

BENALLA THEATRE COMPANY RISK ASSESSMENT & MANAGEMENT

Date reviewed	12 DECEMBER 2022
Next review due	12 DECEMBER 2023

Risk factor	Analysis	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
	<i>Where does risk arise in your organisation?</i>	<i>What is in place now that reduces the risk?</i>	<i>Considering the risk assessment what are the gaps in the existing controls?</i>	<i>What can be put in place to manage the gaps?</i>
Your organisation's activities (situational risk)	<p>Some things to consider about the activities your organisation conducts:</p> <ul style="list-style-type: none"> ● What are the different types of activities? ● Where are they held? ● How often do activities occur and how long do they run for (for example, a few hours, overnight)? ● Is there physical contact between children and adults? ● Could activities result in an emotional dependence by children on adults? ● What sort of supervision of adults and children is involved? ● Is there travel to a venue or activity and how does this happen? ● Does the activity take place at another organisation's facility (for example, a rented hall, public sports facility, camp site)? 	<p>Two Company Champions appointed each year at our AGM</p> <p>Parents give written permission for select people to drive their children home – these people must have a WWCC and sign our Code of Conduct</p> <p>Always at least two adults at rehearsal or costume fitting</p>		<p style="color: red;">Need to look at after show get togethers and cast party - parents need to understand the environment, eg alcohol present and give written or verbal permission to a Company Champion or President for their child to attend and organise transport home for them from approved people</p>

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Your organisation's physical environment (situational risk)	<p>Consider whether there are any aspects of your organisation's physical environment that may make it easier for child abuse or harm to occur or to go undetected.</p> <p>Does it have:</p> <ul style="list-style-type: none"> ● isolated areas ● poorly supervised areas ● facilities that might increase the risk of abuse ● shared spaces where children attend with adults that are not from the organisation? 	Make sure that two adults are present and supervising at each rehearsal and costume fitting	No	<p>Need to look at the toilet situation – is the lighting sufficient and is there one toilet that could be just for the use of children?</p> <p>Need a toilet that Children can use separate from others</p>
Your organisation's online environment (situational risk)	<p>Consider whether there are any aspects of your organisation's online environment that may make it easier for child abuse or harm to occur or to go undetected.</p> <ul style="list-style-type: none"> ● What platforms, software or other services do you use? ● How do people in your organisation engage with children and young people online? ● Have you set clear expectations for behaviour by adults and children online? ● Has your organisation shared information with children on how to stay safe online? ● What policies and procedures are in place to protect privacy? ● Do you have clear processes in place to report online abuse? ● Is activity by adults and children online supervised? 	<p>Parents of children sign a media release form and their photos are only used if signed.</p> <p>Social media accounts and email account have more than one administrator who can monitor messaging</p>		
The children involved in your organisation (vulnerability risks)	<p>What are the characteristics of the children in your organisation? Are there children who may be at increased risk of abuse or harm, including:</p> <ul style="list-style-type: none"> ● from Aboriginal and Torres Strait Islander backgrounds ● with disability ● from culturally and language diverse backgrounds 	Parents/carers have the ability to disclose in a private document any medical or other issues. That information is known		

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	<ul style="list-style-type: none"> ● who identify as LGBTIQ or are questioning their sexuality or gender ● with a history of trauma, abuse or neglect ● unable to live at home including being homeless or living in foster, residential or kinship care ● with a history of drug or alcohol dependence ● with mental or physical health issues? <p>Refer to Standard 5 in A guide for creating a Child Safe Organisation for more information.</p> <p>Are there other factors that may make some children involved in your organisation more vulnerable to abuse or harm?</p>	<p>by the Secretary and Stage Manager.</p> <p>Company Champions are available for children to speak to, or the President or Stage Manager</p> <p>An environment of accessibility and inclusiveness</p>		
Your organisation's people (propensity risk)	<p>Who are the volunteers and/or members of your organisation?</p> <ul style="list-style-type: none"> ● What sort of attitudes are held by people in your organisation about children? ● How do you manage inappropriate behaviour? ● Are there any people with a history of harmful behaviour towards children? ● How do you recruit volunteers? ● Were all adults properly screened for appropriateness to engage with children before joining the organisation? ● Is there a typical profile of the people attracted to a position in your organisation? Are there any challenges to child safety with this profile that need to be managed? ● Do you engage third-party contractors? Have they been screened for appropriateness to engage with children? 	<p>Committee and leaders in the company sign our Code of Conduct and have WWCC</p>		<p>Contractors need to sign a Code of Conduct and have a WWCC</p> <p>All Leadership positions need to have a WWCC and crew/cast as required</p>
Your organisation's structures (institutional risk)	<p>Consider how your organisation is set up and operates. Some organisational structures can increase the risk¹ of abuse and harm such as:</p>	<p>Children are encouraged to be involved and have</p>		

