

Risk Management Policy

PURPOSE: To ensure children and young people are kept safe from harm.

RESPONSIBILITY: Educators, Coordination Unit, Management .

GOALS/PURPOSE:

- To have guidelines in place to reduce risks to persons within the service
- To ensure the safety of all persons whilst within the service
- To provide a safe and protective environment to all children attending the service
- To provide information to Educators, parents and children on inappropriate practice and what to do if harm has occurred.
- To manage disclosures in a confidential, professional and efficient manner

PROCEDURE:

To ensure children and young people are kept safe from harm, the following actions will be taken:

- 1. A Code Of Conduct implemented
- 2. Suitability cards requirements and expectations met
- 3. Plans in place for activity risk assessment
- 4. Strategies implemented for communication and support.

1. Code of Conduct

Building Futures Care is committed to promoting the well being of children, families and the community with respect and professionalism. This commitment is carried out in a variety of settings and through a broad range of roles which include direct practice, supervision, administration, consultation and advocacy. In the course of our practice, each Educator has the responsibility to strive for high standards of professional conduct as they will encounter many situations which will have ethical dimensions and implications.

1. Educators and Coordinators respect the rights of colleagues, families and children to have different points of view.
2. Educators and Coordinators value and utilise families, children and one another's skills and talents.
3. Educators and Coordinators use calm, friendly voices with each other in front of children.

4. Educators and Coordinators need to maintain professionalism and appropriate language when interacting with each other, families, children and visitors.
5. Educators and Coordinators discuss issues clearly and make decisions after listening to one another in a calm and pleasant manner.
6. Educators and Coordinators members value the different backgrounds, attitudes and beliefs of their colleagues.
7. Educators and Coordinators frequently share their knowledge and experiences with one another.
8. Educators and Coordinators frequently share their professional knowledge and children's daily experiences with the child's family.
9. Educators and Coordinators are aware of the need to treat some information shared by Educators or families confidentially and they are diligent in doing so.
10. Educators and Coordinators use the service's policies and procedures to help resolve any grievances/differences.
10. Educators and Coordinators offer assistance to one another, families and children.
11. Educators and Coordinators use the service's policies and procedures as a reference when monitoring their own behaviour and practices.
12. Educators and Coordinators will undertake their defined duties and any other duties needing to be done daily/regularly and to a high standard.

2. Suitability Cards Requirements and Expectations

Educators:

- The Educator Register holds up to date records of Blue card expiry and validity and is available for viewing.
- On employment of a new Educator or Coordinator, an Authorisation to Confirm a Valid Blue Card form will be sent to the Commission of Children and Young People and Child Guardian (CCYPCG) where the Educator or Coordinator has identified they currently hold a blue card.
- Building Futures Care will assist the Educator to fill in and send away an application for a Blue Card if they does not have one. This is to be completed before they commence work.
- Educators and Coordinators should provide a copy of their blue card to the office.
- Any changes to a person's information must be alerted to the Coordination Unit or Management as well as the CCYPCG.
- Educators and Coordinators are to reapply for their Blue Card before the expiration date or they risk placing their contract with Building Futures Care in jeopardy.

3. Plans for High Risk Activities and Special Events

Activities undertaken on the Building Futures Care premises will be run adhering to Workplace Health and Safety conditions. The grounds will be checked before and after the event to ensure all persons safety. Any performers, or hired people will have a valid blue card on entering the premises as outlined in the Suitability Requirements and Expectations above. Coordinators will ensure, upon contacting proposed service people for hire, contract work or performers, that they are current holders of a valid Blue Card.

Special attention is paid when planning excursions for the children, including locations, ratios, the type of event, transport, total number to attend etc (please refer to the Excursion Policy)

Planning your Activities

When planning activities within the Educators venue careful consideration is to be taken to consider:

- The number of people taking part
- Their age and gender mix
- the age range of the participants
- The type of activity
- The environment where the activity will take place
- The equipment to be used by adults and/or children
- Who is responsible for individual jobs to ensure the event runs smoothly
- The particular needs of individual participants, and
- The policies and procedures of Building Futures Care.

In addition, there are a number of basic principles you should take into account when planning activities, including:

- Maximising opportunities for children and young people to enjoy themselves and have fun
- Ensuring your activities support the interests and wellbeing of children and young people
- Being aware that children and young people should not be left unattended
- Ensuring Educators know where children and young people are at all times, and what they are doing
- Providing constant adult supervision over any activity using potentially dangerous equipment
- Ensuring children and young people are supervised by appropriate numbers of adults depending on numbers and age of children and type of activity, and
- Ensuring no dangerous behaviour by children and young people is allowed.

4. Communication and Support

- Provide written information to parents to let them know that we are legally bound to report any and all cases of suspicious harm, abuse or neglect. Identify this in handouts, newsletters etc on a systematic basis.
- This Risk Management Strategy is available for all persons within the service to access.
- This Risk Management Strategy will be reviewed annually.
- Educators are to be trained at least once a year or as required on information relevant to this Risk Management Strategy including
- Parent permission will be gained and parent wishes respected before publishing or sharing photographs or images of a child whether it is for internal service use,

promotional use, observational information gathering data or for any other advertising or promotional use.

LINKS:

- Commission for Children and Young People and Child Guardian (www.ccypcg.qld.gov.au)
- Risk Management Advisory Standard 2000, Training. (Queensland Government, Department of Industrial Relations).

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