



Child Safety and Wellbeing Risk Register

Authorisation

Authorisation: District Governor Name:	[Insert Name]
District Governor Signature	
Date	[Insert Date]
Lead authors	Barry Rogers, Governance Chair — governance@rotary9815.org.au; Ken Mirams, District Youth Protection Officer — child.protection@rotary9815.org.au
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Help for non-English speakers

If you need help to understand this Risk Register, please contact your local Rotary club, or telephone the Translating and Interpreting Service (TIS National) on 131 450.

1. Purpose

This Risk Register identifies the strategic risks to child safety and wellbeing across Rotary District 9815 and its clubs, and the controls in place to manage those risks. It is structured around the eleven *Victorian Child Safe Standards* and is the District's primary tool for monitoring whether those Standards are being implemented effectively.

It operates alongside the *Child Safety and Wellbeing Policy* (the master Policy) and is read together with the Procedures and Code of Conduct that operationalise that Policy.

2. Scope

This Register covers strategic, organisation-level risks to child safety and wellbeing across the District and its clubs. It is reviewed annually by the District's governance and youth services committees and approved by the District Leadership Team. It is also reviewed and re-issued after any significant child safety incident or concern.

What this Register is

- a structured, standing assessment of the District's exposure to child safety and wellbeing risks across all eleven Victorian Child Safe Standards;
- a record of the controls in place to mitigate those risks; and
- a planning tool for any new controls the District decides to put in place, with clear ownership and due dates.

What this Register is not

This Register is **not** a substitute for project-level or event-level risk assessment. Every project or event involving young people must also have its own Project and Event Notification Form (F13) and Project Risk Assessment Form (F14) submitted to the District Insurance Officer (DIO) before the event commences. That separate process is described in the V3.0 Rotary Club and DIO Handbook 2026 and is a precondition for insurance cover under the Rotary National Insurance Programme.

In short: this Register handles **strategic and standing risks** across the District. Forms F13 and F14 handle **event-specific operational risks**.

3. How this Register is used

Review cycle

- Annually by the District's governance and youth services committees, working together with the District Youth Protection Officer (DYPO);
- after any significant child safety incident or concern, regardless of the annual cycle; and

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- whenever a Victorian Child Safe Standard, Ministerial Order, or related law is materially updated.

Approval

Reviewed Registers are submitted to the District Leadership Team for consultation and formal approval. The version-history table in this document records each approved version and the date of approval.

Owners and maintainers

- Owned by the District Leadership Team.
- Maintained by the District Youth Protection Officer (DYPO) on a day-to-day basis.
- Inputs and updates may come from any Club Youth Protection Officer (CYPO), any District committee, any member or volunteer, or any child or young person, family member, or community member.

4. Definitions

Defined terms used throughout this Register align with those in the *Child Safety and Wellbeing Policy*. The following additional terms apply specifically to this Register:

Risk types

Each risk in this Register is tagged with one or more of the four risk types used by the Victorian Government's child safety risk framework:

- **Situational** — risks tied to the specific environment, setting, or activity (for example, a residential program, an overnight event, transport in private vehicles).
- **Organisational** — risks tied to the way the District or club is structured, led, governed, or staffed (for example, unclear accountabilities, poor records, weak induction).
- **Propensity** — risks tied to the conduct of an individual adult (for example, grooming behaviours, boundary-crossing, misuse of authority).
- **Vulnerability** — risks tied to factors that may make a particular child or group more susceptible to harm (for example, disability, isolation, prior experience of abuse, cultural or linguistic factors).

Controls assessment

For each risk, the table records whether the existing controls are **adequate** to reduce the risk to a tolerable level. "Yes" means the controls are considered adequate at this review; "No" means additional treatment is required, and that treatment is recorded in the same row.

5. The Risk Register

The eleven sub-sections that follow correspond to the eleven Victorian Child Safe Standards. Each sub-section records one or more strategic risks under that Standard, the existing controls in place, the District's assessment of those controls, and any new treatments planned.

For a single-page overview of all eleven Standards — risk titles, adequacy assessments, and outstanding treatments — see Appendix A at the end of this Register.

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A note on reviewer markers in v1.1

The 2022 D9820 Risk Register established the risk frame for all eleven Standards. The 2026 District 9815 suite has since added new documents and controls that the 2022 Register could not name. Version 1.1 surfaces those additions for District Leadership Team consideration through two markers:

- **Yellow-highlighted bullets** inside the Existing controls cell flag proposed new controls drawn from 2026 suite documents. These are presented for reviewer consideration; they are not yet endorsed controls.
- **Italic red paragraphs** immediately after a Standard's table flag a reviewer question or comment, prefixed "[Reviewer note — May 2026]". Reviewers can find these with Ctrl+F and remove them once each note has been considered.

