

Paint Your Own Ceramic Workshop- Risk Management Plan

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Statement of Commitment

Our organisation supports the rights of children and young people and is committed to providing a safe and Supportive service environment directed at ensuring their safety and wellbeing.

In order to support this commitment, we are dedicated to our child and youth risk management strategy which has policies and procedures in place to effectively address the safety and wellbeing of children and young people in our care.

Code of Conduct

Our organisation is committed to the safety and wellbeing of all children and young people, especially those who use our services. Our workers will treat all children and young people with respect and understanding at all times and listen to their concerns, and ensure children and young people are kept safe from harm.
Our company's standards of appropriate behaviour are listed below.

The standards of appropriate behaviour

Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none">Using encouraging/positive words and a pleasant tone of voiceOpen and honest communication	<ul style="list-style-type: none">Insults, criticisms or name callingBullying, swearing or yellingSexually suggestive comments/jokes
Relationships	<ul style="list-style-type: none">Being a positive role modelBuilding relationships based on trustEmpowering children to share in decision making	<ul style="list-style-type: none">Favouritism or giving giftsSpending excessive amounts of time alone with childrenContact outside of working hours (either physical or via email/phone)Bullying, harassment'Grooming' children or young people
Physical Contact	<ul style="list-style-type: none">Allowing for personal spaceTouching due to medical emergency or protecting from physical harmNon-threatening	<ul style="list-style-type: none">Violent or aggressive behaviour including hitting, kicking, slapping or pushingKissing or touching of a sexual nature consistent with 'grooming'
Other	<ul style="list-style-type: none">Appropriate attire/clothing for roleUse of internet/mobile phone for work related purposes only	<ul style="list-style-type: none">Using alcohol or other substances before or during workInappropriate clothingSending inappropriate emails

Incident Report Form

Name/s of the person or people involved in the incident

Description of the incident:

Date and time incident occurred:

_____ AM/PM _____

Location where incident occurred:

Immediate action taken:

If no action taken - reason:

Name of person completing form:

Contact telephone numbers:

Date time AM/PM

Authority disclosure reported to:

Name of person reported to:

Management Plan

Risk management Plan

ACTIVITY	RISK	LIKELIHOOD OF RISK	RISKEVALUATION	RISK MANAGEMENT	REVIEW
CERAMIC / POTTERY PAINTING.					
THIS ACTIVITY WILL BE HELD IN SELECTED OSHC/ VACATION CARE SETTINGS.	THE ROOM MAY BE TOO SMALL FOR THE NUMBER OF STUDENTS. FIRE SAFETY ISSUES	IT COULD BE A POSSIBILITY THAT SOME ACTIVITY ROOMS ARE TOO SMALL FOR LARGE GROUPS. THE LIKELI HOOD OF OVERCROWDING COULD CAUSE SAFETY ISSUES. FOR EXAMPLE FIRE SAFETY EVUACATION PROCEDURES	THE LEVEL OF RISK IS LOW	ACTIVITY CLASSES ARE KEPT TO A SAFE AND MANAGEABLE <u>NUMBER OF STUDENTS.</u> LARGE GROUPS OF CHILDREN ARE DIVIDED INTO SMALLER GROUPS ALL ROOMS USED ALREADY HAVE AN EXISTING FIRE AWARENESS PLAN	THE ACTIVITIES COORDINATOR, WILL ESTABLISH BEFORE THE ACTIVITY BEGINS, THAT THE ROOM BEING USED IS SAFE. ALSO, THAT THE NUMBER OF CHILDREN PARTICIPATING IN THE ACTIVITY, IS A SAFE AND MANAGEABLE SIZE.

THE CHILDREN ARE GIVEN INSTRUCTIONS ON HOW TO PAINT THE CERAMICS.	THE POTTERY TEACHER MAY OFFEND A STUDENT, OR MAKE IMPROPER ADVANCES TO THE CHILDREN	THE LIKELYHOOD OF THIS RISK MUST BE CONSIDERED AS IT MAY CAUSE LASTING EMOTIONAL AND PHYSICAL PROBLEMS	THE LEVEL OF RISK IS LOW	ALL OUR CERAMICS TEACHERS COMPLY WITH THE QUEENSLAND BLUE CARD SCHEME- SAFETY WORKING WITH CHILDREN. THE CHILDREN ARE NEVER LEFT ALONE WITH ANY TEACHER	ALL BLUE CARDS ARE SHOWN WHEN MEETING WITH THE GROUP ORGANISER.
THE CHILDREN START TO PAINT	THE CHILDREN MAY CONSUME THE PAINT	THE LIKELYHOOD OF CONSUMING THE PAINT IS LOW	THE LEVEL OF RISK IS LOW	ALL PAINT AND CRAFT MATERIAL USED PASSES AUSTRALIAN SAFETY STANDARDS. ALL PAINT USED IS NON TOXIC	PAINTS ARE DISTRIBUTED BY THE CRAFT INSTRUCTOR IN SMALL AMOUNTS ONLY. ANY INCIDENTS ARE REPORTED TO THE PERSON IN CHARGE
	THE PAINT MAY BE DROPPED. THE PAINT MAY SPOIL ANY CLOTHES WORN BY THE STUDENTS, OR WORK AREAS.	THE LIKELYHOOD OF A PAINT SPILL IS HIGH.	THE LEVEL OF RISK IS MEDIUM	ALL PAINTS USED ARE WASHABLE.	THE CRAFT INSTRUCTOR SUPPLIES APRONS UPON REQUEST.

