



Childsafe and Young Person Risk Management Policy and Procedure

Sammy's Driving School (SDS) is committed to ensuring effective risk management for the safety and wellbeing of every child and young person who engages with our services. This policy aligns with the South Australian Department of Human Services (DHS) Child Safe Environments (CSEC) Framework and the Children and Young People (Safety) Act 2017 (SA). SDS is dedicated to identifying, assessing, and managing risks that could compromise the safety of children and young people, ensuring all staff and instructors understand their responsibilities.

Definitions

- Risk Management – A systematic process of identifying, analysing, evaluating, and treating risks that may affect the safety of children and young people.
- Risk – The chance of something happening that could cause harm or affect objectives, measured by likelihood and consequence.
- Risk Assessment – The process of analysing and evaluating the likelihood and impact of potential risks.

Principles

- SDS adheres to the National Principles for Child Safe Organisations.
- SDS recognises that all interactions with children involve some level of inherent risk.
- Risk identification and mitigation are ongoing and proactive processes.
- All SDS staff and volunteers play a role in risk management.
- Children and young people are encouraged to express what makes them feel safe or unsafe.
- SDS values diversity and recognises that risks may vary for each individual based on background, ability, or identity.
- Risk management complements positive engagement and development, not fear-based restriction.

Roles and Responsibilities

SDS Management will:

- Consult staff, parents, and carers when developing or reviewing this policy.
- Ensure children and young people can contribute to safety planning and policy feedback.
- Promote and communicate this policy to all instructors, contractors, and stakeholders.
- Ensure all workers are trained to identify signs of harm, abuse, neglect, and grooming.
- Designate a Child Safe Officer responsible for overseeing risk management practices.

SDS Instructors and Staff will:

- Identify risks of harm including physical, emotional, and online risks.
- Recognise signs of abuse, neglect, or grooming and report immediately.
- Follow the SDS Child Safe and Wellbeing Policy and Code of Conduct.
- Actively identify new or emerging risks and report them to management.
- Integrate risk awareness and safety discussions into everyday practice.

Key Risk Considerations

- Inappropriate communication or relationships via social media or messaging platforms.
- Lack of parental involvement in transport or lesson coordination.
- Physical contact beyond instructional or safety necessity.
- Failure to supervise students in public, visible, and safe locations.
- Misinterpretation of instructor behaviour or favouritism.
- Neglecting to identify risks for children with disabilities or diverse backgrounds.

Procedures

1. Risk Identification and Documentation

SDS will identify potential risks in both physical and online environments. This includes considering situations where visibility is limited, parental engagement is low, or children are more vulnerable due to trauma, disability, or socio-economic factors. Each risk will be documented in the SDS Risk Register.

2. Risk Assessment

Risks are assessed based on likelihood and impact using a matrix framework. SDS prioritises actions to reduce high and extreme risks first while maintaining safety standards in all areas of operation.

3. Risk Register

Once risks are assessed, they will be recorded in the SDS Child Risk Register, including risk level, mitigation actions, responsible persons, and monitoring requirements. The register guides decision-making and operational improvements.

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					
Likelihood of happening		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)
	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

Monitoring and Review

SDS will review its risk management processes every five years or sooner following an incident, policy change, or legislative update. Monitoring includes tracking the effectiveness of controls, ensuring instructor compliance, and updating the Risk Register when new risks are identified.

Behaviour Management

SDS will manage challenging behaviours in accordance with its Code of Conduct and Child Safe Policy. Instructors must respond calmly, respectfully, and with the child's dignity and safety in mind.

First Formulated	January 2022 V1
Next Review Date	Reviewed October 2025 due October 2030
Standards	Legal Services Commission Unions Australia Human Rights Commission Equal Opportunity Commission Children and Young People (Safety) Regulations 2017 (SA) National Principles for Child Safe Organisations Child safe environments Rights of every child Department Human Service DHS Critical Client Incidents Policy Coronial Overview of child protection legislation across state and territory jurisdictions Australian Institute of Family Studies Information Sharing Guidelines Unicef – know your rights and responsibilities Children’s rights and responsibilities flyer DHS Incident Management and Reporting Policy 2023 Gender diverse, intersex and sexually diverse children and young people
Legislation	Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Sex and Age Discrimination Legislation Amendment Act 2011 Australian Human Rights Commission Act 1986 Family Law Act 1975 Equal Opportunity Act 1984 Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 State Records Act 1997 Guardianship and Administration Act 1993 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Fairwork Act 2009
SDS related policies	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