

## Child Safe Risk Management Checklist

This checklist has been developed to assist organisations to consider any gaps in their child safe risk management strategies

	Issue	Yes	No	Gap (list what is required)	Responsibility	Implementation date of required changes
<b>Policy</b>						
1.	Does the organisation have a Child Safe Risk Management Strategy (CSRMS)?					
1.1	Does the strategy identify all types of harm a child could be subjected to (physical, psychological, sexual and neglect)?					
1.2	Are you able to identify intentional and unintentional risks to children in your organisation?					
1.3	Does the CSRMS include a reference to all relevant legislation?					
1.4	Is the CSRMS clear and easy to understand?					
1.5	Have all stakeholders been consulted on the CSRMS?					
1.6	Does the CSRMS consider increased risk from specific activities while not discouraging positive relationships with adults and children and healthy child development?					

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<b>Communication</b>						
2.1	Has the CSRMS been discussed with all staff?					
2.2	Have staff had an opportunity to update the CSRMS after all potential risks have been identified?					
2.3	Has the CSRMS been publicised, promoted and distributed to all affected stakeholders?					
2.4	Has the CSRMS been discussed in detail during a formal induction program?					
2.5	Is the CSRMS an agenda item at each staff meeting?					
2.6	Are all child-related workers competent in identifying instances of harm, abuse and neglect, including grooming?					
2.7	Are parents and stakeholders aware of who in the organisation is responsible for risk management?					

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<b>Governance</b>						
3.1	Has the CSRMS received appropriate sign off by the governing body or company director?					
3.2	Does the CSRMS include an effective start date, review date and author?					
3.3	Does the CSRMS list all the documents that support the mitigation of the risks identified in the strategy?					
3.4	Is there a person within the organisation appointed with responsibility for the development, implementation and review of the CSRMS?					
3.5	Has the appointed person received training in identifying risks to children?					
3.6	Are all staff aware of grooming indicators and techniques and know how to report instances of grooming?					
3.7	Has the organisation developed policies, procedures and codes of conduct that reduce or eliminate the risk of harm to children?					
3.8	Is there an age appropriate mechanism that enables children to raise concerns or make allegations? Is this regularly discussed with children?					