

Kentish Council and Latrobe Council

Child Safe Event Risk Assessment Form

Child safety risk assessment and management plan for events held on Council land

All organisations in Tasmania that provide services or facilities specifically for children and young people under 18 years of age are required by law to comply with the Tasmanian Child Safe Standards. More information on the Standards, including who they apply to, is available at [Child and Youth Safe Standards | Office of the Independent Regulator \(oir.tas.gov.au\)](https://www.oir.tas.gov.au)

Under the Child Safe Standards, Council is required to identify and mitigate risks of child abuse and harm within our operations and policies. Council therefore requires organisations who wish to run events on Council land to complete a **Child Safe Event Plan** as part of the event application process.

This **Child Safe Event Plan** template is a risk assessment and management plan designed to help event organisers to identify, assess, and manage the risk of child abuse and harm in relation to events held on Council land. The template covers four different child safety risk areas: Situational Risk; Vulnerability Risk, Personnel Risk; and Organisational Risk (explained in the tables below).

When completing this template, please focus on risks to children and young people aged 0 to 18 years, rather than risks to the organisation/s involved in the event. Consider the different ways that children or young people could be harmed or abused (including grooming, sexual abuse, physical violence, serious neglect and bullying), and that abuse can be perpetrated by anyone (including adults, other children or young people, paid staff, volunteers, family, friends or strangers).

INSTRUCTIONS:

1. In the tables from page 8, identify as many potential **Child Safety Risks** for children or young people aged 0 to 18 years that you can think of in relation to this event, by asking yourself ‘what could go wrong that may result in harm or abuse to children or young people?’

To assist, a list of examples of typical child safety risks for events is provided in Appendix 1 .

2. For each child safety risk identified, consider what **Risk Controls** (i.e. actions to manage the risk) you could implement to either eliminate or reduce that risk for your event. Include risk controls that you already have in place as well as new ones that you will implement, so that you have a complete list of all the steps you are taking to manage child safety risks in relation to your event.

To assist, a list of examples of good practice child safety risk controls for events is provided in Appendix 2.

Note: For events organised directly by Council, where risk controls refer to specific child safety policies or procedures, please reference Council’s organisation-wide child safety policies and procedures.

3. For each risk control identified, list **who is responsible** for completing the action and **when will it be undertaken** (if it’s already in place, just write ‘in place’).
4. Ask an objective person to review the plan to identify any gaps and additional risk controls required.
5. Share the completed Child Safe Event Plan with other individuals involved in delivering the event, so that everyone understands what child safety risks could occur in relation to this event and how they will be managed.

Appendix 1: Examples of typical child safety risks for events <i>Please note that these are examples only, they may not all be relevant for your event.</i>	
SITUATIONAL RISKS	
A child or young person aged 0 to 18 years is harmed or abused by an adult or by another child or young person at, or in relation to, the event.	
Abuse or harm to a child or young person at, or in relation to, the event is not reported or is not reported correctly.	
A child or youth-focused event or activities may attract people who are looking for opportunities to harm or abuse children or young people.	
A person is behaving suspiciously around children or young people at the event in a way that creates safety concerns (e.g. making suggestive comments, taking photos or videos, loitering without a reason, etc).	
Individuals are taking or distributing photos or videos of children or young people at the event.	
Lost or found child - a child is separated from their parents/carers at the event.	
Spaces or facilities at the event are not set up to allow for optimal safety or supervision of children (e.g. shared toilets, changing areas, back of stage spaces, poorly lit areas).	
Attendees engage in inappropriate language or behaviour with or around children or young people at the event.	
Attendees bring, use or are under the influence of drugs, alcohol or other harmful substances at the event.	
A child or young person's personal information (e.g. name, contact details, health information, photos, videos, etc) is accessed or distributed by someone without authorisation and/or for inappropriate reasons.	
VULNERABILITY RISKS	
Children or young people who may be more vulnerable to child abuse or harm (see list above) are involved with the event (e.g. attending, performing, volunteering or working), and appropriate steps to protect them are not taken.	
The event's child safety strategies, processes or communication methods are not accessible, inclusive or safe for different groups of children or young people.	
PERSONNEL RISKS	
Event staff/volunteers are not adequately screened for appropriateness and suitability to work with or around children and young people.	
Event staff/volunteers are not equipped with the knowledge, skills and awareness to keep children and young people safe.	
Event partners/contractors use personnel for the event that are not appropriate or suitable to work with or around children and young people.	
ORGANISATIONAL RISKS	
Organisations involved in the event (whether as event organisers or event partners/contractors) are not compliant with relevant child safety legislation or requirements.	
Child safety isn't prioritised in the organisations involved in this event	
Organisations involved in this event have organisational structures that can increase the risk of child abuse and harm, such as:	
• having a strong hierarchical structure • encouraging deference to authority or unquestioning trust of leaders	

- having a close-knit community, where people have known each other for years or are family members
- services or facilities for children are not seen as a key part of the organisation's business
- containing people whose attitudes towards children are that they should be seen and not heard

Policies and procedures to help keep children and young people safe from harm and abuse in relation to the event are not documented, complete, compliant with child safety legislation and requirements, and/or up to date.

