



RISK MANAGEMENT APPROACH TO CHILD SAFETY

Purpose statement

To detail Little Bridge's approach to preventing and managing risks to the safety of child clients in the service.

Scope

This policy is applicable to every staff member, student and volunteer for the duration of their employment, contract or placement.

Definition

A risk is anything that has the potential to cause harm to children or enables that harm to occur. Risks can include processes associated with ineffective screening, supervision, training and other human resource practices. Risks can also include harm to their physical and emotional well being and exploitation of any kind.



Principles

- All staff, students and volunteers will have a current Working with Children Check and Police Check
- Referee checks to be conducted for potential staff, students and volunteers
- 3 month probationary period for all new staff
- All staff will be first aid trained
- Students and volunteers will be supervised at all times by a staff member
- Children will be accompanied by a staff member or parent when using the toilet in the main house
- Staff or parent supervision when child uses trampoline unless deemed safe by parent.
- Any dangerous items will be put away and inaccessible to child clients
- Children will be made aware of 'out of bound' areas in the garden and main house
- Dog will be sectioned off from children unless consent from parent obtained to pat dog.
- Children have adequate support to understand what is happening
- Staff are aware of organisation's code of conduct



- Parent consent required for photo or video footage to be taken of child for assessment, intervention or marketing purposes.
- The culture of the organisation is one of safety and transparency, not secrecy or defensiveness
- In the event of physical injury of child, staff member to respond immediately with first aid training and contact 000 if necessary.
- In the event of a child reporting abuse of any kind, staff member to listen carefully to child ensuring that child is safe to explain in his/her own words. Address any immediate safety concerns. Ensure that child is aware that information may need to be shared with caregiver, child protection services or the police. Complete an incident report on behalf of the child. Report all incidences or disclosures of abuse and serious neglect to police, and child protection services immediately.
- Report allegations of reportable conduct to the Commission for Children and Young People within 3 business days of becoming aware of the allegation. Within **30 days** or as soon as practicable after becoming aware of the reportable allegation, the head of the entity must report to the Commission for Children and Young People:
 - a) Detailed information about the reportable allegation, including the type of conduct alleged, details of the alleged victim;
 - b) Whether or not the organisation proposes to take any disciplinary or other action against the employee and the reasons for this decision; and,



- c) Any written submissions made by the employee used in determining what action was taken by the organisation
 - d) **As soon as practicable**, the director to report to the Commission for Children and Young People the details of who will conduct the investigation.
 - e) As soon as practicable **after an investigation** has concluded, the director to notify the Commission for Children and Young People of the findings of the investigation, the reasons for those findings and details of any disciplinary or other actions proposed against the employee, student or volunteer.
- Ongoing support provided to child and family including appropriate referral to other services as needed.

Standards

- Victorian Child Safe Standards