

CHILD SAFETY POLICIES & PROCEDURES 2026



凯恩斯区华人会

Cairns and District Chinese Association Inc

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1. Code of conduct – interacting with children and young people

PURPOSE

This Code sets clear, practical expectations for behaviour when interacting with children and young people at CADCAI. All people involved with CADCAI must follow this Code at all times.

This Code must be read alongside the

- Child Safety and Wellbeing Policy
- Child Safety Incident and Complaint Procedure
- Child Safety Risk Management Framework.

This document is informed by the Child Safe Organisations Act 2024 (Qld), the Child Protection Act 1999 (Qld), and the National Principles for Child Safe Organisations.

SCOPE

This Code applies to:

- Management Committee members
- volunteers and instructors
- contractors
- parents, carers, and supporters
- any person participating in or attending CADCAI activities

You must

1.1 Prioritise child safety

- always prioritise the safety and wellbeing of children over performance, public engagement, or convenience
- act immediately if a situation is unsafe or does not feel right

1.2 Maintain active supervision

- ensure children are actively supervised at all times
- remain visible and within line of sight of other adults
- position yourself so children are not isolated or unobservable

1.3 Actively manage public interaction

- actively monitor interactions between children and members of the public
- intervene immediately if behaviour is inappropriate or concerning
- prevent members of the public from approaching or interacting with children in unsafe ways

1.4 Support children in high-risk scenarios

- ensure children in lion or dragon costumes are never left without direct supervision
- remain within immediate reach where visibility is restricted
- respond immediately if a child appears distressed, unsafe, or unable to respond

1.5 Maintain appropriate boundaries

- treat children with respect, dignity, and fairness
- avoid unnecessary physical contact
- support children to be independent while ensuring safety

- follow all instructions relating to supervision and care

1.6 Follow reporting and safety procedures

- report concerns immediately in line with the Incident and Complaint Procedure
- record concerns as required
- cooperate with any safety response

You must not

- ignore or minimise safety concerns
- allow children to be isolated, unsupported, or out of sight
- delay action where there is a risk to a child
- engage in any form of abuse, grooming, or inappropriate behaviour
- allow inappropriate interaction between children and members of the public
- place yourself in a situation where you are alone and unobservable with a child

If you are unsure

If you are unsure about a situation:

- pause and assess the risk
- seek guidance from the Child Safety Contact or a Committee member
- act in the best interests of the child
- err on the side of safety

BREACHES OF THIS CODE

Breaches of this Code are taken seriously.

Depending on the nature of the breach, actions may include:

- immediate direction or intervention
- removal from an activity or event
- temporary or permanent exclusion from CADCAI
- referral to external authorities where required
- Immediate action may be taken where necessary to protect children.

RESPONSIBILITIES

All people covered by this Code are responsible for understanding and complying with it.

The Management Committee is responsible for:

- promoting this Code
- responding to breaches
- ensuring alignment with policies and procedures

REVIEW

This Code is reviewed every two years, or earlier if required following a significant incident or change in legislation.

2. Child safety and wellbeing policy

PURPOSE

This policy outlines how CADCAI protects children and young people from harm and supports their safety, wellbeing, participation, and inclusion across all activities.

This policy provides clear expectations for everyone involved with CADCAI and works alongside the Code of Conduct, Incident and Complaint Procedures, Risk Management Framework, and Working with Children Screening Procedure.

This document is informed by the Child Safe Organisations Act 2024 (Qld), the Child Protection Act 1999 (Qld), and the National Principles for Child Safe Organisations.

SCOPE

This policy applies to all CADCAI activities, programs, and environments, including:

- cultural performances and festivals
- lion and dragon dance activities
- rehearsals and training sessions
- excursions and community events
- overnight trips and camps
- online and digital communication

It applies to all people involved with CADCAI, including:

- Management Committee members
- volunteers and instructors
- contractors
- parents and carers
- participants and community members

POLICY STATEMENT

CADCAI is committed to creating an environment where children and young people:

- feel safe and are protected from harm
- are treated with dignity, respect, and fairness
- are supported to speak up and be heard
- can participate safely in cultural and community activities

Child safety is a shared responsibility and is embedded in CADCAI's governance, decision-making, and everyday practice. CADCAI has zero tolerance for abuse, neglect, grooming, or exploitation of children and young people.

EQUITY, INCLUSION AND CULTURAL SAFETY

CADCAI is committed to providing a safe and inclusive environment for all children and young people. CADCAI recognises that children have diverse backgrounds, identities, and needs, and that these may impact their experience of safety.

