

## Colour Your Own Wall Clock- Risk Management Plan

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### Certificate of Insurance

See attachment

### Statement of Commitment

Our organization 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 well being.

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 well being of children and young people in our care.

### Code of Conduct

Our organisation is committed to the safety and well being 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"> <li>Using encouraging/positive words and a pleasant tone of voice</li> <li>Open and honest communication</li> </ul>	<ul style="list-style-type: none"> <li>Insults, criticisms or name calling</li> <li>Bullying, swearing or yelling</li> <li>Sexually suggestive comments/jokes</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>Being a positive role model</li> <li>Building relationships based on trust</li> <li>Empowering children to share in decision making</li> </ul>	<ul style="list-style-type: none"> <li>Favouritism or giving gifts</li> <li>Spending excessive amounts of time alone with children</li> <li>Contact outside of working hours (either physical or via email/phone)</li> <li>Bullying, harassment</li> <li>'Grooming' children or young people</li> </ul>
Physical Contact	<ul style="list-style-type: none"> <li>Allowing for personal space</li> <li>Touching due to medical emergency or protecting from physical harm</li> <li>Non-threatening</li> </ul>	<ul style="list-style-type: none"> <li>Violent or aggressive behaviour including hitting, kicking, slapping or pushing</li> <li>Kissing or touching of a sexual nature consistent with 'grooming'</li> </ul>
Other	<ul style="list-style-type: none"> <li>Appropriate attire/clothing for role</li> <li>Use of internet/mobile phone for work related purposes only</li> </ul>	<ul style="list-style-type: none"> <li>Using alcohol or other substances before or during work</li> <li>Inappropriate clothing</li> <li>Sending inappropriate emails</li> </ul>

Incident Report Form

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

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Description of the incident:

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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:

\_\_\_\_\_

## Risk Management Plan

Activity	Risk	Likelihood of risk	Risk Evaluation	Risk Management	Review
To colour a wall clock					
The activity will be help in an approved OSHC setting	The room may be too small  Fire safety issues	It could be a possibility that some rooms are too small for larger groups  This could cause safety issues due to overcrowding  For example fire safety evacuations procedures	The Level of risk is low	Classes are kept to a safe and manageable number of students  All rooms used already have an existing fire awareness plan	The activities coordinator will establish before the activities begin the room is safe for use  Plus the number of children are a manageable size
The children are given a clock to colour	The children may get splinters from the wood	It is unlikely that any serious harm would be done	The level of risk is low	Should first aid be required it will be administered immediately.	All first aid equipment will be identified before the class begins  All classes are covered by public liability insurance  The procedures will be

					followed with the incident report form being completed and handed to the responsible person in charge
Suitability	The clocks may not be deemed suitable to decorate by some groups as they may cause offence	Many classes contain children from a wide range of multicultural groups, which have many different beliefs.  The risk of personal offence must be considered	The level of risk is very low	All beliefs and rights are respected	The coordinator will check in advance with the group leader to see if there are any issues which could lead to offence
Pens are issued to begin the colouring	The children may consume (suck a pen)	The likelihood of consuming the pens is low but must be considered	The level of risk is low	All pens used pass the Australian safety standard  All items used are deemed safe for children 5 years and above	Any incidents are reported immediately.
The clock	The hands	No risk to	No risk to	Children are	Any

hands are assembled	are assembled by the coordinator	children foreseen	children foreseen	advised not to play with the clock hands once assembled.	problems or issues with be reported to the supervisor immediately
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 191431-001 000124 (247) R H1  
 Mrs KM Lye  
 10 Annkoh Court  
 CORNUBIA QLD 4130

## Certificate of Queensland Teacher Registration

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

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.  
 1059 | 0002 | 0716 002818032908178

  
 Registration should always be verified with the online register at [www.qct.edu.au](http://www.qct.edu.au)