



Risk Management and the Child Safe Standards

Risk Management Plan template

Organisation details

Organisation name	Circus Arts Australia
Nature of services provided	Circus Classes Play space Climbing Wall Flying Trapeze Shows / Performance opportunities Private lessons Holiday program Term classes Workshops / Intensives
Date completed	12/12/2023
Next review date	December 2024
Approved by	Belinda Hultgren

Addressing identified risks

Identified risk	Risk level	Child Safe Standard	Protective strategies and interventions	Governance	Timeframe	Outcome
<i>Identify risk to child safety</i>	<i>Identify the level of risk (low, medium, high, very high)</i>	<i>Identify the most relevant Child Safe Standard/s to help consider how the risk can be managed</i>	<i>Outline what the organisation will do to mitigate or manage the risk Interventions do not need to be expensive. Many can be implemented with no or limited cost involved. They need to be effective and continuously reviewed</i>	<i>Identify who is responsible for implementing the strategies, interventions and changes that are needed</i>	<i>Identify the timeframe for when changes need to be implemented by</i>	<i>Identify what you expect to see after implementing the protective strategy</i>
Outdated or missing areas of child safe policies and procedures	High	<p>1: Child safety is embedded in leadership, governance and culture</p> <p>3: Families and communities are informed and involved</p> <p>9: Implementation of the Child Safe Standards is reviewed and improved</p> <p>10: Policies and procedures</p>	<p>Policies and procedures will be developed in line with those provided by the NSW Office of the Children's Guardian including</p> <ul style="list-style-type: none"> - Code of Conduct - Commitment to Child Safety - Child Safe Policy - Complaint Handling Procedure <p>Policies and procedures will be distributed to all staff and members, including athletes, parents and carers, and placed on our website.</p> <p>The Risk Management strategy will be updated with any additional actions arising from the self-assessment tool.</p> <p>Staff understand and comply with Codes of Conduct and their obligations in reporting any unsafe behaviours.</p> <p>Polices and procedures are reviewed at least annually and after any serious complaints and staff training occurs annually or for any new staff members</p>	<p>Director / Child safe officer</p> <p>Admin</p> <p>Child safe officer</p> <p>Child safe officer</p> <p>Child Safe Officer</p>	<p>December 2023</p> <p>January 2024</p> <p>December 2023</p> <p>January 2024</p> <p>December 2024</p>	<p>Staff and the community understand the organisation's approach to child safety</p> <p>Staff and the community know that the organisation takes child safety seriously</p> <p>Children and participants feel safe and respected.</p>
<p>Opportunities for staff to build close relationships with students</p> <p>Unclear expectations about staff-child relationships.</p> <p>Some staff are former students or both coach and attend various classes</p>	Moderate – High	<p>1: Child safety is embedded in leadership, governance and culture</p> <p>8: Physical and online environment</p> <p>9: Implementation of the Child Safe Standards is reviewed and improved</p> <p>10: Policies and procedures</p>	<p>Leaders set clear expectations around child safety and ensure they are followed by staff.</p> <p>All staff must sign and adhere to the organisation's Code of Conduct which sets clear behavioural expectations around child safety.</p> <p>Staff understand the consequences of breaching a Code of Conduct.</p> <p>Parents are encouraged to stay and watch their children train when they can.</p> <p>Rule of 3 enforced at all times.</p> <p>Ensuring timetabling is organised so multiple classes are on at same time & finish at same time so multiple coaches / staff are on at closing and when children are being picked up after class.</p> <p>Age-appropriate information that describes how adults should behave is provided to children and is consistently reinforced.</p>	<p>Director / Child safe officer</p> <p>Child safe officer</p> <p>Child safe officer</p> <p>All</p> <p>Admin</p>	<p>Jan 2024</p>	<p>Physical and online environments are safer for children</p> <p>Staff are aware of and abide by the Code of Conduct</p>