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	<ul style="list-style-type: none"> ● 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. 	<p>their say, ask questions</p> <p>Committee & leaders are open to child involvement and encourage it</p> <p>Child safety is discussed at first rehearsals and Club Champions introduced</p>		
Your organisation's culture (institutional risk)	<p>Consider whether attitudes and culture in your organisation increase or decrease the risk that child abuse and harm will be prevented, detected and/or stopped.</p> <p>Does your organisation have a culture that makes sure child safety is a priority?</p> <p>Consider if people in your organisation:²</p> <ul style="list-style-type: none"> ● understand child abuse and harm and are aware of the signs ● see the prevention of child abuse and harm as a everyone's responsibility ● prioritise the safety of children over the reputation of the organisation ● listen to and empower children ● educate children about what is appropriate behaviour by adults ● understand how discrimination can cause harm to children and take action if it occurs ● take short cuts without thinking about the risks. 	<p>Committee & leaders sign code of conduct and have WWCC</p> <p>Company has Company Champions that are a first point of contact for children if there are issues</p>		<p>Committee members need to be aware that child safety is of utmost importance and must be on the lookout for things</p>

² Adapted from Royal Commission, [Final Report: Volume 2. Nature and cause](#), p.159.

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Your organisation's policies and procedures (institutional risk)	<p>Effective policies and procedures can greatly reduce the risk of child abuse and harm occurring. However, for policies and procedures to be effective they must be properly implemented, up to date and communicated to everyone.</p> <p>Consider if your organisation has:</p> <ul style="list-style-type: none"> • appropriate recruitment policies (including Working with Children Checks and/or other screening) for staff and volunteers • a Code of Conduct that clearly establishes what is appropriate and inappropriate behaviour towards children with consequences for breaches • an easily understood Child Safety and Wellbeing Policy and Complaints Handling Policy • clear processes for reporting and responding to allegations of child abuse or harm and child safety concerns that are understood by staff, volunteers, children and families • appropriate induction, training and communication with staff and volunteers so they are aware of policies and procedures, and understand their role and responsibility to protect children from abuse and harm • third-party procurement policies and practices that prioritise child safety when using contractors. 	<p>WWCC for Committee & leaders</p> <p>Code of Conduct to be signed by Committee & Leaders</p> <p>Media Policy</p> <p>Transport Policy</p> <p>Company Champions</p>		<p>Leaders in productions eg director, musical director, choreographer, costume coordinator need to sign Code of Conduct and have a WWCC</p> <p>Contractors for productions eg lighting and sound need to sign our Code of Conduct and have a WWCC</p>

Activity risk assessment template

This template asks you to identify and assess the situational, vulnerability, propensity and institutional risks in an individual activity (see Standard 9 in [A guide for creating a Child Safe Organisation](#) for an explanation of these types of risks). You should list all of the different risks that you can think of, the strategies you already have in place to mitigate these risks and then identify any gaps and what needs to be implemented to address these gaps. We have provided examples for illustration purposes only. The risks for your organisation will be specific to your activities and setting.

After filling out this template and gaining an understanding of the risks in your activity, use the risk management plan template to record your plan to address gaps.

Date reviewed	15 December 2022
Next review due	15 December 2023
Activity	Rehearsals for productions Wednesday and Sunday evenings between 6:30pm and 10:30pm and for performances of productions - 7 performances over two weekends. Evening performance from 6:00pm and 11:00pm and matinee performances from 12:30pm to 6:00pm

Types of risk	Types of harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<i>Identify the situational, propensity, vulnerability, and institutional risks of this activity.</i>	<i>What type of harm may arise from the risk?</i>	<i>What is in place now that reduces the risk?</i>	<i>What are the gaps in the existing controls?</i>	<i>What can be put in place to manage the gaps?</i>
Situational risk: Physical				
Entrance to BPACC is set back from the street with poor lighting. Limited visibility of children and young people arriving at/leaving the venue.	Children and young people not feeling safe arriving and leaving the venue. Children and young people being harmed by outsiders after they are dropped off by their parents/carers or	None	No: Lack of supervision and oversight over children and young people	Request property owners install night lighting along the back stage door entrance. Need to see what we can do At least two adults Stage Manager/ Company Champion to be first at rehearsal/performance and stay at the end of rehearsal/performance can supervise

