Glen Iris Child Care and Kindergarten

GI-030 – Risk Management Policy

Policy Number	GI -030
Quality Area	QA2 – Children's Health and Safety • QA3 – Physical Environment • QA7 – Governance and Leadership
National Law	s.167 • s.168 • s.169
National Regulations	Regs. 97 • 100–102D • 103 • 168 • 169
Related NQS	QA2.2.1 • QA2.2.2 • QA3.1.2 • QA7.1.2 • QA7.2.1
VEYLDF (2026)	Practice Principles – Safety and Wellbeing • Integrated Teaching and Learning Approaches • Collaborative Leadership
Victorian Child Safe Standards:	Standards 2 • 5 • 8 • 11
Version:	1.0
Approved By:	Centre Director
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OUR COMMITMENT

Glen Iris child care and kindergarten is committed to proactively identifying, assessing and managing risks to ensure the health, safety and wellbeing of children, educators, families, visitors and the broader service community.

We recognise that effective risk management supports children's right to learn, explore and engage in challenging experiences while minimising foreseeable risks. Through thoughtful planning, regular review and shared responsibility, we create environments that are safe, responsive and conducive to high-quality education and care.

LEGISLATIVE INTENT

This policy supports Glen Iris child care and kindergarten in meeting its obligations under the Education and Care Services National Law and National Regulations by establishing consistent processes for identifying hazards, assessing risks, implementing control measures and monitoring their effectiveness.

The policy promotes a proactive approach to managing risks across all aspects of the service while supporting continuous improvement and legislative compliance.

PURPOSE

The purpose of this policy is to:

- Establish a consistent approach to identifying and managing risks.
- Protect the health, safety and wellbeing of children, educators and visitors.
- Support informed decision-making through documented risk assessments.
- Reduce the likelihood of incidents, injuries and harm.
- Ensure risks are regularly monitored and reviewed.
- Promote a culture of shared responsibility for risk management.
- Meet all legislative and regulatory requirements.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Providers.
- Centre Director.
- Nominated Supervisor.
- Responsible Persons.
- Educational Leader.
- Educators.
- Administration staff.
- Students and Volunteers.
- Contractors.
- Families and Visitors.

DEFINITIONS

Hazard
Anything with the potential to cause injury, illness, damage or harm.

Risk
The likelihood that a hazard will cause harm together with the potential severity of that harm.

Risk Assessment
A documented process used to identify hazards, evaluate risks and determine appropriate control measures.

Risk Control
Actions taken to eliminate or minimise identified risks.

Dynamic Risk Assessment
The ongoing process of recognising and responding to changing risks as they arise throughout the day.

WHY THIS POLICY MATTERS

Risk management is an essential part of providing safe, high-quality education and care. By identifying potential hazards before incidents occur, Glen Iris child care and kindergarten can implement practical control measures that protect children, educators and families while still providing rich opportunities for learning, exploration and appropriate risk-taking.

A proactive approach to risk management strengthens decision-making, promotes children's wellbeing and supports a positive culture where everyone contributes to maintaining a safe learning environment.

GUIDING PRINCIPLES

Glen Iris child care and kindergarten is committed to:

- Embedding risk management into everyday practice and decision-making.
- Maintaining environments that support children's learning while minimising foreseeable risks.
- Recognising that children benefit from appropriate risk-taking experiences that build resilience, confidence and problem-solving skills.
- Identifying hazards proactively rather than responding only after incidents occur.
- Ensuring risk management is a shared responsibility across the service.
- Regularly reviewing risk control measures to ensure they remain effective.
- Encouraging open communication and reporting of hazards and concerns.

OUR POLICY

Glen Iris child care and kindergarten is committed to implementing effective risk management systems that support the health, safety and wellbeing of everyone attending the service.
The service will:

- Identify hazards across all areas of the service.
- Assess risks before activities, experiences or environmental changes occur.
- Implement appropriate control measures to eliminate or minimise risks.
- Monitor the effectiveness of risk controls.
- Review risk assessments regularly and whenever circumstances change.
- Encourage all educators to report hazards and safety concerns promptly.
- Maintain accurate records of risk assessments and hazard management.
- Foster a culture where risk management forms part of everyday practice.

Risk management will balance children's safety with opportunities for exploration, challenge, independence and learning.

HOW WE PUT THIS POLICY INTO PRACTICE

Hazard Identification

Glen Iris child care and kindergarten will:

- Conduct daily indoor and outdoor safety inspections.
- Inspect equipment and learning environments regularly.
- Encourage educators to report hazards immediately.
- Monitor children's play environments for emerging risks.
- Identify hazards during excursions, incursions and special events.
- Review previous incidents to identify recurring hazards.

