

## Risk management plan template

After assessing the risks, use this template to make a plan of action to manage any organisational or activity risks to child safety and wellbeing.

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|------------------------|------------|
| <b>Date reviewed</b>   | 01/07/2024 |
| <b>Next review due</b> | 30/06/2025 |

| <b>Risk</b>   | <b>Risk controls</b>   | <b>Who is responsible?</b>   | <b>By when?</b>   |
|---|--|--|---|
| <i>Risks identified in your organisation or in the activity</i>   | <i>Actions you will take to manage the identified risks</i>  | <i>Who will take these actions and make sure they are effective?</i>   | <i>When will the actions be taken and reviewed?</i>   |
| <p>For example:<br/>Children aren't sure how to let someone know if they have child safety concerns or want to make a complaint.</p> <p>Aliya Members travel from Aliya's premises by car to excursions or events hosted by a family etc.</p> | <p>Develop, in consultation with children and young people, a process for making complaints or raising concerns.</p> <p>Put up posters with the complaints process around the venue.</p> <p>Put the complaints process on the website.</p> <p>Hold regular discussions with each class on the process for making complaints or raising concerns.</p> <p>Aliya volunteers driving Aliya members will</p> <ul style="list-style-type: none"> <li>obtain guardian consent to travel for members under 18 years old;</li> <li>have a current driver's licence for that class of vehicle;</li> <li>never drive under the influence of drugs or alcohol;</li> <li>ensure seatbelts are worn at all times and ensure</li> </ul> | <p>The CEO will create a children's reference group, consult with them and develop the organisation's complaint process for children.</p> <p>The CEO will develop a new Complaint Handling Guide that will incorporate the process.</p> <p>The complaint process and Complaint Handling Guide are to be approved by the Board.</p> <p>The Youth Program Manager will create a poster and a brochure on how to make a complaint, and update the website with information on making a complaint.</p> <p>The Youth Program Manager will include the complaints brochure in the enrolment pack for all children.</p> <p>The Board will check the effectiveness of the complaints process and Guide through a survey of students and parents/carers.</p> <p>Aliya volunteers are responsible for ensuring</p> | <p>Develop process and Guide by end of September.</p> <p>Brochure and poster by the end of March.</p> <p>Discussions held at the start of each term.</p> <p>Board survey in October.</p> <p>Review and make any changes to process and Guide by December.</p> <p>The CEO will review this practice yearly in consultation with Aliya Volunteers</p> |

| Risk                                | Risk controls   | Who is responsible?   | By when?                              |
|-------------------------------------|---|---|---------------------------------------|
|                                     | <p>that passengers do the same;</p> <p>ensure the vehicle is safe, roadworthy and registered in accordance with state laws;</p> <p>drive safely and obey the road rules at all times;</p> <p>comply with work health and safety laws; and</p> <p>ensure that there are current insurance policies which cover the use of the vehicle in such circumstances</p>  | <p>they comply with road rules, drive a safe, registered and roadworthy vehicle, never drive under the influence of drugs and alcohol and ensure seatbelts are worn by passengers at all times</p> <p>The CEO will collect proof of volunteers' current driver's license and insurance.</p> |                                       |
| <p>Aliya Members using the gym.</p> | <p>Ensure an Aliya Staff member or volunteer is on premises during the use of the gym.</p> <p>Place signs on the wall reminding people how to act which will help them avoid getting hurt.</p> <p>Request people use personal trainers to avoid unwanted injuries.</p> <p>Ensure Aliya members sign a waiver before using the gym which will help them realize the severity and importance of being safe.</p> | <p>The CEO.</p>   | <p>When the Gym will be launched.</p> |