

Activity 4 & 5: Risk Management Strategy checklist for regulated businesses and employers and Action Plan

This checklist provides an opportunity for regulated businesses and employers to assess which aspects of the risk management strategy they currently are implementing, developing or have not yet done.

Those items that are not yet started then become part of the action plan for future development.

The checklist may be used as a self audit.

Activity 4: Risk Management Strategy checklist for regulated businesses and employers

| Element | N | D | I | NA | Evidence | Review date |
|---|---|---|---|----|----------|-------------|
| <p>COMMITMENT TO A CHILD-SAFE CULTURE</p> <p>Child protection policy:</p> <ul style="list-style-type: none"> - Statement of commitment to children’s wellbeing and protecting them from harm - Code of Conduct: standards of language and behaviour for working with children - Roles responsibilities and procedures for handling suspicions or disclosures of harm - Consequences of non-compliance with child protection policy. <p>BUILDING PEOPLE’S CAPABILITIES</p> <p>Information, training and development for staff, volunteers, parents, children re:</p> <ul style="list-style-type: none"> - Child abuse, child protection and access to support and services - Child protection policy - Risk management processes and requirements - Handling complaints and disclosures of harm - Involving and empowering children and young people - Rights and expectations of parents and children. <p>CONSISTENT PROCEDURES AND DOCUMENTS</p> <p>Risk management for child protection explicit in guidelines for:</p> <ul style="list-style-type: none"> - Selecting, supervising and managing staff and volunteers (incl. blue card status) - Planning for activities and special events. <p>Forms and registers:</p> <ul style="list-style-type: none"> - Risk management register (risks identified, assessed, treated and reviewed) - Register of staff/volunteer Blue Card status - Training register - Permissions/approvals - Incident register - Register of complaints. <p>Financial commitment to child protection strategies.</p> | | | | | | |

CODE: N – Not done D – Developing I – Implementing N/A – Not applicable Signed/Date: _____

Activity 5: Your action plan

Your action plan - transfer missing elements from checklist of Risk Management scenario worksheet to 'What' column (below)

| What | When | How | Who |
|-------------------------------------|---|--|---|
| EXAMPLE: Statement of commitment | Next staff meeting dd/mm/2006 | <ul style="list-style-type: none"> Distribute commitment statement from your Resource Book, other samples and current mission statement Adapt to include missing statements about child protection. | Manager to lead whole staff |
| EXAMPLE: Code of Conduct | dd/mm/2006 | Possible process: <ul style="list-style-type: none"> discuss issues using child abuse facts and relevant scenarios from Resource Book draft amended code particularly language, physical contact, relationships consult, rewrite after feedback - review in six months. | Director to lead staff, volunteers, parents, others in discussion. Nominated person to write up draft for comment. |
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