator</li> </ul>	Low
Older Children in Family Day Care during BSC/ASC or Vacation care	Child Safe Policy Supervision Policy Child Safe Code of Conduct	Possible	Moderate	Medium	Implement 'Child Safe series'	<ul style="list-style-type: none"> <li>- Nominated Supervisor</li> <li>- Coordinator or</li> <li>- Educator</li> </ul>	
FDC educators visiting each other's homes with children	Child Safe Policy Information and awareness for visitors, staff, volunteers and contractors Supervising educators to monitor the toilets. Educators spaced around the FDC service. Adequate monitoring	Unlikely	Moderate	Medium	Educator responsible for their group of children Educate children regarding child safety	<ul style="list-style-type: none"> <li>- Nominated Supervisor</li> <li>- Coordinators</li> </ul>	Low

<p>Unquestioning trust of long-term FDC educators and Coordinators</p>	<p>Strategies developed to embed the culture of child safety.</p> <p>Child Safe Code of Conduct</p>	<p>Unlikely</p>	<p>Minor</p>	<p>Low</p>	<p>Clear child safety reporting procedures documented in the 'Child Safe Policy.'</p>	<ul style="list-style-type: none"> <li>- Nominated Supervisor</li> <li>- Coordinator</li> </ul>	<p>Low</p>
<p>Unknown people on the FDC educators' property or attempting to enter the FDC service</p>	<p>Doors always locked at the FDC residence.</p> <p>FDC educators contact the Police and AFDC Coordination unit if feeling threatened or believe children are at risk.</p> <p>Child safe environments information and awareness for FDC educators and families.</p>	<p>Possible</p>	<p>Moderate</p>	<p>Medium</p>	<p>Training of all FDC educators in procedures to deal with unknown visitors.</p>	<ul style="list-style-type: none"> <li>- Approved Provider</li> <li>- Nominated Supervisor</li> <li>- Coordinator</li> <li>- Educator</li> </ul>	<p>Low</p>

<p>Unknown people in immediate vicinity of the FDC educators' property attempting to engage with children or staring at children, taking images of children</p>	<p>Follow current procedures of reporting to the Coordinator or Nominated Supervisor</p> <p>FDC educator to approach the individual and enquire about who they are.</p> <p>Remove all children from harm.</p> <p>Phone the police if an illegal/harmful occurrence has taken place.</p> <p>Follow procedures for reporting an incident</p>	<p>Possible</p>	<p>Major</p>	<p>Medium</p>	<p>Revisit procedures in Supervision Policy</p> <p>Clear child safe reporting procedures documented in the 'Child Safe Policy.'</p>	<ul style="list-style-type: none"> <li>- Approved Provider</li> <li>- Nominated Supervisor</li> <li>- Coordinator</li> <li>- Educator</li> </ul>	<p>Low</p>
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<p>Child comes to FDC service stating they have been harmed by a family member or another individual</p>	<p>FDC educators are trained in Mandatory Reporting Guidelines yearly.</p> <p>Follow the Child Protection/Mandatory Reporting Policy &amp; Procedure</p> <p>Follow the Child Safe Policy</p>	<p>Possible</p>	<p>Major</p>	<p>Medium</p>	<p>Regular training for educators on Mandatory Reporting</p>	<ul style="list-style-type: none"> <li>- Approved Provider</li> <li>- Nominated Supervisor</li> <li>- Educator</li> </ul>	<p>Low</p>
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<p>Child with special needs is enrolled at a Family Day Care service. Child with a disability, child with a health issue, child with aggressive behaviour.</p>	<p>Depending on the needs of the child the following may occur -</p> <p>Develop a management plan in consultation with the child's family and any health care professionals involved in their care.</p> <p>Involve the services Inclusion Support Professional</p> <p>Follow the Child Safe Policies</p>	<p>Likely</p>	<p>Moderate</p>	<p>Medium</p>	<p>Training for FDC educators around the child's need.</p>	<ul style="list-style-type: none"> <li>- Nominated Supervisor</li> <li>- Coordinator</li> <li>- Educator</li> </ul>	<p>Low</p>
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Child displays at risk behaviours Self harm Depression Substance misuse	Educators trained in Mandatory Reporting Guidelines biannually  Follow the Child Safe Policy  Follow the Mandatory reporting procedures.  Report to the Nominated Supervisor	Possible	High	Moderate	Reasonable precautions and adequate supervision of children is undertaken.	- Nominated Supervisor - Coordinator  - Educator	Low
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Child is injured at Family Day Care	FDC Educator trained in First Aid and CPR  All educators trained in Anaphylaxes and Asthma  All educators trained in current First Aid Policy and Procedures  First Aid bags are in area sign posted with First Aid sign.  Policies in place for First Aid, Anaphylaxis, Asthma and OH&S  Follow procedures for reporting an incident to the Nominated Supervisor	Possible	Moderate	Moderate	Comply with all Family Day Care Policies and Procedures.	- Approved Provider - Nominated Supervisor - Educator	
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**REVIEW CYCLE AND EVALUATION**

This risk assessment will be reviewed as part of the services policy review cycle. This was created in September 2023 and is scheduled for review in September 2025.

Signed: .....

Signed: .....

FDC Educator

NOMINATED SUPERVISOR