Both markers are deliberately conspicuous. They should disappear from the document after the next District Leadership Team review accepts, modifies, or rejects each proposal.

Standard 1 — Aboriginal cultural safety

Element	Detail
Risk title	Culturally safe environments
Risk description	There is a risk that Rotary fails to establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander children and young people are respected and valued.
Risk type	Situational, Organisational
Causes	• racism, discrimination, or bullying not adequately managed and addressed; • ignorance or lack of awareness of Aboriginal and Torres Strait Islander cultural safety; • an unwelcoming environment for Aboriginal and Torres Strait Islander children and young people; and • policy development and review is not consultative.
Consequences for children and young people	• Aboriginal and Torres Strait Islander children and young people are less likely to trust Rotary members and volunteers, which may result in them being less likely to report abuse by adults or peers, and more vulnerable to harm; • they do not feel welcome, safe, respected, or valued for their diverse and unique identities, which may compound the above; and • physical and psychological harm as a result of child abuse.
Existing controls	• the master Policy Section 7 (Establishing a culturally safe environment) and the Code of Conduct Section 5.3 (Foster a welcoming and inclusive environment) set out the controls in place and are implemented;

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	- a zero-tolerance approach to racism, discrimination, and bullying in all Rotary and Rotaract youth programs is set out in the Code of Conduct Section 6 (Around children and young people); and - the master Policy Section 10 (Diversity, equity, and inclusion) names Aboriginal and Torres Strait Islander children and young people as a cohort warranting particular attention. - the Code of Conduct — Plain Language Guide (new in 2026) reinforces the welcoming and inclusive expectations in plain language for members and volunteers.
Are existing controls adequate?	No
New treatments and responsibility	- Development of an Aboriginal and Torres Strait Islander cultural safety plan and/or Reconciliation Action Plan (RAP) for the District (District Governance Chair, in consultation with the Diversity, Equity, and Inclusion Chair). - Carried forward from the 2022 Register. To be reviewed at the next District Leadership Team meeting to confirm scope and timing.
Due	Review at next District Leadership Team meeting

[Reviewer note — May 2026] The 2026 Code of Conduct Plain Language Guide (highlighted above) reinforces existing controls in plain language. The substantive outstanding treatment — an Aboriginal and Torres Strait Islander cultural safety plan and/or Reconciliation Action Plan — remains. The “No” answer is appropriate until the plan is in place. Reviewers may wish to confirm whether any progress has been made since the 2022 Register.

Standard 2 — Leadership, governance, and culture

Element	Detail
Risk title	Leadership, governance, and culture
Risk description	There is a risk that child safety and wellbeing is not embedded in Rotary’s leadership, governance, and culture.
Risk type	Organisational, Propensity
Causes	- child safety not prioritised at District or club leadership level; - decision-making power concentrated in one individual; - unclear accountabilities between roles (District Governance Chair, DYPO, CYPO, DIO); - members and volunteers unaware of the District’s expectations relating to their conduct and role in supporting child safety and wellbeing; - a culture of secret-keeping;

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	• poor management of conflicts of interest; • poor understanding of foreseeable risks relating to child abuse; • poor understanding of recordkeeping and information-management obligations; and • poor child safety messaging.
Consequences for children and young people	• increased risk of child abuse occurring, remaining undetected, and not being responded to appropriately because the District does not have a culture of child safety and of reporting child safety incidents or concerns; • increased risk that members and volunteer roles and responsibilities are not clear; • poor information-sharing practices may result in important information not being shared to reduce the risk of child abuse, or conversely, sensitive information being shared inappropriately and contributing to further harm; • poor records and recordkeeping practice can contribute to delays or failures in identifying and responding to child safety risks and incidents, can obstruct survivors seeking information about their time with Rotary, and can compromise the District's ability to monitor for systemic issues; and • physical and psychological harm as a result of child abuse.
Existing controls	• the master Policy Section 4 (Roles and responsibilities) names every leadership role and the actions each is responsible for; • the Code of Conduct is adopted and actively enforced by Rotary leadership, with inconsistent member, volunteer, or contractor conduct swiftly addressed; • the master Policy and the Code of Conduct are publicly available and promoted in the Rotary community; • this Register is reviewed annually and after any significant child safety incident or concern (see Section 3 above); • the District Youth Protection Officer (DYPO) and Club Youth Protection Officers (CYPOs) are named, identifiable, and resourced to support members and volunteers; and • records-management obligations are set out in the master Policy Section 15 (Privacy and information sharing), and all members and relevant volunteers receive training on information sharing and recordkeeping through induction and ongoing support from leadership. • this Risk Register itself (new in 2026) provides District leadership with a structured annual review tool covering all eleven Standards.
Are existing controls adequate?	Yes

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[Reviewer note — May 2026] This Register is itself a control under Standard 2 (highlighted above). The 2026 Register cycle gives District leadership a structured annual review across all eleven Standards. No change to the “Yes” assessment.

