

EDUCATOR INCIDENT - RISK ASSESSMENT AND MANAGEMENT

KATH DICKSON FAMILY DAY CARE

EAST COST & METROPOLITAN SERVICES | 1300 336 345

Educator name:	
Signature	
Date of analysis:	
Date of Review:	
Address:	
EMERGENCY BACKUP PERSON DETAILS	
Name:	
contact number:	
Address:	
BlueCard Number:	
BlueCard Expiry:	

RISK RATING MATRIX

	CONSEQUENCE				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	Moderate	High	High	Extreme	Extreme
LIKELY	Moderate	Moderate	High	Extreme	Extreme
POSSIBLE	Low	Moderate	High	High	Extreme
UNLIKELY	Low	Low	Moderate	High	High
RARE	Low	Low	Low	Moderate	High

HAZARD IDENTIFICATION AND RISK RATING

A hazard is defined as anything that has potential to cause harm, injury, ill health etc. in some way.

A risk is defined as the actual chance that the hazard will cause harm.

Use the risk rating matrix overleaf to assess the risk's severity by finding the intersection of consequence and likelihood.

Supervision	Rating:
Visitors to the home	Rating:
Communication with families and the service	Rating:
Behaviour of children	Rating:
Educator needing to leave the premises	Rating:

RISK CONTROL MEASURES

Identify which control measures you will apply to alleviate the relevant risks

- ☐ SUPERVISION
- ☐ Discussion with children about staying within sight of the Educator or Emergency Backup person at all times
- ☐ Educators are to be responsible for the children at all times and, no other adults are to be left alone with children unless this is the emergency backup person and authorization has been given by the Coordination unit
- ☐ Visitor log to be completed for all visitors on every visit
- ☐ VISITORS TO THE HOME

<input type="checkbox"/> Discussing Stranger Danger with children <input type="checkbox"/> Other adults attending the FDC environment are not to be left alone with children unless this is the emergency backup person and the backup person has been given authorisation from the Coordination unit <input type="checkbox"/> Visitor logs are to be completed for all visitors on every visit
<input type="checkbox"/> COMMUNICATION WITH FAMILIES AND THE SERVICE <input type="checkbox"/> Ensure access to a working telephone at all times while providing care <input type="checkbox"/> access to a battery pack for phones in case of a blackout <input type="checkbox"/> emergency contact details are up to date and easily accessible for all children <input type="checkbox"/> Parents have identified preferred contact details/method <input type="checkbox"/> The coordination unit is called as soon as possible in the event of an incident
<input type="checkbox"/> BEHAVIOUR OF CHILDREN <input type="checkbox"/> Children to follow directions given by the Educator at all times <input type="checkbox"/> Regular discussion with children about behaviour expectations <input type="checkbox"/> Consistent behaviour guidance strategies used
<input type="checkbox"/> EDUCATOR NEEDING TO LEAVE THE SERVICE <input type="checkbox"/> Educate children to call 000 in an emergency <input type="checkbox"/> Educator to contact the service as soon as possible to advise of incident <input type="checkbox"/> Educator to have check-in protocol with colleague/family member/coordinator <input type="checkbox"/> Educator to nominate an emergency backup person <input type="checkbox"/> Emergency contact list is update and easily accessible
<input type="checkbox"/> OTHER CONTROL MEASURES SPECIFIC TO HAZARD <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

PARENT ACKNOWLEDGEMENT
<p>If an emergency situation arises while your child is in the care of their educator, and the educator is unable to continue providing care, you will be contacted immediately</p> <p>In the event that the primary educator is unable to continue caring for your child due to the emergency, I understand and authorize that the "Emergency Backup person" listed above will take responsibility for your child.</p>
Parent Name:
Contact number
Child/ren name:
Parent Signature:
Date: