

CHILDREN AND YOUNG PEOPLE SAFETY AND WELLBEING RISK ASSESSMENT AND MANAGEMENT PLAN

This Risk Assessment and Management Plan is to be used as a reference to support staff and volunteers to identify and manage risks to children and young people's safety and wellbeing at Family Life as per the Victorian Child Safe Standards. This Plan will be updated at least annually. Please note all existing controls listed are not specific to an individual Standard and are to be viewed as relevant in meeting all 11 Standards.

Risk Title and type	Risk Identified	Impact Description	Existing Controls in Place
Standard 1 - Culturally Safe Environment (Situational)	Family Life fails to establish a culturally safe environment where the unique and diverse identities and experiences of Aboriginal children are valued and respected	<ul style="list-style-type: none"> - Aboriginal children do not feel safe and comfortable to raise a concern or report harm/abuse resulting in further vulnerability - Physical and/or psychological harm as a result of child abuse - Racism is not managed - Risk of psychological or physical harm as a result of abuse 	<ul style="list-style-type: none"> - Children and Young People Safety and Wellbeing Policy available to all Staff, Contractors and Volunteers - Code of Conduct to be signed by all Staff, Contractors and Volunteers - IFS and FPR Working with Aboriginal Children, youth and Families Practice - This Child Safe Risk Register is reviewed monthly and all incidences are reviewed monthly - Staff and volunteers have access to Risk assessment and management plan which is updated at least annually - Our commitment to Child Safety is made public via our website - IFS Working with aboriginal children, youth and families - IFS and FPR working with CALD children, youth and families - Child Safe is a stand alone agenda item at Executive Group and Executive Leadership Team meetings - Reporting Protocols Practice - Duty of Care Practice - Responding to Child Abuse Practice

			<ul style="list-style-type: none"> - Child Safe policies currently being reviewed and following every two years thereafter or sooner if required - Document management and retention policy and practice - Training on CISS and FVISS - Existing information sharing under our general Duty of Care where we are concerned for the safety or wellbeing of children i.e report to DFFH. In our Family Law services we report under s67ZA of the FLA. - Code of Conduct and Children and Young People Safety and Well Being Policy is adopted and actively enforced from the Board, CEO and Executive Group - Clinical Governance Framework - QIAT team - Child Safe Risk Register reviewed monthly - Child safe assessment and management plan available to child related volunteers and staff reviewed at least annually - Risk Register, Complaints Register, Client Incident Register - Details and specific risks will be detailed in referral form and further information requested for higher risk clients. - Comprehensive safety plan completed and Best Interest Risk Assessment is completed when clients have children involved which will note <ul style="list-style-type: none"> - identified risks and specific strategies to mitigate risks and support the child. - Family Action Plans /Case plans are developed in consultation with the parent/ child to establish goals. - Thorough client assessments determine service suitability, appropriate serve modality and safety
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			<ul style="list-style-type: none"> - Informal risk assessments and safety screening occurs throughout every interaction involving the child. Concerns are to be escalated to T/L - Each client is discussed during monthly supervision, collaborative approach - All cases are managed with an individual approach with the child's health and well being being the priority. Actions can be tailored until appropriate rapport has been established and concerns are fully understood.
Standard 2 - Leadership, Governance and Culture (Organisational, Propensity)	Family Life fails to establish and embed child safety in its leadership, governance and culture	<ul style="list-style-type: none"> - Child safety is not prioritised - Unclear accountabilities and expectations re child safety and wellbeing - Poor understanding of record keeping information management leading to important information not being shared or sharing information inappropriately increasing risk of harm - Poor leadership in child safety - Increase risk of child abuse occurring and not being responded to appropriately - Delays or failures to recognise signs of harm and abuse 	<ul style="list-style-type: none"> - Children and Young People Safety and Wellbeing Policy available to all Staff, Contractors and Volunteers - Code of Conduct to be signed by all Staff, Contractors and Volunteers - This Child Safe Risk Register is reviewed monthly and all incidences are reviewed monthly - Staff and volunteers have access to Risk assessment and management plan which is updated at least annually - Our commitment to Child Safety is made public via our website - Child Safe is a stand alone agenda item at Executive Group and Executive Leadership Team meetings - Reporting Protocols Practice - Duty of Care Practice - Repsonding to Child Abuse Practice - Child Safe policies are reviewed at least every two years - Document management and retention policy and practice - Training on CISS and FVISS - Existing information sharing under our general Duty of Care where we are concerned for the

