

BCMA Risk assessment and management

Date reviewed	June, 2023
Next review due	June, 2024

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<i>Potential Risk</i>	<i>Where does risk arise in your organisation? What is the risk?</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 improvements are required?</i>
<p>The BCMA's activities (situational risk).</p> <ul style="list-style-type: none"> • Activities include singing, dancing, acting and other performance related tuitional sessions. • Session durations vary between 0.5 and 2.25 hours • Some activities require physical contact between adults and children. • Studios are occasionally rented out external groups including adults 	<p>Some considerations about the activities the BCMA conducts:</p> <ul style="list-style-type: none"> • Physical harms through falls, over-stretching, incorrect use of muscles (including singing). • Length of time of sessions may be tiring for young children after a full day of school. May need breaks for drinking water etc. • Touching between adults and children guiding dance, drama, singing or instrumental playing moves may lead to discomfort for children or at worst, sexual manipulation by adults. • Students' sessions may overlap with external hires with unfamiliar people in the studios. • External hirers are not fully versed in BCMA standards of Child Safety and Wellbeing. • Attending different venues for events and performances could cause standards to relax 	<p>BCMA Child Safety and Wellbeing policy and procedures.</p> <p>Classes are always supervised by at least one teacher and often include an assistant.</p> <p>Teachers are guided in safe practices in teaching all disciplines.</p> <p>Breaks are regularly provided during class and students are able to request to leave to go to the toilet and/or refill drink bottles.</p> <p>Teachers are guided and trained in acceptable touching appropriate to guiding students in lessons.</p> <p>All studios have ample windows and glass in doors to always be</p>	<p>Yes. Adequate policies, guidance and training are in place.</p>	<p>External hire agreements need to include information about child safety and restrictions on being in and around the studios when children are present.</p> <p>Volunteer agreements, Code of Conduct and Recruitments policies to be completed.</p>

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<ul style="list-style-type: none"> Performances and events often provide different situations in various venues with volunteer ASC's (Artistic Support Coordinators), supervising students. 	<p>but also pose different circumstances to be navigated.</p>	<p>visible to those not in sessions including other teachers, adults, students and management.</p> <p>Staff, contractors, and volunteers are engaged with strict guidelines in recruiting to provide surety of their suitability to work with children.</p> <p>Posters remind students to only attempt possibly dangerous moves (particularly in acrobatics) under teachers supervision.</p> <p>Assistants are engaged to support teachers in supervising and 'spotting' potentially harmful or dangerous moves.</p> <p>When attending alternative venues for performances and events, ASC's (volunteers) and teachers are provided with guidelines regarding maintaining supervision and assisting children with processes of changing costumes and moving to different areas with safety.</p> <p>Adults are directed to accompany children to the toilet but to remain outside the door unless required to assist, in which case the door must remain open. When leaving a group of children to accompany</p>		

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
		another to the toilet, another adult must be engaged to supervise the remaining group.		
<p>The BCMA's physical environment (situational risks)</p> <p>Tuition, performances, and events take place at both the BCMA studios onsite at 112A Victoria Street and other venues both inside and outside.</p> <p>The BCMA has:</p> <ul style="list-style-type: none"> • isolated areas • low supervised areas • shared spaces where children attend with adults that are not from the organisation • public access possible since the venue is on a main road with both foot and vehicle traffic passing by. • Sheltered areas at the rear of the main building. 	<ul style="list-style-type: none"> • Students may be vulnerable to abuse by passers-by/members of the public as they enter and exit the buildings. • Students may be vulnerable to adults within the studios in private sessions or isolated areas. • Students entering and exiting are close to heavy road traffic and many cars picking up and dropping off students. Running on the road is of high risk. 	<p>Teachers, assistants &/or staff are allocated to supervise students at the beginning and ending of early afternoon sessions when the younger students attend. Teachers and assistants walk younger students to their parents outside or bring them back into the lounge to wait until they are picked up safely.</p> <p>Parents and caregivers are encouraged to come into the lounge to pick children up.</p> <p>The lounge area (student waiting area) is in full view of Management for the majority of time and is adjacent to the office where administration staff are able to hear conversations and supervise behaviour constantly. All upstairs studios have a clear view of this lounge area and teachers are able to observe from almost any room.</p> <p>Students are observed for appropriate behaviour and</p>	<p>Yes. Some follow up on recent changes to policy required.</p>	<p>Follow up of altering arrangements for lessons in holidays etc, that have previously been able to be taken on a one-to-one basis. This is no longer acceptable and needs to be understood.</p> <p>Create a poster of the organisation's commitment to child safety, ways to make a complaint with contact details of child safety persons.</p>

