



Defence Youth Safety Risk Management Guide

The Youth Safety Risk Management guide and Risk Matrix template has been developed to assist in identifying the level of risk to young people who interact with Defence personnel, non-Defence personnel¹. While this guide will assist Defence Organisation's in completing the youth safety risk assessment it is recommended that advice is sought from the relevant Group or Service legal area.

The *Defence Working With Vulnerable People and Children Suitability Assessment policy* should be read in conjunction with this guide.

Risk Matrix Template

In the context of youth safety, the main risks for young people under the age of 18 are the risks of physical abuse, sexual abuse, emotional abuse, and neglect.

The Defence Youth Safety Risk Matrix has been designed to assist CO and Managers:

- to identify youth safety risks
- with decision making (except on operations).

The matrix provides a descriptor of the risk and the controls available to manage cause and/or consequence. The key types of youth safety risk control measures. Most, but not all, risks will be relevant and controls will be applicable to each context. Some risks can be managed easily while others will need more effort and planning.

How to use the Youth Safety Risk Matrix Template

The aim is on identifying potential risks of abuse or harm to young people, implement action to minimise the risks. The template consists of a series of considerations and a matrix that should be completed to identify the nature and level of youth safety risk in Defence. The matrix includes considerations, a description of the risk and the consequence of the risk exposure with relevant details to ensure the risk rating can be readily understood. The matrix is intended to be used as a guide that can be adapted according to each Defence organisation's broader risk assessment and risk management approach. In conducting youth safety risk assessments, some general risks tend to apply across the organisation while other risks will be specific to the context. General risks include, but are not limited to:

- a. opportunities for unsupervised access to, or physical contact with, young people
- b. development of inappropriate relationships between adults and young people

¹ **Non-Defence personnel:** all persons, paid or unpaid, who are not Defence personnel. which include:

- a. locally engaged employees
- b. contractors, consultants and external service providers
- c. ADF Cadets adults.





- c. opportunities for youth to have inappropriate exposure to alcohol and/or prohibited substances.

Assessing these considerations should assist in identifying the risk exposures associated with interacting with youth in Defence. Other considerations may be required, specific to the activity, in order to develop a complete and accurate risk assessment/plan.

1. **Treat the risks.** Working out what can be done to stop the identified risk from happening, and what to do if the risk does eventuate.
2. **Reviewing and revising risks and control measures.** Developing a process to monitor and evaluate risk management action.
3. **Managing the risk.** Nominating a person to be responsible for ongoing risk management action to ensure action is completed, particularly actions arising from an adverse event.

Steps to follow in the Risk Management Process

Defence youth safety risk management is no different from any other Defence risk management action. A key aspect of assessing the risk to young people is to identify the level of interaction and/or contact with young people that Defence personnel/non-Defence personnel, have in particular positions/roles. For example assessing and managing the risks for activities which place young people in unsupervised one-to-one contact.

The steps in Defence youth safety risk management are:

4. **Establishing the context.** Clarifying the applicable context – Defence, ADF Program, and Defence Youth Program, ADF Cadets or Defence entity.
5. **Identifying** the risks. Establishing what the risks of abuse or harm might be and when, where and how the risk may arise.
6. **Analysing** the risks. Determining the likelihood and impact of each identified risk.
7. **Evaluate** the risks. Deciding what risks are acceptable.





Risk Assessment Template and Matrix

The youth safety risk assessment matrix and template are intended to be used as a guide that can be adapted according to each organisation's risk management framework and/or related policies. Some organisations may use the template as part of broader organisational risk assessments.

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Low	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	High



Risk Assessment Template and Matrix

Identify Risk			Analyse Risk			Evaluate Risk	Treat Risk (planned)
Risk	Sources	Impacts	Mitigation Strategies	Likelihood	Consequence	Risk Rating	Treatments
A single risk event that exposes a young person to harm.	The cause(s) that could contribute to the risk event (<i>What could lead to this happening?</i>).	The potential impact(s) from the risk occurring (<i>What could happen as a result?</i>).	What things are currently in place to address this risk?	How likely is it that the risk could eventuate?	What level of consequence(s) could occur if the risk eventuates?	Rate the risk based on the Risk Matrix.	List additional treatment strategies for the risk.
EXAMPLES <i>Defence Personnel inflict harm or abuse on a young person</i>	<ul style="list-style-type: none"> <i>Poor recruitment screening</i> <i>Insufficient monitoring and compliance</i> <i>Unsafe environment</i> 	<i>Harm to a young person</i>	<ul style="list-style-type: none"> <i>Working with Vulnerable People and Children Checks</i> <i>Due diligence actions implemented ie Defence Youth Safety Code of Conduct review of Military Conduct Record, Defence Youth Safety Self-declaration</i> 	UNLIKELY	MAJOR	MEDIUM	<ul style="list-style-type: none"> <i>Quarterly reporting on compliance with Working with Vulnerable People and Children Checks</i> <i>Annual audit of compliance with the requirements of Defence Youth Safety Working with Vulnerable People and Children Check policy.</i>
<i>Defence personnel fail to report an incident where a young person was</i>	<ul style="list-style-type: none"> <i>Ineffective escalation procedures</i> 	<i>Harm to a young person. Harm to youth not reported and</i>	<ul style="list-style-type: none"> <i>Detailed escalation processes</i> 	POSSIBLE	MAJOR	HIGH	<ul style="list-style-type: none"> <i>Targeted training for mandatory reporters and personnel with</i>



Risk Assessment Template and Matrix

<i>at risk of harm or abuse.</i>	<ul style="list-style-type: none"><i>Lack of understanding of reporting obligations</i>	<i>managed appropriately.</i>	<ul style="list-style-type: none"><i>Fact sheet regarding reporting</i><i>Additional youth safety training</i>				<i>ongoing direct contact with children</i>



Youth Safety Risk Terms

Consequence	A rating of the overall consequence (sum of impacts) of a risk eventuating
Controls	Activities or processes that are currently in place to manage risk.
Impact	The resulting effect of a risk event.
Likelihood	A rating of likelihood based on the estimated probability of a risk eventuating.
Risk	The effect of uncertainty on objectives. In the Youth Safe context, this would be a risk event that exposes a young person to harm.
Risk Assessment	The process of risk identification, risk analysis and risk evaluation.
Risk Event	An event where a risk eventuates.
Risk Rating	The assessed level of risk based on Likelihood and Consequence ratings.
Source	The 'things' that could cause a risk event to take place
Treatment	Additional activities or processes to further manage risk. These will be planned activities rather than current.

