



Child Safety Risk Assessment Matrix

Purpose

This matrix is used to assess the **likelihood** and **consequence** of identified child safety risks across physical, online, and program settings.

It helps determine **risk ratings (Low to Extreme)** and guides the **control actions** needed to protect children and young people.

1. Risk Rating Matrix

Likelihood	Description	Consequence	Description
Rare (1)	May occur only in exceptional circumstances	Insignificant (1)	Minimal impact, managed immediately
Unlikely (2)	Could happen but not expected	Minor (2)	Minor injury, distress or inconvenience
Possible (3)	Might occur at some time	Moderate (3)	Ongoing emotional impact or short-term harm
Likely (4)	Will probably occur in most circumstances	Major (4)	Ongoing emotional impact or short-term harm
Almost Certain (5)	Expected to occur frequently	Severe (5)	Ongoing emotional impact or short-term harm

Risk Rating Formula:

Risk Level = Likelihood × Consequence

Score	Risk Level	Action Required
1-4	Low	Manage by routine procedures; monitor
5-9	Medium	Implement risk reduction controls; monitor regularly
10-16	High	Immediate management required; senior oversight
17-25	Extreme	Stop activity until controls in place; escalate to management



2. Risk Assessment Table – Key Child Safety Risks

Risk Area	Risk Description	Likelihood	Consequence	Risk Level	Control / Mitigation Strategies
Change rooms & toilets	Areas hidden from supervising adults leading to potential misconduct	Possible (3)	Major (4)	High (12)	Supervision schedule; separate adult facilities; random checks; open-door visibility policy
Drop-off / Pick-up	Child left alone with one adult before or after program	Likely (4)	Moderate (3)	High (12)	Two adults present; sign-in/out register; parent communication; clear supervision zones
Transport (bus trips)	Staff driving children without additional supervision	Possible (3)	Major (4)	High (12)	Two staff on all trips; parent consent; approved drivers; vehicle compliance
Coach frustration or targeting children	Emotional abuse or intimidation	Possible (3)	Major (4)	High (12)	Staff training in behaviour management; incident reporting; observation by senior staff
Guest speakers / visiting trainers	Unscreened adults interacting with children	Unlikely (2)	Major (4)	Medium (8)	Verify Working With Children Checks; AAC staff supervision; visitor sign-in protocols
First aid care	Physical contact misinterpreted or inappropriate	Possible (3)	Moderate (3)	Medium (9)	Visible treatment areas; second adult present; log all incidents; trained first aid staff only
Canteen / BBQ	Burns or unsafe interactions behind counter	Possible (3)	Minor (2)	Medium (6)	Two adults supervising; child induction on safety; restricted access to hot areas
Online communications (text/email)	Direct messaging between adults and children	Likely (4)	Major (4)	High (16)	Use group messages; include parents; use official AAC channels only
Social media / images of children	Unauthorised image sharing or grooming	Possible (3)	Major (4)	High (12)	Obtain parent consent; group images only; staff not to friend/follow students



Risk Area	Risk Description	Likelihood	Consequence	Risk Level	Control / Mitigation Strategies
YouTube or child posts	Posting identifiable videos online	Possible (3)	Moderate (3)	Medium (9)	Online safety education; remove inappropriate content; monitor digital activity
Farm & animal handling	Injury or separation from group	Possible (3)	Major (4)	High (12)	Safety briefings; staff supervision ratios; PPE; emergency plan
Machinery / Drone demonstrations	Physical injury or misuse of equipment	Unlikely (2)	Major (4)	Medium (8)	Trained supervision; equipment safety checks; restricted use areas
Overnight camps	Privacy or inappropriate contact	Unlikely (2)	Severe (5)	High (10)	Separate sleeping areas; two adults on duty; staff WWCC verified; curfew and check-ins
Community events / open days	Lost child or unauthorised contact	Possible (3)	Major (4)	High (12)	Controlled entry/exit; wristbands; meeting points; security volunteers
Sideline behaviour	Yelling, aggression, or negative comments	Likely (4)	Moderate (3)	High (12)	Code of Conduct; parent education; staff monitoring; reminder signage

3. Risk Management Summary

Risk Level	Action Required
Extreme	Stop activity immediately until corrective actions are in place. Escalate to Child Safe Champion or Director.
High	Implement control measures urgently. Monitor continuously and review effectiveness.
Medium	Apply control measures and review regularly. Train staff to maintain awareness.
Low	Manage through standard procedures and supervision. Maintain vigilance.



4. Monitoring & Review

- **Reviewed annually** or after any incident, new activity, or environmental change.
- **Child Safe Champion** oversees reviews and ensures mitigation measures remain effective.
- All incidents and near-misses are logged and reviewed to update risk ratings.

Child Safe Champion Contact

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(Or earlier if new activities, programs, or risks are introduced.)