



Sammy's   
**DRIVING**  
**P** SCHOOL 

[www.sammysdrivingsa.com.au](http://www.sammysdrivingsa.com.au)

## Childsafe and Young Person Risk Management Policy and Procedure

Sammy's Driving School (SDS) is committed to ensuring our business has effective risk management in place for children and young People. SDS is dedicated to the safety and wellbeing of every child and young person. We will endeavour to protect children and young people from harm. SDS Management is responsible for safeguarding the wellbeing of children who use SDS services.

SDS will actively identify and mitigate risks that children and young people may face and ensure that all workers and stakeholders have read and understood this policy.

### Definitions

**Risk management** is a systematic process whereby an organisation identifies and assesses risks, develops strategies to mitigate risk, assigns responsibilities, and monitors and reviews progress.

**Risk** is the chance of something happening that will impact on objectives, measured in terms of likelihood of occurrence and impact.

**Risk assessment** is the process of analysing and evaluating the likelihood and impact of potential risks.

### Principles

- SDS will adhere to all principles identified in the *National Principles for Child Safe Organisations*.
- SDS will operate on the assumption that all people who interact with young children could pose some level of risk to them.
- SDS recognises the importance of considering risks while not discouraging positive relationships between adults and children and their development.
- SDS will ensure that identifying and reducing the risks posed to children and young people is an ongoing process.
- SDS will strive for a culture where risk management is a daily exercise of all workers and people involved in the delivery of the organisation's services.
- SDS understands that all children have different needs, backgrounds and identities and therefore the individual risks they face will vary. SDS will therefore endeavour to identify the individual risks posed to each individual child who comes into contact with the organisation.

### Roles and responsibilities

SDS's Management will:

- Consult all relevant stakeholders including workers, families and carers when developing and implementing the child risk management policy;
- Publicise and promote this policy to all relevant stakeholders;
- Ensure children and young people are given avenues to contribute to the risk management strategy by having a say about what makes them feel safe and unsafe in the organisation, and how things could be better;
- Ensure workers are competent in identifying signs of child-specific harm, abuse, neglect and grooming. and
- Ensure families and/or carers are aware of who in the organisation is responsible for implementing risk management procedures.

SDS's workers will:

- Be competent in identifying types of risks a child may be subjected to, including physical, psychological, sexual and neglect;
- Be competent in identifying signs a child may have experienced harm, abuse, neglect and grooming;
- Consult with Management if they have concerns regarding the contents of this policy;
- Make identification of risk and signs of harm a daily part of their role at the organisation; and
- Tell Management if they identify a new risk which has not been identified in this policy, or if an incident leads to the discovery of prevalent risks which may affect other children.

## **Key Considerations**

### **Service activities which pose a level of risk to children**

SDS will identify and mitigate the following risks children and young people may face when encountering the service:

- Lack of confidence
- Connecting or becoming friends through any form of Social Media with SDS staff that allows sharing of personal images, experiences or details
- Sending inappropriate emails or messages via SMS or other messaging media
- Developing 'special' relationships which could be seen as favouritism or special treatment
- Participating in work or social conversations that refer to children and young people inappropriately

### **Supervision of children:**

SDS has clear guidelines to ensure children are adequately supervised when in our care, this includes:

- Childsafe and Young Person Wellbeing Policy
- Childsafe and Young Person Code of Conduct
- Feedback and Complaint Policy
- 

### **Physical contact with children**

SDS has clear guidelines in relation to circumstances in which it might be necessary to have physical contact with a child, including but not limited to:

- Managing a child who has been injured;
- Administering medical assistance; and
- Demonstrating a skill or for instructional purpose as part of an activity;

SDS does not permit inappropriate physical contact including:

- Violent or aggressive behaviour such as hitting, kicking, slapping or pushing;
- Kissing; and
- Touching of a sexual nature.

## **Behaviour management**

SDS will have clear policies on how workers are expected to manage challenging behaviours in accordance with our Code of Conduct in an effort to minimise risk.

## **Procedures**

### **1. Risk identification and documentation:**

When identifying potential risks, SDS will:

- Identify risks in both the physical and online environments;
- Recognise the different situations and specific activities which may expose children and young people to risk;
- Consider situations where adults and children are in situations where they are obscured from sight;
- Consider circumstances where there is a low level of parental involvement, when there may be a greater likelihood or severity of risks and factors which may expose children to harm;
- Include information regarding the child's history of trauma, socio-economic, familial, cultural or religious background and how these factors may make some children more risk-exposed than others; and
- Consider when children have a cognitive or physical disability, the ways in which their disability may expose them to greater risk of harm.

