

Risks	Likelihood	Consequences	Level of Risk	Action, Treatment to prevent or reduce harm
Parent does not arrive to pick up child	Possible	Moderate	High	<ul style="list-style-type: none"> <li>* Procedure for drop off and pick up provided to parent and discussed</li> <li>* Parent provides two other contact if unable to pick up child</li> <li>* Child to be in sight at all times until parent arrives</li> </ul>
Child says that he/she does not want to go home with parent	Unlikely	Major	High	<ul style="list-style-type: none"> <li>* Ask Child for reason</li> <li>* If answer suggests harm to child from someone at home, report to relevant authorities</li> <li>* If not discuss issue with parent</li> </ul>
Child discloses that he/she is being physically harmed by parent/sibling	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>* Depending on information given either report or discuss with parent</li> <li>* Ring Department of Child Safety to clarify if unsure and to report disclosure</li> </ul>
Child discloses that he/she is being sexually abused by parent or family member	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>* Report to Department of Child Safety</li> <li>* Provide support to child through Crisis Care if necessary</li> </ul>
Child discloses that he/she is being sexually abused by someone outside the family	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>* Report to Police</li> <li>* Provide support to child and notify parents</li> </ul>
Child complains to parent that during dancing lesson he/she was verbally abused	Unlikely	Major	High	<ul style="list-style-type: none"> <li>* Provide copy of teacher code of conduct and commitment to protecting children from harm</li> <li>* Provide procedures for making complaint</li> <li>* Organise a parent/teacher discussion with the directors of the studio</li> <li>* Request the parent attend lessons to observe</li> </ul>
Child complains to parent that during lesson he/she was physically or sexually abused	Unlikely	Major	Extreme	<ul style="list-style-type: none"> <li>* Organise a mediation between parent and company directors to discuss incident</li> <li>* Refer parent to code of conduct but also their right to report these claims after having clarified issue with child</li> <li>* Parent to inform teacher of any issue that the child has in relation to a lesson to clarify issue</li> </ul>

Child presents with depression, sadness and some talk of self-harm	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>* Report behaviour to Department of Child Services immediately</li> <li>* Provide support to the child and family</li> <li>* Discuss options with parents</li> </ul>
Child's behaviour makes lesson untenable and could cause harm to child or teacher	Possible	Moderate	High	<ul style="list-style-type: none"> <li>* Refer child to code of conduct</li> <li>* Speak with parent about child in that discussion</li> <li>* Require that parent immediately picks up child from lesson</li> <li>* Require parent to attend any future lessons</li> </ul>
Injury/Medical Emergency during class	Possible	Moderate	High	<ul style="list-style-type: none"> <li>* Call emergency services is required</li> <li>* Staff to report anything that may cause injury to directors so that it can be dealt with according</li> <li>* Icepacks &amp; First aid kit on premises</li> <li>* A First Aid office on premises at all times.</li> <li>* Incident Report is created, a copy given to the parents and a copy kept on file</li> </ul>
Fire during class	Unlikely	Major	High	<ul style="list-style-type: none"> <li>* Fire extinguishers located in prominent positions</li> <li>* All persons to evacuate to the closest car park/open space</li> <li>* Teachers to bring class roll with emergency contact. Mark roll and check all students are accounted for.</li> <li>* Contact emergency services</li> </ul>
Situation occurs outside studio premises that requires a lockdown (eg person threatens to cause harm)	Unlikely	Major	Extreme	<ul style="list-style-type: none"> <li>* Children are kept out of sight and roll taken to check all students are accounted for.</li> <li>* All doors and windows are locked from the inside</li> <li>* Authorities contacted</li> </ul>
Unauthorised persons on the premises	Unlikely	Major	Extreme	<ul style="list-style-type: none"> <li>* First employee to arrive at the premises to check all bathroom and change rooms to make sure there are no unauthorised persons on the premises.</li> <li>* Ask person to vacate the premises</li> <li>* Contact authorities if persons refuse to leave</li> <li>* Keep children, parents and staff away from uninvited persons</li> </ul>