Child and Youth Risk Management Strategy

SELF ASSESSMENT CHECKLIST

Working with Children (Risk Management and Screening) Act 2000

This **SELF-ASSESSMENT CHECKLIST** aims to:

- assess your current child and youth risk management strategy to confirm it complies with the eight (8) mandatory requirements under the legislation, and
- consider whether your strategy could be further enhanced to assist your organisation to promote a safe service environment for children and young people.

This **SELF-ASSESSMENT CHECKLIST** is not meant to be prescriptive. *It is a guide only*.

When reviewing the information in this checklist, it is important to consider whether each element is relevant to your organisation and, if so, consider how your existing policies and procedures address the requirements, and whether any adjustments or additions should be made to your strategy.

Why use this SELF-ASSESSMENT CHECKLIST?

It will support you to:

- promote a child safe culture within your organisation
- clearly and concisely demonstrate your commitment to ensuring the safety and wellbeing of children, and
- confirm that your organisation's risk management strategy meets the legislative requirements.

How to use this SELF-ASSESSMENT CHECKLIST

- On the first page insert the name of your organisation, the name of the person undertaking the checklist and the date it was completed.
- Each of the eight (8) mandatory requirements of a child and youth risk management strategy is set out in this checklist on the pages that follow.
- For each of these mandatory requirements, a series of issues which may be relevant are described in the "Relevant issues" column. This information is provided so you can consider whether the issue is relevant to your organisation and, if so, whether or not the issue is covered in your existing risk management strategy.
- For each issue, tick the relevant box to indicate whether:
  - ✓ It is *'Not relevant to your activities'* – i.e. it does not apply to your organisation or the activities you conduct with children and young people
  - ✓ *'A well-developed policy exists'* – i.e. the issue is already covered by your organisation's risk management strategy
  - ✓ *'Further work is needed'* – i.e. your risk management strategy may cover the element listed, but it could be enhanced further or you need to draft the element
- For each section, there is a column where you can record the location of any supportive resources. For example, you may have a series of existing documents which cover the recommended elements for inclusion in your strategy, such as a "Handbook for Students, Parents and Visitors" which set out expectations regarding behaviour and language or "Guidelines for Contractors" which includes sign-in procedures and supervision requirements.
- On completing the checklist, you should have a good indication of whether your strategy adequately considers the possible risks to children and young people in your service environment, and whether any further work is required to develop or enhance policies and procedures to mitigate identified risks.
- For those columns where you marked ✓ in the "Further work is needed" column, you should ensure your organisation considers how to address the relevant issue and ensure relevant policies and procedures are incorporated into your strategy.

Organisation name	Name of person completing this checklist	Date checklist completed

Mandatory requirement	Relevant Issues	A well developed policy exists	Further work is needed	Location of supportive resources
1. STATEMENT OF COMMITMENT	*Does your **statement of commitment** clearly and concisely outline:*			*For example*: 1. Safe Practices Policy: Section... 2. Mission Statement 3. Organisational Values
	• the overall purpose of your risk management strategy	☐	☐	
	• how your risk management strategy promotes children's wellbeing and how it protects them from harm	☐	☐	
	• how your activities contribute to the development and wellbeing of children and young people	☐	☐	
	• how your organisation's aims and values relate to the safety and wellbeing of children	☐	☐	

Mandatory requirement	Relevant Issues	Not relevant to your activities	A well-developed policy exists	Further work is needed	Location of supportive resources
2. CODE OF CONDUCT	*Does your **code of conduct** clearly outline expected standards of behaviour in relation to the following issues:*				*For example*: Team Handbook: Section 6: Social Media Guidelines
	Behaviour management strategies Does your strategy:				
	• include clear guidelines for staff about how to manage challenging behaviour by children	☐	☐	☐	
	• assist staff to understand that behaviour management techniques should not involve physical punishment, or strategies which belittle a child	☐	☐	☐	
	• ensure children are made aware of acceptable and unacceptable behaviour	☐	☐	☐	
	• outline the consequences of unacceptable behaviour for parents, children and any other people involved with your organisation	☐	☐	☐	
	Supervision of children and young people Does your strategy:				
	• outline the required ratios of staff to children in relation to supervision	☐	☐	☐	
	• outline if and/or when children may be left on their own, or if parents are required to stay during activities	☐	☐	☐	
	• outline the arrangements for drop off and collection of children, and the procedures to apply if a child is not collected on time	☐	☐	☐	
	• ensure staff and volunteers know what to do if there is an issue during collection (e.g. the adult collecting a child is violent or intoxicated)	☐	☐	☐	