CADCAI will:

- respect and support cultural identity and community practices
- consider language and communication needs
- support inclusion of children with disability or additional needs
- adapt supervision and engagement approaches to ensure all children can participate safely

Child safety practices will be responsive to the needs of each child.

CHILD SAFE CULTURE

CADCAI will actively build and maintain a child safe culture by:

- listening to children and taking their concerns seriously
- encouraging people to speak up about safety concerns
- responding early to inappropriate or concerning behaviour
- supporting volunteers to act confidently and appropriately
- prioritising safety over performance, reputation, or convenience

CHILD PARTICIPATION AND EMPOWERMENT

CADCAI recognises that children and young people have the right to be heard and to participate in decisions that affect their safety and wellbeing.

CADCAI will:

- provide children with clear, age-appropriate information about their rights and how to stay safe
- ensure children know who they can speak to if they feel unsafe or uncomfortable
- encourage children to share feedback about their experiences and safety
- take children's views seriously and use this feedback to improve practices

Children will be supported to speak up in a way that is safe, respectful, and appropriate to their age and needs.

RECOGNISING HARM

Everyone involved with CADCAI must be alert to signs of harm.

Harm may include:

- physical abuse
- sexual abuse or inappropriate touching
- grooming behaviour
- emotional or psychological harm
- neglect
- exposure to unsafe or threatening situations

Examples relevant to CADCAI include:

- a member of the public touching a child during a performance
- a child in costume being approached while unable to see or respond
- an adult attempting to isolate a child during an event or trip
- inappropriate communication with a child outside approved activity

You do not need to be certain that harm has occurred. If something does not feel right, it must be raised.

HIGH-RISK ACTIVITIES AND ENVIRONMENTS

CADCAI recognises that some activities involve increased risk and require additional controls.

These include:

- public performances involving large crowds
- activities where children have restricted visibility (e.g. lion and dragon costumes)
- events where children interact with the public
- excursions and travel
- overnight trips
- online communication

For these activities, CADCAI will:

- ensure active and visible supervision at all times
- assign designated supervisors to children or groups
- implement buddy systems where appropriate
- monitor interactions between children and members of the public
- provide safe spaces where children can withdraw if needed
- respond immediately to any concerning behaviour

Children must not be left isolated or unsupported in any environment.

PREVENTION AND SAFE PRACTICES

CADCAI will prevent harm by:

- setting clear expectations of behaviour through the Code of Conduct
- maintaining appropriate supervision and visibility
- ensuring children know who they can speak to
- identifying volunteers clearly during events
- planning activities with child safety in mind
- responding early to risks or concerns

Screening (Blue Cards) is one part of safety. Safe behaviour, supervision, and culture are equally important.

RESPONDING TO CONCERNS

CADCAI will respond to all concerns promptly and appropriately.

- the safety and wellbeing of the child is the priority
- concerns must be acted on immediately
- CADCAI will not investigate allegations of harm internally
- matters will be reported to the appropriate authority where required

All concerns must also be reported to the nominated Child Safety Contact.

RECRUITMENT, TRAINING AND SUPERVISION

CADCAI will ensure that all people working with children are suitable, supported, and equipped to maintain child safety.

CADCAI will:

- undertake appropriate screening, including Working with Children Checks (Blue Cards), where required
- apply child safe principles when selecting volunteers, instructors, and contractors
- provide clear induction on child safety expectations, including this policy, the Code of Conduct, and reporting procedures
- ensure volunteers understand supervision requirements and boundaries
- provide ongoing guidance, support, and refresher information as needed
- take action where behaviour does not meet child safety expectations

Child safety is a shared responsibility and requires ongoing awareness and vigilance.

ROLES AND RESPONSIBILITIES

Management Committee

- holds overall accountability for child safety
- ensures policies and procedures are in place and followed
- receives and reviews regular reports on child safety incidents, risks, and improvements.
- oversees risk management and incident response
- supports continuous improvement

Child Safety Contact

- receives and coordinates responses to concerns
- ensures external reporting occurs where required
- maintains records securely

Volunteers and other adults

- follow this policy and related procedures
- maintain appropriate boundaries
- actively supervise and support children
- report concerns immediately

Parents, carers, and community members

- overnight trips and camps
- are encouraged to raise concerns
- support safe participation of children

REPORTING AND DOCUMENTATION

All concerns, disclosures, and incidents must be:

- reported immediately to the Child Safety Contact
- recorded as soon as possible (within 24 hours)
- documented using factual, objective language
- stored securely and accessed only as required

PRIVACY AND CONFIDENTIALITY

CADCAI respects privacy and confidentiality.

