



Child Safe Risk Management Plan

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 our settings and services provided

SYDNEY SATURDAY SCHOOL OF JAPANESE provides supplementary Japanese classes for children who understand Japanese. The target age group is preschool to Year 12 children. The classes focus on the vital facets of the Japanese language and to include some Japanese cultural aspects in lessons of three hours per week or approximately 110 hours per year.

These activities and services take place in the following locations:

Cammeray Public School, 1 Palmer Street, Cammeray, NSW 2062)

Responsibility for Risk Management Plan

Co-President

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

This version of the plan was completed on 21/03/2025

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.

Next review date

Co-president will review this plan annually on 20/03/2026.

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.

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.

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"> ● 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.	Have these strategies been implemented? <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No If no, include a reason for why not. [SIGNATURE OF PERSON RESPONSIBLE] Reviewed on 4 November – new pop quiz to be developed on understanding and appropriately responding to reports

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>
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