Child safety policies and procedures for the event are not easy to understand or access.

Appendix 2: Examples of good practice child safety risk controls for events

Please note that these are examples only, you do not need to implement them all for your event.

POLICIES AND PROCEDURES

1.	Event organisers have a Child Safety Policy (however named) that outlines their organisation's expectations, practices and approach regarding child safety. <i>Please note: Organisations that are required by law to comply with the Child Safe Standards <u>must</u> have a Child Safety and Wellbeing Policy (however named) that explains the organisation's approach to meeting the Standards.</i>
2.	All other organisations involved with the event that are required by law to comply with the Child Safe Standards will have a Child Safety Policy (however named) and provide a copy to the event organisers prior to the event.
3.	Event organisers have a public Commitment to Child Safety , which can act as a deterrent to those looking for opportunities to abuse or harm children or young people.
4.	Event organisers have a Child Safe Code of Conduct for the event, which outlines behavioural expectations of event staff/volunteers and event partners/contractors when working with and around children and young people.
5.	Before the event, event organisers will provide copies of the Child Safe Code of Conduct to event staff/volunteers and event partners/contractors.
6.	Event staff/volunteers and event partners/contractors will sign the Child Safe Code of Conduct to acknowledge they have read it, understand it, and will follow it at all times in relation to the event.
7.	All breaches of the event's Child Safe Code of Conduct will be reported to event organisers, and reported to the appropriate authorities if necessary, as per the event's Child Safety Reporting Procedure .
8.	Event organisers have a Child Safety Reporting Procedure for the event that outlines how event staff/volunteers and event partners/contractors are to respond to any child safety incidents, concerns or complaints, and who these must be reported to (including contact details). Event organisers will provide copies of the event's Child Safety Reporting Procedure to event staff/volunteers and event partners/contractors
9.	Event organisers will actively monitor and review all child safety incidents, concerns and complaints to ensure the event's Child Safety Reporting Procedure is followed correctly by event staff/volunteers and event partners/contractors, and that the appropriate authorities are notified as required.
10.	Event organisers have a Lost Children's Procedure for the event that outlines how event staff/volunteers and event partners/contractors are to manage any incidents of lost or found children,

	including who must be notified and what documentation is required. Event organisers will provide copies to all event staff/volunteers and event partners/contractors
11.	Event organisers will actively monitor and review all incidents of lost or found children to ensure the event's Lost Children's Procedure is followed correctly by event staff/volunteers and event partners/contractors.
12.	Event organisers will provide their key child safety information, policies and procedures in accessible formats as needed, e.g. as translated text, in picture form, or as videos with subtitles and/or closed captions.
13.	The event organiser's key child safety policies and procedures are available to the public online, e.g. on the organisation or event's website or social media.
14.	Event organisers seek and incorporate feedback on their child safety policies and procedures to ensure they are easy to understand and follow.
RECRUITMENT AND SCREENING	
15.	Before the event, event organisers will ensure that all relevant event staff/volunteers hold a current and valid Registration to Work with Vulnerable People (RWVP). 'Relevant' event staff/volunteers for this event are defined as (select one): ☐ All event staff/volunteers involved with the event ☐ Only those that will be working with or around children or young people ☐ Other (please specify): <i>Please note: Under the Registration to Work with Vulnerable People Act 2013 (Tas), if you're doing child-related work and are not otherwise exempt under the Act, you must have a RWVP (even if you already have a police check). RWVP can be applied for here -</i> https://www.service.tas.gov.au/services/working-in-tasmania/working-with-vulnerable-people-including-children/apply-for-registration-to-work-with-vulnerable-people.
16.	In the week prior to the event, event organisers will check the status of all RWVP to ensure they are all current and valid at the time of the event. <i>Please note: RWVP status can be checked here -</i> https://wwcforms.justice.tas.gov.au/StatusCheck/StatusCheck.aspx
17.	Before the event, event organisers will ensure that all relevant event staff/volunteers obtain a police check. 'Relevant' event staff/volunteers for this event are defined as (select one): ☐ All event staff/volunteers involved with the event ☐ Only those that will be working with or around children or young people ☐ Other (please specify): <i>Please note: National police checks can be applied for here -</i> https://www.service.tas.gov.au/services/justice-crime-and-the-law/national-police-certificate-police-check/apply-for-a-national-police-record-check
18.	Before the event, event organisers will conduct reference checks for all relevant event staff/volunteers to assess their suitability and appropriateness to work with or around children and young people. 'Relevant' event staff/volunteers for this event are defined as (select one): ☐ All event staff/volunteers involved with the event ☐ Only those who will be working with or around children or young people ☐ Other (please specify):