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<p>The main entrance to the studios is situated on the intersection of two busy streets with many parents dropping students off at peak times.</p> <p>Some entrances are hidden from street view.</p> <p>Short walk to public transport.</p> <p>Public visibility of children and young people arriving at/leaving the venue.</p> <p>Toilet facilities have external door that opens in view of the street, although some distance away.</p>		<p>reminded that inappropriate touching, tickling, bullying, being loud etc. behaviours are not ok.</p> <p>All studios have ample windows and glass in doors to always be visible to those not in sessions including other teachers, adults, students and management.</p> <p>Teachers are not able to attend the studio with any student on a one-to-one basis. There must always be a parent, fellow teacher or another adult present.</p>		
<p>The BCMA's online environment (situational risk)</p> <p>Children and young people attend & communicate with mobile phones.</p> <p>Staff send updates/class cancellation notices to</p>	<p>Online bullying or anti-social behaviour between students and or adults and children.</p> <p>Opportunity for staff and contractors to have unsupervised contact with children and young people online/by phone. Creates an opportunity for grooming.</p>	<p>Clear expectations for behaviour by adults and children online have been set in the Child Safety and Wellbeing Policy and Procedures document.</p> <p>Information on reporting online abuse is included in the Complaints Handling and reporting sections of the Child Safety and Wellbeing Policy and Procedures</p>		

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<p>children and young people directly as well as to parents/carers.</p> <p>The BCMA utilises online communications such as</p> <ul style="list-style-type: none"> • Zoom for online sessions. • Facebook and Instagram for social media communications. 		<p>Parents and caregivers are encouraged to supervise any online activity between students and teachers.</p> <p>Behaviour between students and adults online, via phone and/or social media is openly discussed, and reporting of any misconduct is encouraged and supported.</p> <p>Phone numbers, email addresses and any other identifying contact means are not provided to students, teachers, or families without specific consent.</p> <p>Communications between all of the above is managed by staff in administration roles. E.g. material to support learning is sent from the teacher to the office and then forwarded to the students and/or their parents/caregivers.</p>		
<p>The children involved in the BCMA (vulnerability risks)</p> <p>The BCMA may at any time have a variety of mixed ages of children and young people attending (1.5 years to adults).</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>The BCMA Child Safety and Wellbeing Policy & Procedures and the Code of Conduct sets out procedures that ensure (as far as possible), that all steps possible are taken to understand, support and assist every child who is involved at the BCMA to be safe from harm.</p>	<p>Yes. Some updates to communications are yet to be developed and put in place.</p>	<p>Develop a child safety and complaints information sheet for children, young people and parents/carers with all the information they need.</p> <p>Provide information sheet as part of induction pack,</p>

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<p>The BCMA may at any time have a variety of children who may be at increased risk of abuse or harm involved including those:</p> <ul style="list-style-type: none"> • who are from Aboriginal and Torres Strait Islander backgrounds • with disabilities • who are from culturally and language diverse backgrounds • 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>Confident children may cause others to feel inadequate or insecure.</p> <p>The BCMA may not be aware of the, personalities, cultural, religious, gender, sexual characteristics and preferences of the children that could make them more vulnerable to abuse/harm.</p>	<p>Students are supervised and observed with a careful understanding of identifying behaviours that may be harmful.</p> <p>Students are introduced to their teachers and the Child Safety Officers as their contact people for any concerns or fears they may have.</p> <p>Students are encouraged through posters and discussions to know that 'calling out' poor behaviour is acceptable and encouraged.</p>		<p>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> <p>Enrolment form updated to give the option of sharing information about children and young people's characteristics. Conduct survey (participants remain anonymous) seeking feedback about the organisation and asking about characteristics of children and young people.</p>
<p>The BCMA's people (propensity risk)</p>	<p>Professional boundaries may not be maintained through 'familiarity'. Adult may be friends with</p>	<p>The BCMA Child Safety and Wellbeing Policy & Procedures and the Code of Conduct sets out procedures that ensure (as far as possible), that all steps possible</p>	<p>Yes</p>	

