



Child Safe Risk Management Plan

Purpose of plan

Creating a child safe environment includes:

1. identifying environmental risks to children's safety in relation to the activities and services we provide, our physical settings and our online spaces and communication
2. taking action to reduce these risks and children's exposure to harm or abuse.

These risks can change over time if our physical and online spaces change, or different activities or services are provided by our organisation. This may also include unique events, excursions or travel involving children. Our plan will be regularly reviewed and updated to reflect any changes.

Our Risk Management Plan in the table below sets out these risks, assesses their potential impact, the strategies to help prevent or reduce them, and keeps track of our progress.

Nature of our settings and services provided

1One Tutoring provides private tutoring and academic support services to children and young people, typically aged 10 to 18 years (primary and high school students).

Our services include:

- One-on-one tutoring in core subjects (e.g., English, Mathematics, Science, etc.)
- Small group tutoring sessions
- Homework help and study skills coaching
- Exam preparation and academic enrichment
- Online tutoring via secure video platforms to children.
- Face-to-face tutoring sessions (individual or small group)
- Online tutoring sessions (individual or small group)

These activities and services take place in the following locations:

- Student homes (in-home tutoring)
- Tutoring centres or offices operated by 1One Tutoring (if applicable)
- Public spaces such as libraries or community centres (where agreed and appropriate)
- Online platforms (e.g., Zoom, Microsoft Teams, or other approved video conferencing tools)
- Other locations as mutually agreed with parents/guardians (e.g., school premises for after-school programs)
- Transport: 1One Tutoring does **not** provide transport for students

Responsibility for Risk Management Plan

The Principal is responsible for making sure that the strategies to manage risks are implemented and monitored.

This version of the plan was completed on 18/10/2025.

Everyone in our organisation should be alert to any risks to children's safety and draw attention to any concerns that may arise, as set out in our Child Safe Policy.

Our Risk Management Plan is available on our website.

Next review date

This plan will be reviewed at least every 3 years, or sooner if required by changes in law, regulation, or following a significant incident or feedback.

The plan will be reviewed and updated immediately if there are:

- any incidents involving children
- any changes to our physical or online spaces or online communications
- any changes to the types of activities and services involving children that we deliver, including unique events on or off-site.

Risk assessment matrix

Determine the overall level of risk using the risk matrix table.

Table 1 Risk assessment matrix

Likelihood	Insignificant impact	Minor impact	Moderate impact	Major impact	Severe impact
Almost certain	Medium	High	Very high	Very high	Very high
Likely	Medium	High	High	Very high	Very high
Possible	Low	Medium	High	High	Very high
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

For more information and guidance, staff responsible for developing, reviewing and updating our Child Safe Risk Management Plan can read the OCG's [handbooks on risk management](#), watch the [OCG and Office of Sport video](#), or sign up for the [OCG's training](#) to help your organisation develop its Child Safe Risk Management Plan.

Risk Management Plan

Identify settings where interactions occur	Identify risks in these settings	Assess likelihood of risk	Assess consequence of risk	Determine risk rating	Identify and implement strategies to manage risk	Track progress and regularly review
Online sessions	Unauthorised access/inappropriate communications	Possible	Sever	High	Approved platforms; no recording unless pre-approved; professional backgrounds	Regular discussions with Parents
In-home sessions	Unsafe environment / lone worker risk	Possible	Severe	High	Parent present and reachable; leave immediately if unsafe; notify Principal	Discussions with Parents to ensure that they are present & reachable throughout lessons

Use of mobile phones	Privat messaging / late night chats	Possible	Moderate	Medium	Organisation's Child Safe Code of Conduct specifies no extra communication to be had without pre-approval	Policy acknowledgements adherence to policies
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