HIPPY-Specific Risk Assessment

To comply with the HIPPY Sublicence and the Annual Statement of Safeguarding Compliance, all providers must develop and keep updated, a **HIPPY-Specific Risk Assessment**. Its purpose is to assist in identifying, assessing, managing, evaluating and reviewing potential risks associated with the operation of the HIPPY program. Under the HIPPY Sublicence and Funding Agreement, Providers must:

> *"…* prepare, implement and maintain during the Term a **HIPPY Project Risk Assessment and Management Plan** that addresses compliance with the HIPPY Program Requirements, this agreement and the HIPPY Manual, safeguarding children and vulnerable people, a Safe Home Visiting Policy and responses to Critical Incidents to the satisfaction of HIPPY Australia, and must update the Risk Assessment and Management Plan as required by HIPPY Australia on request. This must be provided to HIPPY Australia on request."

The HIPPY-Specific Risk Assessment may be a standalone document or form a section of a larger organisational assessment.

The sample information tabled below is only a general guide and Providers are responsible for considering the risks specific to their organisation.

General considerations

When considering your HIPPY-Specific Risk Assessment, it is important to think about program-specific risks. These risks can relate to the physical environments such as places of work as well as shared spaces as well as online environments which can include applications used in the workplace as well as phones, websites, and social media. When creating or updating a risk assessment it is important to:

- Consult to collect perspectives from a wide range of people
- Identify and analyse the risk (think about program activities, your participants, and people likely to engage with the program among other things)
- prepare and implement a risk management plan

It is recommended that risk management plans are reviewed annually, as well as in response to incidents or emerging risks.

Example HIPPY-Specific Program Risk Assessment

Risk	Likelihood	Risk Rating	Risk Causes	Mitigation Strategies	Consequences	Additional Actions
Online (social media)	Possible	Medium	• Sharing of sensitive information Lack of privacy settings	• Set clear social media usage policies • Implement privacy settings on accounts • Appropriate permission or consent forms completed before taking or using photography, video or audio of participants A basic sample plan for the *Identified Risk* and the *Additional Actions* above is available HERE	• Damage to reputation • Legal ramifications	• Review and update staff induction and orientation process • Implement annual staff training on social media and consent process
Home visits (family violence, abuse)	Possible	High	• Unsafe home environments • Psychological stress • Risk of violence or abuse	• Conduct thorough risk assessments before visits Staff trained in mandatory reporting Have clear safety protocols • Have alternative meeting places available	• Harm to staff or children	• Regular debriefing and support for staff after visits
Tutor recruitment	Possible	Low	• Lack of suitable candidates • High competition from other employers	• Regularly communicate the opportunity to become a HIPPY tutor • Register interest from potential candidates	• Delay in program delivery • Reduced quality of service • Not meeting sublicence requirement	• Hold information sessions
Equipment	Unlikely	Low	• Poor maintenance or failure of equipment	• Set up a regular maintenance schedule	• Injuries or accidents	• Allocate resources for regular upkeep and

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(maintenance and cleaning)				• Inspect equipment before each use • Keep a record of all maintenance activities • Adequately fix or safely dispose of faulty equipment		ensure backup equipment is available
Working With Children Checks (WWCC) or Blue Card in Qld	Possible	High	• Failure to process WWCC on time • Staff with unfit background employed	• Ensure that all staff have valid WWCC before working with children check • Ensure contractors and guest speakers have a current WWCC • Monitor and renew WWCCs regularly	• Harm to children • Legal consequences • Reputational damage	• Implement automatic reminders for staff to renew WWCCs before expiration
Nationally Coordinated Criminal History Checks (NCCHC)	Possible	High	• Delays in clearance • Staff with unfit background employed	• Ensure timely completion of NPC • Use reliable, up-to-date screening systems • Maintain a record of checks for all staff and volunteers	• Harm to children • Legal consequences • Reputational damage	• Regular checks and updates of background screening processes
Shared public/community spaces	Possible	Medium	• Interactions with the public • Use of public facilities/toilets	• Risk assessment for specific venues • Adequate staffing	• Safety concerns	• Establish a venue safety checklist and regular inspections of event locations
HIPPY Gatherings/Events	Possible	Medium	• Site specific risks such as nearby roads, fire exits, fencing. • Accessibility considerations such as	• Conduct risk assessment before gathering or event	• Harm to participants	• Staff trained in First Aid

Risk	Likelihood	Risk Rating	Risk Causes	Mitigation Strategies	Consequences	Additional Actions
			• multiple entries and ramps • Emergency procedures clearly communicated	• Adequate staffing for number of children present • Access to First Aid equipment		
Reference checks	Unlikely	High	• Inaccurate or incomplete references	• Require multiple references • Verify references with previous employers	• Unsuitable staff	• Implement a comprehensive reference-checking process
Record keeping and reporting to HIPPY	Possible	Medium	• Mismanagement or loss of data • Incomplete or inaccurate reporting	• Develop a centralised record-keeping system • Train staff on correct reporting procedures • Regularly review and audit records	• Compliance issues • Delays in funding	• Introduce periodic internal audits of record-keeping and reporting practices
Family recruitment and retention	Unlikely	Low	• Low engagement from families • Lack of incentives or support	• Feedback and complaints policy and procedure • Use HIPPY development plan to review areas of improvement • Create supportive family environment	• Low program participation • Negative feedback from families • Failure to meet contract targets	• Survey families to understand barriers to engagement
Staff recruitment and retention	Unlikely	Medium	• High turnover • Lack of engagement from potential candidates	• Strengthen staff recruitment initiatives • Offer professional development opportunities	• Reduced staff capacity • Program disruptions	• Develop retention programs and mentorship opportunities for staff
Fraud	Unlikely	High	• Inadequate financial controls • Lack of oversight in budgeting	• Implement stronger financial controls	• Loss of funds • Legal repercussions	• Establish a fraud awareness program for all staff and conduct

Risk	Likelihood	Risk Rating	Risk Causes	Mitigation Strategies	Consequences	Additional Actions
				• Conduct regular audits and checks on financial transactions		more frequent financial reviews
Privacy	Possible	Medium	• Inadequate handling of personal data • Breach of confidentiality	• Strengthen privacy protocols • Regular staff training on data protection • Implement secure storage for sensitive data	• Breach of privacy • Reputational damage • Legal consequences	• Conduct regular privacy audits • Stay up-to-date with data protection laws and regulations
Financial	Unlikely	High	• Inadequate financial planning • Insufficient budgeting or allocation	• Implement strict budgeting controls • Regularly review financial status and projections Implement an emergency financial contingency plan	• Program disruption • Inability to meet funding requirements	• Conduct quarterly financial reviews • Training on budgeting and financial best practices

Sample Risk Rating Matrix

Risk Rating Matrix		Consequence				
		1: Low	2: Minor	3: Moderate	4: Major	5: Severe
Likelihood	Almost Certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Helpful Resources

Links to safeguarding resources from various organisations are tabled in our **Helpful Resources** page – The information may provide additional guidance or assistance about safeguarding in Australia when needed. The selected resource links are listed from A – Z.

Importantly, These resources are freely available online and are not connected to, nor endorsed by HIPPY Australia.