



Child Safety Risk Management Plan

Purpose

This plan identifies and manages risks to child safety across all Australian Agricultural Centre programs, facilities, and activities — including training, farm experiences, classroom sessions, online engagement, and events.

It aims to minimise harm by implementing practical and proactive measures to ensure a safe, supportive environment for all children and young people.

1. Physical Settings

Setting/ Activity	Identified Risks	Potential Harms	Control Measures/ Mitigation Strategies
Change rooms and toilets	Hidden areas not visible to supervising adults	Inappropriate behaviour, privacy breaches, abuse	<ul style="list-style-type: none">- Ensure change rooms and toilets are located near active supervision areas.- Regular supervision and random checks by two adults where possible.- Clear signage and access restrictions (staff use separate facilities).- Educate children about privacy and safety expectations.
Training or practical sessions	<ul style="list-style-type: none">- First child to arrive or last to leave may be alone with a supervising adult.- Coach or trainer may display frustration or target individual children.- Special guests or champion presenters attend sessions.	<ul style="list-style-type: none">- One-on-one unsupervised situations.- Verbal or emotional abuse.- Unscreened visitors interacting with students.	<ul style="list-style-type: none">- Ensure two adults are always present for arrival and departure.- Maintain sign-in/out registers.- Provide behaviour management training for staff.- Require all guest coaches/trainers to have valid Working With Children Checks and supervision by AAC staff.- Reinforce positive behaviour management.



Drop-off and pick-up	Children left alone with adult before or after sessions	Risk of harm, inappropriate contact	<ul style="list-style-type: none"> - Supervision roster ensuring two adults present. - Parents advised not to drop off early or collect late. - Safe waiting area in public view. - Emergency contact protocols.
Transport (bus or vehicle use)	Staff or coaches driving children to/from activities	Risk of misconduct or accident	<ul style="list-style-type: none"> - Two supervising adults on all trips. - Parent consent forms for all travel. - Vehicles comply with safety regulations. - Seatbelts mandatory. - Transport policy communicated to parents.
Game day or outdoor practical events	<ul style="list-style-type: none"> - Adults yelling or displaying aggressive behaviour. - Physical injuries. - Praise/awards leading to favouritism or exclusion. 	<ul style="list-style-type: none"> - Emotional distress. - Unsafe environment. - Inequity or loss of confidence. 	<ul style="list-style-type: none"> - Code of Conduct for parents and spectators. - Positive encouragement framework. - Trained first aid officer present. - Inclusive award recognition.
Score box / control room	Children left unsupervised	Risk of harm or misuse of equipment	<ul style="list-style-type: none"> - No child permitted in score box alone. - Adult supervision required at all times. - Roster system for volunteers.
First aid care	Physical contact when treating injuries	Misinterpretation or inappropriate contact	<ul style="list-style-type: none"> - Only trained and authorised first aiders to provide care. - Provide treatment in visible area when possible. - Record all first aid incidents in log. - Another adult to be present whenever possible.
Canteen / food service	Children assisting behind counter or barbecue	Burns, injury, inappropriate interactions	<ul style="list-style-type: none"> - Children supervised by two adults. - Restricted access to hot surfaces. - Induction on hygiene and safety. - No cash handling without supervision.



2. Activity Setting (AAC-Specific)

Setting/ Activity	Identified Risks	Potential Harm	Control Measures/ Mitigation Strategies
Farm tours and animal handling	Children separated from group; unsafe interaction with animals	Physical injury, isolation	<ul style="list-style-type: none">- Maintain clear supervision ratios.- Staff trained in animal safety.- Safety briefing before activities.- Emergency procedures in place.
Workshops and training (AI, drones, machinery)	Use of tools, drones, or tech equipment	Physical injury, misuse of devices	<ul style="list-style-type: none">- Safety induction and supervision at all times.- Restricted access to equipment.- Emergency stop procedures and PPE use.
Overnight camps / residential programs	Shared accommodation, privacy, supervision	Inappropriate conduct, lack of privacy	<ul style="list-style-type: none">- Separate sleeping areas for adults and children.- Two adults on duty overnight.- Clear rules for bathroom and shower access.- Pre-approved staff supervision roster.
Community events / open days	Large crowds, unknown visitors	Risk of lost children or unauthorised contact	<ul style="list-style-type: none">- Wristbands or identification for children.- Controlled access points.- Designated meeting area.- Staffed information desk.



3. Reporting and Review

- All concerns, incidents, or suspected child harm must be reported immediately to the **Child Safe Champion** or the **Centre Director**.
- Reports are managed confidentially in line with AAC's *Child Safe Reporting Policy*.
- This plan is reviewed annually, or sooner following any incident, new activity, or change in operations.

Child Safe Champion Contact

Name: Jo Marshall

Role: CEO

Email: jo@australianagriculturalcentre.com

Phone: 0408976070

Next Review Date

Scheduled Review: *12 Jan 2027*

(Or earlier if new risks or significant program changes occur.)