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<p>Many staff, contractors and volunteers are former students of the BCMA.</p> <p>The BCMA may at any time have a variety of adults who may be at increased risk of causing abuse or harm involved including those:</p> <ul style="list-style-type: none"> • who are from Aboriginal and Torres Strait Islander backgrounds • with disabilities • who are from culturally and language diverse backgrounds. • 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>some of the students and not act professionally with them.</p> <p>Staff may socialise with students & their families outside of the sessions.</p> <p>Grooming behaviour or other harmful behaviour not identified or reported because of ongoing connection with the organisation.</p> <p>Having a mix of people of ages, persuasions, religions, sexuality etc. leaves everyone vulnerable to miscommunications, misunderstanding and differing levels of standards of understanding of child safety issues.</p>	<p>are taken to understand, support and assist every child who is involved at the BCMA to be safe from harm.</p> <p>Contractors, volunteers and staff are trained and guided in the BCMA policies of child safety regardless of their own backgrounds and beliefs. It is a requirement of being involved at the BCMA that all adults respect and adhere to these directives and any behaviour contrary to the Policies and procedures within may result in disciplinary actions or dismissal.</p> <p>Recruiting guidelines ensure that only those appropriate to work with children are engaged at the BCMA.</p>		

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<p>The BCMA's structures (institutional risk)</p> <p>The BCMA is a close-knit community where some staff, contractors and volunteers are former students, some from when they were the age of 2.</p>	<p>Some BCMA structures may increase the risk of abuse and harm such as:</p> <ul style="list-style-type: none"> • having a 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 may invite complacency. • differing attitudes towards children and how they should be treated. 	<p>The BCMA Child Safety and Wellbeing Policy & Procedures and the Code of Conduct sets out procedures that ensure that no matter their familiarity of the BCMA and its people, policies provide strict guidelines on behaviour and expectations.</p> <p>It also explains the roles of management in governing the policies and procedures without this being a hierarchical structure but a differing level of responsibilities in regards child safety and wellbeing.</p>	<p>Yes:</p> <p>Policies already address this, requiring staff who are former students to always remain professional and prioritise child safety.</p> <p>Code of Conduct prohibits intimate relationships between staff and students.</p> <p>Staff training also covers friendships between staff and students.</p>	

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<p>The BCMA's culture (institutional risk)</p> <p>The BCMA may at any time have a variety of adults involved who may have differing attitudes, beliefs, backgrounds and cultures.</p>	<p>Including people with varying attitudes, beliefs, backgrounds and cultures may potentially increase or decrease the risk that child abuse and harm will be prevented, detected and/or stopped.</p>	<p>The BCMA makes it known through its website, documents, enrolments form and associated documents that it is an organisation that puts Child Safety and Wellbeing at the forefront of its priorities and principals.</p> <p>The BCMA Child Safety and Wellbeing Policy and Procedures ensures that all adults:</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 	<p>Yes</p>	<p>All Child Safety and Wellbeing Policies and Procedures to be reviewed and updated in January of each year and more often if changes are required. Consultation with children, young people, parents/carers and staff to inform the review of the policies.</p> <p>Child safety and complaints information sheet and Code of Conduct to be provided to all enrolling students and their families in addition to all contractors, staff and volunteers.</p> <p>Regular reminders to children, young people and parents/carers that the organisation encourages them to raise concerns or complaints including updating posters in the studios and lounge areas.</p>

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
				Complete reporting templates and documents.
<p>The BCMA's policies and procedures (institutional risk)</p> <p>The BCMA may at any time have new teachers, contractors, volunteers, staff and visitors that may not be trained and familiar with the Child Safety and Wellbeing Policy & Procedures</p> <p>The BCMA may at any time have new children & families who aren't sure how to let someone know</p>	<p>Those adults who are unfamiliar with and untrained in the and BCMA Child Safety and Wellbeing Policy & Procedures and through this may inadvertently or deliberately cause harm.</p> <p>Those children who are unfamiliar with in the and BCMA Child Safety and Wellbeing Policy & Procedures may not feel confident to, or may not know how to, raise concerns and/or issues.</p>	<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>The BCMA has:</p> <ul style="list-style-type: none"> • appropriate recruitment policies (including Working with Children Checks and/or other screening) for staff and volunteers 	<p>Yes, providing regular updates and training are maintained.</p>	<p>Implement training and reviews.</p>

Risk factor	Potential harm	Existing risk controls	Is this enough to keep children and young people safe?	New controls required
<p>if they have child safety concerns or want to make a complaint.</p>		<ul style="list-style-type: none"> • 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 & Procedures, 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 <p>All of the above is supplied to families and caregivers on enrolment and new contractors, volunteers and staff on engagements and followed up each January or more frequently if required.</p>		