2. CODE OF CONDUCT	*Physical contact with children and young people*				
	Does your strategy include policies and guidelines about:				
	• when physical contact with children is appropriate (e.g. to assist with an activity; demonstrate a skill; provide first aid etc.)	☐	☐	☐	
	• how physical contact with children is to be conducted (e.g. explain the purpose and type of contact to the child beforehand, document when first aid is provided etc.)	☐	☐	☐	
	• whether supervision or consent from parents is required (e.g. parent's consent is required if first aid or medication is to be given in emergency situations)	☐	☐	☐	
	Appropriate and inappropriate language				
	• Does your strategy include clear examples of appropriate and inappropriate language	☐	☐	☐	
	One-on-one contact and relationships with children				
	Does your strategy include policies and guidelines about:				
	• risk management procedures for one-on-one contact with children (e.g. ensuring the child and adult are visible to others)	☐	☐	☐	
	• whether staff may have contact/business with children outside your service environment (e.g. at social activities or private child-minding)	☐	☐	☐	
	• whether staff/volunteers may have contact with children on social media, or contact them via mobile phone	☐	☐	☐	
	• the circumstances in which it is appropriate to give a child a gift, and/or if there is a limit on the cost of the gift	☐	☐	☐	

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2. CODE OF CONDUCT	**_Transportation of children_** Does your strategy:				
	• outline the circumstances when transportation of children is required	☐	☐	☐	
	• document the safeguards to be put in place when children are transported (e.g. seeking parental consent; ensuring drivers are licensed; ensuring vehicles are registered and insured; ensuring child restraints/car seats are available and, if required, properly fitted)	☐	☐	☐	
	Change rooms and toilets • Does your strategy include guidelines which balance the need for supervision and privacy for children and young people (e.g. adults announce entry to the room before entering; adults are not in change rooms with children without another person present)	☐	☐	☐	
	Health and safety Does your strategy include policies and guidelines about:				
	• children's needs for sleep and rest	☐	☐	☐	
	• staff and child hygiene	☐	☐	☐	
	• sun safety	☐	☐	☐	
	• water safety	☐	☐	☐	
	• emergency and evacuation procedures	☐	☐	☐	
	• regular checking of the physical premises and equipment safety checks (e.g. checks of fences, playground and sports equipment)	☐	☐	☐	
	Management of illness and injury Does your strategy outline procedures for:				
	• the administration of first aid	☐	☐	☐	
	• dealing with infectious diseases and allergic reactions	☐	☐	☐	
	• ensuring staff have a knowledge and understanding of the required responses to medical conditions of children (e.g. staff and volunteers are aware of children who have asthma or epilepsy, and know the required procedures to follow in the event of incidents)	☐	☐	☐	

