

FRIENDS OF CORNISH HILL - CHILD SAFETY ENVIRONMENT POLICY

RISK ASSESSMENT FOR SCHOOL EVENTS AND WORKING BEES

AIM: To provide a child safe environment for all minors interacting with Friends of Cornish Hill (FoCH) in related educational, cultural or environmental activities.

BACKGROUND: FoCH encourages active use of the Cornish Hill area from people of all ages, including Aboriginal people and those from culturally and linguistically diverse backgrounds and those with disabilities.

FoCH is committed to promoting an historical and environmental understanding of the area and offers funded educational activities for children, in conjunction with local schools, to enhance their knowledge of the site.

FoCH recognises the leading role of schools in complying with child safety standards in co-operative activities. FoCH however seeks to ensure that during these activities children are protected from harm, acknowledging the right of the child to feel safe and to be safe all of the time.

FoCH CoM has agreed to the following strategies to ensure compliance with its policy objectives.

STRATEGIES/ACTIONS:

1. All FoCH members who volunteer, or via paid work on behalf of FoCH, must have a current and valid Working with Children Check. Copies of the WWCC cards will be held by the Secretary and be available for inspection to any member of the public if requested. WWCC cards will be reviewed annually prior to each AGM to ensure currency.
2. There is to be no one-to-one situations with a FoCH member and child during any FoCH related activities.
3. Equipment and activities must be appropriate for the age of the children. FoCH members/supervisors must provide a brief statement to the President PRIOR to activities commencing regarding the type and condition of equipment to be used.
4. For school events, each school is to provide a qualified first aid person plus up-to-date equipment to administer first aid directly to students if needed. A list of students with special dietary requirements will be provided by each school. FoCH will ensure that any refreshments will be appropriate to staff and student requirements.
5. Statements of the objectives of the activities, a commitment to child safety, who will conduct them and the WWCC status of those FoCH members participating will be provided to schools to send to parents/carers BEFORE activities commence. The President FoCH should be available for further queries should they arise.
6. Prior to activities commencing the FoCH leader will offer a "welcome to schools and children" and outline the objectives of the activities and expectations around safe and respectful behaviours on site - with each other and the local environment. Children will be asked if they have any questions of concern or need clarification prior to activities commencing. Feedback on the activity will be sought at the conclusion of each session.
7. If there is a complaint or concern about child safety it is to be raised with the school in the first instance and then referred to necessary authorities. The President FoCH is to be informed within 24 hours of school based concerns.

REVIEW:

This policy will be reviewed annually. A copy of it will be available on the FoCH website.

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ALL FRIENDS OF CORNISH HILL VOLUNTEERS WILL HAVE A WORKING WITH CHILDREN CARD		
Risk Identified	Risk rating	mitigation
1. Prior to event, check all medical conditions and list	medium	Provide list to members, volunteers or staff
2. Prior to event, visit school, meet staff and students	N/A	To ensure that everyone is familiar with the event and to give briefing of what will happen on the day, provide school with housing keeping sheet and arrangements for the day
3. Muscle strain/over use etc at tree planting/working bees	low	Warm up exercises before planting/event, Contractors prepare site noting all obstacles and assist with set up to ensure site is safe
4. Wandering students	low	Ensure close supervision and apply clear boundaries before the event. Advise staff their responsibility. Ensure students are familiar with the area, draw attention to out of bound areas.
5. Medical Emergency	low	Schools/working bee coordinator to provide first aid. Staff to make sure all special medications for students are provided, any allergies identified. Mobile reception all OK.
6. Trips/falls	high	Close supervision of students, encourage to walk not run, ID boundaries and adhere to paths and mowed areas. Ensure all paths and work areas are brush cut and cleared before the event
7. Snakes	low	Before event, ensure that all tracks and pathways are clear, inform staff, students and volunteers to keep to tracks and be volunteers to be vigilant
7. Minor injuries, scratches, insect stings etc	medium	Schools to have first aid kits, to provide sunscreen, students to wear hats, wear sturdy shoes and BYO drink bottles
8. Sunburn	medium	Students/volunteers to BYO sunscreen, also provided on site, reapply and wear hats, as

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		as possible work in shaded areas
9. Using tools and equipment	high	Brief students about carrying tools and working in a clear space, monitor closely for behaviour, specific volunteer support when using augur. Bring to the attention of staff and other volunteers.
10. General public	low	Ensure that visitors and general public are aware of activity