		<p>safety or wellbeing of children i.e report to DFFH. In our Family Law services we report under s67ZA of the FLA.</p> <ul style="list-style-type: none"> - Code of Conduct and Children and Young People Safety and Well Being Policy is adopted and actively enforced from the Board, CEO and Executive Group - Clinical Governance Framework - QIAT team - Child Safe Risk Register reviewed monthly - Child safe assessment and management plan available to child related volunteers and staff reviewed at least annually - Risk Register, Complaints Register, Client Incident Register - Details and specific risks will be detailed in referral form and further information requested for higher risk clients. - Comprehensive safety plan completed and Best Interest Risk Assessment is completed when clients have children involved which will note - identified risks and specific strategies to mitigate risks and support the child. - Family Action Plans /Case plans are developed in consultation with the parent/ child to establish goals. - Thorough client assessments determine service suitability, appropriate serve modality and safety. - Informal risk assessments and safety screening occurs throughout every interaction involving the child. Concerns are to be escalated to T/L - Each client is discussed during monthly supervision, collaborative approach - All cases are managed with an individual approach with the child's health and well being being the priority. Actions can be tailored until appropriate rapport has been established and concerns are fully understood.
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Standard 3 - Children are safe, informed and actively participate (Vulnerability)	Children will not feel empowered about their rights, participate in decisions affecting them or be taken seriously and won't be able to participate	<ul style="list-style-type: none"> - Children will not know how to make a complaint or raise a concern - Children will lack confidence or will not feel safe to raise a concern - Children's input in decision making will not be valued or supported - Children may not understand what it means to be a child safe organisation - Risk of harm will increase as children will be less likely to report abuse or harm - Risk of abuse going unidentified and unspoken - Physical or psychological harm as a result of abuse 	<ul style="list-style-type: none"> - Children and Young People Safety and Wellbeing Policy - Code of Conduct - Practitioners empower children prior to services commencing about what it means to be a part of a child safe organisation, advises child safety is our priority and how to raise a concern/complaint - Complaints Policy - Child friendly posters in areas where services to children take place noting the Child Safe Standards, what it means for children and children's rights - Practitioner goes through safety information and rights with the child appropriate to age and abilities - For children that are of an age that is appropriate and where there are needs/goals relating to them, children are worked with directly to ensure that their voice and experience is heard, understood and reflected in the approach to work. - Where children are too young to do this, practitioners approach the work with a trauma informed and child centred focus to ensure that parent/caregivers understand how their behaviours impact on child development and outcomes (Safe and Together model - FV and its impact on child development and relationships, neglect and attachment.) - Practitioners always work with the needs and voice of the child in mind - Responding to disclosure of abuse, client disclosure and duty of care