CHILDREN WILL EACH BE GIVEN A BISQUE PIECE OF POTTERY TO PAINT	THE CHILDREN MAY DROP THE CERAMICS, CAUSING A CUT OR HARM TO THEMSELVES OR OTHERS	IT IS VERY LIKELY THAT A PIECE OF CERAMIC/ POTTERY IS DROPPED AND BREAKS. IT IS UNLIKELY THAT ANY PERSONAL INJURY OR HARM WOULD BE DONE	THE LEVEL OF RISK IS LOW BROKEN CERAMICS IS NOT SHARP; IT IS DIFFICULT TO CUT YOURSELF. CHILDREN ARE ADVISED NOT TO WALK AROUND THE ROOM WHILST HOLDING THEIR CERAMIC ITEM.	FIRST AID WOULD BE IMMEDIATELY ADMINISTERED ANY BROKEN ITEMS ARE REMOVED ONLY BY THE ACTIVITIES COORDINATOR THE AREA IS MADE SAFE FOR THE CLASS TO CONTINUE	THE ROOM WILL BE INSPECTED BEFORE USE AND THE FIRST AID EQUIPMENT WILL BE IDENTIFIED. OUR POTTERY CLASSES ARE COVERED BY PUBLIC LIABILITY INSURANCE AN INCIDENT REPORT WILL BE FILLED IN BY THE COORDINATOR, ON THE DAY OF THE INCIDENT, GIVING A FULL STATEMENT, AND HANDED IN TO THE PERSON IN CHARGE
	THE ITEM OF POTTERY SELECTED IS NOT DEEMED SUITABLE TO PAINT BY SOME GROUPS AND CAUSE OFFENCE.	MANY CLASSES CONTAIN CHILDREN FROM A WIDE RANGE OF MULTICULTURAL GROUPS, WHICH ALSO HAVE MANY DIFFERENT RELIGIOUS BELIEFS. THE RISK OF ANY PERSONAL OFFENCE, MUST BE CONSIDERED	THE LEVEL OF RISK IS LOW	WE ALWAYS OFFER ALTERNATIVE ITEM OF CERAMICS FOR CHILDREN TO PAINT, TO AVOID OFFENCE. ALL BELIEFS AND RIGHTS ARE RESPECTED.	THE COORDINATOR CHECKS IN ADVANCE WITH THE GROUP LEADER IF ANY OF THE CERAMIC ITEMS COULD BE A PROBLEM. IF AN ALTERNATIVE ITEM IS REQUESTED, THE COORDINATOR ENSURES THE CHILD IS HAPPY AND TREATED WITH RESPECT

Blue Card Details



191421-001 0001242473 2 x1
Mrs KM Lye
10 Annkogh Court
CORNUBIA QLD 4130

Certificate of Queensland Teacher Registration

Name	Kathryn Mary Lye	
Registration number	883987	Status Full Registration
Period of registration	to 05 Dec 2019 You must pay an annual fee to maintain this period of registration. Your next annual fee due date is listed below.	
Annual fee due	05 Dec 2019	
Criminal History Check	04 Nov 2014	
Qualifications	BPublicHealth GrDipEd(Sec)	
Conditions of registration		

This certificate has been issued in accordance with the provisions of the Education (Queensland College of Teachers) Act 2005.
The person whose full name appears on this certificate is registered as a teacher in the State of Queensland until the annual fee due date as shown, or sooner if registration is cancelled.
Issued with no alterations or erasures. Date of issue: 02 Oct 2018.
10594 F 0002 / 0718 88221 882208178

Registration should always be verified with the online register at www.qct.edu.au

FORM 05 W02 OCT 2014 | Education (Queensland College of Teachers) Act 2005 580

QUEENSLAND COLLEGE OF TEACHERS

