



CHILD SAFE RISK MANAGEMENT PLAN

		Version:	1
Drafted by:	Human Resources Manager	Board approval on:	September 2025
Responsible Person:	Chief Operations Manager	Scheduled Review Date:	June 2026

PURPOSE OF PLAN

Creating a child safe environment includes:

1. identifying environmental risks to children’s safety in relation to the activities and services we provide, our physical settings and our online spaces and communication
2. taking action to reduce these risks and children’s exposure to harm or abuse.

These risks can change over time if our physical and online spaces change, or different activities or services are provided by our organisation. This may also include unique events, excursions or travel involving children. Our plan will be regularly reviewed and updated to reflect any changes.

Our Risk Management Plan in the table below sets out these risks, assesses their potential impact, the strategies to help prevent or reduce them, and keeps track of our progress.

NATURE OF BYU SETTINGS AND SERVICES PROVIDED

Big Yellow Umbrella’s Children’s Services Program delivers a wide range of services and activities to families and children residing in the Camden, Campbelltown and Wollondilly LGAs (Local Government Areas)

The program is funded by the NSW Department of Education & Training and NSW Department of Community and Justice is supported by local services, schools and organisations in the Macarthur Region.

A Community Worker provides families with referrals to other services; delivers parenting support and education; facilitates supported playgroups and other activities that help build an enriched and connected community.

Playgroup & Programs

- Tuesday Play Supported Playgroup 0-6 years
- Playlinks Supported Playgroup 6 weeks to 6 years
- Little Umbrella Supported Playgroup
- Baby La La Music and Movement for babies 0-12 months
- Country Kids Supported Playgroup 0-6 years
- Transition to School Program

Youth Services Workshops

Big Yellow Umbrella's (BYU) Youth program provides a wide range of services to young people and/or their families living in the Camden, Campbelltown and Wollondilly LGAs (Local Government Areas)

- Case Management
- RAYN
- Sports & Expression
- Youth Drop In
- Create & Connect

RESPONSIBILITY FOR RISK MANAGEMENT PLAN

Enter the person or people responsible for Risk Management Plan.

<https://hrfocus1.sharepoint.com/sites/SUPPORT/Shared Documents/CLIENT WIP/Big Yellow Umbrella/Our Culture/New Policies/Child Safety Policies/Child Safe Risk Management Plan BYU 19.9.25.docx>

Enter the person or people responsible are responsible for making sure that the strategies to manage risks are implemented and monitored.

This version of the plan was completed on Enter date

Everyone in our organisation should be alert to any risks to children’s safety and draw attention to any concerns that may arise, as set out in our Child Safe Policy.

Our Risk Management Plan is available on our website.

Review Date: June 2026 by Chief Operations Manager & HR Manager of earlier if there are any critical incidents or changes in legislation.

RISK ASSESSMENT MATRIX

Determine the overall level of risk using the risk matrix table.

Table 1 Risk assessment matrix

Likelihood	Insignificant impact	Minor impact	Moderate impact	Major impact	Severe impact
Almost certain	Medium	High	Very high	Very high	Very high
Likely	Medium	High	High	Very high	Very high
Possible	Low	Medium	High	High	Very high
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

RISK ASSESSMENT PLAN

Identify settings where interactions occur	Identify risks in these settings	Assess likelihood of risk	Assess consequence of risk	Determine risk rating	Identify and implement strategies to manage risk	Track progress and regularly review
Identify the different environmental settings or activity types in your organisation, physical and online, where adults work or interact with children. The same setting could have multiple risks.	Identify the specific risks to children in these settings or activities in terms of exposure to harm or abuse	Assess how likely it is that the risk will occur, using the following scale: <ul style="list-style-type: none"> ▪ Rare ▪ Unlikely ▪ Possible ▪ Likely ▪ Almost certain 	Assess the impact if the risk occurs, using the following scale: <ul style="list-style-type: none"> ▪ Insignificant ▪ Minor ▪ Moderate ▪ Major ▪ Severe 	Use the risk assessment matrix to decide the overall risk rating, using the following scale: <ul style="list-style-type: none"> ▪ Low ▪ Medium ▪ High ▪ Very high 	Describe what protective strategies already exist and what strategies need to be developed to help minimise the risk.	Keep track of whether these strategies are in place and responsibilities. Regularly review to make sure any protective strategies implemented are working and note follow up actions.

Change rooms and toilet blocks	Hidden from view from supervising adults	Possible	Major	High	Organisation's Child Safe Code of Conduct specifies appropriate change room and toilet block etiquette; reporting posters put up around the organisation to make sure everyone knows what to do if they need to report an allegation, breach or disclosure; regular pop quizzes done with staff to make sure they know and understand the organisation's child safe documents.	<p>Have these strategies been implemented?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, include a reason for why not.</p> <p>[SIGNATURE OF PERSON RESPONSIBLE]</p> <p>Reviewed on 4 November – new pop quiz to be developed on understanding and appropriately responding to reports</p>
First aid care area	Posters placed over the windows, interfering with lines of sight to first aid area	Unlikely	Severe	High	Stickers put under the windows to let everyone know not to place posters over the windows	<p>Have these strategies been implemented?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, include a reason for why not.</p> <p>[SIGNATURE OF PERSON RESPONSIBLE]</p> <p>Reviewed on 4 November – no posters placed over the windows since last year</p>

Use of mobile phones	Adults may use their personal devices to take photos of children or young people without permission	Likely	Moderate	High	Organisation's Child Safe Code of Conduct specifies no photos to be taken of children or young people without parental permission; regular reminders sent out to everyone when there are special events	<p>Have these strategies been implemented?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, include a reason for why not.</p> <p>[SIGNATURE OF PERSON RESPONSIBLE]</p> <p>Reviewed on 4 November – continue to remind everyone in the organisation that taking photos of children or young people is not allowed</p>
Excursions	Adults may become frustrated with extra responsibility and yell at children or young people	Unlikely	Moderate	Medium	Regular meetings in the lead up to the excursion clearly establish that no breaches to the Child Safe Code of Conduct will be tolerated; it's been decided that adults will supervise in pairs to share the workload	<p>Have these strategies been implemented?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, include a reason for why not.</p> <p>[SIGNATURE OF PERSON RESPONSIBLE]</p> <p>Reviewed as needed – a separate Child Safe Risk Management Plan will be developed for longer excursions of more than a couple of hours or if there are children with diverse needs on the excursion</p>