Information will be:

- shared only on a need-to-know basis
- handled sensitively and securely

Confidentiality cannot be guaranteed where a child's safety is at risk or where reporting is required by law.

CONTINUOUS IMPROVEMENT

CADCAI will:

- review child safety practices regularly
- learn from incidents, feedback, and near misses
- update policies and procedures as needed
- support ongoing awareness and training

REVIEW

This policy will be reviewed every two years, or earlier if:

- overnight trips and camps
- legislation changes
- a significant incident occurs
- improvements are identified

Queensland Child Safe Standards – Alignment

Standard 1 – Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Child safety is embedded in CADCAI's governance through this policy, the Code of Conduct, Risk Management Framework, and Incident Procedure.

The Management Committee holds accountability and oversees implementation and continuous improvement.

Standard 2 – Children are informed about their rights, participate in decisions affecting them and are taken seriously.

Children are encouraged to speak up, are listened to, and are supported to raise concerns.

CADCAI provides clear pathways for children to seek help and ensures their views inform safety practices.

Standard 3 – Families and communities are informed and involved in promoting child safety and wellbeing.

Parents, carers, and community members are encouraged to raise concerns and support safe participation.

Information about supervision and safety expectations is communicated where relevant.

Standard 4 – Equity is upheld and diverse needs respected in policy and practice.

CADCAI recognises and supports the diverse cultural, language, and individual needs of children and adapts practices to ensure safe and inclusive participation.

Standard 5 – People working with children are suitable and supported to reflect child safety and wellbeing values in practice.

CADCAI sets clear behavioural expectations through the Code of Conduct, ensures appropriate screening, and provides guidance and support to enable safe practices.

Standard 6 – Processes to respond to complaints and concerns are child-focused.

CADCAI has a clear, immediate response procedure that prioritises child safety, supports children, and ensures external reporting where required.

Standard 7 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe.

Volunteers are briefed on child safety expectations, supervision requirements, and reporting obligations prior to activities.

Standard 8 – Physical and online environments promote safety and wellbeing while minimising the opportunity for harm.

CADCAI identifies and manages risks in all environments, including public events, performances, travel, and online communication.

Standard 9 – Implementation of the Child Safe Standards is regularly reviewed and improved

CADCAI reviews incidents, feedback, and practices to strengthen child safety over time.

Standard 10 – Policies and procedures document how the organisation is safe for children and young people.

This policy and supporting procedures provide clear, practical guidance for maintaining child safety across all activities.

3. Child Safety Contact Role Description

PURPOSE

The Child Safety Contact is responsible for ensuring that child safety concerns are responded to immediately, appropriately, and in line with CADCAI procedures.

This role is critical to maintaining a safe environment and supporting confident, consistent responses to concerns.

ROLE IN PRACTICE

The Child Safety Contact must be:

- clearly identified to volunteers and participants
- accessible during activities
- able to respond immediately if a concern arises

KEY RESPONSIBILITIES

The Child Safety Contact must:

- receive and respond to child safety concerns immediately
- ensure the immediate safety of the child is prioritised
- coordinate the response in line with the Incident Procedure
- determine whether external reporting is required
- make or coordinate reports to external authorities where required
- ensure concerns are documented accurately and promptly
- maintain secure and confidential records
- escalate matters to the Management Committee

AUTHORITY

The Child Safety Contact has the authority to:

- direct immediate actions to protect a child
- require changes to supervision or activity arrangements
- restrict or remove a person from involvement where there is a safety concern
- escalate matters without delay

Actions must always be proportionate and focused on protecting children.

If the Child Safety Contact is unavailable

- another nominated Committee member must take on this role
- concerns must not be delayed

SUPPORT AND ACCOUNTABILITY

The Management Committee will:

- support the Child Safety Contact in carrying out their role
- ensure decisions are backed and acted on
- review incidents and responses

KEY PRINCIPLE

If in doubt, act in the best interests of the child and escalate immediately.

4. Child safety risk management framework

PURPOSE

This framework sets out how CADCAI identifies, manages, and reduces risks to children and young people in all activities.

It focuses on practical actions before, during, and after activities to prevent harm.

This document must be read alongside the

- Child Safety Policy
- Child Safety Code of Conduct
- Child Safety Incident and Complaints Management Procedure.