Standard 3 — Child and young person empowerment

Element	Detail
Risk title	Child and young person empowerment
Risk description	There is a risk that children and young people are not empowered about their rights, do not participate in decisions affecting them, or are not taken seriously when they raise concerns.
Risk type	Vulnerability
Causes	• children and young people do not know how to raise a complaint or concern, or do not feel confident they will be listened to; • children and young people do not understand their rights; • their input into decision-making is not supported or valued; • their contributions or concerns are not taken seriously; • they are coerced or silenced by adults around Rotary; and • lack of friendship or peer support.
Consequences for children and young people	• abuse is more likely to happen if children and young people do not feel supported to participate in decisions that affect them and do not feel they will be listened to; • failure to empower children and young people with information about their rights, child safety risks, and abuse prevention increases the risk of abuse going unidentified and unspoken; • if children and young people do not feel confident or empowered to raise a concern, they will be unwilling to report abuse; • lack of friendship or peer support may increase vulnerability to abuse and reduce the likelihood that the young person will feel confident to discuss concerns with peers; and • physical and psychological harm as a result of child abuse.
Existing controls	• the master Policy Section 8 (Empowerment of children and young people) sets out the controls in place and is implemented; • the District 9815 Procedure: Complaints sets out how children and young people can raise complaints and concerns, and is promoted to parents, carers, and young people;

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	- the Code of Conduct — Plain Language Guide gives members and volunteers concrete guidance on listening to, and supporting, children and young people; and - the Complaints — Plain Language Guide gives children, young people, parents, and carers an accessible route to raising a concern.
Are existing controls adequate?	No
New treatments and responsibility	- Development of a standardised induction presentation for children and young people participating in District programs to be educated about their rights, with the importance of friendship and peer support also promoted (DYPO, in consultation with the District Youth Committee). - Carried forward from the 2022 Register. The Plain Language Guides released in 2026 partly meet this commitment; an induction presentation aimed directly at children and young people is the remaining gap.
Due	Review at next District Leadership Team meeting

[Reviewer note — May 2026] The 2026 Plain Language Guides have partly closed the gap on making information accessible to children, young people, parents, and carers. The remaining outstanding treatment — an induction presentation aimed directly at children and young people — is genuinely outstanding. Reviewers may wish to consider whether the gap is now small enough that the assessment could move from “No” to “Yes, with continuing improvement.” This is a substantive call for the District Leadership Team.

Standard 4 — Family engagement

Element	Detail
Risk title	Families and community involvement
Risk description	There is a risk that families and communities are not informed and not involved in promoting child safety and wellbeing.
Risk type	Organisational
Causes	- unwelcoming members or volunteers; - lack of appreciation of the value of community consultation and engagement; - the District does not offer information to families and communities, or avenues to contribute to policies and decisions relating to child safety and wellbeing; and - lack of training, culture, or willingness to engage families and communities.

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Consequences for children and young people	- child safety and wellbeing practices developed without family input may not cover the diverse needs of children and young people, leaving some less safe or less able to participate; - families and communities not engaged in child safety are less able to support Rotary by watching for unsafe behaviours and raising concerns; - families may not be in a position to help children and young people identify abuse; - families may not support a young person who wants to make a complaint; - if families lack awareness of child safety and grooming patterns, children may be more vulnerable to perpetrators seeking to obtain their trust; and - physical and psychological harm as a result of child abuse.
Existing controls	- the master Policy Section 9 (Family engagement) sets out the controls in place and is implemented; - all child safety and wellbeing policies and procedures are publicly available and promoted in the District and the community; - families and the community are invited to contribute to the development and review of child safety and wellbeing policies, procedures, and practices through the District website and District newsletters; and - the Plain Language Guides give parents, carers, and the community an accessible route into the suite.
Are existing controls adequate?	Yes

Standard 5 — Equity and diverse needs

Element	Detail
Risk title	Diversity and equity
Risk description	There is a risk that equity is not effectively upheld, and diverse needs are not respected in policy and practice.
Risk type	Vulnerability
Causes	diverse cohorts have not been identified for targeted support — including children and young people with disability, children and young people who identify as LGBTIQ+, children and young people in out-of-home care, international children and young people on Rotary Youth Exchange, and children and young people from culturally and linguistically diverse backgrounds;

