



Risk Management

Banjup Residential Group Home

Ref	Potential Risk to Banjup residents	Implications	Preventative Measures	Reference	Impact Minimisation
1	A child may deliberately set fire to buildings or bushland in and around the DCP property.	<p>Banjup residents may be harmed and their property damaged.</p> <p>DCP children may be harmed.</p> <p>Areas of private and/or public bushland may be burned out.</p>	<p>Previous behaviour that includes lighting fires, harming animals or sexual aggression will be identified prior to any placement being made in the home. The Department will not place children in the Banjup home where the child's behaviour poses a current risk to the community.</p> <p>On admission to a Residential Group Home, a residential care plan and a safety plan are to be developed for the child. These plans address identified risk factors and consider the safety of the child, other children residing at the home, staff and the community.</p> <p>Residential care staff to provide close supervision to residents.</p> <p>Residential care staff to develop daily programmes to ensure that residents are involved in regular, meaningful activities.</p> <p>Residential care staff to ensure that smoking activities are restricted to a designated smoking area.</p> <p>Residential care staff to discuss the dangers and possible consequences of fire with residents upon entry to the residence or soon after as appropriate.</p> <p>Local residents are encouraged to interact respectfully and respect the rights and privacy of the children living in the Residential Group Home in a similar way that they would other neighbours.</p>	<p>RCPM Chapter: 2.4 5.21 5.23 5.24 6.45</p> <p>PS</p> <p>FSMP</p>	<p>The Fire Safety Management Plan to be implemented.</p> <p>In the event of a general concern regarding the behaviour of a child, local residents are to contact, in the first instance, the House to discuss the specific concern. If the response is considered to be unsatisfactory, the House Manager may be contacted during work hours. After-hours, if the response is considered to be unsatisfactory and the concern is of a serious nature and requires an <u>immediate</u> response, the On-call Manager may be contacted.</p> <p>The Department undertakes to investigate concerns expressed by community members regarding a child's behaviour and to offer the community member an explanation of the actions taken in response to their complaint.</p>
2	A child may be cruel to animals on neighbour's property.	Animals may be injured or killed.	<p>Previous behaviour that includes lighting fires, harming animals or sexual aggression will be identified prior to any placement being made in the home. The Department will not place children in the Banjup home where the child's behaviour poses a current risk to the community.</p> <p>On admission to a Residential Group Home, a residential care plan and a safety plan are to be developed for the child. These plans address identified risk factors and consider the safety of the child, other children residing at the home, staff and the community.</p>	<p>RCPM Chapter: 6.27 6.49 5.21 5.23 5.24</p> <p>PS</p>	<p>Residential care staff to follow agreed protocols with the Western Australia Police to report absconders.</p> <p>Should a child or young person decide he/ she wishes to leave the site, every effort should be made to persuade him/ her to remain.</p> <p>If attempts to persuade the child or young person to remain on site are not successful then staff should:</p> <ol style="list-style-type: none"> 1. Accompany the young person to attempt to persuade them to return, or