19.	Event organisers to maintain an up-to-date register of all checks undertaken for event staff/volunteers, including full names, RWVP numbers and expiry dates (digital scans are best), and results of all checks undertaken.
20.	Event organisers have an agreed position on what to do if a prospective event staff/volunteer fails any of the event's required screening processes, and/or if any concerns are identified regarding the individual's appropriateness or suitability to work with or around children and young people. Event organisers will follow this agreed position consistently.
21.	Before the event, event organisers will communicate to event partners/contractors that all relevant personnel they engage for this event are required to hold a current and valid Registration to Work with Vulnerable People - RWVP), and that they must maintain an up-to-date register of these RWVP. 'Relevant' personnel engaged by event partners/contractors for this event are defined as (select one): ☐ All personnel engaged by event partners/contractors for this event ☐ Only those that will be working with or around children or young people ☐ Other (please specify):
22.	Before the event, event organisers will communicate to event partners/contractors that that they must maintain an up-to-date register of all checks undertaken for their relevant personnel engaged for this event.
TRAINING	
23.	Event staff/volunteers are provided with information and/or training on how to (select all that apply): ☐ Recognise signs and indicators of child abuse and harm ☐ Respond to child safety incidents, concerns and complaints ☐ Report child safety incidents, concerns or complaints as per the event's Child Safety Reporting Procedure
24.	Event staff/volunteers are provided with information and/or training to help make the event inclusive, accessible and safe for children, young people and families of all abilities.
25.	Event staff/volunteers are provided with information and/or training to help make the event inclusive, accessible, culturally sensitive and safe for Aboriginal and Torres Strait Islander children, young people and families.
26.	Event staff/volunteers are provided with information and/or training to help make the event inclusive, accessible and safe for culturally and linguistically diverse children, young people and families.
27.	Event staff/volunteers are provided with information and/or training to help make the event inclusive, accessible and safe for LGBITQA+ children, young people and families.
28.	Event staff/volunteers are provided with information and/or training to help make the event inclusive and accessible for children, young people and families experiencing financial or other forms of disadvantage.
29.	Event staff/volunteers are provided with opportunities to identify any further child safety training needs.
30.	Event organisers will maintain a training register to record (select all that apply): ☐ The completion of training by event staff/volunteers ☐ The provision of copies of the event's child safety policies and procedures ☐ Signed acknowledgment of the event's Child Safe Code of Conduct

ACCESSIBILITY	
31.	Event information and marketing clearly and accurately describes the accessibility measures that are in place for the event, and who to contact for further information.
32.	Accessible parking spaces and toilets are available at the event.
33.	Auslan interpreting services are promoted and available at the event.
34.	Video content for, or of, the event uses Closed Captions.
35.	Event information and marketing material is translated into other languages.
36.	Interpreting services are promoted and available.
37.	Unisex toilets are available on site at the event.
38.	Basic necessities such as drinking water, sunscreen and first aid are available free at the event.
39.	If event tickets or admission fees are required, options are available to help make the event more financially accessible to those experiencing financial disadvantage (e.g. admission is an optional donation rather than a set fee; concession tickets are available; free tickets or waivers are offered where appropriate, etc).
40.	Event includes activities that are free or low cost.
MONITORING / SECURITY	
41.	Police will be notified in advance that the event will be held.
42.	Event staff/volunteers will be physically stationed throughout the event space and actively scanning the area for any safety issues.
43.	Event staff/volunteers will carry mobile phones or radios on them at all times during the event, so that they can quickly communicate about any child safety incidents, issues or concerns, including making reports to relevant authorities as required.
44.	Event organisers will identify any high-risk spaces or facilities at the event (i.e. areas that do not provide optimal safety or supervision of children, such as toilets, change rooms, poorly lit areas, crowded areas, etc) and develop strategies to reduce child safety risk as much as possible.
45.	Event staff/volunteers will regularly monitor all high-risk spaces and facilities at the event (including checking these areas before and after the event to ensure no one is present when they shouldn't be), and report any child safety incidents, concerns or complaints per the event's Child Safety Reporting Procedure .
46.	Event staff/volunteers will respond to any inappropriate behaviour as applicable and will alert the event organisers and/or police if necessary.
47.	Event staff/volunteers will advise anyone with/or using drugs, alcohol or other harmful substances that it is a drug, alcohol and smoking free event and this behaviour must cease. Event staff/volunteers will alert the event organisers and/or police if necessary.
COMMUNICATIONS	
48.	Event information and marketing material includes clear communications to event attendees that children attending the event are to be under adult supervision at all times and cannot be left unattended.

