



# NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

## RISK MANAGEMENT POLICY

At Narnia, we are committed to safeguarding children, staff, parents and all visitors to our centres. We have policies, procedures and practices in place to ensure that we are providing a safe place for children, staff, parents and visitors to be. Narnia is committed to providing a child safe environment. The safety and protection of children is our highest priority and we have zero tolerance for any abuse or maltreatment of children. Risk management procedures are in place and it is expected all staff are aware of and follow these at all times.

### **Rationale:**

Risk is a part of everyday life in the early childhood setting and is something our staff are accustomed to responding to. Staff ensure they have considered all potential hazards that may occur on an outing, during children's daily activities, with visitors to the Centre and in the general environment. Undertaking a risk assessment leads to a safer environment for children, staff and parents.

### **Who is responsible?**

All staff members have a role to play in dealing with risk. However, risk is ultimately the responsibility of the governing body. The Director and Executive Director are responsible for ensuring a proper risk management policy is in place and complied with. The risk management policy is monitored on an ongoing basis. All staff and volunteers are responsible for complying with the strategy. Communication of the strategy is the responsibility of the Director and Head of Early Childhood Education.

### **Process for assessing and managing risk:**

#### 1. Risk Management Policy Statement

This is our commitment to complying with legal obligations as well as the measures taken to protect against risk and guides everyday practice. Checks are then made to determine how well the aims set down are being achieved. If the aims are not being achieved corrective action can be taken. If an incident occurs, the Director will examine the relevant risk assessments, safety statement, procedures and work practices to assess whether good practice was adhered to. In order to be effective, the policy must be embedded in day to day processes and be communicated to, and supported by, staff and volunteers.

#### 2. Identifying potential risks

Considering potential risks, helps staff think about all the possible day to day risks within the service environment, both indoors and outdoors, that may affect the service. Daily checklists, carrying out monthly/quarterly risk assessments as and when a risk arises and WHS and child protection discussions in staff meetings will assist in identifying potential risks. It is important for all staff to be involved in this thinking process and be included in discussions to increase their awareness and responsibility.

### 3. Analysing and assessing risk

After identifying potential risks, staff examine the potential consequence if identified risks were realised. It is important to consider what existing control measures are in place and whether they are sufficient to address the risk and to rate the risk to determine the likelihood and the impact of the risk occurring. The likelihood of a particular risk occurring depends on the probability of future occurrence, how frequently this has occurred and the quality of the existing controls.

### 4. Controlling risk

There are a number of options for responding to and controlling risk. These include Avoidance, Prevention, Minimisation, Acceptance and Transferral.

**Avoid the risk** –the activity for which the risk has been identified will not go ahead because the risks associated with it are too great to warrant continuing it.

**Prevent the risk** – take action to reduce the likelihood of the risk. Having effective internal policies and procedures will prevent many potential risks. For example, a policy on administration of medication will prevent a child receiving the wrong dose of medication which could lead to illness or death.

**Minimise the risk** – this involves taking steps to reduce the consequences of a risk should it occur.

**Accept the risk** –If the cost of prevention is greater than the likelihood of the risk, you may decide to accept the risk.

### 5. Monitoring Risk

In order to be effective, the risk management policy must be a living document. It must be communicated effectively throughout the service to all staff and volunteers. Monitoring the risk management policy helps to determine if the controls that are in place are effective. Risk Assessments will be reviewed after each event and annually, reviews will be recorded and any additions will be added to ensure children's and adult's continued safety, health and welfare.

## Environments

### Outdoors

Narnia will provide safe, creative play environments that are aligned with Australian Standards for playgrounds. ([www.kidsafe.nsw.org](http://www.kidsafe.nsw.org))

- The playground will be inspected and maintained on a regular basis.
- A register of checks and maintenance will be kept. This includes the daily playground safety check.
- Staff are to ensure water troughs be well supervised at all times and emptied after use.
- The Australian and New Zealand Standards specify requirements for the design, construction, installation and maintenance of playground equipment and soft fall materials. Although Standards are not mandatory, compliance represents best practice and may be referred to in a court action. (AS/NZ4422:1996 Playground Surfacing).
- The Kidsafe Playground Safety resource kit will be used as a guide to standards.