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	- diverse cohorts not supported adequately; - diverse cohorts feel unwelcome; - lack of training on diversity and on supporting and responding to vulnerable children and young people; - lack of respectful culture; and - incidents of discrimination or humiliation are not effectively addressed and managed.
Consequences for children and young people	- diverse cohorts who do not feel safe, or who are not adequately supported for their diverse and specific needs, are more at risk of abuse and harm, and will be less able or willing to report concerns; - experiencing discrimination can increase a child's vulnerability to abuse and harm and can also make them less likely to ask for help or speak up if they have a concern; and - physical and psychological harm as a result of child abuse.
Existing controls	- the master Policy Section 10 (Diversity, equity, and inclusion) sets out the controls in place and is implemented; - the District's Commitment to Diversity, Equity, and Inclusion sets out how the District pays particular attention to people with disability, people from culturally and linguistically diverse backgrounds, people who are unable to live at home, Rotary Youth Exchange students, and LGBTIQ+ communities; - the Code of Conduct Section 5.4 (Celebrate diversity) names diversity as an expected behaviour and prohibits stereotyping and mocking of any group; and - child safety information, support, and complaints processes are culturally safe, accessible, and easy to understand — supported by the Plain Language Guides.
Are existing controls adequate?	Yes

Standard 6 — Suitable members, volunteers, and service providers

Element	Detail
Risk title	Suitable members and volunteers (including service providers engaged by Rotary in child-related work)
Risk description	There is a risk that members, volunteers, or service providers are not suitable to work with children, or are not effectively supported to uphold child safety and wellbeing values in practice.
Risk type	Organisational, Propensity

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Causes	• poor screening processes; • provision of false information during induction; • insufficient induction on commencement of working with Rotary; • inappropriate behaviour by other adults is not called out due to lack of empowerment or awareness of behaviours of concern; • insufficient promotion of the District's commitment to child safety; • lack of child safety culture; and • insufficient supervision.
Consequences for children and young people	• history and behaviours of concern relating to suitability to work with children are not identified, resulting in increased risk of child abuse; • insufficient induction results in increased risk that members and volunteers fail to identify child safety risks and signs of harm, and are unable to respond appropriately when they do identify risks of harm or when a complaint or concern is disclosed to them; • insufficient supervision results in increased risk of child abuse and harm to children and young people; • members and volunteers do not understand their role and responsibilities in promoting and supporting child safety, resulting in increased risk of harm; and • physical and psychological harm as a result of child abuse.
Existing controls	• the master Policy Section 11 (Managing risks to child safety and wellbeing) and the Child Safety and Wellbeing Procedure: Volunteer Accreditation together set out the controls for screening, induction, and ongoing supervision; • the Volunteer Accreditation Procedure prescribes a five-step process: WWCC → Form F8 → reference checks via Form F9 → Form F10 register → responsible-body acknowledgement; • the master Policy Section 11 training matrix sets out who must complete which training, and at what cadence, for low-risk and high-risk roles; • the Code of Conduct Section 6 (Around children and young people) sets out the expected and prohibited behaviours, and Section 7 the breach-handling process; and • high-risk activities require additional documentation to be supplied to the DYPO before the activity commences. • the District 9815 Procedure: Complaints (new in 2026) provides a channel where concerns about a person being screened, or about an already accredited adult, can be raised — including concerns that do not amount to suspected abuse;

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	the Volunteer Accreditation — Plain Language Guide (new in 2026) supports practical implementation by accrediting adults, distilling the five-step process into everyday language.
Are existing controls adequate?	Yes

[Reviewer note — May 2026] Two 2026 additions to existing controls (highlighted above): the Complaints Procedure as an escalation channel for screening-related concerns short of abuse, and the Volunteer Accreditation Plain Language Guide as a practical aid for adults working through accreditation. No change to the “Yes” assessment.

Standard 7 — Complaints processes

Element	Detail
Risk title	Complaints processes
Risk description	There is a risk that processes for complaints and concerns are not child-focused, or do not handle reportable allegations consistently with the Victorian Reportable Conduct Scheme.
Risk type	Organisational, Vulnerability
Causes	- children, young people, parents, and carers are uncertain about how to raise a complaint or concern because information is not accessible or easily understood; - processes do not support children, young people, parents, and carers to make complaints or raise concerns; - complaints processes, or the people responsible for them, do not make children and young people feel safe or supported to report; - input from children and young people into decision-making is not valued; - complaints and concerns from children, young people, parents, and carers are not taken seriously; - inadequate response to complaints or concerns relating to child abuse; and - failure to handle a matter under the Reportable Conduct Scheme when that Scheme applies.
Consequences for children and young people	- failure to ensure that information on how to raise a complaint or concern is accessible, culturally safe, and easily understood increases the risk that children, young people, parents, and carers will not report behaviours of concern or abuse; - children and young people may be unwilling to report behaviours of concern or abuse if they feel they will not be taken seriously or if they do not feel safe to report;

