



Armidale Family Day Care Child Safe Risk Assessment and Management Plan

Risk Identified	Risk assessment (use matrix)	Elimination/control measures/strategies	Who is responsible
<p>Inappropriate behaviour of a child observed by a child's guardian, community member, AFDC Coordinator, Educator, or staff member that is not reported or addressed, posing a potential risk to the safety and well-being of individuals in the care environment.</p>	<p>Likelihood: Unlikely</p> <p>Consequence: Major</p> <p>Overall Risk: High</p>	<ul style="list-style-type: none"> • A Child Safe Code of Conduct is provided to each Educator and staff member, who are required to read, sign and abide by. • Educators receive regular unannounced visits from the coordination unit to monitor compliance and performance. • The Coordination Unit attend local child safe training opportunities as they arise. • The Family Information Handbook includes clear information stating that Educators and staff are mandatory reporters. This is given to all families upon enrolment. • Families are provided with a Family Code of Conduct upon enrolment, which they are required to read, sign, and abide by. • Child protection training for Educators has been reduced from every 3 years to every 2 years to ensure timely updates. • Child protection training for the Business Manager, Nominated Supervisor, and Coordinators is refreshed annually. • Child safe reporting procedures are detailed in the Child Protection and Child Safe Policy, which is updated annually. • This risk assessment is reviewed/updated annually. • Promoting the Child Safe Series to Educators by providing access to resources and professional development webinars • Child protection and child safety are covered in the Educator Induction Module provided by PEAK Training. 	<p>Approved Provider Nominated Supervisor Coordinator Educators Families</p>
<p>Inappropriate behaviour of an adult observed by</p>	<p>Likelihood: Unlikely</p>	<ul style="list-style-type: none"> • A Child Safe Code of Conduct is provided to each Educator and staff member, who are required to read, sign and abide by. 	<p>Approved Provider Nominated Supervisor</p>



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<p>a child's guardian, community member, AFDC Coordinator, Educator, or staff member that is not reported or addressed, posing a potential risk to the safety and well-being of individuals in the care environment.</p>	<p>Consequence: Major</p> <p>Overall Risk: High</p>	<ul style="list-style-type: none"> • Educators receive regular unannounced visits from the coordination unit to monitor compliance and performance. • The Coordination Unit attend local child safe training opportunities as they arise. • The Family Information Handbook includes clear information stating that Educators and staff are mandatory reporters. This is given to all families upon enrolment. • Families are provided with a Family Code of Conduct upon enrolment, which they are required to read, sign, and abide by. • Child protection training for Educators has been reduced from every 3 years to every 2 years to ensure timely updates. • Child protection training for the Business Manager, Nominated Supervisor, and Coordinators is refreshed annually. • Child safe reporting procedures are detailed in the Child Protection and Child Safe Policy, which is updated annually. • This risk assessment is reviewed/updated annually. • Child protection and child safety are covered in the Educator Induction Module provided by PEAK Training. • Educators, staff, students, adult household occupants all have cleared WWCC. • Educators and staff all have cleared criminal history checks. 	<p>Coordinator Educators Families</p>
<p>Recruitment of inappropriate person</p>	<p>Likelihood: Rare</p> <p>Consequence: Major</p> <p>Overall Risk: Moderate</p>	<ul style="list-style-type: none"> • Clear job descriptions that emphasise child safety responsibilities and expectations. • A thorough interview process, including questions to assess knowledge of child protection and mandatory reporting. • A child protection and mandatory reporting module included in the induction package for Educators. • Commitment to a Child Safe Code of Conduct as part of the recruitment process. • Child protection training certificate required before employment commences • Child protection and child safety are covered in the Educator Induction Module provided by PEAK Training. 	<p>Approved Provider Nominated Supervisor Prospective Employee</p>



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		<ul style="list-style-type: none"> • Educators, staff, students, adult household occupants all have cleared WWCC. • Educators and staff all have cleared criminal history checks. 	
Engagement of children with inappropriate digital online resources or platforms (e.g. images, videos etc.)	<p>Likelihood: Possible</p> <p>Consequence: Significant</p> <p>Overall Risk: High</p>	<ul style="list-style-type: none"> • Educators should use age-appropriate, secure, and vetted digital content and platforms, ensuring that online interactions are limited to trusted, monitored spaces. • Educators must supervise and regularly monitor children’s online activity, teaching them about online safety, privacy, and respectful behaviour, while setting clear rules for appropriate usage and intervening when necessary. • Professional development offered around safe AI use • AFDC has a Social Media Policy in place to ensure the safe and responsible use of social media by staff and to protect the privacy and safety of children and families. • AFDC has a newly created Generative AI Procedure in place to ensure the safe and responsible use of AI by staff and to protect the privacy and safety of children and families. 	<p>Approved provider</p> <p>Nominated Supervisor</p> <p>Coordinators</p> <p>Educators</p>
Visitors, contractors and unknown people and environments at excursions/ incursions/ premises/ community events	<p>Likelihood: Possible</p> <p>Consequence: Major</p> <p>Overall Risk: High</p>	<ul style="list-style-type: none"> • AFDC has an Excursions, Transport, and Motor Vehicle Policy to manage safety during excursions • A Visitor to Educators' premises policy promotes safety from Visitors, addressing items such as WWCC, Visitors books, long term visitors etc. • Excursion and Incursion risk assessments are conducted to identify and manage potential risks. • A Relief Educator policy ensures relief staff are vetted and follow clear procedures. • An Educator Assistant policy outlines the roles and responsibilities and requirements for assistants. • A Supervision Policy is in place to ensure proper supervision of children at all times. • Promoting the Child Safe Series to Educators by providing access to resources and professional development webinars 	<p>Approved Provider</p> <p>Nominated Supervisor</p> <p>Coordinator</p> <p>Educators</p> <p>Families</p> <p>Visitors/Contractors</p>