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<p>Toilet facilities have external door that opens to the carpark.</p>	<p>General public may access the toilet facilities and harm children and young people.</p> <p>Need of a sensor light</p>			<p>children and young people arriving at and leaving the venue.</p> <p>Parents need to come in to pick up their children from Rehearsal or Performance or have signed transportation form for a designated person approved by the committee to drop off and pick up</p> <p>Create a poster of the organisation's commitment to child safety, ways to make a complaint with contact numbers of Company Champions. Display poster in the toilets, foyer and kitchen.</p>
Situational risk: Online				
<p>Children and young people attend with mobile phones.</p> <p>Volunteers send updates, cancellation notices to children and young people directly as well as to parents/carers.</p> <p>BTC Facebook, Instagram and Twitter pages, WhatsApp</p>	<p>Online bullying or anti-social behaviour.</p> <p>Opportunity for volunteers to have unsupervised contact with children and young people online/by phone. Creates an opportunity for grooming.</p>	<p>Code of Conduct</p> <p>Child Safety and Wellbeing Policy</p>	<p>Somewhat, but improvements identified</p>	<p>Code of Conduct and Child Safety and Wellbeing Policy to be revised to include specific content about behaviour online/by phone. Share with children, young people and parents/carers.</p> <p>Tell children, young people and parents/carers what sort of communication they can expect from volunteers online/by phone, so they know if contact from volunteers is not authorized.</p> <p>Hold a special committee meeting at the start of each year to review the Code of Conduct including appropriate behaviour online/by phone.</p> <p>Share resources with children and young people about online bullying from the eSafety Commissioner and tell them how they can raise concerns.</p>

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Vulnerability risk				
<p>Mixed ages of children and young people attending (13–80).</p>	<p>Bullying</p> <p>Older young people may act inappropriately with/around younger children.</p> <p>Peer pressure could create barriers for some children and young people to stop them making a complaint or raise concerns.</p> <p>Organisation does not know much about the characteristics of the children that could make them more vulnerable to abuse/harm.</p>	<p>Child Safety and Wellbeing Policy</p> <p>First rehearsal for each Production, Night of Entertainment, and Carols includes information about our Code of Conduct about how to behave with each other</p>	<p>No:</p> <p>Organisation's Code of Conduct is for volunteer conduct only</p> <p>Complaint handling policy not written in accessible language and not given to children, young people and parents/carers</p> <p>No information is collected on characteristics of children and young people that may make them more vulnerable to harm.</p>	<p>Volunteer information session/consultation with children, young people and parents/carers on the Child Safety and Wellbeing Policy and complaint handling policy. Discuss how to make a complaint and seek feedback on what else to include. Policies to be updated.</p> <p>Develop a child safety and complaints for children, young people and parents/carers with all the information they need. Provide an information sheet as part of the induction pack, display on the organisation's website and include in the next newsletter. Use accessible language so children can understand.</p> <p>Display the organisation's child safety poster at the venue.</p>
Propensity risk				

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Some volunteers are long time members of BTC	<p>Professional boundaries not maintained. Volunteers may be friends with some of the students and not act professionally with them.</p> <p>Volunteers may socialise with students outside of the rehearsals or performances</p>	<p>Child Safety and Wellbeing Policy</p> <p>Code of Conduct</p> <p>Joining process</p>	<p>Yes:</p> <p>Policies already address this, requiring volunteers to always remain professional and prioritise child safety.</p> <p>Code of Conduct prohibits intimate relationships between volunteers and students</p> <p>Information given to cast and crew also covers friendships between volunteers/leaders and students</p>	No further action needed.
Institutional risk				

Types of risk	Types of harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<p>Close knit community where volunteers are former students.</p> <p>Most of the company have been associated with the organisation for many years.</p> <p>Child Safety and Wellbeing Policy developed in 2018 and never reviewed.</p>	<p>Grooming behaviour or other harmful behaviour not identified or reported because of ongoing connection with the organisation.</p>	<p>Child Safety and Wellbeing Policy</p> <p>Code of Conduct</p>	<p>Somewhat, but improvements identified</p>	<p>All child safety and wellbeing policies to be reviewed and updated. Consultation with children, young people, parents/carers and volunteers to inform the review of the policies.</p> <p>Child safety and complaints information sheet and Code of Conduct to be provided to all children, young people and parents/carers on enrolment.</p> <p>Regular reminders to children, young people and parents/carers that the organisation encourages them to raise concerns or complaints.</p> <p>Organisation takes action and responds when complaints are raised. There are consequences for volunteers who breach the Code of Conduct.</p> <p>Child safety and complaints information sheet and Code of Conduct to be provided to all children, young people and parents/carers on enrolment. If complaints are true, volunteer is removed from production (depending on offence)</p>