



Risk Assessment

| Hazard | Risk of: | Existing controls | Likelihood | Consequence | Current risk rating | Additional controls | Who is responsible ? |
|---|---|---|------------|-------------|---------------------|---|---|
| Recruitment of inappropriate staff | <ul style="list-style-type: none"> Child being put at risk of child abuse Inappropriate behaviour from staff member Negative reputation for CC | <ul style="list-style-type: none"> Verified WWCC or VIT Reference checking ID checking Interview Appropriate qualification for role Monitoring during trial period Feedback from clients | Rare | Severe | Medium | AAE dogs are also tested using the 'Lead the Way' institute assessment. | CEO |
| WWCC is cancelled prior to expiry date | <ul style="list-style-type: none"> Child being put at risk of child abuse Negative reputation for CC | <ul style="list-style-type: none"> WWCC are verified via the DOJR status checker every term. | Possible | Major | High | | Contracting Tutor & CEO |
| Development of inappropriate relationships between tutor and student. | <ul style="list-style-type: none"> Child being put at risk of child abuse Negative reputation for CC | <ul style="list-style-type: none"> Training in Code of Conduct and professional boundaries eg. Trainer limits one on one interaction and works in visible areas. Tutors do not give out personal contact information. | Rare | Severe | Medium | Each session notes are written by tutor and read by admin. | CEO & Learning and Development coordinator. |



Canine Comprehension Risk Assessment

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| Tutors don't know how or who to report to suspected or actual child abuse. | <ul style="list-style-type: none"> • Child abuse not addressed • Child abuse not reported | <ul style="list-style-type: none"> • Tutors read and understand the Canine Comprehension and the client's Child Safe process prior to commencing work. • CC maintains a register of contacts for reporting for each client and provides Tutors with a copy. | Rare | Severe | Medium | | CEO & Operations Manager |
| Tutors don't understand their child safe reporting obligations. | <ul style="list-style-type: none"> • Child abuse not addressed • Child abuse not reported | <ul style="list-style-type: none"> • Reporting obligations included in employee induction. • Reporting obligations included in staff handbook. • Regular training in reporting obligations. | Rare | Severe | Medium | | CEO & Operations Manager |
| Unknown people and environments at events (eg holiday programs, libraries) | <ul style="list-style-type: none"> • Child being put at risk of child abuse | <ul style="list-style-type: none"> • Appropriately screened and trained supervising staff • Delegated roles for staff accompanying student to bathroom, sick bay etc • Sectioned off areas for students to work where only CC approved personnel can enter. | Possible | Major | High | | CEO & Tutors |

Canine Comprehension Risk Assessment

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| | | <ul style="list-style-type: none"> Name tags and uniform worn by CC team to make sure staff are identifiable. | | | | | |
| Photos taken of students and published on social media or marketing material. | <ul style="list-style-type: none"> Child being put at risk of child abuse Negative reputation for CC | <ul style="list-style-type: none"> Training in Code of Conduct Photos only taken if consent forms have been provided from parents and is permitted by the clients policy. CC CEO or operations manager approves any photos prior to publishing. | Unlikely | Minor | Low | | CEO |
| Workspace is not appropriate for one on one work eg in a closed off room in a private residence | <ul style="list-style-type: none"> Child being put at risk of child abuse False accusation against tutor Negative reputation for CC | <ul style="list-style-type: none"> Ensure there is always an open door or clear window to provide visibility. Conditions for appropriate working spaces in service agreement. Inappropriate spaces are reported on and a new space is sort. Ensure there is another adult in the room. | Possible | Moderate | Medium | | CEO & Operations Manager |
| Dog hurting child | <ul style="list-style-type: none"> Child being put at risk of injury Negative reputation for CC Legal action against CC | <ul style="list-style-type: none"> All dogs are certified 'Lead the Way' Therapy dogs or Delta Therapy Dogs and have experience working with children and in distracting circumstances. | Unlikely | Severe | High | | CEO and Tutor |

Canine Comprehension Risk Assessment

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|-------------------|--|---|----------|-------|--------|--|---------------|
| | | <ul style="list-style-type: none"> • Tutors have ongoing training of how to support their dog with any “triggers” or anxieties • Tutors have awareness of any “triggers” or anxieties their dog may have, and consequently avoid those. • Tutors are trained to keep dogs in a position to avoid anxiety • Tutors are trained to read signs of anxiety in their dog • Make students aware of how to behave to minimize risk of animals harming them. • Appropriate student to staff ratio for groups is Max 10 students with one tutor and one school representative. For individual tutoring is 1 tutor and another adult who is part of the studentscare team in close proximity ie: next room / open door. | | | | | |
| Child hurting dog | <ul style="list-style-type: none"> • Child being put at risk of injury • Negative reputation for CC • Legal action against CC | <ul style="list-style-type: none"> • Children surveyed and screened for risk before commencement of services. • Close supervision by tutor | Unlikely | Major | Medium | | CEO and Tutor |

Canine Comprehension Risk Assessment

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| | | <ul style="list-style-type: none"> • Appropriate student to staff ratio, as above • Dog taken away from child if tutor perceives a risk. | | | | | |
| Student has an allergy to dog | <ul style="list-style-type: none"> • Child being put at risk of allergic reaction • Negative reputation for CC • Legal action against CC | <ul style="list-style-type: none"> • Dogs are cleaned prior to visiting client • Check for known allergies with client prior to visit • Children surveyed and screened for allergy risk before commencement of services. • If allergy is mild, the child is given antihistamine by care team member if approved in writing by guardian. | Rare | Severe | Medium | | CEO, Operations Manager and Tutor |
| Danger from allergies, biting and stinging insects to students with allergic reactions and Anaphylactic attack. | <ul style="list-style-type: none"> • Child being put at risk of allergic reaction • Negative reputation for CC • Legal action against CC | <ul style="list-style-type: none"> • If such insects are present, check whether children/adults suffer from allergies and ensure that proper precautions are taken to deal with them before they occur • Tutors know who is the nearest anaphylactic trained person and able to contact them urgently. | Rare | Severe | Medium | | CEO and Tutor |
| Medical emergencies | <ul style="list-style-type: none"> • Inadequate response to situation • Negative reputation for CC | <ul style="list-style-type: none"> • All Tutors have first aid training. | Unlikely | Major | Medium | | CEO, Operations Manager and Tutor |

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| | <ul style="list-style-type: none"> • Legal action against CC | <ul style="list-style-type: none"> • First Aid kit available at schools and a named first aider is responsible for using it. • Tutors carry their mobile phones and have quick access to the Safe TAG app that calls emergency services and the CC admin team. | | | | | |
| Inclement weather | <ul style="list-style-type: none"> • Increased risk of injury from slips and falls • Child goes home wet – complaints from parents • Negative reputation for CC | <ul style="list-style-type: none"> • Activities held inside. May be an outside component of taking the dogs for a walk, however if the weather is unsuitable that activity will be cancelled. • Tutor trained and aware of alternative activities. | Unlikely | Minor | Low | | CEO & Learning and Development Coordinator |
| Site evacuation | <ul style="list-style-type: none"> • Inadequate response to situation • Negative reputation for CC | <ul style="list-style-type: none"> • Tutors read and understand the clients Emergency response procedures • Follow instructions from client representative | Possible | Moderate | Medium | | CEO and Operations Manager |

Canine Comprehension Risk Assessment

| Risk Rating Matrix | | Consequence | | | | |
|--------------------|----------------|---------------|--------|----------|---------|---------|
| | | Insignificant | Minor | Moderate | Major | Severe |
| Likelihood | Almost Certain | Medium | High | Extreme | 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 |