

ASSESSING RISKS ARISING FROM WORKPLACE CHARACTERISTICS

A Workplace Characteristics Assessment is completed when the Working with Children Check indicates that an applicant for a position has a history which includes:

- relevant criminal record
- relevant Apprehended Violence Order taken out against them to protect a child
- relevant disciplinary proceedings against them.

The Workplace Characteristics Assessment is considered with the other components of the full Risk Assessment. This will include Contact with Applicant and one or more of the following, depending on which are identified as relevant by the Working with Children Check:

- Criminal Record Assessment
- Apprehended Violence Orders Assessment
- Disciplinary Proceedings Assessment

To complete the Workplace Characteristics Assessment assessors respond to questions about the applicant's new workplace. The responses each have a score or rating. The rating is an indicator of the level of risk which a particular workplace characteristic presents.

When the Workplace Characteristics Assessment is completed the ratings are totalled. This provides an overall rating of the level of risk that children will be exposed to in the workplace where the person will be employed.

For most positions it is necessary to assess the characteristics of individual workplaces. This provides the basis for assessing whether the level of risk a particular applicant presents to children is manageable in that workplace.

For some positions, such as classroom teachers, the workplace ratings may be relatively standard. For this type of position, assessors will be able to respond to the questionnaire based on their existing knowledge of the position which is to be filled.

For some other positions, it may be necessary for assessors to ask the employer to clarify information about the specific workplace.

For all positions, it is important to consider whether there are workplace features which differ from those in typical positions of the same type. Any information of this nature must be incorporated into the assessment of workplace characteristics.

WORKPLACE CHARACTERISTICS ASSESSMENT

The following sections are a questionnaire which requires the assessor to choose responses which are consistent with knowledge of the workplace where the applicant will be employed. For the purposes of this assessment, the workplace is any situation in which the applicant will be working while children are present. Some examples are listed below:

- For a teacher the workplace includes classrooms and other situations in the school and away from school (such as sporting venues or excursions) where children are present and the applicant is present doing some aspect of the job as a teacher
- For a person working in an entertainment venue it will include the entertainment areas used by children and any facilities at the premises used by children (eg toilets)

To complete the Workplace Characteristics Assessment you must:

- Choose the response which describes the workplace where the applicant is to be employed
- Tick the box which is adjacent to the correct response
- Circle the corresponding rating (the number in italics) in adjacent cell
- At the end of the assessment add up the ratings to gain a total
- Tick the box which indicates whether this workplace is a high, medium or low risk environment

Person will be working directly with children	Yes	10	x	<i>N/A</i> <i>10</i>

Persons own work does not usually involve children - but children are present in the workplace	Yes	2		<i>N/A</i>

Persons training for position included information about child development	No	4		
	Yes training for 1 - 5 days	3	x	<i>3</i>
	Yes - training for 3 months	2		
	Yes training for 1 year or more	1		<i>1</i>

Persons training for position included information about implementing appropriate behaviour management strategies.	No	4		
	Yes training for 1 - 5 days	3	x	<i>3</i>
	Yes - training for 3 months	2		
	Yes training for 1 year or more	1		<i>1</i>

Persons inservice training will include information about child development	No	4	x	4
	Yes at least 1/2 day per annum	3		
	Yes at least 2 days per annum	2		
	Yes more than 2 days per annum	1		

Persons inservice training will include information about implementing appropriate behaviour management strategies	No	4	x	4
	Yes at least 1/2 day per annum	3		
	Yes at least 2 days per annum	2		
	Yes more than 2 days per annum	1		

Ages of children at workplace (select youngest group which will be present)	0 - under 2 years	5	x	5 0
	2 - under 3 years	4		
	3 - under 6 years	3		
	6 - under 12 years	2		
	12 - under 18 years	1		

not including 2 children

Children with disabilities (at least moderate level) are present in the workplace	No	0	x	0
	Yes, less than 10% of time	3		
	Yes, less than 50% of time	4		
	Yes, more than 50% of time	5		

Person may be required to work with children with challenging behaviour	No	0		
	Yes, less than 10% of time	3		
	Yes, less than 50% of time	4		4
	Yes, more than 50% of time	5	x	5

No

Persons supervisor will be present in workplace	No	4	x	4
	Yes, less than 50% of time	3		
	Yes, more than 50% of time	2		
	Yes, at all times	1		

Supervision of the person in the workplace will include observation of person's work and direction from a suitably qualified supervisor about person's work practices with children	No	4	x	4
	Less than 1 hour per month	3		
	Yes, 1 -2 hours per month	2		
	Yes, more than 2 hours per month	1		

Other adult staff or parents will be present in workplace	No	4		
	Yes, less than 50% of time	3		
	Yes, more than 50% of time	2	x	2
	Yes, at all times	1		1

Person will be working alone when children present	No	0	x	0
	Sometimes	1		
	Yes, frequently / always	2		

Person would have opportunity to work alone with individual children	No	0	x	0
	Sometimes	1		
	Yes, frequently / always	2		

Person will be providing a service to children in a residential setting	No	0	x	0
	Yes, as part of usual duties	5		
	Yes, but less than 50% of time	2		

Person's duties will include personal care of children (changing, bathing, toileting)	No	0	x	0
	Yes	5		

When the questionnaire is completed, add up the points for each item scored and enter below.

Total 44 points

Assessed level of risk children are exposed to in this workplace

x High (41 or more points)

Medium (31 - 40)


Low (0 - 30)

Name of person in workplace who provided information about its characteristics

LARKINS STEVE

Position CO-ORDINATOR

Assessed by Jan Rasmussen

Signature 

Date assessment completed 7/5/03