Risk Assessments

The service will complete documented risk assessments for:

- Excursions.
- Incursions where appropriate.
- High-risk activities.
- Environmental changes.
- New equipment.
- Building works or maintenance.
- Emergency situations.
- Children with identified medical conditions where required.
- Any circumstance identified as presenting increased risk.

Risk assessments will consider

- Potential hazards.
- Likelihood of harm.
- Possible consequences.
- Existing control measures.
- Additional actions required.
- Review dates.

Risk Control Measures

Where risks are identified, the service will:

- Eliminate the hazard wherever reasonably practicable.
- Substitute unsafe equipment or practices where appropriate.
- Implement environmental modifications.
- Increase supervision where required.
- Introduce safe work procedures.
- Provide additional educator training if needed.
- Monitor the effectiveness of implemented controls.

Dynamic Risk Management

Educators will continually assess risks throughout the day by:

- Monitoring children's engagement and behaviour.
- Observing changing weather conditions.
- Adjusting supervision according to children's needs.
- Responding to changes in the learning environment.
- Modifying experiences when new risks emerge.
- Balancing safety with children's opportunities for challenge and learning.

Monitoring and Review

Glen Iris child care and kindergarten will:

- Review risk assessments regularly.
- Evaluate incidents and near misses.
- Analyse hazard trends.
- Review risk controls following significant incidents.
- Update procedures when legislation or best practice changes.
- Include risk management as part of continuous improvement planning.

ROLES & RESPONSIBILITIES

Approved Providers

Will:

- Ensure appropriate risk management systems are in place.
- Provide resources to support effective risk management.
- Monitor compliance with legislative requirements.
- Promote continuous improvement in risk management practices.

Centre Director

Will:

- Lead implementation of this policy.
- Ensure risk assessments are completed where required.
- Review identified hazards and control measures.
- Monitor incident trends.
- Support educators in managing risks effectively.
- Ensure risk management documentation is maintained.

Educational Leader

Will:

- Support educators to balance children's safety with meaningful learning opportunities.
- Encourage reflective discussions about risk and benefit in children's learning.
- Promote safe and engaging learning environments.
- Contribute to continuous improvement of risk management practices.

Educators

Will:

- Identify hazards promptly.
- Complete required risk assessments.
- Implement identified control measures.
- Monitor children's safety throughout the day.
- Report hazards, incidents and near misses immediately.
- Participate in ongoing risk management discussions.
- Balance appropriate risk-taking with children's safety and wellbeing.

Students and Volunteers

Will:

- Follow educator directions regarding risk management.
- Report hazards immediately.
- Work within the scope of their role.
- Support safe learning environments under supervision.
- Participate in workplace induction before commencing.

Families

Will:

- Share information relevant to their child's health and safety.
- Follow service procedures during excursions and special events.
- Report any concerns relating to health and safety.
- Support the service's risk management practices.
- Work collaboratively with educators to minimise identified risks.

Glen Iris child care and kindergarten in practice

At Glen Iris child care and kindergarten, risk management is embedded into everyday practice and is considered before, during and after all experiences, routines and activities. Rather than being viewed as a separate task, educators continually assess their environment, children's engagement and changing circumstances to ensure learning remains both safe and meaningful.

Daily indoor and outdoor safety checks, routine equipment inspections and ongoing supervision enable educators to identify and address potential hazards promptly. Where risks are identified, appropriate control measures are implemented and reviewed to ensure they remain effective.

Educators understand that children benefit from opportunities to experience challenge, develop resilience and build confidence. Through thoughtful planning and active supervision, we provide environments where children can engage in appropriate risk-taking while remaining supported and safe.

Risk management is regularly discussed during leadership meetings, room meetings and staff meetings, ensuring continual reflection, shared responsibility and ongoing improvement across the service.

CHILDREN'S VOICE IN ACTION

Children are encouraged to become active participants in recognising and managing everyday risks.

Children's voices are supported when they:

- Help develop classroom safety expectations.
- Discuss ways to keep themselves and others safe.
- Identify potential hazards during play.
- Learn to assess risks during physical play and outdoor experiences.
- Make informed choices about their own learning and exploration.
- Participate in emergency rehearsals and safety discussions.
- Build confidence in seeking assistance from educators when needed.

Educators intentionally support children to develop resilience, independence, problem-solving skills and an understanding of personal safety through everyday experiences.

EXCEEDING PRACTICE

Glen Iris child care and kindergarten exceeds the National Quality Standard by embedding risk-benefit thinking into curriculum planning, environmental design and everyday practice.