			<ul style="list-style-type: none"> - Duty of Care - Child safety and wellbeing is a stand alone item on Executive group and Executive Leadership Team agenda - Risk assessment and management plan available to staff and child related volunteers and updated at least annually - Client incident Policy - Client risk assessment including suicide risk - Clinical governance framework - FL have practitioners covering 5-6 languages - Practitioners have access to interpretation services and support from TL to use for new staff - Clear boundaries are set by practitioners to promote empowerment and independence -Trauma informed framework and practise through a child focused lens which reflects an understanding of child development and whole of family approaches to practise
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Standard 4 - Family engagement (Organisational)	<p>Risk that families and communities are not informed and involved in promoting child safety and wellbeing</p>	<ul style="list-style-type: none"> - Lack of appreciation of the value of community consultation and engagement - Family Life do not offer information to or provide adequate opportunities for families and communities to contribute to policies and decisions related to child safety and wellbeing - lack of consultation may result in not capturing or recognising the diverse needs of certain children, resulting in such children feel undervalued and disempowered - Lack of engagement may result in families and communities not having an understanding of child safety and wellbeing and not being able to support children at risk of abuse or to support children to raise a concern or make a complaint - Further vulnerability for children to be at risk of abuse if families and communities lack awareness into child safety and well being - Physical and psychological harm as a result of child abuse 	<ul style="list-style-type: none"> - Children and Young People Safety and Wellbeing Policy - Commitment to child safety on website and job advertisements - Families invited to have a say in relation to Children and Young People Safety and Wellbeing Policy when being interviewed for audits - Several practitioners trained in Circle of Security, this is ran as a group to educate parents, but also broadly supports the program to communicate to parents the importance of Attachment and cues that children give. Newborn Observations, this assists parents to understand non-verbal cues to best meet the needs of their infants - Our team also uses the CISS and FVISS legislation to gather and share information for the purpose of ensuring the safety and wellbeing of children. This can mean seeking updates from schools or other services to ensure children at risk are visible and their safety and wellbeing is observed. - All clients that are supported in the Family services space are supported in line with the Best Interest Case Model of care which has a central element of child safety and wellbeing, from physical to emotional, psychological and social safety. This assessment is completed over the first 2 months of getting to know a family and articulates the strengths, challenges and goals of families to build safety and stability for children. - The Family Engagement services at Family Life offer clients the opportunity to complete pre and
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			<p>post service surveys.</p> <ul style="list-style-type: none"> - A whole of family approach is utilised and parents would always be involved in all decision making regarding their children
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Standard 5 - Equity and Diverse needs (Vulnerability)	<p>Risk that equity is not upheld and diverse needs are not respected and embedded into policy and practice</p>	<ul style="list-style-type: none"> - Diverse cohorts not identified for targeted support - Diverse cohorts not supported adequately and feel unwelcome - Lack of staff training on diversity - Lack of respectful culture - Incidents of discrimination or humiliation not appropriately addressed and managed - Further risk of harm to diverse cohorts if they do not feel supported and safe as less willing to report concerns - Discrimination can increase child's vulnerability as less likely to raise concern or seek help - Physical or psychological harm as a result of abuse 	<ul style="list-style-type: none"> - Children and Young People Safety and Wellbeing policy - Code of Conduct - Commitment to Child Safety on website - Zero tolerance of racism and discrimination - Strong Culture re equity and diversity supported by CEO - Encouraging conversation and interest in each person's story, background and experience - Toys are provided to children with cultural and significant meaning
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Standard 6 - Suitable Staff and Volunteers (Organisational, Propensity)	<p>Risk of staff that are not suitable to work with children or effectively supported to uphold child safety and wellbeing values in practice</p>	<ul style="list-style-type: none"> - Insufficient promotion of child safety culture may fail to deter potential predators from seeking employment - History and behaviours of concern are not identified resulting in increased risk of child abuse - insufficient induction re child safety results in increased risk of other staff not reporting concerns related to staff conduct increasing risk of it not being responded to - Insufficient supervision and performance management results in increased risk of child abuse and harm - Staff do not understand their roles and responsibilities in promoting and supporting child safety increasing risk to children - Poor recruitment and pre employment screening processes - Poor management of conflicts of interest - Insufficient supervision - Performance management does not focus on or address child safety and wellbeing - Lack of child safety culture 	<ul style="list-style-type: none"> - Children and Young People Safety and Wellbeing Policy - Code of Conduct - Employment Safety Screening practice (police checks, WWC) - All job ads note commitment to child safety - Recruitment practices and procedures have child safe focus - Several practitioners trained in Circle of Security, this is run as a group to educate parents, but also broadly supports the program to communicate to parents the importance of Attachment and cues that children give. Newborn Observations, this assists parents to understand non-verbal cues to best meet the needs of their infants. -The team shares knowledge and resources freely through: a team resource drive, strengths cards and resources, presenting topics and approaches in group reflective practice and supervision sessions, for FPR regular external coaching, attending visits with one another to observe different approaches to different scenarios. - Line managers and PM remaining up to date and offering support to build confidence and skills of practitioners as they expand their experience - Training development and knowledge gaps captured with actions at supervision/annual appraisal - Supervision is used to ensure that the quality of service and conduct matches trauma informed and child safe standard
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		<ul style="list-style-type: none"> - Physical or psychological harm as a result of abuse 	<ul style="list-style-type: none"> - PMs ensure staff are seeking guidance, specialist advice and consulting where appropriate including how to support and communicate with First Nations people and culturally diverse families - Child related volunteers have completed National Principles for Child Safe Practices and Vic Child Safety Standards, watched Reportable Conduct Scheme (RCS) video and received information pertaining to RCS
