



Mitigating key child safety risks in your organisation (Example)

Use your answers to the checklist in the previous section to take a closer look at the top five risks you identified, and list mitigation strategies, in this work sheet.

Example of how to describe your risk and mitigation strategies:	
Risk identified:	There are no clear and documented processes for how to report concerns about child harm and abuse, including complaints and how to access support.
Risk rating:	☐ High – This risk needs urgent attention and/or safety interventions put in place. ☐ Medium – This risk needs attention and/or policy interventions put in place. ☐ Low – This risk can be managed by regular policies, procedures, and processes.
How do I know this is a risk in my organisation?	• There is no information about types of harm and common signs and reporting pathways. • Staff and volunteers are not clear about their reporting obligations. • Children, young people, parents, carers, and the community are unsure how to report a complaint or concern.
What can I do to mitigate this risk?	• Establish reporting procedures. • Proactively supply information about types of harm and common signs. • Make posters about how to report concerns and raise complaints. • Have regular conversations with staff about their reporting obligations.

Example of how to describe your risk and mitigation strategies:	
How will these changes be shared throughout the organisation?	• Share reporting procedures with everyone involved in the organisation. • Upload reporting procedure to the organisation's website. • Include information about types of harm and common signs through team-level meetings. • Included updated information in staff training and induction packs. • Display posters throughout the organisation, include them in newsletters and post on multimedia channels. • Verbally check in with staff.
How will we know if it has worked?	• Everyone in our organisation knows how to report a complaint or concern. • Staff and volunteers know their reporting obligations and understand exactly what actions to take. • The organisation provides plain English information that explains different types of harm and the common signs to look for.

Risk Mitigation Plan (Template)

Risk identified:	<i>[Populate with your risk].</i>
Risk rating:	☐ High – This risk needs urgent attention and/or safety interventions put in place. ☐ Medium – This risk needs attention and/or policy interventions put in place. ☐ Low – This risk can be managed by regular policies, procedures, and processes.
How do I know this is a risk in my organisation?	<i>[List the key evidence for the risk]</i>
What can I do to mitigate this risk?	<i>[List ways to reduce or eliminate the risk].</i>
How will these changes be shared throughout the organisation?	<i>[List how changes will be communicated].</i>
How will we know if it has worked?	<i>[Write down how the organisation measures its success].</i>