

	PLAN	Version:	1
	Safe Environments Risk Management Plan	Date Adopted:	13 July 2023
		Next Review Due:	13 July 2028

1. STATEMENT

Wattle Range Council ('Council') is committed to the provision of Child Safe Environments.

The aim of this Risk Management Plan is to identify the risks of harm present in how Council engages with children and young people across physical and online environments, and to provide information about the actions Council undertakes to minimise each risk.

2. DEFINITIONS

Child Safe Environment: An environment where children and young people are protected from harm, feel respected, heard, valued, and encouraged to reach their full potential.

GSELC: Gladys Smith Early Learning Centre.

3. RISK MANAGEMENT TABLE

Identified Risk	Actions to minimise risk
Culture of organisation is not child-safe focused	<ul style="list-style-type: none"> child focused policies and codes of conduct in place which set the behavioural standards expected including what happens when a breach occurs, including: Safe Environments Policy and Code of Conduct, GSELC Child Safe Environments Policy and Code of Conduct, GSELC Policies for Health, Safety and Wellbeing, and GSELC Policies for Education, Leadership and Management. culture of management reflects our strong commitment to the safety of children and young people. regular discussions to include child-safety at GSELC Staff meetings and Library Team meetings. the National Principles for Child Safe Organisations are embedded in policies and procedures. Council meets the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which requires providing child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> (which requires Working with Children Checks for prescribed positions).
Organisational staff (including employees, volunteers, students, contractors etc) harm children/young people	<ul style="list-style-type: none"> recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with Council. interview questions (no prior preparation) should gauge an applicant's understanding of child safe

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
255	GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	5 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

	PLAN	Version:	1
	Safe Environments Risk Management Plan	Date Adopted:	13 July 2023
		Next Review Due:	13 July 2028

	<p>principles and actions that would be taken to prevent harm to children and young people.</p> <ul style="list-style-type: none"> all organisational staff have WWCC with 'not prohibited' result prior to working with children and young people. WWCC's updated every 5 years and status remains as not prohibited. children and young people and their families are given a copy of Council's Safe Environments Policy and complaints and feedback process as part of a welcome/induction pack.
Organisational staff (including employees, volunteers, students, contractors etc) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)	<ul style="list-style-type: none"> all organisational staff who work with children and young people are trained in Safe Environments – 'Through Their Eyes' on commencement, with refresher training occurring after every 3 years. all organisational staff must abide by the Safe Environments Policy and Code of Conduct (the latter is signed by new employees as part of the orientation and induction program). organisational staff who work at GSELC must also abide by the GSELC Safe Environments Policy and GSELC Child Safe Environments Code of Conduct (the latter is signed by new GSELC staff as part of the GSELC induction process).
Physical contact	<ul style="list-style-type: none"> any physical contact must be appropriate to the delivery of services being provided. where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding. unnecessary physical contact is not allowed.
Online communications Engagement with children online	<ul style="list-style-type: none"> Social media procedures/guidelines are in place and provided to all organisational staff. appropriate supervision is provided for all online activities. organisational staff must not communicate with children or young people via Council's social media platform(s) unless it is for providing information related to a Council activity or function.
Transport of children and young people	<ul style="list-style-type: none"> organisational staff must not transport a child or young person unless specifically approved.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
255	GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	5 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

	PLAN		Version:	1
	Safe Environments Risk Management Plan		Date Adopted:	13 July 2023
			Next Review Due:	13 July 2028

	<ul style="list-style-type: none"> • parents/guardians must provide consent before transporting a child or young person. • the organisational staff member must have a valid, unrestricted driver's licence. • the vehicle must be registered, insured and in roadworthy condition. • an organisational staff member must not be alone in a vehicle with a child or young person.
Supervision	<ul style="list-style-type: none"> • where children and young people are unable to be supervised by their parents/guardians, they will be supervised by adults with safe environments training where possible. • supervision will be in accordance with safe environments policies, codes of conduct and GSELC Program for Child Protection Practice.
Taking images or video of children and young people and use of images or video of children and young people without parental consent	<ul style="list-style-type: none"> • images or videos are not to be taken of children or young people without consent from the child or young person and their parent/guardian before the photos or videos are taken. • images or videos taken of children or young people must only be presented or published in a way that de-identifies the child or young person unless consent is provided by the child or young person and their parent/guardian. • photographic consent forms requesting permission to take photographs are given to parents/guardians of children and young people enrolling at GSELC as part of the GSELC enrolment process. • disclosure will be made as to how the image is to be used.
Physical environment	<ul style="list-style-type: none"> • maintain a risk register that is reviewed annually to ensure effectiveness. • conduct risk assessments for all activities. • ensure all equipment is in good working order.
Privacy and confidentiality	<ul style="list-style-type: none"> • all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access). • digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
255	GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	5 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

