

AGTV Risk Management Policy 2024

The Committee organises events in-person in venues or online, shares content online.

We coordinate the AGTV-BJR student exchange where exchanges students live in the homes of host families and attend schools in Victoria and Bavaria in Germany.

Scope

The AGTV Risk Management Policy outlines the way the Committee will address safety, quality and risk management through the creation of Risk Management Plans including:

- what actions need to be taken
- how these actions will be completed
- who completes them

Policy

The AGTV is committed to providing viable professional services delivered in safe physical and online environments.

This policy specifies the Committee's approach and processes for managing risk.

The Committee must ensure risk assessments are conducted for the services and create risk management plans. These plans must be regularly reviewed or updated in response to incidents.

The Committee will prepare and review AGTV Risk Management Plans for all services which includes Child Safety and the AGTV BJR Student Exchange program.

All incidents must be reported, classified for level or risk, recorded in a register and reported to the Committee.

The Committee will include standing items on the agenda to discuss reported incidents:

- Complaints, Concerns and Safety Incidents
- Breaches of Policies and Codes of Conduct

AGTV Risk Management Procedures

Planning

The Committee provides a template for completing risk assessment for our services.

The person in charge of an event or service will review the existing plan and either confirm the plan or make recommendations to the Committee for updating the plan. Updated plans endorsed by the Committee will be forwarded to the President for inclusion in the register.

Risk management plans must consider the viability, safety, quality and potential risks as these relate to the services we provide.

- Viability means considering the financial viability of the service
- Safety means considering the safety of individuals involved in our services in physical and online environments, and the security of information and content stored online
- Quality means the quality of the services or materials we provide and potential impact on our Association
- Potential risk means potential harm to individuals or the Association, which are classified as Highly likely, Likely, Possible and Unlikely.

Risk management plans must identify:

- Person/s responsible for completing the risk assessment
- Potential risks
- Mitigating factors incl. relevant training
- Responses to incidents
 - Identifying the person in charge
 - Who will be involved in the response and what their duties will be
 - Strategies appropriate for the type of incident

Definitions and Responses to Incidents

Responses to incidents are classified as L1-minor, L2-moderate or L3-critical as follows:

Level 1 – minor Unlikely to escalate	Incident is a local event or issue that: <ul style="list-style-type: none">a) has no more than a minor impact and little or no potential to escalate;b) can be resolved satisfactorily through standard procedures and channels; andc) can be managed satisfactorily at the local level by on-site personnel, which may include support from emergency services, if the incident is an emergency.
Level 2 – moderate Could escalate	Incident is an event or issue that: <ul style="list-style-type: none">a) has no more than a moderate impact but potential to escalate;b) may not necessarily be resolved satisfactorily by standard procedures and channels; andc) requires more support or follow up from the Committee to manage the response and, if the incident is an emergency, support from emergency services.
Level 3 – critical Is critical	Incident is a situation with a substantial, major or catastrophic impact and will be an event or issue that: <ul style="list-style-type: none">a) relates to suspected or alleged child abuse or harmb) has a long-term or profound effect;c) cannot be controlled through standard procedures and channels; andd) needs high levels of resources and inputs from the Committee to manage, which will involve external support and, if the incident is an emergency, support from emergency services.

Recording

The President and Vice-Presidents will maintain the AGTV Risk Management Plans register including the AGTV BJR Risk Management Plan.

Any critical incidents or complaints will be recorded in a register.

The AGTV BJR Coordinator will record all incidents and complaints in an Incidents register and report on these to the Committee.

All L3 critical incidents must be reported immediately to the President.

Registers

The President and Vice-Presidents will maintain:

- Critical Incidents register (record of each incident kept for at least 2 years)
- Complaints and Appeals register

The AGTV Coordinator of the AGTV BJR Exchange will maintain registers related to the exchange program including:

- an Incidents register
- WWC Clearance register for all 18+ people involved in the exchange

The Secretary will maintain:

- WWC clearance register for Committee members and others involved in student services other than the AGTV BJR exchange program.

Reporting

All breaches, incidents, critical incidents, complaints and appeals will be reported to the Committee. The Committee may make recommendations for handling matters or recommendations to review policies and procedures in response to the matters.

Review of Risk Management Plans

Risk management plans will be reviewed annually or earlier in response to incidents, or prior to and after an event by the person/s in charge of the event or service.

A review will consider:

- reports on events or services
- incidents and breaches of policies
- feedback from stakeholders
- changes of personnel
- changing circumstances of the Association
- changes to legal obligations
- recommendations for updates to the plan to the Committee

Any changes to risk management plans must be updated in the AGTV Risk Management Plan register, which is maintained by the President and Vice-Presidents.

Concerns or Complaints

Members and others who want to express a concern or make a complaint about the Association of the services we provide can email the Committee.

- complaints@agtv.vic.edu.au

Resources

- CCYP Reportable Conduct Scheme
<https://ccyp.vic.gov.au/reportable-conduct-scheme/>