



Concord OSHC: Child Protection Risk Assessment

Date completed:	4th of May 2026
Completed by:	Christina Chami - Centre Director

1. Supervision & Environment

Identified risk/hazard	Risk assessment level (as per the risk matrix)	Control plan: strategies taken to manage or reduce the risk	Who
Unauthorised interactions with the public	High	Staff supervision at all times, clear boundaries, visitor sign-in, child education on safety and designated OSHC areas.	All Staff
Non-family members collecting children	Extreme	Only authorised collectors can pick up a child. The Centre must be personally informed by the parent/guardian or authorised nominee in writing or by email if someone other than an authorised nominee is picking up the child. In the case of an EMERGENCY, a parent may phone the Centre to let them know, indicating who will collect the child and a description of the person. Parents must ensure the person provides the Centre with proof of identity e.g. drivers license or photo identification.	All Staff



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Child not adequately supervised or goes missing	High	All staff are to maintain a 1:15 ratio at all times. Staff are rostered on according to the area they are in. If a staff member needs to move areas, they are to communicate via the walkie talkie for another staff member to be arranged to move to the supervised area. Headcounts are regularly conducted and recorded via the Becklyn Portal.	All Staff
Toileting / Bathroom Supervision	High	Children are required to inform an educator before going to the bathroom and receive a designated bathroom peg. A staff member manages the peg system to ensure that only a limited number of children are in the bathroom at one time. Where appropriate, children may attend the bathroom in pairs; however, individual needs and independence are respected. If a child is in the bathroom for an extended period, educators will conduct a discreet visual check to ensure safety while maintaining the child's dignity and privacy.	All Staff & Children
Excursions & Transitions	High	Risk assessments are completed for all excursions. Regular roll calls and headcounts are conducted before, during, and after transitions. High-visibility supervision strategies are implemented, and clear staff roles are assigned.	All Staff
Visitors, Contractors & Incursions	High	All visitors sign in and are supervised at all times. No unsupervised access to children is permitted and they are not included in staff-to-child ratio. Where required, WWCC verification is conducted for external providers in line with legislative requirements. A record is kept of the visitors name, date and time they attended and WWCC.	All Staff



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Children Leaving Designated Areas	High	There are 3-4 designated areas that are supervised by a staff member. When a child wishes to leave a designated area to go to another one, they must tell the supervising educator, who will then communicate it via the walkie talkie, to ensure the safe arrival of the child.	All Staff & Children
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2. Staff Conduct & Systems

Identified risk/hazard	Risk assessment level (as per the risk matrix)	Control plan: strategies taken to manage or reduce the risk	Who
Staff Conduct (Grooming, boundary crossing, inappropriate relationships)	High	All staff are to have a valid Working with Children Check, and are screened before working directly with the children. The recruitment process includes a thorough check including child protection questions in both the interview and the reference checks. Personal devices are strictly prohibited from staff when working directly with children, only work devices are used. All staff undertake annual child protection training and child safety training.	All Staff
New/Relief/ Inexperienced Staff	High	New and relief staff complete induction before working with children. They are not left unsupervised until familiar with procedures. Ongoing supervision and support is provided. All Staff are screened prior to working with children and a record is kept of all staff who have worked with children.	Director/RPD



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Educator Personal Devices	High	Educators are strictly prohibited from using any personal devices when working directly with children. If staff are needing to use a personal device in the case of an emergency, it must be noted in the “educator personal device use record”. Only children who are authorised for photos, will be photographed on work-issued devices. These devices are separate to the ones that staff take home for administration purposes.	All Staff
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3. Child Wellbeing & Behaviour

Identified risk/hazard	Risk assessment level (as per the risk matrix)	Control plan: strategies taken to manage or reduce the risk	Who
Bullying & Physical Behaviour from Peers	High	Educators maintain active supervision and strategically position themselves to monitor interactions, identify early signs of conflict, and intervene promptly. Clear behaviour expectations are reinforced, with consistent behaviour guidance strategies used to support safe conflict resolution. High-risk times are closely monitored, and ongoing behaviours are documented, communicated with families, and addressed through individual support strategies.	All Staff
Emotional Wellbeing / Psychological Harm	High	Educators foster a safe and inclusive environment where children feel respected and heard. Staff monitor signs of distress, exclusion, or anxiety and respond appropriately. Children are encouraged to seek support from trusted adults.	All Staff



High-Risk Play (Rough Play / Competitive Games)	Medium-High	Educators closely supervise physical play and set clear safety expectations. Games are modified where necessary to reduce risk. Immediate intervention occurs if play becomes unsafe.	All Staff

4. Child Protection & Reporting

Identified risk/hazard	Risk assessment level (as per the risk matrix)	Control plan: strategies taken to manage or reduce the risk	Who
Child Disclosures of Harm	Extreme	Staff are trained in recognising and responding to disclosures. All concerns are confidentially documented and reported in line with mandatory reporting requirements. Confidentiality is maintained, and children are supported in a calm and appropriate manner. Children are informed of who they can speak to if they feel unsafe and are supported to report concerns to a trusted educator.	All Staff
Lack of Child Voice/Reporting	Medium-High	Children are encouraged to express concerns and provide feedback. Educators actively listen and respond. A culture of openness and trust is promoted to support children speaking up.	All Staff



5. Digital Safety

Identified risk/hazard	Risk assessment level (as per the risk matrix)	Control plan: strategies taken to manage or reduce the risk	Who
Child Personal Devices	High	For any child who brings a personal device to the service, the parent must fill out a “digital devices authorisation form”. Once this is completed, it is noted on a child’s enrolment, and staff are to note it down on the child info listing briefing prior to the commencement of a session. All children with mobile phones must turn it into coosh staff, who will securely lock it away in the phone lock box. Children with smart watches are allowed to wear them, however it cannot be used, this is closely monitored by staff.	All Staff
Online Safety / Technology Use	High	Children only access technology under direct supervision using service-approved devices. No private communication between staff and children is permitted. Content is monitored and age-appropriate. Staff follow the service device policy at all times.	All Staff



For reference: Risk Matrix

		Severity of impact				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood of occurring	Almost Certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High