RISK MANAGEMENT PRINCIPLES

At CADCAI:

- child safety risks are actively identified and managed
- higher-risk activities receive increased supervision and planning
- all volunteers understand their role in maintaining safety
- risks are reviewed and adjusted as circumstances change

CHILD SAFETY RISK REGISTER

Risk	Likelihood	Control	Owner
Crowded public performances	High	Active supervision, defined volunteer positions, crowd monitoring	Event Lead
Children in costumes (restricted visibility)	High	Dedicated supervisor per child/group, immediate proximity, buddy system	Supervisor
Inappropriate public interaction	Medium–High	Active monitoring, early intervention, controlled access to children	All volunteers
Overnight supervision risks	Medium	Multiple adults, no isolation, supervised sleeping arrangements	Trip Lead
Movement between locations	Medium	Headcounts, controlled transitions, supervision during movement	Supervisor
Children becoming separated	Medium	Buddy system, designated meeting point, active supervision	Event Lead

SUPERVISION MODEL

For all activities:

- children must be supervised at all times
- supervision must be active, not passive
- volunteers must be positioned strategically to maintain visibility
- no child is to be left unobserved

Where risk is higher:

- supervision must be increased
- specific roles must be assigned
- responsibilities must be clearly communicated

EVENT PLANNING (BEFORE ACTIVITIES)

Before any activity involving children:

- identify specific risks for the activity
- assign supervision roles and responsibilities
- confirm the Child Safety Contact is available
- brief all volunteers on risks and expectations
- ensure children know who to speak to if concerned
- establish safe areas or meeting points

DURING ACTIVITIES

During activities:

- maintain active supervision at all times
- monitor interactions between children and the public
- respond immediately to emerging risks
- adjust controls if conditions change
- support children who appear unsafe or distressed

AFTER ACTIVITIES

After activities:

- review any incidents or near misses
- identify improvements
- update practices where required
- share learnings with volunteers

ESCALATION

If a risk becomes a concern or incident: The Child Safety Incident and Complaint Procedure must be followed immediately

RESPONSIBILITIES

Management Committee

- oversee risk management
- ensure systems are in place
- review incidents and improvements

Event / Trip Lead

- ensure risks are identified and managed
- assign roles and supervision
- monitor safety during activities

Volunteers

- follow controls and instructions
- remain alert to risks
- act immediately if concerns arise

CONTINUOUS IMPROVEMENT

CADCAI will:

- learn from incidents and near misses
- strengthen controls over time
- review practices regularly

REVIEW

This framework is reviewed every three years, or earlier following:

- a significant incident
- changes in activities
- changes in legislation

5. Child safety pre-event checklist

PURPOSE

This checklist supports CADCAI to plan and deliver activities in a way that actively protects children and reduces risk.

This checklist must be completed before any activity involving children.

CHILD SAFETY LEADERSHIP

- A Child Safety Contact has been identified for this activity
- All volunteers know who the Child Safety Contact is
- The Child Safety Contact will be available for the duration of the activity

SUPERVISION AND ROLES

- Supervisors have been assigned to all children or groups
- Volunteer roles and positions are clearly defined
- High-risk areas (e.g. performance space, crowd interaction points) are actively supervised
- No child will be left unobserved or unsupported

HIGH-RISK ACTIVITIES AND ENVIRONMENTS

- Risks specific to this activity have been identified (e.g. crowds, costumes, public interaction)
- Additional controls have been put in place for higher-risk situations
- Children in costumes or with restricted visibility will be closely supervised

MANAGING INTERACTION WITH THE PUBLIC

- Volunteers are positioned to monitor interactions between children and the public
- Clear expectations have been set for managing inappropriate behaviour
- Volunteers understand they must intervene immediately if a situation is unsafe

COMMUNICATION AND AWARENESS

- Volunteers have been briefed on child safety expectations
- Volunteers understand reporting requirements (immediate reporting)
- Children know who they can speak to if they feel unsafe
- Parents/carers are aware of supervision arrangements (where relevant)

SAFETY ARRANGEMENTS

- A safe space or meeting point has been identified
- Emergency contact details are available
- Headcount and supervision processes are in place

FINAL CHECK

- All controls are in place and understood
- Any outstanding risks have been addressed

NOTE: If risks cannot be adequately managed, the activity must be modified or paused.

6. Child safety incident and complaint procedure

PURPOSE

This procedure sets out exactly what to do when a child safety concern, disclosure, incident, or complaint arises at CADCAI.

All concerns must be taken seriously and acted on immediately. The safety and wellbeing of the child is the priority at all times.