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	- failure to have a clear process for responding to complaints and concerns about child abuse may result in inappropriate or insufficient action being taken, resulting in continued or further harm to the child and to other children; - failure to comply with the Reportable Conduct Scheme is a criminal offence and exposes the District to enforcement action by the Social Services Regulator (SSR); and - physical and psychological harm as a result of child abuse.
Existing controls	- the District 9815 Procedure: Complaints sets out the controls for raising and handling complaints, with a clear child-safety carve-out routing matters to the Responding and Reporting Procedure; - the Child Safety and Wellbeing Procedure: Responding and Reporting sets out the controls for matters involving an incident, disclosure, allegation, or suspicion of child abuse, including the F11 incident-report mechanics, the four-recipient distribution, and the Reportable Conduct Scheme notification pathway to the SSR; - both Procedures are publicly available on the District website and implemented by all relevant members and volunteers; - the master Policy Section 15 (Privacy and information sharing) sets out the recordkeeping, privacy, and information-sharing obligations that must be met when responding to complaints and concerns; and - the Complaints — Plain Language Guide and the Responding and Reporting — Plain Language Guide provide accessible entry points for the people who need them most.
Are existing controls adequate?	Yes

Standard 8 — Child safety knowledge, skills, and awareness

Element	Detail
Risk title	Knowledge, skills, and awareness
Risk description	There is a risk that members and volunteers are not equipped with the knowledge, skills, and awareness to keep children and young people safe, through ongoing education and training.
Risk type	Organisational
Causes	- child safety and wellbeing training not provided annually; - training not refreshed or updated where policy, practice, or law has changed;

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	- members and volunteers not required to undertake child safety training appropriate to the nature of their role; - training does not cover all necessary topics; - training is poorly facilitated; and - see also the causes listed under Standard 6.
Consequences for children and young people	- inability to identify child safety risks — including inappropriate behaviour and signs of harm — resulting in increased risk of failing to protect children and underreporting to relevant authorities; - insufficient understanding of the District’s child safety and wellbeing policies, practices, and obligations, resulting in increased risk that these will not be appropriately implemented; and - physical and psychological harm as a result of child abuse.
Existing controls	- the master Policy Section 12 (Child safety knowledge, skills, and awareness) sets out the training cadence and required content for members and volunteers; - the master Policy Section 11 training matrix maps role to required training (Rotary Youth Protection module plus program-specific briefing for high-risk roles; annual refresher for low-risk roles); - the Volunteer Accreditation Procedure ensures every accredited adult has completed the prerequisite training; and - District committee training is provided at least annually under the master Policy Section 12. - the four Plain Language Guides (new in 2026) are themselves a training resource for members and volunteers, distilling the suite’s expectations into accessible form for everyday reference between formal training sessions.
Are existing controls adequate?	Yes

[Reviewer note — May 2026] The 2026 Plain Language Guides (highlighted above) supplement formal training by making the suite’s expectations accessible in everyday language. No change to the “Yes” assessment.

Standard 9 — Physical and online environments

Element	Detail
Risk title	Physical and online environments
Risk description	There is a risk that the District’s policies, procedures, and practices do not adequately address and manage the risk of abuse and harm in

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	the physical and online environments where Rotary activities take place.
Risk type	Situational
Causes	• areas of child safety risk in Rotary venues or grounds are not identified, supervised, or managed appropriately; • online interactions between adults and young people are not supervised or recorded; • private messaging channels are used in place of approved Rotary channels; • photos, video, or audio of young people are taken or shared without appropriate consent; and • contact with young people occurs outside program hours without parental permission.
Consequences for children and young people	• increased risk of child abuse occurring at Rotary venues or grounds if policies, procedures, and practices fail to identify and manage areas of risk in the physical environment; • increased risk of grooming and online abuse if online interactions are not subject to the same standards as in-person interactions; and • physical and psychological harm as a result of child abuse.
Existing controls	• the master Policy and the Code of Conduct Section 6 (Around children and young people) require that one-to-one situations between adults and young people be kept in line of sight of another adult; • the Child Safety and Wellbeing Procedure: Online Interactions with Young People sets out the six rules for online contact, and relies on the Volunteer Accreditation Procedure to establish who is a screened adult; • the Code of Conduct — Plain Language Guide distils the highest-stakes prohibitions into four “always” rules: do not be alone with a young person; no private contact channels; no photos or video without consent; no contact outside program hours; and • each project or event involving young people additionally requires a Project and Event Notification Form (F13) and Project Risk Assessment Form (F14), submitted to the DIO before the event commences — the operational layer referenced in Section 2 above.
Are existing controls adequate?	No
New treatments and responsibility	• Development of supervision guidelines or templates for residential and high-risk Rotary youth programs, building on the Code of Conduct and Online Interactions Procedure (DYPO, in consultation with the District Youth Committee).