			<p>Residential care staff to provide close supervision to residents.</p> <p>Residential care staff to develop daily programmes to ensure that residents are involved in regular, meaningful activities.</p> <p>Staff are to educate children and young people on the importance of appropriate behaviour around animals, encourage children and young people to treat animals with respect and model appropriate behaviour when interacting with animals.</p> <p>Where appropriate, staff may engage a child or young person in a program offered by the RSPCA.</p> <p>Local residents to ensure that animals/livestock do not wander from their properties.</p> <p>Local residents are encouraged to interact respectfully and respect the rights and privacy of the children living in the Residential Group Home in a similar way that they would other neighbours.</p>		<p>2. Failing this ascertain their intended destination (this also applies when a child or young person is on a supervised activity and leaves without permission)</p> <p>3. Log the child or young person's name, age and the time they go absent without permission</p> <p>4. Take note of the child or young person's appearance and clothing.</p> <p>If a child or young person is seen to enter a neighbouring property, they are to be told immediately that they are liable to prosecution by police if the owner of the property chooses to request police attendance and make a formal complaint.</p> <p>Local residents may choose to report any incidents of animal cruelty to the Police.</p> <p>In the event of a general concern regarding the behaviour of a child, local residents are to contact, in the first instance, the House to discuss the specific concern. If the response is considered to be unsatisfactory, the House Manager may be contacted during work hours. After-hours, if the response is considered to be unsatisfactory and the concern is of a serious nature and requires an <u>immediate</u> response, the On-call Manager may be contacted.</p> <p>The Department undertakes to investigate concerns expressed by community members regarding a child's behaviour and to offer the community member an explanation of the actions taken in response to their complaint.</p>
3	A child may be sexually aggressive to Banjup residents.	Banjup residents may be harmed.	<p>Previous behaviour that includes lighting fires, harming animals or sexual aggression will be identified prior to any placement being made in the home. The Department will not place children in the Banjup home where the child's behaviour poses a current risk to the community.</p> <p>On admission to a Residential Group Home, a residential care plan and a safety plan are to be developed for the child. These plans address identified risk factors and consider the safety of the child, other children residing at the home, staff and the community.</p> <p>Residential care staff to provide close supervision to residents.</p> <p>Residential care staff to develop daily programmes to ensure that residents are involved in regular, meaningful activities.</p>	<p>RCPM Chapter: 6.27 5.21 5.23 5.24</p> <p>PS</p>	<p>Residential care staff are to follow agreed protocols with the Western Australia Police to report absconders.</p> <p>Should a child or young person decide he/ she wishes to leave the site, every effort should be made to persuade him/ her to remain.</p> <p>If attempts to persuade the child or young person to remain on site are not successful then staff should:</p> <ol style="list-style-type: none"> 1. Accompany the young person to attempt to persuade them to return, or 2. Failing this ascertain their intended destination (this also applies when a child or young person is on a supervised activity and leaves without permission) 3. Log the child or young person's name, age and the time they go absent without permission 4. Take note of the child or young person's appearance and clothing.

			<p>Local residents are encouraged to interact respectfully and respect the rights and privacy of the children living in the Residential Group Home in a similar way that they would other neighbours.</p>		<p>If a child or young person is seen to enter a neighbouring property, they are to be told immediately that they are liable to prosecution by police if the owner of the property chooses to request police attendance and make a formal complaint.</p> <p>In the event of a general concern regarding the behaviour of a child, local residents are to contact, in the first instance, the House to discuss the specific concern. If the response is considered to be unsatisfactory, the House Manager may be contacted during work hours. After-hours, if the response is considered to be unsatisfactory and the concern is of a serious nature and requires an <u>immediate</u> response, the On-call Manager may be contacted.</p> <p>The Department undertakes to investigate concerns expressed by community members regarding a child's behaviour and to offer the community member an explanation of the actions taken in response to their complaint.</p> <p>Local residents may choose to report any incidents of sexual aggression to the Police.</p>
4	<p>A child may trespass on a neighbour's property.</p>	<p>The child may endanger him/herself. Neighbours may be endangered. Property may be damaged or stolen.</p>	<p>Previous behaviour that includes lighting fires, harming animals or sexual aggression will be identified prior to any placement being made in the home. The Department will not place children in the Banjup home where the child's behaviour poses a current risk to the community.</p> <p>On admission to a Residential Group Home, a residential care plan and a safety plan are to be developed for the child. These plans address identified risk factors and consider the safety of the child, other children residing at the home, staff and the community.</p> <p>Residential care staff to provide close supervision to residents.</p> <p>Residential care staff to develop daily programmes to ensure that residents are involved in regular, meaningful activities.</p> <p>Local residents are encouraged to interact respectfully and respect the rights and privacy of the children living in the Residential Group Home in a similar way that they would other neighbours.</p>	<p>RCPM Chapter: 6.27 5.21 5.23 5.24</p> <p>PS</p>	<p>Residential care staff are to follow agreed protocols with the Western Australia Police to report absconders.</p> <p>Should a child or young person decide he/ she wishes to leave the site, every effort should be made to persuade him/ her to remain.</p> <p>If attempts to persuade the child or young person to remain on site are not successful then staff should:</p> <ol style="list-style-type: none"> 1. Accompany the young person to attempt to persuade them to return, or 2. Failing this ascertain their intended destination (this also applies when a child or young person is on a supervised activity and leaves without permission) 3. Log the child or young person's name, age and the time they go absent without permission 4. Take note of the child or young person's appearance and clothing. <p>If a child or young person is seen to enter a neighbouring property, they are to be told immediately that they are liable to prosecution by police if the owner of the property chooses to request police attendance and make a formal complaint.</p> <p>In the event of a general concern regarding the behaviour of a child, local residents are to contact, in</p>

