



Risk Management Policy

Chabad Youth

1. Purpose

Chabad Youth has a legal and moral obligation to keep clients including children and young people, safe and free from the risk of abuse and neglect, during any contact with Chabad Youth.

This policy outlines how Chabad Youth prepares for and responds to risks as part of Chabad Youth's ongoing commitment to the rights of all clients including children and young people, and their right to feel safe and be safe when participating in our organisation's activities, services and programs.

Chabad Youth's Risk Management Policy provides the framework for the management of risks identified across our whole organisation as well as to all children and young people having contact with our organisation. This includes both physical onsite and online risks (including threats to data integrity). It also includes risks associated with psychological harm and trauma particularly risks to those identified as belonging to vulnerable groups including children and young people.

2. Scope

Managing risk is the responsibility of everyone at Chabad Youth therefore the Risk Management Policy applies to all personnel, including employees, casual staff, Board and committee members, volunteers and contractors involved with Chabad Youth.

This policy applies in all our operational environments and without fail wherever clients including children and young people, are participating in our organisation's activities, programs, services and / or facilities.

The Chabad Youth's Risk Management Policy must be read in conjunction with the Chabad Youth Code of Conduct and Safeguarding Children and Young People Policy.



3. Responsibilities

All personnel are accountable to manage actual or potential risks within their area of responsibility including risks associated with our organisation's reputation, occupational health and safety, financial viability, and all risks associated with the services and programs we provide to our clients including risks to children and young people.

The responsibilities of each role in relation to the development and compliance of the Chabad Youth Risk Management Policy is detailed in Section 10 of this policy.

4. Risk Framework

Principles

- Chabad Youth's services should be safe for people to use.
- While some risks cannot be eliminated, action is taken to identify risks and remove, minimise or manage them.
- Risks and the plans to mitigate them are documented.
- People accessing Chabad Youth's services will be informed about any risks.
- Chabad Youth is committed to continuous improvement and adapts its services to improve safety on an ongoing basis.

Components

Chabad Youth risk framework is made up of the following components:

- The **risk framework** incorporates a consistent and systematic process, based on AS/NZS ISO 31000, for managing all sources of uncertainty throughout the organisation. This framework provides the basis for consistent processes to ensure that identified risks are continuously monitored and reviewed.
- The **risk appetite** of Chabad Youth will be determined by the Board from both a strategic and operational context. The risk appetite is a formalised statement of the level of risk that Chabad Youth is willing to accept in pursuing its strategic and operational objectives.
- A **risk register** will be maintained that captures risk and establishes controls that enable our organisation to manage risk effectively, consistently, and in a manner, that creates greatest value.
- The organisations approved **risk matrix** will be used at all times and will incorporate a description of identified risks and a rating of each risk against the likelihood of it occurring and the consequence of an occurrence to produce an overall risk rating (Extreme, High, Moderate, or Low).

- A **Risk Assessment** is undertaken for all organisational processes, services, products, and assets. The risk assessment will be conducted by the delegated authority in each instance and stored in both a secure and accessible location.
- Good governance will be achieved through regular measurement, reporting and communication of performance against Chabad Youth's risks and controls to the Director and the Board.

Procedures

- A **Risk Assessment** is undertaken for all organisational processes, services, products, and assets. The risk assessment will be conducted by the delegated authority in each instance and stored in both a secure and accessible location.
- Risks are assessed based on their likelihood and the potential for harm. Resources are provided to eliminate, minimise, or manage risks. Responses must be proportionate to level of risk. Any incident arising from an activity, service or program area will be reported into the incident management system and will prompt a review of the activity and the risk assessment conducted.
- Our Safeguarding children coordinator maintains a **Risk Register** that is reviewed following any complaint, accident, or incident. The Risk Register is also routinely reviewed annually by the Board.
- Chabad Youth complies with all mandatory reporting requirements related to safeguarding of Chabad Youth's clients; quality management; and workplace safety.
- People accessing services, their families or carers, staff and volunteers are made aware of risks.
- Feedback from clients accessing the service; complaints; and the results of formal evaluations are used to update the risk register and improve practice.

