

Activity risk management plan – Rest, Relaxation Risk Assessment

Activity details			
Date(s) of activity		Activity Location	Camp Kookaburra, Feathertop Chalet, Point Leo Camp site
Proposed activities	Rest and Relaxation related activities		Water hazards? No
Name of activity co-ordinator	Dina Kahn, Moshe Kahn, Miri Lipskier, Menachem Lipskier, Moshe Kahn, Mordechai Guth, Yossi Smoller		
Contact number of activity co-ordinator	(BH)		(M) 0425 790 238 and 0401 401 914

Sleep and Rest Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Vacation care activity (onsite)	Child overstimulated/emotionally dysregulated/ tired or not enjoying activity	Possible/ Low	'Cosy corner' – an area is created that supports rest and relaxation for children to rest/play individually with quiet games, colouring sheets and beanbags	Child and educator who has been allocated to monitor children in rest area	Upon request/as necessary
Vacation care activity (off site)	Child overstimulated/emotionally dysregulated/ tired or not enjoying activity	Possible/ Low	An educator is available at all times at a specified meeting point with seating and water to allow children to remove themselves from an	Child and educator who has been allocated to	Upon request/as necessary

			activity and be supervised while they take a break/rest	monitor children in rest area	
OSHC Activity	Child overstimulated/emotionally dysregulated/ tired or not enjoying activity	Possible/ Low	A designated rest area is created either a) on the side of the room where activity is occurring or b) in foyer area on couch (supervised by educator in charge)	Child and educator/educator in charge	Upon request/as necessary
Removal from group activity	Child is sick and is waiting to be collected	Possible/Low	A designated rest area is created in foyer area on couch where the child can be separated from others and supervised by educator in charge until picked up	Child and educator/educator in charge	As necessary
Vacation Care Activity	Child with additional needs requires rest	Possible /Low	Service will have safe and appropriate rest options in place on a case by case basis in accordance with parent preferences and supervision from aide/educator	Child, educators and aide	As required/necessary or upon request
Night-time sleeping	Child feels unsafe, is disturbed, or is at risk due to mixed-age sleeping or lack of supervision	Possible / Low	Children sleep only with peers of their own age group in separate bunk rooms; younger children have their own bathrooms. Staff conduct regular night-time supervision rounds and check-ins to ensure all children are safe, comfortable, and settled. Children are spoken to about boundaries, personal safety, and how to seek help if needed. Sleeping areas are kept quiet and calm, and	Child, educators, coordinator	Night-time / as required

			an educator is always available nearby.		
Relaxation / Sleeping	Inappropriate interactions between children (child-on-child)	Possible / Medium	Educators to educate children on appropriate interactions and boundaries. Children taught to recognise inappropriate behaviour (touching, grooming, bullying) and to report concerns.	Educators	Ongoing during relaxation / sleep periods
Relaxation / Sleeping	Inappropriate interactions between adults and children	Possible / Medium	All educators must be aware of child protection policies and reportable conduct procedures . Educators trained to recognise signs of grooming or inappropriate conduct.	Educators / Supervisors	Prior to camp & ongoing

Risk Matrix
Consequence

	Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood	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

Plan and Review			
Plan prepared by:	Full name: Dina Kahn Role/Position: Educational Leaders	Date: 30/11/2025	
Prepared in consultation with:	Full name: Miri Lipskier, Menachem Lipskier, Yossi Smoller, Moshe Kahn		

	Role/Position: Coordinators
Communicated to all relevant staff:	<p>Yes / No</p> <p>Comment if needed: Educators have been made aware of rest options for children</p>
<p>Risks identified from this risk assessment have been addressed within policy and procedure (regulation 84C) as well as other matters required under regulation 84C, including:</p> <ul style="list-style-type: none"> • the number, ages and development stages of children being educated and cared for, including at each education and care service and FDC residence or approved FDC venue of the service • the sleep and rest needs of children at the service (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest) including at each education and care service and FDC residence or approved FDC venue of the service • the suitability of staffing arrangements required to adequately supervise and monitor children during sleep and rest periods • the level of knowledge and training of the staff supervising children during sleep and rest periods • the location of the sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas, including at each education and care service and FDC residence or approved FDC venue of the service • the safety and suitability of any cots, beds and bedding equipment and having regard to the ages and developmental stages of the children who will use them • any potential hazards in sleep and rest areas or on a child during sleep and rest periods 	<p>Yes / No</p> <p>Comment if needed:</p>

<ul style="list-style-type: none"> • the physical safety and suitability of sleep and rest environments, including temperature, lighting and ventilation at each education and care service and FDC residence or approved FDC venue of the service • for FDC services, that provide overnight care to a child, any risks that the overnight care provided at the family day care residence or approved venue may pose to the safety, health or wellbeing of the child. 	
<p>Next sleep and rest risk assessment to be conducted before: *AND as soon as practicable after becoming aware of any circumstance that may affect the safety, health and wellbeing of children during sleep and rest</p>	<p>Next Review: 18/3/27</p>