MindPath Tutoring 

# Child Safe Risk Management Plan

## Purpose of plan

Creating a child safe environment includes:

1. identifying environmental risks to children’s safety in relation to the activities and services we provide, our physical settings and our online spaces and communication
2. taking action to reduce these risks and children’s exposure to harm or abuse.

These risks can change over time if our physical and online spaces change, or different activities or services are provided by our organisation. This may also include unique events, excursions or travel involving children. Our plan will be regularly reviewed and updated to reflect any changes.

Our Risk Management Plan in the table below sets out these risks, assesses their potential impact, the strategies to help prevent or reduce them, and keeps track of our progress.

## Nature of our settings and services provided

MindPath Tutoring provides face to face and online tutoring services to students/children from ages 5 to 18.

These activities and services take place in the following locations:

* In Home Tutoring (student’s homes)
* Libraries
* University classrooms
* Cafes

## Responsibility for Risk Management Plan

**Ian Harborne** is responsible for making sure that the strategies to manage risks are implemented and monitored.

This version of the plan was completed on 22/5/2025.

Everyone in our organisation should be alert to any risks to children’s safety and draw attention to any concerns that may arise, as set out in our Child Safe Policy.

Our Risk Management Plan is available on our website.

## Next review date

Ian Harborne will review this plan annually on 30/5/2026.

The plan will be reviewed and updated immediately if there are:

* any incidents involving children
* any changes to our physical or online spaces or online communications
* any changes to the types of activities and services involving children that we deliver, including unique events on or off-site.

## Risk assessment matrix

Determine the overall level of risk using the risk matrix table.

*Table 1 Risk assessment matrix*

| **Likelihood** | **Insignificant impact** | **Minor impact** | **Moderate impact** | **Major impact** | **Severe impact** |
| --- | --- | --- | --- | --- | --- |
| Almost certain | Medium | High | Very high | Very high | Very high |
| Likely | Medium | High | High | Very high | Very high |
| Possible | Low | Medium | High | High | Very high |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Low | Low | Medium |

## Risk Management Plan

| Identify settings where interactions occur | Identify risks in these settings | Assess likelihood of risk | Assess consequence of risk | Determine risk rating | Identify and implement strategies to manage risk | Track progress and regularly review |
| --- | --- | --- | --- | --- | --- | --- |
| Identify the different environmental settings or activity types in your organisation, physical and online, where adults work or interact with children. The same setting could have multiple risks. | Identify the specific risks to children in these settings or activities in terms of exposure to harm or abuse | Assess how likely it is that the risk will occur, using the following scale:* Rare
* Unlikely
* Possible
* Likely
* Almost certain
 | Assess the impact if the risk occurs, using the following scale:* Insignificant
* Minor
* Moderate
* Major
* Severe
 | Use the risk assessment matrix to decide the overall risk rating, using the following scale:* Low
* Medium
* High
* Very high
 | Describe what protective strategies already exist and what strategies need to be developed to help minimise the risk. | Keep track of whether these strategies are in place and responsibilities.Regularly review to make sure any protective strategies implemented are working and note follow up actions. |
| Physical Setting:No Parent or Carer present for scheduled tutoring session |  Exposure to harm and abuse | Possible | Major | High**Low (after controls in place)** | MindPath Child Safe Code of Conduct specifies not to spend alone time with students/children; **Controls:**Tutor to contact parent immediately to establish when parent/carer will be present or tutor is to leave premises immediately.Tutor to read and sign off on the MindPath Child Safe Code of Conduct document on expectations prior to commencement of tutoring sessions.MindPath staff to obtain a WWCC from tutor and check in OCG portal prior to sessions commencing and undertake periodic portal checks.‘Parent Pack’ emailed to parents which includes safety documents; ‘Statement of Commitment to Child Safety’, ‘Child Safe Policy’ and ‘Child Safe Reporting Policy.’ | Have these strategies been implemented?**Yes** / NoTo be reviewed again on 22/5/26 by MindPath staff.Person responsible:Ian Harborne |
| Physical Setting:Use of mobile phones during scheduled tutoring sessions | Adults may use their personal devices to take photos of children or young people without permission | Possible | Major | Major**Low (after controls in place)** | MindPath Child Safe Code of Conduct specifies no photos to be taken of children or young people without parental permission; Tutor to read and sign off on the MindPath Child Safe Code of Conduct document on expectations prior to commencement of tutoring sessions.MindPath staff to obtain a WWCC from tutor and check in OCG portal prior to sessions commencing and undertake periodic portal checks.‘Parent Pack’ emailed to parents which includes safety documents; ‘Statement of Commitment to Child Safety’, ‘Child Safe Policy’ and ‘Child Safe Reporting Policy.’ | Have these strategies been implemented?**Yes** / NoTo be reviewed again on 22/5/26 by MindPath staff.Person responsible:Ian Harborne |
| Physical and Online Setting:Communication with students in a private setting including online or on social media (including after hours contact) | Exposure to harm and abuse | Possible | Major | High**Low (after controls in place)** | MindPath Child Safe Code of Conduct specifies no communication with students in a private setting including online or on social media; Tutor to read and sign off on the MindPath Child Safe Code of Conduct document on expectations prior to commencement of tutoring sessions.MindPath staff to obtain a WWCC from tutor and check in OCG portal prior to sessions commencing and undertake periodic portal checks.‘Parent Pack’ emailed to parents which includes safety documents; ‘Statement of Commitment to Child Safety’, ‘Child Safe Policy’ and ‘Child Safe Reporting Policy.’ | Have these strategies been implemented?**Yes** / NoTo be reviewed again on 22/5/26 by MindPath staff.Person responsible:Ian Harborne |
| Physical Setting:Inappropriate language or gestures during scheduled tutoring session | Exposure to offensive language and gestures | Unlikely | Moderate | Medium**Low (after controls in place)** | MindPath Child Safe Code of Conduct specifies no hurtful, discriminatory or offensive behaviour or language with children; Tutor to read and sign off on the MindPath Child Safe Code of Conduct document on expectations prior to commencement of tutoring sessions.MindPath staff to obtain a WWCC from tutor and check in OCG portal prior to sessions commencing and undertake periodic portal checks.‘Parent Pack’ emailed to parents which includes safety documents; ‘Statement of Commitment to Child Safety’, ‘Child Safe Policy’ and ‘Child Safe Reporting Policy.’ | Have these strategies been implemented?**Yes** / NoTo be reviewed again on 22/5/26 by MindPath staff.Person responsible:Ian Harborne |
| Physical Setting:Inappropriate physical contact during scheduled tutoring session | Exposure to harm and abuse | Possible | Major | High**Low (after controls in place)** | MindPath Child Safe Code of Conduct specifies no engaging in unwarranted and inappropriate touching involving a child; Tutor to read and sign off on the MindPath Child Safe Code of Conduct document on expectations prior to commencement of tutoring sessions.MindPath staff to obtain a WWCC from tutor and check in OCG portal prior to sessions commencing and undertake periodic portal checks.‘Parent Pack’ emailed to parents which includes safety documents; ‘Statement of Commitment to Child Safety’, ‘Child Safe Policy’ and ‘Child Safe Reporting Policy.’ | Have these strategies been implemented?**Yes** / NoTo be reviewed again on 22/5/26 by MindPath staff.Person responsible:Ian Harborne |