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		<ul style="list-style-type: none"> For community events that are not excursions, parent/family must be present to supervise their child. 	
Adult or teenage household members having access to children, including unsupervised.	<p>Likelihood: Likely</p> <p>Consequence: Major</p> <p>Overall Risk: Critical</p>	<ul style="list-style-type: none"> Educators must read, sign, and abide by the Child Safe Code of Conduct. Educators must read, sign, and abide by the Child Safe and Child Protection Policy, with annual reviews. Household members over the age of 18 must have a cleared and verified Working with Children Check (WWCC). Adult and teenage occupants are not permitted unsupervised access to children. Promoting the Child Safe Series to Educators by providing access to resources and professional development webinars. Ongoing monitoring by the Coordination Unit and Educators to ensure compliance with safety policies. A Supervision Policy is in place to ensure proper supervision of children at all times. Child protection and child safety are covered in the Educator Induction Module provided by PEAK Training. 	<p>Approved Provider</p> <p>Nominated Supervisor</p> <p>Coordinator</p> <p>Educators</p> <p>Adult household occupants</p>
Children being unable to verbally express their concerns	<p>Likelihood: Likely</p> <p>Consequence: Major</p> <p>Overall Risk: Critical</p>	<ul style="list-style-type: none"> Educators respond to both verbal and non-verbal cues from children to understand their needs and concerns. Educators are trained to be aware of the signs of abuse and neglect to ensure timely intervention. Child protection training is refreshed every 2 years for educators and annually for the coordination unit. Educators and staff adhere to the Child Safe Code of Conduct to maintain a safe and supportive environment for children. Promoting the Child Safe Series to Educators by providing access to resources and professional development webinars Child protection and child safety are covered in the Educator Induction Module provided by PEAK Training. 	<p>Approved Provider</p> <p>Nominated Supervisor</p> <p>Coordinator</p> <p>Educators</p>



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<p>School aged children present in service during vacation care, or before/after school care</p>	<p>Likelihood: Likely</p> <p>Consequence: Significant</p> <p>Overall Risk: High</p>	<ul style="list-style-type: none"> Adherence to the Child Safe and Child Protection Policy to ensure the safety of all children in care. Implementation of Supervision Policy to ensure appropriate monitoring and safety at all times. Educators and staff follow the Child Safe Code of Conduct to maintain a safe and supportive environment. Educating children on safety and how to report any concerns they may have. A Child Safe Arrival Policy is in place to ensure children’s safe arrival and departure if travelling between services. Risk assessments are conducted for children travelling between services to ensure safe transitions. Promoting the Child Safe Series to Educators by providing access to resources and professional development webinars 	<p>Approved Provider Nominated Supervisor Coordinator Educators</p>
<p>Unreserved trust of long term AFDC Educators, Coordinators and Staff</p>	<p>Likelihood: Possible</p> <p>Consequence: Major</p> <p>Overall Risk: High</p>	<ul style="list-style-type: none"> A Child Safe Code of Conduct is provided to each Educator and staff member, who are required to read, sign and abide by. Educators receive regular unannounced visits from the coordination unit to monitor compliance and performance. The Coordination Unit attend local child safe training opportunities as they arise. The Family Information Handbook includes clear information stating that Educators and staff are mandatory reporters. This is given to all families upon enrolment. Child protection training for Educators has been reduced from every 3 years to every 2 years to ensure timely updates. Child protection training for the Business Manager, Nominated Supervisor, and Coordinators is refreshed annually. Child safe reporting procedures are detailed in the Child Protection and Child Safe Policy, which is updated annually. This risk assessment is reviewed/updated annually. Promoting the Child Safe Series to Educators by providing access to resources and professional development webinars 	<p>Approved Provider Nominated Supervisor Coordinator Educators</p>



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		<ul style="list-style-type: none"> • Educators and staff all have cleared WWCC. • Educators and staff all have cleared criminal history checks. 	
<p>Intruder on AFDC property/ Unknown people in immediate vicinity attempting to engage with children.</p>	<p>Likelihood: Unlikely</p> <p>Consequence: Major</p> <p>Overall Risk: High</p>	<ul style="list-style-type: none"> • Each Educator has a documented lockdown procedure that they follow, which is displayed within their service • Lockdown procedures are rehearsed every 3 months to ensure preparedness, and reflected upon afterwards. • Educators are aware of their roles in a lockdown situation, including calling 000. • AFDC has a comprehensive Emergency, Evacuation and Lockdown Policy in place. 	<p>Approved Provider Nominated Supervisor Coordinator Educators</p>
<p>Child discloses that they have been harmed by a family member or other individual</p>	<p>Likelihood: Rare</p> <p>Consequence: Major</p> <p>Overall Risk: Moderate</p>	<ul style="list-style-type: none"> • Mandatory report will be made following MRG. • Parties will call 000 immediately if there is a life-threatening situation or immediate danger. • A Child Safe Code of Conduct is provided to each Educator and staff member, who are required to read, sign and abide by. • The Coordination Unit attend local child safe training opportunities as they arise. • The Family Information Handbook includes clear information stating that Educators and staff are mandatory reporters. This is given to all families upon enrolment. • Child protection training for Educators has been reduced from every 3 years to every 2 years to ensure timely updates. • Child protection training for the Business Manager, Nominated Supervisor, and Coordinators is refreshed annually. • Child safe reporting procedures are detailed in the Child Protection and Child Safe Policy, which is updated annually. • Child protection and child safety are covered in the Educator Induction Module provided by PEAK Training. 	<p>Approved Provider Nominated Supervisor Coordinator Educators</p>



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<p>A child with additional needs is enrolled, which may include a disability, health issue, or behavioural challenges.</p>	<p>Likelihood: Likely</p> <p>Consequence: Significant</p> <p>Overall Risk: High</p>	<ul style="list-style-type: none"> • AFDC has a comprehensive Inclusion Policy to be followed. • Depending on the needs of the child, a Risk Minimisation and Communication Plan, or an Inclusion Support Plan may be implemented in collaboration with the family. • Collaborative partnerships with family, community, and support services, including medical professionals. • Professional Development has been provided for Educators on managing challenging behaviours. • A Child Safe Code of Conduct is provided to each Educator and staff member, who are required to read, sign, and abide by it. • Educators receive regular unannounced visits from the coordination unit to monitor compliance and performance. • The Coordination Unit attends local child-safe training opportunities as they arise. • The Family Information Handbook includes clear information stating that Educators and staff are mandatory reporters. This is provided to all families upon enrolment. • Families are given a Family Code of Conduct upon enrolment, which they are required to read, sign, and abide by. • Child protection training for Educators has been reduced from every 3 years to every 2 years to ensure timely updates. • Child protection training for the Business Manager, Nominated Supervisor, and Coordinators is refreshed annually. • Child-safe reporting procedures are detailed in the Child Protection and Child Safe Policy, which is updated annually. 	<p>Approved Provider Nominated Supervisor Coordinator Educators Families</p>
<p>The child displays at-risk behaviours, such as self-harm, depression, or substance misuse</p>	<p>Likelihood: Rare</p> <p>Consequence:</p>	<ul style="list-style-type: none"> • MRG guidelines will be followed. • A Child Safe Code of Conduct is provided to each Educator and staff member, who are required to read, sign, and abide by it. • The Coordination Unit attends local child-safe training opportunities as they arise. 	<p>Approved Provider Nominated Supervisor Coordinator</p>



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	<p>Major</p> <p>Overall Risk:</p> <p>Moderate</p>	<ul style="list-style-type: none"> • Child protection training for Educators has been reduced from every 3 years to every 2 years to ensure timely updates. • Child protection training for the Business Manager, Nominated Supervisor, and Coordinators is refreshed annually. • Child-safe reporting procedures are detailed in the Child Protection and Child Safe Policy, which is updated annually. • Child protection and child safety are covered in the Educator Induction Module provided by PEAK Training. 	<p>Educators</p>
<p>Child is injured while in attendance at service</p>	<p>Likelihood:</p> <p>Possible</p> <p>Consequence:</p> <p>Significant</p> <p>Overall Risk:</p> <p>High</p>	<ul style="list-style-type: none"> • Educators and staff complete first aid, asthma, and anaphylaxis training every 3 years, and CPR training annually. • Educators have current first aid kits that are easily accessible. • AFDC has an Administration of First Aid Policy to be followed. • AFDC has an Incident, Injury, and Trauma Policy to be followed. • AFDC has a Supervision Procedure in place to be followed. • WHS Procedures are followed. • Educators actively supervise children. • Incident, injury, illness, and trauma forms are completed, which include sections for strategies for improvement. • Injury intake forms are available to document pre-existing injuries. • Serious incidents, such as injuries requiring medical treatment, are reported to the Department of Education. • Educators have risk assessments for larger items of play equipment. • Educators with pets also have pet risk assessment. 	<p>Approved Provider</p> <p>Nominated Supervisor</p> <p>Coordinator</p> <p>Educators</p>



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Risk Matrix						
Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

<p>Name:</p> <p>Signature:</p> <p>Position:</p> <p>Date:</p>	<p>Name:</p> <p>Signature</p> <p>Position: Educator</p> <p>Date:</p>
<p>To be reviewed in:</p>	