2. CODE OF CONDUCT	*Organisational behaviour standards* **Does your strategy include:**				
	• guidelines that outline the behaviours which constitute bullying, discrimination and sexual harassment	☐	☐	☐	
	• the action/s taken by your organisation following an incident	☐	☐	☐	
	Visitor and spectator policies Does your strategy include:				
	• visitor supervision/sign-in procedures	☐	☐	☐	
	• clear expectations of what is considered to be appropriate and inappropriate behaviour by parents/family members attending services/participating in activities	☐	☐	☐	
	• the consequences for a breach of behaviour standards (e.g. a spectator may be asked to leave in the event of abusive or unruly behaviour)	☐	☐	☐	
	Photography policy Does your strategy include policies and guidelines about:				
	• when the use of photographs is appropriate (e.g. whether parental consent is required; whether the photograph is age-appropriate)	☐	☐	☐	
	• whether it is appropriate to include identifying information with a child's photograph	☐	☐	☐	
	• how photographs are stored, for how long, and who has access to them	☐	☐	☐	
	• appropriate publication of photographs (e.g. mechanisms are in place to prevent reproduction of photographs)	☐	☐	☐	
	Technology and social media Does your strategy include policies and guidelines about:				
	• the circumstances when technology can be used in your service environment (e.g. mobile phones, computers, portable devices)	☐	☐	☐	
	• expected standards of behaviour when your organisation's official sites and social media platforms are used (e.g. who is authorised to post or comment on your webpages)	☐	☐	☐	
	• appropriate/inappropriate use of electronic devices	☐	☐	☐	
	• appropriate/inappropriate conduct on social media	☐	☐	☐	

2. CODE of CONDUCT	*Substance use including: smoking, consumption of alcohol and use of other drugs and medications* **Does your strategy:**				
	• outline whether smoking is permitted in your service environment/s and, if so, are there designated smoking areas	☐	☐	☐	
	• include processes that ensure services are not provided to children if the staff member/volunteer is intoxicated or under the influence of drugs, including prescription medication which may impair the ability to care for children	☐	☐	☐	
	• include policies regarding the consumption of alcohol at child-related activities/events	☐	☐	☐	
	• outline processes for ensuring medications are used and stored safely	☐	☐	☐	
	Confidentiality and privacy Does your strategy:				
	• identify secure storage locations for confidential information	☐	☐	☐	
	• include clear guidelines on who can access confidential information	☐	☐	☐	
	• provide clear timeframes for the storage/destruction of information	☐	☐	☐	
	• outline what information may be provided to the media on request	☐	☐	☐	
	• address who can provide comments to the media about your organisation's policies	☐	☐	☐	

Mandatory requirement	Relevant Issues	Not relevant to your activities	A well-developed policy exists	Further work is needed	Location of supportive resources
3. PROCEDURES FOR RECRUITING, SELECTING, TRAINING AND MANAGING STAFF	*Does your procedures for **recruiting, selecting, training and managing staff** cover the following issues:*				
	Screening processes Does your strategy provide for:				
	• job advertisements that reflect your work environment, culture, and the skills requirements of the position	☐	☐	☐	
	• job descriptions which outline levels of supervision, qualifications, skills and experience required, and any mandatory checks (e.g. working with children check)	☐	☐	☐	
	• selection criteria for all roles in the organisation to measure candidates' suitability for appointment	☐	☐	☐	
	• the structure for job interviews and questions that guide the interview process	☐	☐	☐	
	• mandatory referee checking, including referee checklists and questions that ensure comprehensive reference checks are obtained	☐	☐	☐	
	Staff training Does your strategy include:				
	• documented induction/orientation processes for all staff	☐	☐	☐	
	• provision for a regular training needs analysis to be undertaken to ensure staff skills and experience are maintained	☐	☐	☐	
	• identification of mandatory training (e.g. child protection training), including frequency of training requirements	☐	☐	☐	
	• the requirement to develop a training plan for staff and volunteers regarding your organisation's policies and procedures on managing disclosures and suspicions of harm	☐	☐	☐	

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3. PROCEDURES FOR RECRUITING, SELECTING, TRAINING AND MANAGING STAFF	***Management of staff (professional development and performance appraisal)*** Does your strategy outline:				
	• clear processes for performance appraisals for staff and supervisors	☐	☐	☐	
	• a clear statement of the aims of performance appraisals	☐	☐	☐	
	• record-keeping procedures for storage and access to staff performance appraisal documentation	☐	☐	☐	
	• a clear complaints management process (e.g. parents/staff know how to make a complaint and to whom to refer complaints)	☐	☐	☐	
	• clear disciplinary procedures for breaches of the risk management strategy, and associated policies and procedures	☐	☐	☐	