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	Carried forward from the 2022 Register (originally listed as physical-environment supervision). The 2026 Online Interactions Procedure partly addresses the online side; the residential supervision template is the remaining gap.
Due	Review at next District Leadership Team meeting

[Reviewer note — May 2026] The 2026 Online Interactions Procedure (when produced) substantially addresses the online side of this Standard. The remaining gap — supervision guidelines for residential and high-risk programs — is real and not addressed by any current 2026 document. Reviewers may wish to confirm: (a) whether residential programs are actively running in the District (if not, the practical risk may be lower than the assessment suggests), and (b) whether the Online Interactions Procedure has been produced or is still forthcoming.

Standard 10 — Review of child safety practices

Element	Detail
Risk title	Review and improvement
Risk description	There is a risk that the implementation of the Child Safe Standards is not regularly reviewed and improved.
Risk type	Organisational
Causes	- failure to regularly review child safety policies, procedures, and practices (every two years, or sooner after an incident); - failure to use analysis of complaints, concerns, and safety incidents to inform improvements to child safety policies, procedures, and practices; and - failure to inform families and communities of the outcome of reviews of child safety policies, procedures, and practices.
Consequences for children and young people	- child safety policies, procedures, and practices may become out of date with new laws or guidance on good practice, compromising the District's ability to protect children and young people from child abuse and to respond appropriately to complaints and concerns; - they may no longer meet the needs of the local community, compromising the same; - they are not improved as a result of analysis of past complaints, concerns, and safety incidents, reducing the District's ability to protect children and young people; and - physical and psychological harm as a result of child abuse.
Existing controls	- this Register itself, with the annual review cycle set out in Section 3 above; - the master Policy Section 16 (Review of child safety practices) commits the District to reviewing the suite of child safety

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	policies, procedures, and practices, and to learning from past complaints, concerns, and safety incidents; • a log of complaints and concerns is maintained under the District 9815 Procedure: Complaints and the Responding and Reporting Procedure, supporting monitoring for systemic issues and repeat issues; • members are informed through the District newsletter when child safety and wellbeing policies are being reviewed, and are invited to provide feedback; and • every document in the suite carries a version-history table and a next-scheduled-review date.
Are existing controls adequate?	Yes

Standard 11 — Implementation of child safety practices

Element	Detail
Risk title	Policies and procedures
Risk description	There is a risk that policies and procedures do not effectively document how the District is safe for children and young people, or are not effectively implemented by members and volunteers.
Risk type	Organisational
Causes	• the policies and procedures do not address all actions and measures required under the Victorian Child Safe Standards; • the policies and procedures are not informed by best-practice models and family and community engagement; • members and relevant volunteers are not provided with adequate induction or ongoing training, and are not properly supported to implement the policies and procedures due to lack of modelling and support from leaders; and • policies and procedures are difficult to understand.
Consequences for children and young people	• gaps in protection of children and young people if the policies and procedures fail to address all aspects of the Child Safe Standards; • increased risk of child abuse if members and volunteers are unaware of their child safety obligations, roles, and responsibilities because policies and procedures are not effectively documented or are difficult to understand; • compromised ability to protect children from abuse if policies and procedures are not informed by best practice or by family and community engagement; and

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	failure to induct, train, and support members and relevant volunteers on implementation of child safety policies and procedures increases the risk of child abuse.
Existing controls	- the suite of child safety and wellbeing policies, procedures, codes, and guides addresses all aspects of the Victorian Child Safe Standards — the master Policy, the Code of Conduct, the Procedures (Volunteer Accreditation; Responding and Reporting; Online Interactions with Young People), the District 9815 Procedure: Complaints, and the four Plain Language Guides; - members and relevant volunteers are inducted and trained on the suite under the master Policy Section 12; - District and club leaders champion and model the policies, procedures, and practices, and address performance concerns relating to member or volunteer conduct or implementation; - the Plain Language Guides exist precisely to make the suite easy to understand for the people who need to act on it; and - the DYPO and CYPOs regularly review Victorian Government guidance and Social Services Regulator (SSR) materials to ensure that the District's local policies, procedures, and practices are informed by current best practice and updated where required.
Are existing controls adequate?	Yes

6. Reporting lines

Concerns about a specific risk identified in this Register, or about a new risk that this Register does not yet cover, can be raised in any of the following ways:

- to your Club Youth Protection Officer (CYPO) for club-level concerns;
- to the District Youth Protection Officer (DYPO) at child.protection@rotary9815.org.au for District-level concerns or where the CYPO is unavailable or conflicted; and
- to the District Governance Chair at governance@rotary9815.org.au for governance-level concerns about the Register itself or about its implementation.

