.C.HILD SAFE STANDARD 6: RISK ASSESSMENT TEMPLATE FOR TALKING TURTLES SPEECH PATHOLOGY PTY LTD

Risk Description	Existing risk management strategies or existing controls	Likelihood	Consequence	Who is responsible?	Risk rating
No organisational culture of child safety – lack of leadership, lack of public commitment to the child safe standards	• Child safety code of conduct • Strategies developed to embed culture of child safety • Statement of commitment to child safety is publicly available • Review of the risk assessment is completed yearly.	Possible	Severe	Manager and Child Safety Officer (CSO)	Low
Inappropriate behaviour (e.g.: sexual, cultural or ability-based discrimination) is displayed by a member of the organisation	• Refer the member to the Child safety code of conduct • Follow child safety reporting procedures	Unlikely	Severe	Manager and CSO	Low
Recruitment of an inappropriate staff member	• WWCC, Victorian Police Check and SPA registration are required for all practicing employees, and WWCC and Victorian Police Check are required for all non-practicing employees (such as admin staff). • Speech pathology students and work experience students must agree to appropriate checks and paperwork as deemed appropriate by their educational organisations. They will also sign a copy of the clinic's Code of Conduct and Confidentiality Agreement at the commencement of their placement. Students will not be left alone with clients.	Unlikely	Major	Manager and CSO	Low
Inappropriate behaviour is not reported and addressed	• Child safety code of conduct • Clear child safety reporting procedures • Performance management procedures • Strategies to embed organisational culture of child safety are reviewed • Refresher training for staff – see eLearning mandatory reporting module (CCYP)	Unlikely	Severe	Manager and CSO	High
Engagement with children online in an inappropriate manner.	• Refer employees to the Child Safety Code of Conduct • Display the Code of Conduct for public viewing • Encourage appropriate settings on all technologies	Unlikely	Moderate	Manager and CSO	Low

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Unknown people (such as other clients, family members or friends of other clients) visiting the clinic.	• Refer to the Child Safety Code of Conduct • Risk assessment conducted • Waiting areas, out-of-bounds areas and restrooms clearly marked • Admin staff fully trained and alert to those visiting the premises • Clear child safety reporting procedures	Unlikely	Moderate	Manager and CSO	Low
Ad-hoc contractors or workers on the premises (e.g.: repairs and maintenance contractors)	• Display the Code of Conduct for public viewing • Information and awareness for visitors, staff, volunteers and contractors • Adequate monitoring by staff and maintenance of a child safe environment in accordance with child safe standards	Unlikely	Moderate	Manager and CSO	Low
Emergency evacuation	• Evacuation procedures, as shown in every room • Staff to remain with clients in designated meeting/evacuation areas, as per evacuation procedures	Unlikely	Moderate	Manager and CSO	Low
Clients being collected by unknown parties	• Alert families to the practice code of conduct • Statement of commitment to child safety is publicly available • Families expected to sign relevant paperwork in practice consent pack • Parent/guardian to provide written or verbal permission for any third party (who is unknown to practice staff and who did not bring the child to therapy) to collect the child following a session	Unlikely	Severe	Manager and CSO	Low
Staff are working 1:1 with a child in a room with the door closed	• All staff to hold WWCC, Victorian Police Check, and to be members of SPA • Staff to be trained in the Child Safe Standards requirements and Child Safe Policy • Staff to sign the practice's Code of Conduct • Families encouraged to stay for sessions, either within the room or within the waiting area • Clear child safety reporting procedures	Likely	Moderate	Manager and CSO	Low
Staff are working 1:1 with children in closed rooms in schools	• All staff to hold WWCC, Victorian Police Check, and to be members of SPA • Staff to be trained in the Child Safe Standards requirements	LIkely	Moderate	Manager and CSO	Low

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	• Staff to agree to the practice's Child Safe Policy and Code of Conduct • Staff to sign the school's Code of Conduct • Staff to complete the online requirements for Child Safe Standards training if working within ISV schools (Independent Schools of Victoria) • Families/aides encouraged to attend sessions				
Unquestioning trust of long term employees and contractors	• Strategies developed to embed culture of child safety • Clear child safety reporting procedures • Refresher training for staff – see eLearning mandatory reporting module (CCYP)	Possible	Major	Manager and CSO	High
Engagement with clients in community-based or sporting activities	• Child safety code of conduct • Strategies developed to embed culture of child safety • Train students and staff to detect inappropriate behaviour and to be aware of expectations	Possible	Moderate	Manager and CSO	Low
Tactile facial therapy is required for therapy intervention (e.g.: PROMPT)	• Child safety code of conduct • Strategies developed to embed culture of child safety • Transparent discussion with parents is encouraged • Strategies are developed to embed a culture of child safety	Likely	Low	Manager and CSO	Low