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4. PROCEDURES FOR HANDLING DISCLOSURES OR SUSPICIONS OF HARM	*Does your policies and procedures for* **handling disclosures or suspicions of harm** *cover the following issues:*				
	What constitutes abuse and harm Does your strategy outline: • the different types of abuse (physical abuse, psychological or emotional abuse, neglect, sexual abuse or exploitation) which may result in physical, psychological and/or emotional harm	☐	☐	☐	
	• information regarding the signs which can assist in identifying abuse and harm	☐	☐	☐	
	Managing suspicions or disclosures of harm Does your strategy include:				
	• information to assist staff if a child makes a disclosure of harm	☐	☐	☐	
	• a template for recording a disclosure or suspicion of harm	☐	☐	☐	
	Reporting processes for a suspicion or disclosure of harm Does your strategy clearly outline:				
	• mandatory reporting obligations to external authorities	☐	☐	☐	
	• defined timeframes for actioning disclosures of harm	☐	☐	☐	
	• contact details for external authorities (e.g. the Queensland Police Service and the Department of Communities, Child Safety and Disability Services)	☐	☐	☐	
	• clear reporting processes including the roles and responsibilities of officers within your organisation if there is a disclosure or suspicion of harm	☐	☐	☐	
	• requirements and procedures to maintain the confidentiality of information related to a disclosure of harm (including names and details of the persons involved and any associated documentation)	☐	☐	☐	
	• appropriate support or counselling that can be provided to those involved in the reporting process	☐	☐	☐	
	Conducting a review of your policies and procedures after an incident • Does your strategy outline the requirement to review your strategy following the actioning of a disclosure or suspicion of harm, so you can determine whether any changes are needed to your strategy and/or whether any follow up actions should be taken	☐	☐	☐	

Mandatory requirement	Relevant Issues	Not relevant to your activities	A well-developed policy exists	Further work is needed	Location of supportive resources
5. A PLAN FOR MANAGING BREACHES OF YOUR RISK MANAGEMENT STRATEGY	*Does your **a plan for managing breaches of your risk management strategy** cover the following issues:*				
	Actions which breach your strategy • Does your strategy clearly outline what actions or inactions will amount to a breach of your risk management strategy	☐	☐	☐	
	Processes for managing breaches Does your strategy clearly outline:	☐	☐	☐	
	• who is responsible for the management of different types of breaches	☐	☐	☐	
	• the processes for reporting breaches (i.e. staff and parents are clear on whom to contact, and how they can progress a concern of a breach)	☐	☐	☐	
	• the process for managing the different types of breaches	☐	☐	☐	
	• the potential outcomes for a breach, depending upon the type of breach and its seriousness (i.e. a breach of the code of conduct may result in disciplinary action whereas a breach regarding not updating blue card contact information may result in further training)	☐	☐	☐	
	• a requirement to record details of any breach, including outcomes	☐	☐	☐	
	• requirements and procedures to ensure appropriate confidentiality is maintained in relation to breaches	☐	☐	☐	

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6. POLICIES FOR COMPLIANCE WITH THE REQUIREMENTS OF THE BLUE CARD SYSTEM *Note: your organisation can only lodge applications for individuals engaged, or proposing to engage in, regulated child-related activities. Your organisation cannot adopt a policy requiring individuals to obtain blue cards if they will not be providing regulated child-related services.* •	*Does your policies and procedures for **compliance with the requirements of the blue card system** cover the following issues:*				
	Annual review of your strategy Does your strategy outline the requirement for an annual review to:				
	• check your strategy reflects current legislation	☐	☐	☐	
	• check your strategy continues to be effective in addressing risks of harm to children and young people	☐	☐	☐	
	• consider whether any incidents occurred, whether your procedures were followed and whether any changes are required as a result	☐	☐	☐	
	Blue card requirements Does your strategy outline:				
	• who requires a blue card and record this in a register together with their blue card details, including name, number and expiry date	☐	☐	☐	
	• the contact person at your organisation responsible for managing blue card applications and outcomes	☐	☐	☐	
	• processes to ensure Blue Card Services is notified when you engage a new employee	☐	☐	☐	
	• processes to ensure renewal applications are lodged on time	☐	☐	☐	
	• processes to manage changes in police information *Note: staff and volunteers must tell you if they have had a change in police information (they are not required to tell you the specifics of that change, only that a change has occurred) and you must then provide a notification to Blue Card Services*	☐	☐	☐	
	• processes to manage high risk notifications (i.e. do your staff know what to do if an individual: is issued with a negative notice; has their blue card suspended or cancelled; has their application withdrawn etc.)	☐	☐	☐	