Child-abuse matters. Concerns involving an incident, disclosure, allegation, or suspicion of child abuse are **not** handled through this Register. They are reported immediately under the *Child Safety and Wellbeing Procedure: Responding and Reporting*. If anyone is in immediate danger, call Victoria Police on 000.

7. Communication

The District communicates this Register and its updates through:

- publication on the District website alongside the rest of the Child Safety and Wellbeing suite;

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- District newsletter coverage of each annual review, including a plain-English summary of any changes;
- club-level briefings by Club Youth Protection Officers (CYPOs) on any changes that affect club operations; and
- targeted briefings to youth program committees where a Standard or risk is materially relevant to their program.

8. Privacy

The Register itself does not contain personal information about any individual child, young person, member, or volunteer. It records risk types, controls, and treatments at an organisational level. Information arising from individual complaints, disclosures, or incidents is handled under the *Child Safety and Wellbeing Procedure: Responding and Reporting* and the *District 9815 Procedure: Complaints*, subject to the privacy and information-sharing rules in the *Child Safety and Wellbeing Policy* Section 15.

9. Related policies and procedures

This Register is read together with our other related documents, including:

D9815 Policies

- *Rotary District 9815 Child Safety and Wellbeing Policy 2026* (the *Child Safety and Wellbeing Policy*).
- Commitment to Diversity, Equity, and Inclusion (rotary.org/dei).
- D9815 Privacy Policy (rotary9815.org.au/privacy).

D9815 Codes and Procedures

- *Child Safety and Wellbeing Code of Conduct*.
- *Child Safety and Wellbeing Procedure: Responding and Reporting*.
- *Child Safety and Wellbeing Procedure: Volunteer Accreditation*.
- *Child Safety and Wellbeing Procedure: Online Interactions with Young People*.

District 9815 Procedures

- *District 9815 Procedure: Complaints* — sits beside the Child Safety and Wellbeing suite as a general-purpose District procedure.

Plain Language Guides

- *Volunteer Accreditation — Plain Language Guide*.
- *Responding and Reporting Plain Language Guide*.
- *Complaints Plain Language Guide*.
- *Code of Conduct — Plain Language Guide*.

Rotary International, Zone, and broader governance

- V3.0 Rotary Club and DIO Handbook 2026 — source of the operational F13/F14 risk-assessment process referenced in Section 2.
- V2.0c Club Rotary Handbook Appendices 2026 — Forms F1 to F14.
- Victorian Child Safe Standards (and Ministerial Order 1359) — the eleven Standards this Register is structured around.

- Rotary International Youth Protection Guide.

10. Approval and review

This Register is approved by the District Leadership Team on advice from the District's governance and youth services committees, on the recommendation of the District Youth Protection Officer (DYPO).

It is reviewed at least annually, and additionally after any significant child safety incident or concern, or whenever a Victorian Child Safe Standard, Ministerial Order, or related law is materially updated.

Each approved version is recorded in the Version History and Authorisation table below.

Appendix A — Summary view

The table below summarises every entry in the Risk Register on a single page: each Standard, the strategic risk identified under it, whether existing controls are considered adequate, and any outstanding treatment. The full risk entry — with causes, consequences, existing controls, and full treatment detail — lives in Section 5 above.

How to read this table. “Adequate” means existing controls are considered adequate at this review; the District is not committing to additional work under that Standard at this time. “Not adequate” means additional treatment is required, with the headline action shown here and the full detail in the corresponding Section 5 sub-section.

