

# Child Safe Risk Management Plan

## Purpose of plan

Creating a child safe environment includes:

1. identifying environmental risks to children's safety in relation to the activities and services we provide, our physical settings and our online spaces and communication
2. taking action to reduce these risks and children's exposure to harm or abuse.

These risks can change over time if our physical and online spaces change, or different activities or services are provided by our organisation. This may also include unique events, excursions or travel involving children. Our plan will be regularly reviewed and updated to reflect any changes.

Our Risk Management Plan in the table below sets out these risks, assesses their potential impact, the strategies to help prevent or reduce them, and keeps track of our progress.

## Nature of our settings and services provided

Hippo's friends education and care service provides play, learn and routine activities to children. These activities and services take place in the following locations:

Hippo's friends 1082 Botany Road, Botany 2019, local excursions to be advised for 2026

# Responsibility for Risk Management Plan

Heike Jordan-Busch for making sure that the strategies to manage risks are implemented and monitored.

This version of the plan was completed on 30/01/2026

Everyone in our organisation should be alert to any risks to children's safety and draw attention to any concerns that may arise, as set out in our Child Safe Policy.

Our Risk Management Plan is available on our website.

## Next review date

Heike Jordan-Busch will review this plan annually on 30/01/2027

The plan will be reviewed and updated immediately if there are:

- any incidents involving children
- any changes to our physical or online spaces or online communications
- any changes to the types of activities and services involving children that we deliver, including unique events on or off-site.

## Risk assessment matrix

Determine the overall level of risk using the risk matrix table.


Table 1 Risk assessment matrix



Likelihood	Insignificant impact	Minor impact	Moderate impact	Major impact	Severe impact
Almost certain	Medium	High	Very high	Very high	Very high
Likely	Medium	High	High	Very high	Very high
Possible	Low	Medium	High	High	Very high
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

For more information and guidance, staff responsible for developing, reviewing and updating our Child Safe Risk Management Plan can read the OCG's handbooks on risk management, watch the OCG and Office of Sport video, or sign up for the OCG's training to help your organisation develop its Child Safe Risk Management Plan.

# Risk Management Plan

Identify settings where interactions occur	Identify risks in these settings	Assess likelihood of risk	Assess consequence of risk	Determine risk rating	Identify and implement strategies to manage risk	Track progress and regularly review
Identify the different environmental settings or activity types in your organisation, physical and online, where adults work or interact with children. The same setting could have multiple risks.	Identify the specific risks to children in these settings or activities in terms of exposure to harm or abuse	Assess how likely it is that the risk will occur, using the following scale: <ul style="list-style-type: none"> <li>• Rare</li> <li>• Unlikely</li> <li>• Possible</li> <li>• Likely</li> <li>• Almost certain</li> </ul>	Assess the impact if the risk occurs, using the following scale: <ul style="list-style-type: none"> <li>• Insignificant</li> <li>• Minor</li> <li>• Moderate</li> <li>• Major</li> <li>• Severe</li> </ul>	Use the risk assessment matrix to decide the overall risk rating, using the following scale: <ul style="list-style-type: none"> <li>• Low</li> <li>• Medium</li> <li>• High</li> <li>• Very high</li> </ul>	Describe what protective strategies already exist and what strategies need to be developed to help minimise the risk.	Keep track of whether these strategies are in place and responsibilities. Regularly review to make sure any protective strategies implemented are working and note follow up actions.
Toilet area	Hidden from view from supervising adults	Possible	Major	High	Organisation's Child Safe Code of Conduct specifies appropriate change room and toilet block etiquette reporting posters put up around the organisation to make sure everyone knows what to do if they need to report an allegation	Have these strategies been implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, include a reason for why not. 
					breach or disclosure	

