



**Nepean Community College**

## **Child Safe Risk Management Plan**



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## **1. Purpose of plan**

Creating a child safe environment includes:

- 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
- 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.

## **2. Nature of our settings and services provided**

Nepean Community College provides Vocational and Education Training and Assessment in Nationally Accredited Courses to youth aged 15 – 19 years.

These youth have exemptions from school due to disengagement and are supported by the school administration and Nepean Community College to undertake this training.

These activities and services take place in the following locations:

- Nepean Community College Westfield Office, Penrith, 2750, NSW

## **3. Responsibility for Risk Management Plan**

- Wesley Jones - CEO of Nepean Community College
- Kim Aubrey - RTO Compliance & Quality Assurance Manager
- Jade Leggatt – Student Engagement Facilitator
- and Sarah Stuart – Office & Community Development Manager

are responsible for making sure that the strategies to manage risks are implemented and monitored.

This version of the plan was completed on 23/04/2025

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.

## **4. Next review date**

Wesley Jones will review this plan annually on 23/04/2026.

The plan will be reviewed and updated immediately if there are:

- any incidents involving children
- any changes to our physical or online spaces or online communications
- any changes to the types of activities and services involving children that we deliver, including unique events on or off-site.

## 5. 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

For more information and guidance, staff responsible for developing, reviewing and updating our Child Safe Risk Management Plan can read the OCG's **handbooks on risk management**, watch the **OCG and Office of Sport video**, or sign up for the **OCG's training** to help your organisation develop its Child Safe Risk Management Plan.

## 6. Risk Management Plan

See Next Page

## Risk Management Plan

Follow the Instructions on this page to complete the Risk Management 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"> <li>• Rare</li> <li>• Unlikely</li> <li>• Possible</li> <li>• Likely</li> <li>• Almost certain</li> </ul>	Assess the impact if the risk occurs, using the following scale: <ul style="list-style-type: none"> <li>• Insignificant</li> <li>• Minor</li> <li>• Moderate</li> <li>• Major</li> <li>• Severe</li> </ul>	Use the risk assessment matrix to decide the overall risk rating, using the following scale: <ul style="list-style-type: none"> <li>• Low</li> <li>• Medium</li> <li>• High</li> <li>• Very high</li> </ul>	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.



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
Toilet facilities	Hidden from view from supervising adults	Possible	Major	High	Organisation's Child Safe Code of Conduct specifies posters of times for toilet use by all staff, students and visitors are put up around the organisation to minimise child safety issues.	<p>Have these strategies been implemented?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Wesley Jones Signature: _____</p> <p>Review one week after each course commencement.</p> <p>Result:</p>
Kitchen area	Hidden from view from supervising adults and electrical and boiling water available	Possible	Severe	Moderate	Sign placed on door of kitchen saying Staff Only	<p>Have these strategies been implemented?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Wesley Jones Signature: _____</p> <p>Review one week after each course commencement.</p> <p>Result;</p>



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Use of mobile phones	Adults may use their personal devices to take photos of children or young people without permission	Possible	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 checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Wesley Jones Signature: _____</p> <p>Review one week after each course commencement and 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 checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Wesley Jones Signature: _____</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</p>



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						diverse needs on the excursion