This procedure must be read alongside the

- Child Safety and Wellbeing Policy
- Code of Conduct
- Child Safety Risk Management Framework, and
- Working with Children Screening Procedure.

This document is informed by the Child Safe Organisations Act 2024 (Qld), the Child Protection Act 1999 (Qld), and the National Principles for Child Safe Organisations.

SCOPE

This procedure applies to all CADCAI activities, including:

- performances and public events
- lion and dragon dance activities
- rehearsals and training
- excursions and overnight trips
- online and digital communication

It applies to all people involved with CADCAI.

PROCEDURES

6.1 Recognising a concern

You do not need to be certain that harm has occurred.

A concern must be raised if something does not feel right.

Harm may include:

- inappropriate touching
- grooming behaviour
- emotional or psychological harm
- neglect
- unsafe or threatening situations

Examples relevant to CADCAI include:

- a member of the public touching a child during a performance
- a child in costume being approached while unable to see or respond
- an adult attempting to isolate a child during an event or trip
- inappropriate communication with a child outside CADCAI activities

Raising a concern is a protective action — not an accusation.

6.2 Immediate response (non-negotiable steps)

If a concern, incident, or disclosure occurs:

Step 1 – ensure immediate safety

- if the child is in immediate danger, call 000

- remove the child from the situation
- ensure the child is safe and supported

Step 2 – respond to the child

- stay calm
- listen and take them seriously
- reassure them they have done the right thing
- do not promise secrecy
- do not ask leading questions
- do not investigate

Step 3 – notify immediately

- report the concern to the Child Safety Contact immediately
- if the Child Safety Contact is unavailable, notify a Management Committee member

6.3 Performance and public event scenarios

Where activities involve public interaction or costumes:

- children in lion or dragon costumes must be actively supervised at all times
- a designated adult must remain nearby where visibility is restricted
- volunteers must actively monitor interactions between children and the public
- any inappropriate behaviour must be stopped immediately

If an incident occurs:

- remove the child immediately
- separate the child from the person involved (if safe to do so)
- escalate immediately in line with this procedure

6.4 Overnight and excursion scenarios

For overnight activities:

- children must not be alone with a single adult
- supervision must be shared and visible
- appropriate sleeping arrangements must be maintained
- children must know who they can speak to at all times

Any concern during an overnight activity must be:

- acted on immediately
- escalated to the Child Safety Contact
- documented as soon as possible

6.5 Reporting requirements

Immediate danger

call 000

Reasonable suspicion of harm

A report must be made to the appropriate authority (e.g. Queensland Police Service or Child Safety) where:

- a child has been harmed
- a child is at risk of harm
- a sexual offence is suspected

The Child Safety Contact is responsible for coordinating external reporting.

Internal reporting

All concerns must also be reported to the Child Safety Contact immediately. CADCAI does not investigate allegations of harm internally.

6.6 Roles and responsibilities

Volunteers and all adults

- act immediately if concerned
- follow the steps in this procedure
- report concerns without delay
- document what they observed

Child Safety Contact

- receive and assess concerns
- ensure immediate safety actions are taken
- coordinate external reporting
- maintain secure records
- support those involved
- escalate to the Management Committee

Management Committee

- provide oversight and support
- ensure appropriate action is taken
- ensure risks are addressed
- review incidents for improvement

6.7 If the concern involves a committee member or Child Safety Contact

If a concern involves:

- the Child Safety Contact → report directly to a different Committee member
- a committee member → report to another Committee member or external authority

External reporting must not be delayed.

6.8 Managing the situation after a report

Following a report, CADCAI will:

- prioritise the safety and wellbeing of the child
- take appropriate interim actions (e.g. increased supervision or restricting involvement)
- avoid contact between the child and the person of concern where possible
- support all people involved

CADCAI will not make findings about allegations of harm — this is the role of external authorities.

6.9 Procedural fairness

CADCAI will:

- treat all people fairly and respectfully
- not make assumptions about guilt
- ensure actions are proportionate to risk
- maintain confidentiality

Interim actions may still be taken to protect children while matters are being assessed.

6.10 Documentation

All concerns must be documented:

- as soon as possible, and within 24 hours
- using factual, objective language
- including date, time, location, and what was seen or heard

Do:

- record exact words where possible
- describe behaviour clearly

Do not:

- include opinions or assumptions

Records must be stored securely and accessed only on a need-to-know basis.