Mandatory requirement	Relevant Issues	Not relevant to your activities	A well-developed policy exists	Further work is needed	Location of supportive resources
7. RISK MANAGEMENT PLANS FOR HIGH RISK ACTIVITIES AND SPECIAL EVENTS	*Does your **risk management plans for high risk activities and special events** cover the following issues:*				
	How to identify high risk activities and special events • Does your strategy assist staff to understand when an activity is high risk and therefore requires additional planning (e.g. activities with a large number of visitors; water hazards etc)	☐	☐	☐	
	Establishing the context and identifying potential risks Does your strategy outline the need to determine:				
	• the nature of the activity	☐	☐	☐	
	• the aims and objectives of the activity	☐	☐	☐	
	• the environment/location of the activity	☐	☐	☐	
	• the stakeholders involved	☐	☐	☐	
	• potential risks of harm to children and young people associated with the activity	☐	☐	☐	
	• the likelihood and consequences of the identified risks	☐	☐	☐	
	• the level of risk (e.g. low, moderate, high, extreme)	☐	☐	☐	
	• strategies that should be put in place to mitigate the identified risks	☐	☐	☐	

	Possible issues to include in a high risk activity/event plan
	Does your strategy provide information for staff regarding possible issues to be addressed, e.g.
	  – Transportation
	  – Toileting/change room procedures
	  – Appropriate supervision of children and ratios of adults to children
	  – A policy in relation to photographs
	  – Managing medications and allergies
	  – Managing illness/injury
	  – Procedures applying to visitors
	  – Any risks presented by the physical environment
		☐	☐	☐	

Mandatory requirement	Relevant Issues	Not relevant to your activities	A well-developed policy exists	Further work is needed	Location of supportive resources
8. STRATEGIES FOR COMMUNICATION AND SUPPORT	*Does your **communication and support strategies** cover the following issues:*				
	Access to your risk management strategy • Do all stakeholders know how/where to access your strategy	☐	☐	☐	
	Development of your risk management strategy • Do you have processes to ensure all stakeholders are involved in the development and review of your strategy (e.g. are staff and parents able to contribute ideas or feedback on your strategy)	☐	☐	☐	
	Communication The following ideas may be useful/relevant in assisting you to embed a culture of risk management and child safe practices within your organisation:	☐	☐	☐	
	• information sessions which could be provided to stakeholders in relation to your strategy	☐	☐	☐	
	• information about your policies and procedures could be incorporated in your newsletters or other publications	☐	☐	☐	
	• specific strategies can be developed to encourage the engagement of children (where age appropriate) to ensure they understand how to keep themselves safe, and what to do if they feel unsafe	☐	☐	☐	
	• bulletin boards and posters could be used to visually promote your organisation's commitment to safe and supportive environments for children and young people	☐	☐	☐	
	• relevant aspects of your strategy could be incorporated within your staff professional development, performance plans and training plans	☐	☐	☐	
	• training materials should be available for staff and other stakeholders	☐	☐	☐	
	Support processes • Does your strategy provide for support processes to assist staff and other stakeholders if an issue arises (e.g. employee assistance programs, workplace health and safety programs, counselling services etc.)	☐	☐	☐	