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Standard 7 - Complaints Processes (Organisational, Vulnerability)	<p>Risk that processes for complaints are not child focussed</p>	<ul style="list-style-type: none"> - Children do not feel supported to raise a complaint - Student input into decision making not valued - Inadequate response in relation to child abuse - Processes do not support children, parents or carers to make complaints - Children, parents and carers uncertain about how to raise concern because it is not easy to understand or not accessible - Physical or psychological harm as a result of abuse 	<ul style="list-style-type: none"> - Complaints Policy - Continuous Improvement processes including reviewing incidences, feedback and complaints - QIAT meeting - Client information brochure and website detailing how to make a complaint - Client and participant feedback and compliments - Privacy policy - Complaints register - Child friendly poster re child rights displayed in rooms providing services to children - Practitioners explain child rights at age and ability appropriate level - Responding to a disclosure of child abuse, client disclosure and duty of care - Duty of Care - Reporting protocols - Allegations against staff or volunteer - Rights and responsibilities explained to clients and children - The Dr Jenn McIntosh Child Inclusive Practice (CIP) training informs the practice of FRC, CCS, POP and FaRS. This creates opportunities for children to express their views when the family is going through a separation or divorce - Anecdotal information provided by children is used to inform practice and support program design (SW) PLUS children are encouraged to provide feedback about their service experience through co-designed child friendly feedback tools.
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Standard 8 - Child safety knowledge, skills and awareness (Organisational)	<p>Risk that training to staff and child related volunteers is inadequate resulting in them not having the skills or knowledge and awareness to keep children safe</p>	<ul style="list-style-type: none"> - Child safety and wellbeing training not provided to staff and child related volunteers -Volunteers not required to undertake training appropriate to the nature of their role -Training does not cover necessary topics -No accountability to staff to complete mandatory training -Training is poorly facilitated - Increased risk of harm to children as risks go unidentified and underreporting of child safety incidents to relevant authorities - Insufficient understanding of the Children and Young People Safety and Wellbeing policy - Psychological harm as a result of abuse 	<ul style="list-style-type: none"> - Training required by staff to complete: National Principles of Child Safe Orgs Vic Child Safe Standards CISS and FVISS LGBTIQ VACCA Aboriginal cultural awareness Intro to cultural competence - Training considered if further development identified: Australian Institute of Family studies (AIFS) -Family Law Pathways Network (FLPN) Child Inclusive Practice and Partnership of Victoria Family Relationship Centres - Where the concern is raised through an incident that involves a child within the program, in line with contract agreements, this would be logged into CIMS and an internal investigation completed - Training register monitored by P&C - Elearning modules, videos and face to face training provided - Staff to complete mandatory modules annually to ensure currency of practice
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Standard 9 - Physical and Online environments (Situational)	<p>Risk that the child safe policies, procedures and practices do not adequately address and manage the risk of abuse and harm in the physical and online environment</p>	<ul style="list-style-type: none"> - increased risk of child abuse occurring as risks in both physical and online environment are not identified and managed - Psychological and physical harm as a result of abuse 	<ul style="list-style-type: none"> - Home Risk Assessments are completed prior to service delivery by a practitioner with Team Leader approval. - Site inductions occur when a new facility is taken over - Ensure parent in the room at all times when handling infants - Children attending FE to be supervised at all times by parent/caregiver - 52211 Considerations for the safety and wellbeing of children and young people when providing online services - Staff carry MEPAC alarms at all times to enable assistance in an emergency/incident. Services available 24/7. - When transporting children, where appropriate, the parent will be transported with the child - Infant and booster seats are fitted to cars and staff are trained on the appropriate use of seats. - Referral form will note any risks around transportation of a child and strategies on the Best Interest Assessment - Contractors providing services for children sign contract agreeing to abide by child safe standards - All contractors entering services where children may be present are required to have WWC and police check. Tradesman are not left alone with children
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Standard 10 - Review of child safe practices (Organisational)	<p>Risk that implementation of the Child Safe Standards is not regularly reviewed and improved</p>	<ul style="list-style-type: none"> - Child safe policies, procedures and practices become out of date and not reflective of changes in legislation or guidance on best practice compromising - Family Life's ability to protect children utilising services and to effectively respond appropriately to complaints and concerns is compromised - Physical and psychological harm as a result of abuse 	<ul style="list-style-type: none"> - SMCGR and Executive Group to manage and keep abreast of any changes impacting Child Safe Standards and ensure their implementation - Recovering of QIAT team - QIAT team convenes monthly to review PPP and ensure child safe policies and practices are updated at least every 2 years or sooner if required - QIAT team reviews any client incidences related to children to ensure appropriate investigation and improvements are actioned - QIAT team reviews complaints and continuous improvement processes - Family consultation via audit interviews to provide feedback on child safe policies/practice - SMCGR has completed gap analysis, and risk assessment in consultation with DoS, PMs and PLs to identify gaps in implementation of new Vic Child Safe Standards (VCSS) and actions to complete as a result commenced - Review all child safe policies and practices has commenced - Child Safe and Risk Registers reviewed monthly - Changes communicated to staff and community/families where appropriate - Development of this child safe risk register - Risk assessment and management plan available for all child related volunteers and staff - Reviewing PPP and ensuring all child safe policies have plans to be reviewed - Child Safety and Well being on agenda at all Executive Group and Executive Leadership Team meetings
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			<ul style="list-style-type: none"> - Family Life is committed to the ongoing review and updating PPP to ensure alignment with VCSS
Standard 11 - Implementation of child safe practices (Organisational)	<p>Risk that policies, procedures and practice do not effectively document how Family Life is safe for children and are not effectively implemented by staff and volunteers</p>	<ul style="list-style-type: none"> - If PPP fails to address all aspects of the Child Safe Standards it will result in gaps in protection for children and increase risk of abuse - Staff will be unaware of their responsibilities and obligations in relation to child safety and well being if PPP are not up to date, reflective or confusing resulting in compromised ability to protect children - Failure to induct, train and support staff and volunteers on implementation of child safe 	<ul style="list-style-type: none"> - Updating our PPP following recent gap assessment, we are working towards strengthening our current alignment with the new Vic Child Safe Standards - Our leaders champion a child safe culture and model our child safe PPP - Current action plan in place to strengthen in certain areas identified as requiring additional attention

		PPP increases risk of child abuse - Physical and psychological harm as a result of abuse	
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