	PLAN		Version:	1
	Safe Environments Risk Management Plan		Date Adopted:	13 July 2023
			Next Review Due:	13 July 2028

	<ul style="list-style-type: none"> organisational staff must not disclose information regarding any child or young person without written consent of the child or young person and their parent/guardian. library staff undertake a 'deep freeze' process remove personalised content from the library computers each night.
Overnight or off-site activities and unknown people and environments at excursions (e.g., GSELC Emu Room)	<ul style="list-style-type: none"> Safe Environments policies & codes of conduct. GSLEC – excursion policy/procedure & risk assessment high-vis vests for children. consent of parent or guardian must be given for child or young person to attend excursion or off-site activities. children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending. privacy when children or young people are bathing, toileting and dressing must be provided. children and young people will not be left under the supervision of unauthorised persons. sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person. in the event of billeting arrangements, host adults should have a child or young person attending the same event from the same household and have a 'not prohibited' WWCC. children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay
Change room requirements	<ul style="list-style-type: none"> a minimum of two adults of the same gender as the children or young people must be present. supervision will be provided ensuring the child or young person's right to privacy. adults must not shower or change whilst supervising children or young people. phones, cameras and recording devices must not be used in change room.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
255	GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	5 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

	PLAN	Version:	1
	Safe Environments Risk Management Plan	Date Adopted:	13 July 2023
		Next Review Due:	13 July 2028

Inappropriate behaviour is not reported and addressed	<ul style="list-style-type: none"> • Safe Environments policies & codes of conduct. • training on mandatory reporting obligations for relevant staff. • performance management and grievance procedures are implemented.
Recruitment of an inappropriate person	<ul style="list-style-type: none"> • Safe Environments policies & codes of conduct. • HR Recruitment and Selection Procedure, Safe Environments Policy and Code of Conduct, GSELC Child Safe Environments Policy and Code of Conduct • WWCC verification through screening unit of the Department of Human Services • Criminal history search • Pre-screening interviews • Pre-employment reference check • Probation period
Ad-hoc contractors on the premises (e.g., maintenance)	<ul style="list-style-type: none"> • Safe Environments policies & codes of conduct. • child safe environments information and awareness for visitors, staff, volunteers and contractors • visitor sign-in / out • adequate supervision
Unattended children at council facilities e.g., at pools, library, playgrounds etc.	<ul style="list-style-type: none"> • Safe Environments policies & codes of conduct. • GSELC Program for Child Protection Practice

4. REVIEW

This Risk Management Plan will be review at least once in every 5 years.

5. AVAILABILITY

This Risk Management Plan is available on the Council Website: www.wattlerange.sa.gov.au.

A copy of the Risk Management Plan may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
255	GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	5 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

	PLAN	Version:	1
	Safe Environments Risk Management Plan	Date Adopted:	13 July 2023
		Next Review Due:	13 July 2028

6. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> • Department of Human Services Child Safe Environments Risk management guide (https://dhs.sa.gov.au/how-we-help/child-and-family-support-system-cfss/child-safe-environments/resources) • National Principles of Child Safe Organisations
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Children & Young People (Safety) Act 2017</i> • <i>Children & Young People (Safety) Regulations 2017</i> • <i>Child Safety (Prohibited Persons) Act 2016</i> • <i>Child Safety (Prohibited Persons) Regulations 2019</i>
Relevant Policies / Procedures / Guidelines	Safe Environments Policy Safe Environments Code of Conduct Gladys Smith Early Learning Centre Safe Environments Policy Gladys Smith Early Learning Centre Code of Conduct Recruitment and Selection Procedure

7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	13 July 2023	Council	Adopted	Folios 10687-10688; Item 8.1.1.2

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
255	GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	5 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					