<p>Workplace cultures can reduce the likelihood of athletes speaking up when they have concerns</p>	<p>High</p>	<p>1: Leadership, governance and culture 2: Children's participation and empowerment 3. Families and Communities are informed and involved. 5. People working with children are suitable and supported 6. Processes to respond to complaints are child-focused. 10.Policies and procedures</p>	<p>Leaders and staff will champion a set of core values that inform the organisation's approach to child safety.</p> <p>Leaders demonstrate attitudes and behaviours that prioritise the safety of children through the behaviours and practices they reward and challenge. This will include calling out behaviours that do not support child safety, or those that foster a negative competitive environment. It will also include encouraging a culture of reporting through materials distributed by the club, such as newsletters and at staff meetings.</p> <p>All staff must sign and adhere to the organisation's Code of Conduct which sets clear behavioural expectations around child safety, including positive behaviours that challenge negative cultures and encourage athletes to say something if they have safety concerns.</p> <p>Campaign to encourage people to speak up if they see or have concerns about child safety. Information will be publicly available to encourage members to speak up if they see anything that concerns them. Staff and members will be provided with contact details for the centre's complaint handling officer. This will include parents and carers.</p> <p>Involve children in the process of creating policies and ensure children know who they can talk to if they have any concerns.</p>	<p>Director</p> <p>Director / senior staff / head coaches</p> <p>All</p> <p>Admin</p>	<p>January 2024</p>	<p>Organisational culture creates an environment where it is difficult for abuse to occur</p> <p>Children speak-up about their safety and the safety of their friends</p> <p>Staff appropriately respond to and report child abuse</p>
<p>Staff not suitably trained in child safety</p>	<p>Moderate - High</p>	<p>5: People working with children are suitable and supported 7: staff equipped with continual education and training</p>	<p>Annual mandatory staff training on updated policies and procedures.</p> <p>Regular staff training session once a term included in staff upskilling sessions</p> <p>Checklists for training for each staff member and induction procedures followed for new staff members including ensuring all staff read and understand the Code of Conduct and other child safe policies prior to employment and annual professional development</p>	<p>Head coach</p>	<p>Jan 2024</p>	<p>Staff up to date with policies and follow code of conduct</p>
<p>Out of line-of-sight areas including bathroom / changing facilities and play space areas</p>	<p>High</p>	<p>8. Physical environments minimise the opportunity for abuse to occur</p>	<p>Ensure the rule of 3 is followed if young children who need assistance are using the bathroom areas without a parent / carer present</p> <p>Children in holiday programs to go to the bathroom with a buddy of their choice and of the same gender and /or parent / carer if they are onsite dependant of their age.</p> <p>Reception staff to do regular bathroom spot checks throughout the day.</p> <p>Emergency exit door located near bathrooms to remain locked and closed at all times so can monitor visitors / member of the public accessing the space.</p> <p>All members / participants to sign in at the reception desk upon arrival</p> <p>Play space regularly monitored by reception staff and reception to ensure adequate parental supervision of children is observed at all times.</p>	<p>All Staff</p> <p>All Staff</p> <p>Reception</p> <p>Reception</p> <p>Reception</p>	<p>December 2023</p>	<p>Reduce risks and opportunities of abuse in isolated areas</p> <p>Staff up to date with checks and policies and procedures regarding children's safety in the centre</p>