Refer to the Risk Management Process for further details.

5. Communication and Training

Chabad Youth is committed to making this Risk Management Policy accessible to all personnel as well as external stakeholders in a range of age appropriate printable and digital formats and languages that readily communicates the requirements of adherence to this policy.

In conjunction with communicating this Risk Management Policy Chabad Youth shall ensure all new personnel are informed and supported to understand our organisation's Risk Management Process and its relationship to Chabad Youth's Safeguarding Children and Young People Policy, Code of Conduct and any further associated procedures.

Copies of this Risk Management Policy and the associated Risk Management Process along with other key policies such as Chabad Youth's Code of Conduct and the Safeguarding Children and Young People



Policy shall be provided together directly to personnel following any review process that results in changes to this policy.

The Chabad Youth Risk Management Policy shall be included in the Chabad Youth induction training framework and Chabad Youth will keep records to ensure that all staff have evidenced they understand the policy and acknowledge their responsibilities as outlined in the policy.

6. Monitoring and review

This document will be reviewed by our Safeguarding Children Coordinator at least every 3 years, after consultation. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board

When there are any updates or changes to this Policy, they will be communicated to all personnel and stakeholders.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation shall occur at 3 yearly intervals.

Records and Documentation

We retain records that document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

7. Supporting Resources

- Appendix 1 Definitions
- Safeguarding Children and Young People Policy for Children and Young People

8. Related Policies and Documents

The following Chabad Youth policies must be considered in relation to this document:

- Risk Management Process
- Risk Register
- Risk Assessment
- Code of Conduct
- Safeguarding Children and Young People Policy
- Whistle Blower Policy

- Incident Management Policy
- Child Protection Policy
- Child Safe environment policy
- Child Safe Policy

9. Related Frameworks and Legislation

- The Australian Standard AS/NZS ISO 31000-2009
- Child wellbeing and Safety Act 2005 (Victoria)
- National Principles for Child Safe Organisations

10. Roles and Responsibilities

The responsibilities of each role in relation to the development and compliance of the Chabad Youth Risk Management Policy is detailed below.

Role	Responsibility
Board	<ul style="list-style-type: none"> • Advocate and promote child rights, empowering and engaging children and young people in support of this Policy and its expectations. • Promote the commitment to this Policy and its expectations both internally and publicly. • Support policy review on a 3 year cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to the Policy and all relevant policy or procedural guidelines. • Ensure compliance to the Policy via an inbuilt mechanism for ongoing monitoring and review. • Ensure adequate resources are allocated to allow for the development, effective implementation, communication and continuous improvement of this policy. <ul style="list-style-type: none"> • Develop opportunities for regular discussion and review at all levels to support a culture of openness and continued

Role	Responsibility
	improvement and accountability to keeping children and young people safe from abuse and neglect.

Role	Responsibility
Director	<ul style="list-style-type: none"> • Advocate and promote child rights, empowering and engaging children and young people in support of this Policy and its expectations. • Promote the commitment to this Policy and its expectations both internally and publicly. • Ensure policy review on a 3 year cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to the Policy and all relevant policy or procedural guidelines. • Ensure compliance to the Policy via an inbuilt mechanism for ongoing monitoring and review. • Ensure this Policy is implemented and adhered to amongst personnel. • Ensure the development and implementation of required internal policy/ procedures and guidelines are in place to support safeguarding children and young people practices in accordance with the expectations of this Policy. • Ensure adequate resources are allocated to allow effective implementation of this Policy. • Ensure to fully support Personnel with any decision to initiate action to protect a child from abuse and neglect. • Ensure appropriate supports, such as counselling and formal debriefing, are provided for any Personnel involved in a matter relating to responding to a concern for the safety and wellbeing of a child or young person. • Proactively share resources and experience in the development of child safe initiatives as they are identified. • Develop opportunities for regular discussion and review at all levels to support a culture of continuous improvement and accountability of keeping children and young people safe from abuse and neglect. • Ensure that all personnel are aware of the appropriate recruitment, screening and employment practice in relation to safeguarding children and young people.