49.	Event information, marketing material and signage displayed at the event includes a public Commitment to Child Safety by the event organisers, which can act as a deterrent to those looking for opportunities to abuse or harm children or young people.
50.	Signage is displayed at the event that includes information for the public on how to report any child safety incidents, concerns or complaints in relation to the event (including lost and found children).
51.	The event is marketed as a drug, alcohol and smoking free event.
PHOTOGRAPHY AND VIDEOGRAPHY	
52.	Event organisers will communicate to all media, event staff/volunteers, event partners/contractors that people who want to take photos or videos at the event must register with the event organisers to be an Approved Event Photographer .
53.	Event organisers will maintain an up to date register of all Approved Event Photographers .
54.	Event organisers will monitor for anyone taking photos or videos without permission (i.e. not an Approved Event Photographer) and/or without consent.
55.	Approved Event Photographers for this event will (select all that apply): ☐ Wear a lanyard or other easily visible form of identification at the event that clearly identifies them as an Approved Event Photographer. ☐ Read, sign and follow the event's Child Safe Code of Conduct at all times in relation to the event. ☐ Not have unsupervised access to children or young people at any time. ☐ Not take or distribute images of children or young people that are sexually exploitative or that are open to obvious misinterpretation or misuse. ☐ Only take or distribute images of children or young people that portray them in a dignified and respectful manner. ☐ Not take or distribute photos or videos that identify children or young people without the consent of the child or young person (advising that consent can be withdrawn). ☐ Not take or distribute photos or videos that identify children or young people without the consent of their parent or adult guardian (advising that consent can be withdrawn). ☐ Only use or distribute images of children or young people at the event for the purposes originally intended.
56.	Event organisers will monitor the Approved Event Photographers to ensure they are following all event requirements, and report any child safety incidents, concerns or complaints (including any inappropriate images or misuse of images) as per the event's Child Safety Reporting Procedure .

Event name:			
Event organiser/s:			
Child Safe Event Plan completed by: Please print name		Contact details:	
Signature:		Last Updated	

SITUATIONAL RISK ASSESSMENT			
Situational risk arises from the opportunities for abuse created by an environment (physical or online), which can provide potential perpetrators with opportunities to be alone with a child or young person, or to form relationships that involve physical contact or emotional closeness, leading to grooming and unlawful sexual behaviour. Situational risks can relate to an event's activities, its physical environment, and its online / digital environment.			
1. Child Safety Risks	2. Risk Controls (i.e. actions undertaken to manage the risk)	3. Who is responsible?	4. When will it be undertaken?

VULNERABILITY RISK ASSESSMENT

Vulnerability risk arises from the circumstances or characteristics of the children and young people involved in the event (e.g. by attending, participating, performing, planning, volunteering or working the event) which might make them more vulnerable to harm or abuse. These factors can increase a child or young person's exposure to the risk of being abused, the impact of abuse if it occurs, or their reluctance to report abuse.

Children and young people who are more likely to be exposed to circumstances that increase their vulnerability include those:

- from Aboriginal or Torres Strait Islander backgrounds
- with a disability
- from culturally and linguistically diverse backgrounds
- newly arrived in Australia
- who identify as LGBTIQ+, are non-binary or gender diverse, or are questioning their sexuality or gender
- with a history of trauma, abuse or neglect
- unable to live at home including those who are homeless or living in foster, residential or kinship care
- with a history of drug or alcohol misuse or dependence
- with poor mental or physical health.

1. Child Safety Risks	2. Risk Controls (i.e. actions undertaken to manage the risk)	3. Who is responsible?	4. When will it be undertaken?

PERSONNEL RISK ASSESSMENT

Personnel risk refers to the risk that there will be perpetrators of child abuse within an organisation, and focuses on the staffing profile of the organisation and related factors. Organisations must operate on the assumption that everybody who works (whether paid or voluntary) with children or young people can pose some level of risk to them.

For events, 'personnel' can include:

- Event staff / volunteers - e.g. paid employees, volunteers, students / trainees, official representatives, etc
- Event partners / contractors - e.g. community organisations and groups, businesses, stallholders, performers, security services, first aid officers, etc

1. Child Safety Risks	2. Risk Controls (i.e. actions undertaken to manage the risk)	3. Who is responsible?	4. When will it be undertaken?

ORGANISATIONAL RISK ASSESSMENT

Organisational risk takes into consideration characteristics of the organisation (rather than its activities) that may make abuse more likely to occur and less likely to be identified and responded to effectively.

Organisational risk includes the organisation's structures, culture, and policies and procedures.

1. Child Safety Risks	2. Risk Controls (i.e. actions undertaken to manage the risk)	3. Who is responsible?	4. When will it be undertaken?