## 2. Assess level of risk

A risk matrix is used to assess risk. This includes an estimation of both the likelihood of the risk occurring and the impact it may have on participants, workers and others.

		Impact			
		Very high (try to avoid)	High (try to reduce or minimise any risk)	Medium (consider actions to reduce risk)	Low (should be covered by regular procedures)
Likelihood of happening	Very high (almost certain)	1: Extreme	2: Very high	3: High	5: Medium
	High (probable)	2: Very high	3: High	4: Significant	6: Low
	Medium (may happen)	3: High	4: Significant	5: Medium	Negligible
	Low (unlikely)	4: Significant	5: Medium	6: Low	Negligible

## 3. Recording risks in register

Where organisational policies, procedures, services or activities may increase the likelihood or severity of risk posed to children, SDS will consider changing activities to reflect a culture of risk management and pre-emptive risk mitigation. SDS will determine this using a Risk Register system.

### Risk register

- Once the risks are assessed, they are then recorded as part of the *Child Risk Management Plan*, including their risk assessment.
- Priorities for action will then be assigned to each risk to guide us in our next steps.
- When responding to risk priorities, SDS will consider how acceptable the risk is, resources required to respond effectively to the risk, and how practical any response is to the business operations.
- Actions to respond to the risks, responsibilities and timeframes are then developed and recorded in the plan.

## 4. Monitoring and review

- SDS will monitor, report and review our management of risks every twelve months and after any incident. As part of our monitoring we will continually check, supervise, and track the progress of an activity so that we know whether it is happening as we expect. This checking will be done against assessed risk, agreed measures, objectives or an expected level of performance.
- The review of our Child Risk Management Policy will be completed each year to re-evaluate all the risks that children face in our business. It will take into account the changes in our environment, legislation and other factors.
- If there has been an incident not covered by the Child Risk Management Policy, or if other factors have changed, the policy and risk management plan will be updated.
- When there is an incident or an event that did not go as planned, or that exposes a new area of risk, we will review the causes. After the review we may complete activities to prevent the identified risk from happening again, and/or update our Child Risk Management Policy.

First Formulated	January 2022 V1
Next Review Date	January 2023
Standards	<p> <a href="#">Legal Services Commission</a>  <a href="#">Unions Australia</a>  <a href="#">Human Rights Commission</a>  <a href="#">Equal Opportunity Commission</a>  <a href="#">Children and Young People (Safety) Regulations 2017 (SA)</a>  <a href="#">National Principles for Child Safe Organisations</a>  <a href="#">Child safe environments</a>  <a href="#">Rights of every child</a>  <a href="#">Department Human Service DHS Critical Client Incidents Policy Coronial</a>            Overview of child protection legislation across state and territory jurisdictions <a href="#">Australian Institute of Family Studies</a>  <a href="#">Information Sharing Guidelines</a>  <a href="#">Unicef – know your rights and responsibilities</a>  <a href="#">Children’s rights and responsibilities flyer</a>  <a href="#">Department Human Services DHS Critical Incidents</a>  <a href="#">Gender diverse, intersex and sexually diverse children and young people</a> </p>
Legislation	<p> <a href="#">Work Health and Safety Act</a>  <a href="#">Work Health and Safety Regulations 2012</a>  <a href="#">Codes of Practice</a>  <a href="#">Safework SA</a>  <a href="#">Return to Work SA</a>  <a href="#">Sex and Age Discrimination Legislation Amendment Act 2011</a>  <a href="#">Australian Human Rights Commission Act 1986</a>  <a href="#">Children's Protection Act 1993 (SA)</a>  <a href="#">Family Law Act 1975</a>  <a href="#">Equal Opportunity Act 1984</a>  <a href="#">Children and Young People (Safety) Act 2017</a>  <a href="#">Commonwealth Privacy Act 1988</a>  <a href="#">State Records Act 1997</a>  <a href="#">Guardianship and Administration Act 1993</a>  <a href="#">Australian Human Rights Commission Act 1986 (Federal)</a>  <a href="#">Crimes Act 1914 (Federal)</a>  <a href="#">Fairwork Act 2009</a> </p>
SDS related policies	<p>           Child Safe, and Young Person Wellbeing Policy and Procedure            Child Safe, and Young Person Wellbeing Risk Policy            Statement of Commitment to the Safety and Wellbeing of Children            Feedback and Complaints Policy         </p>