Role	Responsibility
Responsible People	<ul style="list-style-type: none"> • Advocate and promote child rights, empowering and engaging children and young people in support of this Policy. • Ensure all Personnel understand their obligations in accordance with this Policy and any relevant policy and procedural documentation. • Ensure this Policy is implemented and adhered to amongst personnel. • Ensure the development and implementation of required internal policy/ procedures and guidelines are in place to support safeguarding children and young people practices in accordance with the expectations of this Policy. • Ensure adequate resources are allocated to allow effective implementation of this Policy. • Ensure to fully support Personnel with any decision to initiate action to protect a child from abuse and neglect. • Ensure appropriate supports, such as counselling and formal debriefing, are provided for any Personnel involved in a matter relating to responding to a concern for the safety and wellbeing of a child or young person. • Proactively share resources and experience in the development of child safe initiatives as they are identified. • Develop opportunities for regular discussion and review at all levels to support a culture of continuous improvement and accountability of keeping children and young people safe from abuse and neglect. <ul style="list-style-type: none"> • Ensure that all personnel are aware of the appropriate recruitment, screening and employment practice in relation to safeguarding children and young people.
Employees / Volunteers / Contractors	<ul style="list-style-type: none"> • Advocate and promote child rights, empowering and engaging children and young people in support of this Policy. • Maintain a full understanding of the commitments and expectations of this Policy, as well as all other policy relevant to safeguarding children and young people. • Ensure compliance with this Policy, fully implementing and adhering to the commitments and expectations • To undertake any induction and training anticipated in this Policy, in relation to policy and procedures relevant to safeguarding children and young people.

Role	Responsibility
	<ul style="list-style-type: none"> • To support a culture of openness, continued improvement and accountability to children and young people by engaging in regular review and discussion of organisational policies and practices and providing feedback to support improvement • To seek guidance from a supervisor or manager if there is ever any lack of understanding in relation to the commitments and expectations as set out in this Policy. • To adopt appropriate safeguarding practice and behaviour • To take action to protect children and young people from all forms of abuse and neglect. • To report any abuse committed by personnel within our organisation or by others. <ul style="list-style-type: none"> • To assist in creating and maintaining a child safe culture and a culture of inclusion and safety.

Reference	Date approved	Date Last amended	Date of next review	Status
	15/2/26	16/2/26	16/2/27	Endorsed by: Dina Kahn Approved by: Moshe Kahn Yossi Gestetner

Appendix 1 - Definitions

Term	Definition
Operational Risk	Risks that can affect the delivery of individual services or programs but would not, in isolation, threaten the Chabad Youth overall objectives.
Organisational Risk	Risks that may impact directly on the organisation's defined risk appetite and/or ability to meet strategic objectives within Chabad Youth's strategic plan.
Personnel	All who work for the organisation whether in a paid or unpaid capacity, including; employees, casual employees, volunteers, Board and committee members and contractors.
Risk Appetite	The amount of risk exposure, or potential adverse impact from an event that Chabad Youth is willing to accept in pursuit of its objectives.
Risk Assessment	A process used to determine risk management priorities by evaluating and comparing the level of risk associated with an activity against predetermined tolerances or acceptable levels of risk.
Risk Management	The Australian New Zealand Risk Management Standard (AS/NZS ISO 31000:2009) defines risk management as the "coordinated activities to direct and control an organisation with regard to risk."
Risk Matrix	The risk matrix that is used in the risk assessment process to create a risk score from the combination of the likelihood and the impact of the risk. The risk becomes more severe as the likelihood and impact increase.