- **Supervision:** High quality supervision is essential to ensure safe play behavior and protection of children at all times. Supervision involves more than being physically present. It requires vigilance, thought and active observation and accountability of all children in all situations when under the care of Narnia.
  - **Fall Height:** The fall height of fixed equipment is the distance between the highest accessible play surface on a piece of equipment and the ground surface beneath it. The maximum fall height for moveable play equipment is 1500mm (AS 4685:2014 4.2.16)
  - **Preventing Injury from falls:** The surfacing under and around playground equipment is one of the most important factors in reducing the likelihood of a head injury. A fall onto a certified surface is less likely to cause a serious head injury than a fall onto a hard surface.
  - **Falling space/impact area:** The falling space/impact area (or safety zone) as determined by the various fall heights (AS 4685) is required around the perimeter of equipment with fall heights of more than 600mm from ground level and between individual items of equipment.
  - **Solid materials:** These include products such as synthetic grass, rubber tiles and wet pour rubber.
  - **Loose materials** Loose fill material should be installed to whichever is the greater depth: 250mm or the depth that your soft fall supplier specifies for the height of your equipment. An extra 20% is required for heavy traffic areas or compaction. The kinds of materials available are pine bark, composted bark/chip products sand, and wood chip. These surfaces need to be raked and replenished regularly to maintain an even depth. (Kidsafe Website)
  - **Portable Mats:** Portable mats may be used as surfacing beneath and surrounding moveable play equipment that measures more than 600mm above ground level provided the mat is certified to AS/NZS 4422 and covers the minimum falling space/impact area.
  - **Moveable Play equipment:** This must be carefully planned to ensure safety and challenge.
- Fencing is kept in good maintenance around the centre and at the height required for regulations
  - Fumigation of spiders occurs yearly or when deemed necessary by staff and management
  - Plants are not poisonous. (Kidsafe Australia)

### Indoors

- Buildings are maintained regularly and a maintenance book or on-line logging system is up to date with current needs for safety
- All electrical cords are either in high places (out of reach of children or appropriately concealed). Appliances will be tested on an annual basis.
- Hazardous substances will be kept in locked and marked cupboards. Safety Data Sheets (SDS) will be maintained for chemicals stored on the premises.

SDS must include information on the:

- Hazards of the chemical and how to handle it safely, including storage and disposal.
- Physical and chemical properties of the chemical, as well as potential health and emergency response measures.
- Environmental effects of the chemical

## Child Protection Risk Management

Narnia Early Learning will ensure the children in our care are protected according to the Guide to the Child Safe Standards (2020) in the following ways:

- Directors incorporate risk management of child abuse into decision making and actively monitor risks to child safety.
- Children's participation is embedded in organisational practice through feedback mechanisms.
- Directors and staff encourage families to take an active role in keeping children safe.
- Policies and procedures are clearly communicated to parents and carers.
- Directors and staff understand barriers that prevent children from disclosing abuse or adults from recognising children's disclosure.
- All staff are given information about the factors that increase a child's vulnerability to harm.
- That recruitment does not rely only on the WWCC, and supports ongoing training opportunities for all staff.
- Directors are trained in child safe recruitment practices.
- Background and reference checks are carried out and recorded.
- Supervision includes regular reviews to check whether staff are following Code of Conduct and other child safe policies
- Directors create a culture where complaints are taken seriously and all adults take responsibility for the safety of children
- Directors clearly explain that breaches of Code of Conduct will result in disciplinary action.
- Staff are given support and information on what and how to report, including to external bodies
- Training is regularly reviewed in response to emerging best practices
- Leaders set expectations about behavioural standards for staff interacting with children in physical and online environments.
- Risk assessments identify areas where adults have opportunities to interact with children unsupervised

Sample Risk Assessment: Appendix 1

Sample Risk Assessment child safe Appendix 2

CCS Assurance - Narnia is committed to safe-guarding against all forms of fraud. Narnia Early Learning works to strict budgets based on firm enrolled numbers. Administration staff in each centre are required to reconcile weekly CCS payments against enrolment utilisations and subsidy claims. Monthly reconciliations in the business financial accounts are to be checked by the Assistant CFO to ensure accurate reporting. This is to be cross-checked against weekly reconciliations. The company's accounts are to be audited each year by a registered auditor.

The Business Manager monitors all messages from CCS in the third party software to ensure documentation is correct and that staff are complying to CCS guidelines (e.g. Attendances being submitted correctly and within the CCS enrolment dates, Confirmations of enrolments by parents etc)

All centre fee records are kept in a Qikkids cloud-based filing system and are only accessible by the Approved Provider, CFO and Assistant CFO, the respective centre Nominated Supervisors and the respective admin person in each centre. The centres will maintain a confidentiality policy that ensures that all parent and child records are kept strictly confidential. <https://narniapreschoolecc.com.au/wp-content/uploads/2017/10/Privacy-and-Confidentiality.pdf>

<b>APPENDIX 1</b>						
<b>Identify the activity:</b> Great Woods Program – Indoors Waratah		<b>Location:</b> Great Woods Room			<b>Who may be at risk?</b> Staff, parents and Children Enrolled at Narnia	
<b>Identify hazards, risks and rate the risks</b> - Infection                      - Injury                      - Slip, Trip, Fall						
Tasks	Hazards	Risks	Risk rating			Existing Control measures
			Likelihood	Impact	Risk Rating	
Changing Soiled Clothing	Contact with bodily fluids	Infection	Unlikely	Minor	Low	Use gloves (PPE) Place in personal plastic bag and out of reach of children Wash hands when finished
Administering Medication	Needle stick injury (epi pen)	Injury	Unlikely	Moderate	Medium	Ensure staff are adequately trained
Managing Sick Children	Contracting illness	Sickness of staff and others	Possible	Moderate	High	Handwashing Follow policy
Cleaning Tables and Equipment and Bathrooms	Muscle sprain or strain Slips trips and falls	Injury	Possible	Moderate	High	Using correct manual handling practise Clean up spills Place “wet floor” sign
Use of Electrical Equipment	Electric shock Heat Broken Screen	Injury	Unlikely	Moderate	Medium	Supervision while using iPads
Children’s activities and resources	Tripping, choking, cuts, stabbing etc.	Injury and harm	Unlikely	Minor	Low	Staff supervision Teaching correct use of activity and resource Cleaning up area of walkways
Kitchen and storage cupboards accessible to chdn	Access to harmful substances	Sickness, injury and infection	Unlikely	Moderate	Medium	Keep cupboards locked and out of reach of children
Power points and leads	Power points Cords and leads	Injury Injury	Unlikely	Moderate	Medium	Power point covers Maintained by tags and testing Taped to walls
Doors and Gates	Fingers caught in doors and gates	Injury and harm	Possible	Minor	Medium	Supervision and discussion with children about consequences
Vermin and Pests	Disease	Illness	Unlikely	Minor	Low	Regular pest inspections
Children’s Behaviour	Unsafe and inappropriate children’s actions	Injury and harm	Possible	Minor	Medium	Follow Centre Policies and Procedures Discussion with parents
Furniture	Damage to tables/chair/furniture Height risk	Injury Injury	Unlikely	Minor	Low	Ensure all furniture and furnishings are safe for use for each day Supervision of big chair
Meal Times	Allergies Cross Contamination Incorrect temperature of food	Sickness and harm Illness Illness/sickness	Unlikely	Moderate	Medium	Allergy charts displayed Staff supervision Heat food safely to eating temperature. Check Temperature of fridge Make sure ice brick is in each lunch box

Risk Assessment Tool for Child Safety

Category of Risk	Description
Grooming	Physical or psychological actions which involve manipulative cultivation of relationships with children, young people and vulnerable adults. Also referred to as "coercion". Grooming is a form of sexual misconduct.
Safety	Physical, emotional, spiritual safety; being protected from danger, risk, or injury.
Touch	Any form of physical contact
Privacy	Referring to privacy and confidentiality legislation, people's right to privacy is to be protected, and information to be kept confidential.
Disclosure	When someone informs another about an experience of abuse or risk of harm. This could be a direct or indirect disclosure.

Table 1 Category of risk description examples

Likelihood	Risk level				
	Almost certain	Medium	High	High	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High
Consequence	Insignificant	Minor	Moderate	Major	Catastrophic

Table 2 Risk Assessment Matrix

Identifying Risk		Risk Assessment			
Category	Description	Likelihood	Consequence	Risk Level	Management (for LOWRISK)
Leadership	Lack of or minimal awareness and commitment for a Child Safe organisation	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> <li>- Code of Conduct</li> <li>- Child Protection Policies</li> <li>- Strategies to address organisational culture of child safety</li> <li>- Commitment Statement to child safety</li> <li>- Ongoing agenda item within leadership</li> </ul>
Reportable conduct	Misconduct unreported and failure to address behaviour surrounding misconduct	Unlikely	Catastrophic	High	<ul style="list-style-type: none"> <li>- Training for all staff, volunteers, leaders etc.</li> <li>- Grievance procedures in place</li> <li>- Code of Conduct and Child Protection policies</li> <li>- Procedures and protocols responding to misconduct</li> </ul>
Recruitment	Selection of inappropriate personnel Lack of proper screening processes and reference checking	Possible	Major	High	<ul style="list-style-type: none"> <li>- Reference Checking</li> <li>- Pre-screening interviews</li> <li>- Criminal History checks</li> <li>- Working with children checks</li> <li>- Probation period</li> </ul>
Grooming	Engagement with children online Breaching appropriate conduct in person with a child/children	Possible	Moderate	High	<ul style="list-style-type: none"> <li>- Code of Conduct</li> <li>- Training for all staff, volunteers, leaders etc.</li> <li>- Security and privacy settings on social media and devices used by organisation</li> <li>- Regular monitoring of any Social Media sites used for ministry to children by an appointed person</li> </ul>
Privacy	Use of images or video of children and young people without parental consent	Possible	Minor	Medium	<ul style="list-style-type: none"> <li>- Code of Conduct</li> <li>- Training for all staff, volunteers, leaders etc.</li> <li>- Photo release forms (permission)</li> <li>- Photo and video policies</li> </ul>

This policy links with our -

Child Protection Policy- Complaints Policy - Confidentiality Policy - Administration of medication -  
Policy on Infection control - Policy on managing behaviour - Policy on safe sleep - Fire safety policy -  
Excursions policy - Policy on accidents and incidents - Policy on Authorisation to collect children -  
Policy on Healthy Eating - Recruitment policy - Supervision policy.

**Sources:** *Education and Care Services National Law and Regulations, Early Years Learning Framework  
Work Health and Safety Act 2011, A Guide to the child safe standards 2020, [www.chilsafestandards.org.au](http://www.chilsafestandards.org.au)*