

**BAMS THEATRE INC.
RISK REGISTER**

**Bambinos Children and
Youth Group**

RISK EVALUATION		
Extreme Risk	E	Detailed planning required Management Committee clearly setting out steps required to be taken to mitigate risk.
High Risk	H	The attention of the Activity Coordinator(s) is required and responsibility specified.
Medium Risk	M	Manage by specific monitoring or response procedures.
Low Risk	L	Manage by routine procedures, unlikely to require resources allocated.

TREATMENT OF RISKS	
Control	By either reducing the likelihood of occurrence or the consequences (eg. Implement procedures for specific tasks).
Transfer	Involves shifting all or part of the responsibility to another party who is best able to control it (such as insurer who bears the consequence of losses).
Avoid	Decide not to proceed with the policy, program, or activity or choose an alternative means of action.
Retain	Where the risk cannot be avoided, reduced or transferred. In such cases, usually the likelihood and consequence are low.
Mitigation	Plan actions to lower the consequence of the risk, (eg. Contingency action plan in response to identified risk).

RISK ASSESSEMENT MATRIX					
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
A - Almost Certain	M	H	H	E	E
B - Likely	L	M	H	H	E
C - Possible	L	M	M	H	E
D - Unlikely	L	L	L	H	H
E - Rare	L	L	L	M	H

		Description		Preventative Actions		
Date Raised	Raised By	Description of Risk	Risk Rating	Preventative Actions	Action Required By	Action Taken
		Parent/Carer does not arrive to collect child	High	Procedure for drop off and collections provided to parent/carers and discussed at orientation. Parent/Carer requested to provide mobile telephone number upon enrolment. Parent/Carer to provide an alternate contact to be contacted if they are unable to pick up their child or do not arrive at the activity venue within 20 minutes of the end of the activity. Child to be supervised and required to remain in venue until parent arrives. Require written notice from a parent/carers if young person holds a current drivers licence and has permission to transport themselves to and from the activity. Young people are not permitted to transport other Bambinos members in their car without written permission from the parent/carers of the other young person.	Bambino Bosses.	Control - Control risk by ongoing monitoring, ensuring that collection procedures are outlined regularly. Keeping a register of attendees and ensuring that this includes parent's mobile telephone number and emergency contacts. Bambinos Bosses, in consultation with parent/carers or emergency contact are to take reasonable action to ensure child is safe and continues to be adequately supervised.
		Child or young person asserts that they do not want to go home with their Parent/Carer.	Moderate	Ask child for the reason they do not wish to go home. If the answer suggests that the child may be at risk of harm from someone at home, follow reporting procedures to report to the relevant authorities. If the report does not suggest risk or fear of harm, discuss the issues raised with the child's parent.	Bambino Bosses.	Bambino's Bosses familiarised with reporting obligations and procedures provided for in Child and Youth Risk Management Strategy.

		Child or young person discloses that they are being physically harmed by a parent/carer/family member.	High	Call Department of Child Safety for advice and report disclosure depending on the advice received and in accordance with obligations outlined in the Child and Youth Risk Management Strategy.	Bambino Bosses.	Bambino's Bosses familiarised with reporting obligations and procedures provided for in Child and Youth Risk Management Strategy.
		Child or young person discloses that they are being sexually abused by a parent or family member.	High	Call Department of Child Safety for advice and report disclosure in accordance with obligations outlined in the Child and Youth Risk Management Strategy.	Bambino Bosses.	Bambino's Bosses familiarised with reporting obligations and procedures provided for in Child and Youth Risk Management Strategy.
		Child or young person discloses that they are being sexually abused by someone outside of their family	High	Report disclosure to the police in accordance with obligations outlined in the Child and Youth Risk Management Strategy.	Bambino Bosses.	Bambino's Bosses familiarised with reporting obligations and procedures provided for in Child and Youth Risk Management Strategy.
		Child or young person complains to parent/carer that they were verbally abused at Bambinos	High	Provide parent/carer with a copy of the Code of Conduct and refer to Statement of Commitment to protect children from harm. Provide parent with information regarding making a complaint to the Management Committee. Request that parent observe future interactions between the child or young person and Bambino Bosses.	Bambino Bosses.	Bambino's Bosses familiarised with obligations for conduct under the Code of Conduct and all requirements in Child and Youth Risk Management Strategy.
		Child or young person complains to a parent that they were physically or sexually abused at Bambinos	Extreme	Provide parent/carer with a copy of the Code of Conduct and refer to statement of Commitment to protect children from harm. Advise parent of their right to report allegation to the police. Parent to inform a Bambino Boss of any issue that a child or young person has in relation to an a lesson to clarify issues	Bambino Bosses.	Bambino's Bosses familiarised with obligations for conduct under the Code of Conduct and all requirements in Child and Youth Risk Management Strategy. Bambinos Bosses, where possible, to ensure that no child is alone with a Bambinos Boss.
		Child or young person shows signs of depression, sadness and or/talks about or shows signs of self harm.	High	Depending on the information provided to Bambino Bosses, discuss concerns with parent/carer. If reference to abuse is made by parent/carer or child/young person, report to relevant authorities.	Bambino Bosses.	Bambino's Bosses familiarised with obligations for conduct under the Code of Conduct and all requirements in Child and Youth Risk Management Strategy.
		Child or young person's behaviour makes interaction untenable and could potentially result in harm to child or others.	High	Refer child/young person to Code of Conduct. Discuss child/young person's behaviour with parent/carer, and if appropriate involve the child/young person in the discussion. Request parent immediately collect child/young person from Bambinos. Require parent to attend activities to supervise child.	Bambino Bosses.	Bambino's Bosses familiarised with obligations for conduct under the Code of Conduct and all requirements in Child and Youth Risk Management Strategy.
		Access to boiling water, ovens and other kitchen implements (i.e. Knives) increasing risk of accidental injuries.	High	Ensure children/young people are supervised at all times. Implement rules which do not allow children/young people with access to the kitchen area.	Bambino Bosses.	Bambinos Bosses ensure that Bambinos are acquainted with the rules. Ensure that Bosses are aware of locations of first aid equipment and procedures for typical types of injuries (i.e. Burns, cuts, abrasions).