6.11 Privacy and confidentiality

Information will be:

- handled sensitively
- shared only where necessary

Confidentiality cannot be guaranteed where:

- a child is at risk
- reporting is required by law

6.12 Supporting children and others

CADCAI will:

- support the child in a calm and respectful way
- communicate with parents or carers where appropriate
- support volunteers or community members who raise concerns
- ensure no one is penalised for speaking up

6.13 Review and continuous improvement

After an incident, CADCAI will:

- review what happened
- identify any gaps or risks
- strengthen controls and practices
- update procedures where required

6.14 Key principles to remember

- act immediately
- you do not need proof
- child safety comes first
- do not investigate
- report and record

7. Child safety risk management framework

PURPOSE

This framework sets out how CADCAI identifies, manages, and reduces risks to children and young people in all activities.

It focuses on practical actions before, during, and after activities to prevent harm.

This document must be read alongside the

- Child Safety Policy
- Child Safety Code of Conduct
- Child Safety Incident and Complaints Management Procedure.

RISK MANAGEMENT PRINCIPLES

At CADCAI:

- child safety risks are actively identified and managed
- higher-risk activities receive increased supervision and planning
- all volunteers understand their role in maintaining safety
- risks are reviewed and adjusted as circumstances change

CHILD SAFETY RISK REGISTER

Risk	Likelihood	Control	Owner
Crowded public performances	High	Active supervision, defined volunteer positions, crowd monitoring	Event Lead
Children in costumes (restricted visibility)	High	Dedicated supervisor per child/group, immediate proximity, buddy system	Supervisor
Inappropriate public interaction	Medium–High	Active monitoring, early intervention, controlled access to children	All volunteers
Overnight supervision risks	Medium	Multiple adults, no isolation, supervised sleeping arrangements	Trip Lead
Movement between locations	Medium	Headcounts, controlled transitions, supervision during movement	Supervisor
Children becoming separated	Medium	Buddy system, designated meeting point, active supervision	Event Lead

SUPERVISION MODEL

For all activities:

- children must be supervised at all times
- supervision must be active, not passive
- volunteers must be positioned strategically to maintain visibility
- no child is to be left unobserved

Where risk is higher:

- supervision must be increased

- specific roles must be assigned
- responsibilities must be clearly communicated

EVENT PLANNING (BEFORE ACTIVITIES)

Before any activity involving children:

- identify specific risks for the activity
- assign supervision roles and responsibilities
- confirm the Child Safety Contact is available
- brief all volunteers on risks and expectations
- ensure children know who to speak to if concerned
- establish safe areas or meeting points

DURING ACTIVITIES

During activities:

- maintain active supervision at all times
- monitor interactions between children and the public
- respond immediately to emerging risks
- adjust controls if conditions change
- support children who appear unsafe or distressed

AFTER ACTIVITIES

After activities:

- review any incidents or near misses
- identify improvements
- update practices where required
- share learnings with volunteers

ESCALATION

If a risk becomes a concern or incident: The Child Safety Incident and Complaint Procedure must be followed immediately

RESPONSIBILITIES

Management Committee

- oversee risk management
- ensure systems are in place
- review incidents and improvements

Event / Trip Lead

- ensure risks are identified and managed
- assign roles and supervision
- monitor safety during activities

Volunteers

- follow controls and instructions
- remain alert to risks
- act immediately if concerns arise

CONTINUOUS IMPROVEMENT

CADCAI will:

- learn from incidents and near misses
- strengthen controls over time

- review practices regularly

REVIEW

This framework is reviewed every three years, or earlier following:

- a significant incident
- changes in activities
- changes in legislation

8. Child Safety Risk Register

Risk	Likelihood	Control	Residual Risk	Owner
Children may be harmed due to uncontrolled interaction with large crowds during public performances	High	Active supervision, defined volunteer positions, crowd monitoring	Medium	Event Lead
Children may be harmed due to reduced visibility while in lion or dragon costumes	High	Dedicated supervisor per child/group, immediate proximity, buddy system	Medium	Supervisor
Children may be harmed through inappropriate interaction with members of the public	Medium–High	Active monitoring, early intervention, controlled access to children	Medium	All volunteers
Children may be harmed due to inadequate supervision during overnight activities	Medium	Multiple adults present, no isolation, supervised sleeping arrangements	Low–Medium	Trip Lead
Children may be harmed during transitions between locations (e.g. transport, movement between sites)	Medium	Headcounts, controlled transitions, active supervision	Low–Medium	Supervisor
Children may become separated from supervision and be exposed to harm	Medium	Buddy system, designated meeting point, active supervision	Low–Medium	Event Lead