



# Child Safe Risk Management Plan

## 1. Organisation Details

- Organisation Name: Sydney Saturday School of Japanese
- Type of Organisation: Community Language School
- Age Range of Children: 5-18
- Days and Times of Operation: Saturday 9:00AM – 12:00PM
- Location(s): Cammeray Public School 68 Palmer Street Cammeray NSW 2062
- Date Developed: 28 March 2026
- Review Date: 10 April 2027

## 2. Purpose

This Child Safe Risk Management Plan outlines the strategies and actions implemented by the organisation to ensure the **safety and wellbeing of children** in all activities.

The plan aims to **identify, assess, and manage risks** of harm to children, including physical, emotional, psychological, and sexual harm.

## 3. Activities Involving Children

- Face-to-face classroom teaching
- Online teaching and communication (if applicable)
- Cultural and community events
- Communication with parents/carers
- Teaching, support, and supervision by staff and volunteers

## 4. Risk Identification

Activity / Context	Potential Risks
One-to-one interaction between staff and students	Inappropriate behaviour or misunderstandings
Arrival, dismissal, and waiting times	Lack of supervision or child becoming lost
Online learning and digital communication	Inappropriate messages or privacy breaches
Use of volunteers or short-term staff	Insufficient understanding of child safety obligations
Language and cultural barriers	Children feeling unsafe or unable to raise concerns

## 5. Risk Assessment

Risks are assessed based on:

- Likelihood of occurrence (Low / Medium / High)
- Consequence if harm occurs (Low / Medium / High)
- Effectiveness of existing control measures

\* Use the Child Safe Risk Rating Table if necessary.

## 6. Risk Control Measures

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### 6.1 Code of Conduct

- All staff and volunteers maintain **professional boundaries** with children
- Physical contact is limited to what is appropriate and necessary
- Staff must not engage in private or personal communication with students outside approved school channels

Permitted Behaviours (DO)

- Teach or interact with children in areas visible to other staff
- Use appropriate physical contact (e.g. a light touch on the shoulder when praising)
- Communicate through official school accounts or approved channels

Prohibited Behaviours (DO NOT)

- Be alone with a child in a one-on-one situation
- Engage in inappropriate physical contact or make sexual jokes
- Communicate privately with children via personal social media or phone

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### 6.2 Operational Controls

- One-to-one teaching is conducted in **open or observable environments**
- Classroom doors remain open where possible
- Clear procedures are in place for **child supervision, arrival, and collection**

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## 6.3 Staff and Volunteer Management

- All staff and volunteers are required to hold a valid **Working With Children Check (WWCC)**
- Induction and ongoing training in **Child Safe Standards**
- Child safety expectations are communicated clearly to new staff and volunteers

## 7. Roles and Responsibilities

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### Child Safety Officer

- Name: Midori Endo
- Position: Liaison Officer
- Contact Details: midori.endo@sssj.org.au

#### **Responsibilities include:**

- Overseeing implementation of this plan
- Receiving and responding to child safety concerns
- Ensuring appropriate reporting to relevant authorities where required

## 8. Reporting and Responding to Concerns

- Children, parents/carers, staff, and volunteers are encouraged to report concerns or allegations
- All concerns are taken seriously, documented, and responded to promptly
- Mandatory reporting obligations are followed in accordance with NSW legislation

## 9. Child and Family Participation

- Children are supported to express their views and raise concerns
- Parents/carers are informed of the organisation's child safety policies
- Feedback is used to improve child safety practices

## 10. Monitoring and Review

- This plan is reviewed **at least annually**
- Reviews are conducted following any child safety incident
- The plan is updated in response to legislative or policy changes

## 11. Approval

- Approved by: Midori Niwa, Chie Hiraoka, Haruna Ozawa
- Position: Presidents of School Committee
- Date: 28/03/2026