

Risk Management Policy

Introduction

Beanies Family Support Pty Ltd, based in Huon Valley, Tasmania, is committed to ensuring the safety, wellbeing, and quality of services provided to our clients. Our services include Child and Young Person Advocacy, NDIS Application Support, NDIS Support Coordination, Youth Coaching, Early Intervention Support, Early Childhood Service Consulting, Counselling, and Community Event Support. This Risk Management Policy outlines our approach to identifying, assessing, and managing risks to ensure consistency and quality in service delivery.

Purpose

The purpose of this policy is to:

- Define the standards for risk management within Beanies Family Support Pty Ltd.
- Ensure a systematic approach to identifying, assessing, and managing risks.
- Outline the responsibilities of staff, volunteers, and contractors regarding risk management.
- Establish procedures for risk assessment, mitigation, monitoring, and reporting.
- Promote a culture of risk awareness and continuous improvement.

Scope

This policy applies to all Beanies Family Support Pty Ltd staff, volunteers, contractors, and Board members involved in service delivery and organisational operations.

Risk Management Principles

1. Proactive Risk Identification

Beanies Family Support Pty Ltd is committed to proactively identifying risks that could affect the organisation, its clients, or its stakeholders. This involves regular risk assessments and the use of various tools and techniques to identify potential risks.

2. Comprehensive Risk Assessment

All identified risks are assessed for their potential impact and likelihood. This comprehensive assessment helps in prioritising risks and determining the appropriate level of response.

3. Risk Mitigation and Control

Effective risk mitigation strategies are implemented to manage identified risks. This includes developing and implementing control measures to reduce the likelihood and impact of risks.

4. Continuous Monitoring and Review

Risks and control measures are continuously monitored and reviewed to ensure their effectiveness. Regular reviews help in identifying new risks and making necessary adjustments to risk management strategies.

5. Risk Awareness and Culture

Beanies Family Support Pty Ltd promotes a culture of risk awareness and encourages all staff and volunteers to take an active role in risk management. Training and communication are key components in fostering this culture.

Procedures

1. Risk Assessment

- Risk Identification: Regular risk assessments are conducted to identify potential risks. This includes reviewing organisational processes, client interactions, and external factors.
- Risk Analysis: Identified risks are analysed to determine their potential impact and likelihood. A risk matrix is used to prioritise risks based on these factors.
- Risk Evaluation: Risks are evaluated to determine their acceptability. High-priority risks are addressed promptly, while lower-priority risks are monitored.

2. Risk Mitigation

- Developing Controls: Appropriate control measures are developed to mitigate identified risks. This includes policies, procedures, training, and physical controls.
- Implementing Controls: Control measures are implemented and integrated into daily operations. Staff and volunteers are trained on these controls to ensure compliance.
- Reviewing Controls: Control measures are regularly reviewed for effectiveness. Adjustments are made as necessary to address any deficiencies or changes in risk levels.

3. Risk Monitoring and Reporting

- Ongoing Monitoring: Risks and control measures are continuously monitored. This includes regular reviews, audits, and feedback from staff and clients.
- Incident Reporting: Any incidents or near-misses are reported promptly. An incident management system is in place to document and address these occurrences.
- Risk Reporting: Regular risk reports are prepared and presented to the Risk Management Committee and the Board of Directors. These reports include updates on identified risks, control measures, and any new risks.

4. Training and Communication

- Risk Management Training: All staff and volunteers receive training on risk management principles and procedures. This training is provided during induction and through ongoing professional development.
- Communication: Regular communication ensures that all staff and volunteers are aware of their risk management responsibilities. Updates and reminders are provided through meetings, newsletters, and other communication channels.

Implementation and Review

This Risk Management Policy will be reviewed annually or as required by changes in legislation or organisational needs. The Board of Directors and senior management are responsible for ensuring the policy is effectively implemented and adhered to by all staff and volunteers.

Conclusion

Beanies Family Support Pty Ltd is committed to maintaining the highest standards of risk management to ensure the safety and quality of our services. By adhering to the principles and procedures outlined in this Risk Management Policy, we aim to create a proactive and resilient organisation capable of effectively managing risks and supporting the wellbeing of our clients and community in Huon Valley.