**Event Name- Child Safe Standards Activity Risk Assessment**

CSS activity risk assessment template

This template asks you to identify and assess the situational, vulnerability, propensity and institutional risks in an individual activity (see Standard 9 in [A guide for creating a Child Safe Organisation](https://ccyp.vic.gov.au/resources/child-safe-standards/#CSS_Guide) for an explanation of these types of risks). You should list all of the different risks that you can think of, the strategies you already have in place to mitigate these risks and then identify any gaps and what needs to be implemented to address these gaps. We have provided examples for illustration purposes only. The risks for your organisation will be specific to your activities and setting.

After filling out this template and gaining an understanding of the risks in your activity, use the risk management plan template to record your plan to address gaps.

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| **Date reviewed** | [insert date] |
| **Next review due** | [insert review date, no longer than one year from date reviewed] |
| **Activity** |  |

| **Types of risk** | **Types of harm** | **Existing risk controls** | **Is this enough to keep children and young people safe?** | **New controls required** | |
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| Identify the situational, propensity, vulnerability, and institutional risks of this activity. | What type of harm may arise from the risk? | What is in place now that reduces the risk? | What are the gaps in the existing controls? | What can be put in place to manage the gaps? | |
| **Situational risk: Physical**  Consider whether there are any aspects of your organisation’s physical environment that may make it easier for child abuse or harm to occur or to go undetected. Does it have:   * isolated areas * poorly supervised areas * facilities that might increase the risk of abuse (for example, pools where children must get changed)   shared spaces where children attend with adults that are not from the organisation? Physical environments are the physical places where an organisation operates or conducts activities, such as a building, facility or space and includes physical environments operated by third parties. | | | | |
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| **Situational risk: Online**  Online environments are any technological platforms which an organisation uses or controls, such as computers, phones, websites, intranet, social media and video conference facilities regardless of where such platforms may be accessed by children.  Consider whether there are any aspects of your organisation’s online environment that may make it easier for child abuse or harm to occur or to go undetected.   * What platforms, software or other services do you use? * How do people in your organisation engage with children and young people online? * Have you set clear expectations for behaviour by adults and children online? * Has your organisation shared information with children on how to stay safe online? * What policies and procedures are in place to protect privacy? * Do you have clear processes in place to report online abuse? * Is activity by adults and children online supervised? | | | | | |
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| **Vulnerability risk**  What are the characteristics of the children in your organisation? Are there children who may be at increased risk of abuse or harm, including:   * from Aboriginal and Torres Strait Islander backgrounds * with disability * from culturally and language diverse backgrounds * who identify as LGBTIQ or are questioning their sexuality or gender * with a history of trauma, abuse or neglect * unable to live at home including being homeless or living in foster, residential or kinship care * with a history of drug or alcohol dependence * with mental or physical health issues?   Refer to Standard 5 in [A guide for creating a Child Safe Organisation](https://ccyp.vic.gov.au/resources/child-safe-standards/#CSS_Guide) for more information.  Are there other factors that may make some children involved in your organisation more vulnerable to abuse or harm? | | | | | |
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| **Propensity risk**  Who are the staff, volunteers and/or members of your organisation?   * What sort of attitudes are held by people in your organisation about children? * How do you manage inappropriate behaviour? * Are there any people with a history of harmful behaviour towards children? * How do you recruit staff and volunteers? * Were all adults properly screened for appropriateness to engage with children before joining the organisation? * Is there a typical profile of the people attracted to a position in your organisation? Are there any challenges to child safety with this profile that need to be managed?   Do you engage third-party contractors? Have they been screened for appropriateness to engage with children? | | | | | |
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| **Institutional risk**  Consider whether attitudes and culture in your organisation increase or decrease the risk that child abuse and harm will be prevented, detected and/or stopped. Does your organisation have a culture that makes sure child safety is a priority? Consider if people in your organisation:[[1]](#footnote-1)   * understand child abuse and harm and are aware of the signs * see the prevention of child abuse and harm as a everyone’s responsibility * prioritise the safety of children over the reputation of the organisation * listen to and empower children * educate children about what is appropriate behaviour by adults * understand how discrimination can cause harm to children and take action if it occurs * take short cuts without thinking about the risks. | | | | | |
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1. Adapted from Royal Commission, [Final Report: Volume 2, Nature and cause](https://www.childabuseroyalcommission.gov.au/nature-and-cause), p.159. [↑](#footnote-ref-1)