Standard	Risk title	Controls adequate?	Outstanding treatment (headline)
Standard 1 — Aboriginal cultural safety	Culturally safe environments	No	Development of an Aboriginal and Torres Strait Islander cultural safety plan and/or Reconciliation Action Plan (RAP) for the District (District Governance Chair, in consultation with the Diversity, Equity, and Inclusion Chair).
Standard 2 — Leadership, governance, and culture	Leadership, governance, and culture	Yes	—
Standard 3 — Child and young person empowerment	Child and young person empowerment	No	Development of a standardised induction presentation for children and young people participating in District programs to be educated about their rights, with the importance of friendship and peer support also promoted (DYPO, in consultation with the District Youth Committee).
Standard 4 — Family engagement	Families and community involvement	Yes	—
Standard 5 — Equity and diverse needs	Diversity and equity	Yes	—
Standard 6 — Suitable members, volunteers, and service providers	Suitable members and volunteers (including service providers engaged)	Yes	—

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	by Rotary in child-related work)		
Standard 7 — Complaints processes	Complaints processes	Yes	—
Standard 8 — Child safety knowledge, skills, and awareness	Knowledge, skills, and awareness	Yes	—
Standard 9 — Physical and online environments	Physical and online environments	No	Development of supervision guidelines or templates for residential and high-risk Rotary youth programs, building on the Code of Conduct and Online Interactions Procedure (DYPO, in consultation with the District Youth Committee).
Standard 10 — Review of child safety practices	Review and improvement	Yes	—
Standard 11 — Implementation of child safety practices	Policies and procedures	Yes	—

Appendix B — Version History

The table below records the full version history of this Risk Register. The most recent version is at the bottom of the list; the original version is at the top. The current authorisation block is at the front of this Register.

Version	Date	Changes	Authorised
1 (D9820)	22 September 2022	Initial Child Safe Standards Risk Register for the former District 9820, endorsed by the District 9820 Board. Structured around the eleven Victorian Child Safe Standards. Treatments scheduled for June–July 2023.	D9820 Board
1.0	14 May 2026	Refresh and reissue under Rotary District 9815 (post-merger) and the suite naming convention. Terminology throughout aligned with master Policy v4.2: "Child Protection" → "Child Safety and Wellbeing"; "District protection officer" → District Youth Protection Officer (DYPO) and Club Youth Protection Officer (CYPO); "Volunteers Policy" → master Policy Section 11 and the Volunteer Accreditation Procedure; "Complaints Policy" → District 9815 Procedure: Complaints; "Responding and Reporting Obligations Policy and Procedures" → Child Safety and Wellbeing Procedure: Responding and Reporting; "LGBTIQ+" → LGBTIQA+; references to the Commission for Children and Young People (CCYP) updated to the Social Services Regulator (SSR) where applicable. School-flavoured language ("students" used generically) reworded to "children and young people" except where Youth Exchange students are specifically meant. Standard 9 expanded to cover both physical and online environments, consistent with the current Victorian Child Safe Standards and the new Online Interactions Procedure. Structure changed from a single wide table to a wrapper document with eleven per-Standard tables, plus introductory, scope, definitions, reporting, communication, privacy, related-policies, and approval-and-review sections. Outstanding treatments from the 2022 Register carried forward and marked for review at the next District Leadership Team meeting (Standards 1, 3, and 9). Filename and version-stamp adopt the suite convention.	B.Rogers

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		Australian English with Oxford commas applied throughout.	
1.1	15 May 2026	Two changes. (1) Front-of-document restructure: the combined Version History and Authorisation table has been split. The Authorisation block now sits at the front of the document (so readers can see who signed off this version immediately). The full Version History is now a back-of-document appendix (Appendix B). The four-column portrait summary view stays as Appendix A. (2) Editorial reviewer-flag pass on the per-Standard entries: where the 2026 suite has added controls (Plain Language Guides, this Register itself, the renamed Procedures) that were not in the 2022 Register, those controls have been added to the relevant Existing-controls lists and highlighted in yellow for reviewer consideration. Where the 2022 “Are existing controls adequate?” answer of “No” may now warrant re-examination given the 2026 additions, a Reviewer Note has been added after the table in italic red. Substantive content of the carried-forward 2022 risk frame (titles, descriptions, causes, consequences) is unchanged.	B.Rogers
1.2	15 May 2026	Cross-reference update: hyperlinks to the Online Interactions Procedure re-pointed from v1.5 to v1.7 (the live version after the suite-alignment rebuild of 15 May 2026). Filename version stamp bumped to v1.2. No substantive content change.	B.Rogers
1.3	15 May 2026	Suite-wide cross-reference rule change. All hyperlinks pointing at sibling suite documents removed; each cross-reference now appears as the document title only, plain text with a light-grey placeholder highlight, indicating where a working link will be inserted once the District website hosts the suite. Working external URLs (legislation, Service Victoria, Rotary International learning, rotary.org/dei , rotary9815.org.au/privacy) are unchanged. The body-text parenthetical filename references that previously sat beside each cross-reference have been removed; the Registry of CSW Documents (in preparation)	B.Rogers

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		is the canonical record of filenames and versions across the suite.	
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