<p>Indoor and outdoor play spaces transition times small group activities</p>	<p>Inadequate supervision due to large group sizes or poor staff positioning may result in children being unsupervised or interactions not being visible to educators</p>	<p>Possible</p>	<p>Major</p>	<p>High</p>	<p>regular pop quizzes done with staff to make sure they know and understand the organisation's child safe documents</p> <p>Maintain appropriate educator-to-child ratios at all times</p> <p>Organise children into smaller groups where possible</p> <p>Ensure active supervision (positioning, scanning, listening)</p> <p>Adjust room layout to reduce blind spots</p> <p>Provide staff training on effective supervision strategies</p>	<p>Have these strategies been implemented?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> 
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					<p>Regularly review supervision practices</p>	<p>Have these strategies been implemented?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> 
<p>Emergency evacuations (fire, lockdown, emergency drills) involving children with additional needs</p>	<p>Children with additional needs may not be able to evacuate independently due to mobility, sensory, behavioural or communication needs, increasing risk of injury or distress during an emergency</p>	<p>Unlikely</p>	<p>Severe</p>	<p>high</p>	<p>Individual emergency evacuation plans developed for children with additional needs</p> <p>Staff trained in inclusive evacuation procedures</p> <p>Allocation of specific educators to support individual children</p> <p>Use of visual cues, social stories or verbal prompts</p>	<p>Have these strategies been implemented?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> 

					<p>Regular practice through inclusive emergency drills</p> <p>Review plans in consultation with families and relevant professionals</p>	
<p>Toileting, nappy changing and personal care routines for children with additional needs</p>	<p>Children may be more vulnerable due to dependence on adults for personal care, communication difficulties or limited understanding of boundaries, increasing risk of inappropriate contact or distress</p>	<p>possible</p>	<p>Major</p>	<p>high</p>	<p>Two educators present where practicable</p> <p>Clear procedures for personal care routines followed at all times</p> <p>Staff trained in professional boundaries and child-safe practices</p> <p>Visual supports and verbal explanations provided to children</p> <p>Documentation of care routines and any concerns</p>	<p>Have these strategies been implemented?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>AmD</i></p>

					Regular review of practices with families and relevant professionals	
Use of mobile phones	Adults may use their personal devices to take photos of children or young people without permission	Likely	Moderate	High	<p>Organisation's Child Safe Code of Conduct specifies no photos to be taken of children or young people without parental permission</p> <p>continue to remind everyone in the organisation that taking photos of children or young people is not allowed</p>	<p>Have these strategies been implemented?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>See Q</i></p>
Excursions	Adults may become frustrated with extra responsibility and yell at children or young people	Unlikely	Moderate	Medium	<p>Regular meetings in the lead up to the excursion clearly establish that no breaches to the Child Safe Code of Conduct will be tolerated; it's been decided that adults</p>	<p>Have these strategies been implemented?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

					<p>will supervise in pairs to share the workload</p>	
<p>Sleep and rest areas (cot rooms, sleep mats, quiet rooms)</p>	<p>Reduced visibility or isolated spaces may increase risk of unsafe interactions, missed distress cues, or children not being adequately supervised while resting</p>	<p>Possible</p>	<p>major</p>	<p>High</p>	<p>Active supervision maintained at all times during sleep and rest periods Educators positioned to observe all children</p> <p>Sleep checks conducted and recorded at required intervals</p> <p>Room layouts arranged to avoid blind spots</p> <p>Clear procedures for settling and comforting children</p> <p>Individual sleep needs followed in consultation with families</p> <p>Staff trained in safe sleep and child-safe practices</p>	<p>Have these strategies been implemented?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>SRD</i></p>

Arrivals and departures (handover between families and educators)	Risk of children being released to unauthorised persons, reduced supervision during busy periods, or children becoming separated from the group	Possible	Severe	high	<p>Only authorised persons listed on enrolment records may collect children</p> <p>Photo identification checked where required</p> <p>Clear sign-in and sign-out procedures followed</p> <p>Educators positioned at entry/exit points during peak times</p> <p>Children supervised at all times during handover</p> <ul style="list-style-type: none"> <li>Families reminded regularly of collection procedures</li> </ul>	<p>Have these strategies been implemented?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
						<p><i>ASD</i></p>

This sample was developed by the NSW Office of the Children's Guardian. For more information on risk management and how to create a Child Safe Risk Management Plan, download our risk management handbooks: [Part 1](#) and [Part 2](#), watch the [OCG and Office of Sport video](#), or sign up for the [OCG's training](#) to help your organisation develop its Child Safe Risk Management Plan. For more free child safe resources, visit [ocg.nsw.gov.au/our-resources](http://ocg.nsw.gov.au/our-resources).