Members of the public in the space (Including Self Training Adults)	Moderate	8. Physical environments minimise the opportunity for abuse to occur	<p>Only class participants to enter the training space</p> <p>Awareness of spectators in public access areas</p> <p>No videoing or photos being taken of children by members of the general public</p> <p>All children to be signed out by a parent / guardian from holiday programs at the reception desk before retrieving child</p> <p>Self Training Adults – Explain not to interact with children and advising on appropriate changeroom etiquette</p> <p>Self Training Adults – Only in the facility at the approved training times with the least amount of cross over with children's programs</p>	Reception / Staff	December 2023	Reduce risks and opportunities of abuse to occur
Holiday programs – mixed ages of children attending (5 – 16 years)	Moderate	2: Children's participation and empowerment	<p>Children in holiday programs to go to the bathroom or leave the group with a buddy of their choice and of the same gender and /or parent / carer if they are onsite dependant of their age.</p> <p>Brief all participants before each session about safety rules within the space and who to speak to if they have any concerns</p> <p>Adequate supervision of break times by staff including monitoring of bathroom areas</p>	<p>Admin</p> <p>Coaches</p> <p>Reception Staff</p>	Jan 2024	<p>Children understand that they are listened to and respected</p> <p>Children speak-up about their safety and the safety of their friends</p>
Under 18 performers at community settings	High	8. Physical environments minimise the opportunity for abuse to occur	<p>Circus Arts requires staff adhere to the Rule of Three when transporting a child (one adult, two children or two adults with one child)</p> <p>Use of screened parent volunteer to assist with the supervision at community events</p> <p>Under 18's are not to leave performance areas without a suitable adult supervisor and the rule of 3 must be followed at all times.</p> <p>Parental permission to be sought before children leaving the space with someone other than their parent / carer</p>	All Staff	Jan 2024	Children are safe when performing out of the Circus Arts venue.
Online contact of staff and troupe members	High	8: Physical and online environment	<p>Social media policy – in group only – no private conversations</p> <p>Reporting procedures</p> <p>All Circus Arts communications to parents/guardians needs to be through an approved Circus Arts channel within Business hours:</p> <ul style="list-style-type: none"> - Emails from the @circusarts.com.au - Official Instagram (messages, comments) - Official Facebook (messages, comments) - Circus Arts Reception Phone (calls) - Circus Arts Reception Mobile (calls and texts) <p>Circus Arts does not publicly tag minors in images or videos on their social media.</p> <p>Circus Arts does not permit the following online communications with children:</p>	<p>Admin</p> <p>All Staff</p>	Jan 2024	Children and Customers understand the clear lines of communication at Circus Arts

			<ul style="list-style-type: none"> - Direct messages, emails or calls where the parent/guardian is not a part of (cc'd on emails, present at time of call etc) - Direct messaging, emails or calls from a coach or staff members personal social media, email or phone. 	Marketing Manager All Staff		
High staff turnover Outside coaches for workshops / intensives Outdated staff recruitment procedures	Moderate	5: People working with children are suitable and supported	Screening processes – child safe questions in interview – follow up with referees and verify all Working with children checks All staff have completed the e-learning module and induction All staff participate in child safe training	Director Child safe officer	Jan 2024	All staff are screened and trained adequately as per workplace policies and relevant laws
Photographing / videoing of children Students attend with mobile phones	High	8: Physical and online environment	Ensure written consent of any media / marketing material is obtained All photography / videoing of students is obtained through using work devices specifically for those purposes and only by the marketing staff No member of the public able to film any participants apart from their own children No mobile phones on the floor during training Adequate supervision of students at all times when under duty of care	All Staff Marketing Manager Child Safety Officer	Jan 2024	Children are safe from being photographed and filmed when no permission is given.
Spotting children in circus classes	High	8: Physical and online environment 7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training	Let child know how they will be spotted and where the coaches hands will be during the skill. Coaches to be aware of appropriate hand placement. For example, holding a waist from each side is appropriate, whereas, holding the waist on the stomach and back would not be appropriate as hands can slip easily to then be holding breasts or bum. Do not hold clothing as spotting, it can tear, or move out of place as a participant falls.	Coaches Coaches Coaches	Jan 2024	Children are communicated to and have only appropriate safety spotting in classes.
Travel to shows Travel to/from practice	Moderate	8. Physical environments minimise the opportunity for abuse to occur	Circus Arts requires written consent from a parent or guardian before allowing a staff member to transport a child. Circus Arts also requires staff adhere to the Rule of Three when transporting a child (one adult, two children or two adults with one child)	All Staff	Jan 2024	Children are in safe environments in the rare occasion of travel with Circus Arts
Feedback and Input	High	2. Children participate in decisions affecting them and are taken seriously	Opportunities are created for children to be included in organisational decision making through a survey which will explore how children consider the centre could be safer for them, and whether there are any safety concerns.	Admin All Staff	Jan 2024	Children know how to speak up and feel comfortable doing so