

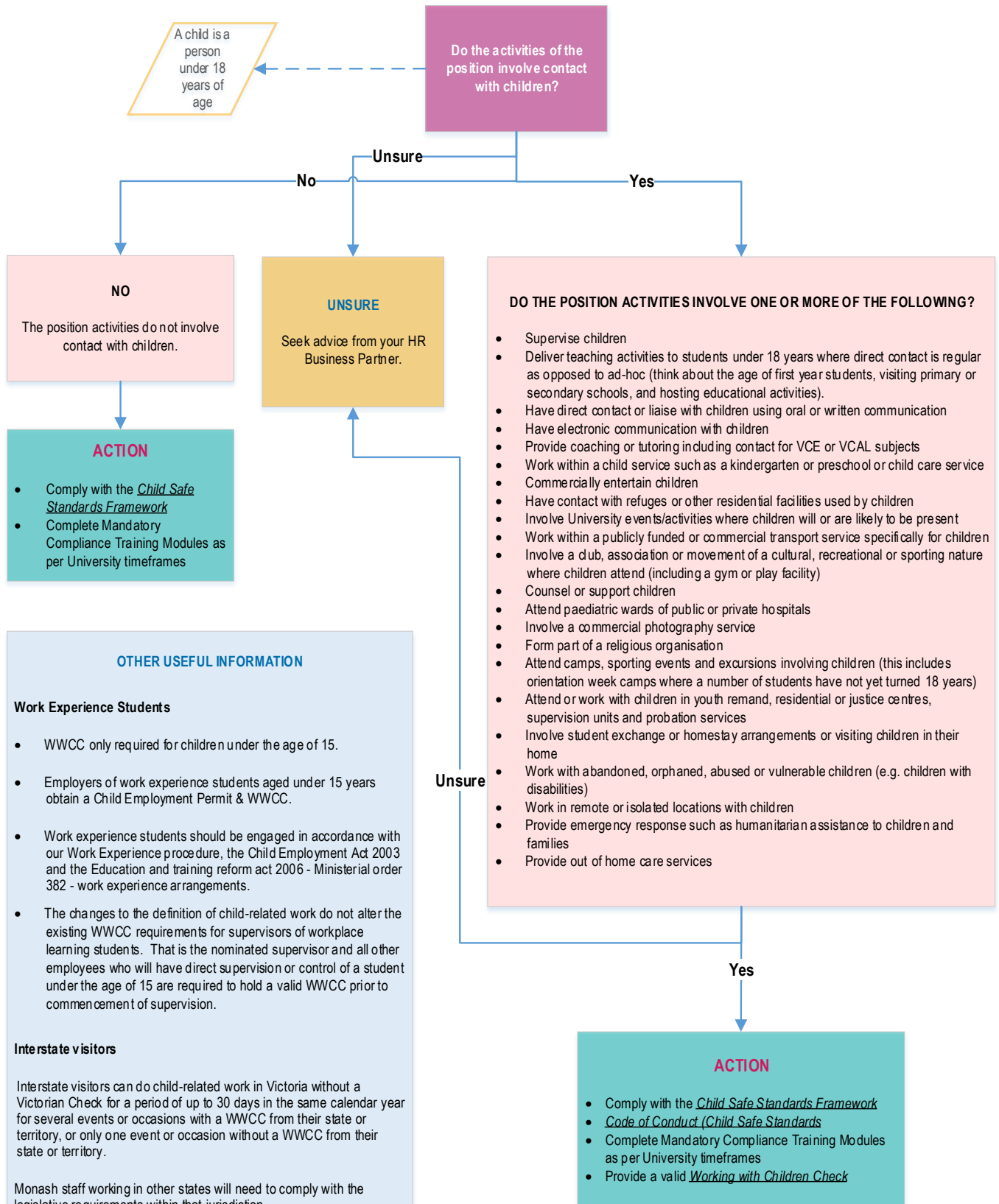
# APPENDIX B

## POSITION ASSESSMENT TOOL

A tool to assist individuals to assess the child interactive nature of a position and to minimise risk to the child, individual and Monash.

June 2017





**OTHER USEFUL INFORMATION**

**Work Experience Students**

- WWCC only required for children under the age of 15.
- Employers of work experience students aged under 15 years obtain a Child Employment Permit & WWCC.
- Work experience students should be engaged in accordance with our Work Experience procedure, the Child Employment Act 2003 and the Education and training reform act 2006 - Ministerial order 382 - work experience arrangements.
- The changes to the definition of child-related work do not alter the existing WWCC requirements for supervisors of workplace learning students. That is the nominated supervisor and all other employees who will have direct supervision or control of a student under the age of 15 are required to hold a valid WWCC prior to commencement of supervision.

**Interstate visitors**

Interstate visitors can do child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year for several events or occasions with a WWCC from their state or territory, or only one event or occasion without a WWCC from their state or territory.

Monash staff working in other states will need to comply with the legislative requirements within that jurisdiction.