Rather than eliminating all risks, educators carefully consider the educational benefits alongside potential risks, creating learning environments that encourage curiosity, resilience, independence and problem-solving while maintaining appropriate safeguards.

Risk management is collaborative and reflective. Educators, leadership, children and families all contribute to identifying improvements that strengthen safety while preserving children's opportunities to explore, investigate and learn through play.

Regular analysis of incidents, hazard reports and risk assessments enables the service to proactively identify trends and continuously strengthen safety systems across all areas of operation.

CONTINUOUS IMPROVEMENT

Glen Iris child care and kindergarten is committed to continually strengthening its risk management systems.
This policy will be reviewed through:

- Daily safety inspections.
- Ongoing review of risk assessments.
- Analysis of incidents and near misses.
- Educator feedback and consultation.
- Family feedback where appropriate.
- Staff meeting discussions.
- Professional learning.
- Quality Improvement Plan goals.
- Changes to legislation and recognised best practice.

Continuous improvement ensures risk management practices remain proactive, effective and responsive to the needs of children, educators and families.

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- **s.167** – Protection from harm and hazards.
- **s.168** – Education and care service policies and procedures.
- **s.169** – Policies and procedures to be followed.

Education and Care Services National Regulations 2011

- **Reg. 97 –** Emergency and evacuation procedures.
- **Regs. 100–102D –** Risk assessments and excursion requirements.
- **Reg. 103 –** Premises, furniture and equipment to be safe, clean and in good repair.
- **Reg. 168 –** Education and care service policies and procedures.
- **Reg. 169 –** Policies and procedures to be followed.

National Quality Standard

Quality Area 2 – Children's Health and Safety

- QA2.2.1 – Supervision.
- QA2.2.2 – Incident and emergency management.

Quality Area 3 – Physical Environment

- QA3.1.2 – Upkeep.

Quality Area 7 – Governance and Leadership

- QA7.1.2 – Management systems.
- QA7.2.1 – Continuous improvement.

Victorian Early Years Learning and Development Framework (VEYLDF) 2026

- Practice Principles for Learning and Development.
- Safety and Wellbeing.
- Integrated Teaching and Learning Approaches.
- Collaborative Leadership.

Victorian Child Safe Standards

- **Standard 2** – Child safety and wellbeing is embedded in leadership, governance and culture.
- **Standard 5** – Equity is upheld and diverse needs are respected in policy and practice.
- **Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people**.**

RELATED DOCUMENTS

This policy should be read in conjunction with:

- Work Health and Safety Policy
- Supervision Policy
- Emergency and Evacuation Policy
- Incident, Injury, Trauma and Illness Policy
- Excursions Policy
- Child Safe Environment Policy
- Medical Conditions Policy
- Safe Sleep and Rest Policy
- Water Safety Policy
- Governance and Leadership Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Risk Assessment Templates
- Daily Indoor and Outdoor Safety Checklists
- Hazard Report Forms
- Maintenance Register
- Incident, Injury, Trauma and Illness Records
- Emergency Rehearsal Records
- Excursion Risk Assessments
- Medical Management Plans
- Staff Meeting Minutes
- Quality Improvement Plan

EVIDENCE OF PRACTICE

Glen Iris child care and kindergarten demonstrates this policy through:

- Daily identification and management of hazards.
- Comprehensive documented risk assessments.
- Regular review of indoor and outdoor learning environments.
- Educators applying dynamic risk assessment throughout the day.
- Prompt implementation of control measures.
- Ongoing analysis of incidents and hazard reports.
- Staff consultation regarding risk management practices.
- Children's participation in developing safe behaviors.
- Continuous monitoring through the Quality Improvement Plan.

REFLECTION & CONTINUOUS IMPROVEMENT

Critical reflection supports a proactive approach to risk management.
Reflective questions include:

- Are our risk assessments effectively identifying foreseeable hazards?
- How do we balance children's safety with opportunities for challenge, independence and exploration?
- Are educators confident in implementing dynamic risk assessments throughout the day?
- What trends are emerging from incident and hazard reports?
- Are our current control measures effectively reducing identified risks?
- How can children's voices further strengthen our approach to safety?
- What improvements can be made to our environments, systems or practices?

Outcomes from these reflections inform policy review, educator professional learning, service planning and our Quality Improvement Plan.

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	July 2026	Centre Director	Initial policy developed as part of the Glen Iris child care and kindergarten Governance, Policy and Procedures Manual. Developed to align with the Education and Care Services National Law, National Regulations, National Quality Standard, VEYLDF (2026) and Victorian Child Safe Standards.