For example, exam invigilators must follow the rules for that state (i.e. If employed in NSW must follow [NSW requirement](#))

- [Victorian Child Safe Standards](#)
- [Department of Justice and Regulation website for Working with Children Check](#)
- [Monash University Child Safe Standards Framework](#)
- [Monash University Working with Children Checks procedure](#)
- [Monash University Work experience for students \(professional staff\) procedure](#)

## Terms and reference points to assist staff in their assessment of the nature of activities involving children

Descriptors specifically relating to the impact of interactions with children:

**Almost certain** - Activities with children are expected to occur

**Likely** - Activities with children will probably occur

**Possible** - Activities with children could occur at some time

**Unlikely** - Activities with children are not likely to occur in normal circumstances

Descriptors specifically relating to the likelihood of the position interacting with children:

**High** - Large scale influence/power over children

**Moderate** - Reasonable/average influence/power over children

**Insignificant** - Minimal or no influence/power over children

**Minor** - Limited influence/power over children

Definitions for the purpose of this assessment tool only:

- **Influence** is the capacity to have an effect on the character, development or behaviour of a child at or under the age of 17 years.
- **Power** is the ability or capacity to have a child at or under the age of 17 years to do something or act in a particular way.

## Risk Mitigation

<b>Activity Theme</b> <i>Examples shown but are not limited to those shown</i>	<b>Key Risks</b> <i>List risks associated with the activity for relevant activity themes</i>	<b>Risk Rating</b> <i>Low, Moderate or High</i>	<b>Risk Mitigation</b> <i>Detail the measures to be implemented</i>
<b>Transport</b> <ul style="list-style-type: none"> <li>To and from Monash program</li> <li>Supervision of school/parent/Monash</li> <li>Travel within program</li> <li>System to ensure no child lost</li> </ul>			
<b>Accommodation</b> <ul style="list-style-type: none"> <li>Provision of food/drink</li> <li>Provision of amenities</li> <li>Overnight stay arrangements</li> </ul>			
<b>Child Age Related Issues</b> <ul style="list-style-type: none"> <li>Key issues related to maturity</li> <li>Consents</li> <li>For child participation in program</li> <li>For overnight stay arrangements</li> <li>For photographs/film</li> <li>For high risk activities</li> <li>For medical decision</li> </ul>			

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<b>Supervision (Day)</b> <ul style="list-style-type: none"> <li>• Staff/child ratios</li> <li>• Allocation of responsibilities for children/groups</li> <li>• Training for unexpected issues</li> <li>• Training in relation to Child Safe Standards</li> <li>• Rules for staff interaction with children</li> </ul>			
<b>Supervision (Evening)</b> <ul style="list-style-type: none"> <li>• Staff/child ratios</li> <li>• Physical sleeping arrangements</li> <li>• Allocation of care responsibilities</li> <li>• Knowledge of special needs</li> <li>• Home sickness plan</li> <li>• Mental health plan</li> <li>• General health plan</li> <li>• Rules for staff when in sleeping quarters</li> </ul>			
<b>Other Activities</b> <ul style="list-style-type: none"> <li>• Supervision arrangements</li> </ul>			

<b>Activity Theme</b> <i>Examples shown but are not limited to those shown</i>	<b>Key Risks</b> <i>List risks associated with the activity for relevant activity themes</i>	<b>Risk Rating</b> <i>Low, Moderate or High</i>	<b>Risk Mitigation</b> <i>Detail the measures to be implemented</i>
<b>Strenuous Physical Activities</b> <ul style="list-style-type: none"> <li>• Supervision and leadership arrangements</li> <li>• Check for child fitness to participate</li> <li>• Plan for medical issues</li> <li>• Identification of particular risks associated with activity</li> </ul>			
<b>Staff Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Formal checks (including WWC check)</li> <li>• Suitability for working with children</li> </ul>			
<b>Critical Incident Risks</b> Critical incident plan for individual child and group where experience: <ul style="list-style-type: none"> <li>• Behaviour issue</li> <li>• Health issue</li> <li>• Mental health issue</li> <li>• Other hazard</li> <li>• Other emergency</li> </ul>			

<b>Activity Theme</b> <i>Examples shown but are not limited to those shown</i>	<b>Key Risks</b> <i>List risks associated with the activity for relevant activity themes</i>	<b>Risk Rating</b> <i>Low, Moderate or High</i>	<b>Risk Mitigation</b> <i>Detail the measures to be implemented</i>
<b>Emergency Information</b> <ul style="list-style-type: none"> <li>• Emergency contact details known for each child</li> <li>• Hold emergency contacts for local medical, ambulance, police, security</li> </ul>			
<b>Medical Information</b> <ul style="list-style-type: none"> <li>• Collected for each participant</li> <li>• Welfare plan if health issue identified</li> <li>• Communication of plan to staff (including emergency response/medication availability)</li> </ul>			
<b>Dietary Requirements</b> <ul style="list-style-type: none"> <li>• Collect information about allergies and other requirements</li> <li>• Arrangements to modify catering to meet dietary requirements</li> </ul>			
<b>Behaviour Expectations</b> <ul style="list-style-type: none"> <li>• Communicate prior to program (sign up stage)</li> <li>• Communicate at program commencement</li> <li>• Monitoring behaviour</li> </ul>			





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<b>Arrangements to Respond to Behaviour Issues</b> <ul style="list-style-type: none"><li>• Behaviour management plan including allocation of responsibility for decisions and identification of possible consequences</li></ul>			



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