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RCPM: Residential Care Practice Manual

PS: Placement Statement

FSMP: Fire Safety Management Plan

ATTACHMENTS

2.4 FIRE MANAGEMENT

Purpose:

In case of fire or potential for fire clearly documented and understood procedures are followed to ensure that all children or young people and staff remain safe, are accounted for and that normal activities are returned to as soon as practicable.

Standards

[Better Care, Better Services - Standards for Children and Young People in Protection and Care](#)

Practice Requirements

The overriding priority is the protection of life.

Minimising the risk of fire requires careful planning, staff vigilance and the maintenance of a low risk environment.

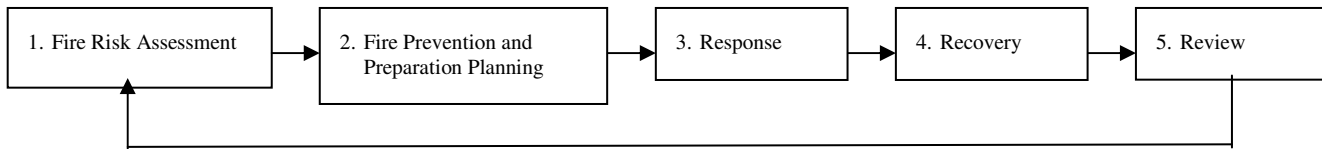
Managers are responsible for the development and implementation of a Fire Management Plan for their house and property and for the implementation of fire prevention strategies.

Related Resources

[Preparing Your Property-Checklist.pdf](#)

Process Map/ Flowchart

The following 5 Stage Process is recommended:



Procedures

A Fire Management Plan will include:

- 1. A Risk Assessment** to determine:
 - What is the fire/ bushfire risk?
 - How will staff know what is happening in your area?
 - If there is a fire/ bushfire how will staff stay alert and know when to take action?
 - How prepared is the property?
 - What options are there if all staff and residents can't leave for a safer place?
 - How prepared are staff and the children or young people? Being in a fire/ bushfire is traumatic experience.

2. Prevention Strategies

All staff have a responsibility to maintain the safety of the house and grounds to minimise the risk of fire. It is the responsibility of Managers and staff to work with DCP's Assets Management team to maintain the property (including land/gardens) in good working order and to ensure that fire prevention strategies are carried out in a timely manner.

Summer Fire Prevention Strategies

Fire prevention strategies are to be carried out during the spring season (prior to the start of summer) on an annual basis. The Safety and Health Representatives, Manager and staff are to work with the DCP Assets Management team to complete all fire prevention strategies.

Homes located on larger blocks are required to have an annual FESA review completed by September 1st. It is the responsibility of the Manager to work with DCP's Assets Management to ensure that the FESA review is conducted and that all recommendations are completed by November 1st.

A Fire Prevention Strategies Checklist is to be completed and signed by relevant parties. The completed Checklist is to be filed in the Emergency File.

A mid-summer review is to be conducted at each home during the month of January. This must include reviewing all tasks on the Mid-Summer Review checklist, documenting actions required and ensuring actions are completed by February 1st. The Mid-Summer Review is to be completed and signed by relevant parties. The completed Review is to be filed in the Emergency File.

A Fire Management Plan (FMP) must be developed to ensure that in the event of fire resources and services are capable of coping with the effects. An effective FMP will ensure that staff are able to:

- Assess the situation, call emergency services and assist those in danger;
- Evacuate if appropriate;
- Inform relevant people;
- Support and reassure those who may need it; and
- Undertake recovery operations (later) and assist in returning the site to normal

The Plan must be prepared and practiced with all members of house (staff and residents) before the start of the bushfire season, or when new staff and residents join the house. Staff must be familiar with the FMP and understand their role and responsibility should there be a fire.

The Plan will:

- Be developed on the basis that all staff and residents will leave for a safer place.
- Identify where staff and residents will go, how they will get there, what they will take and how they will know when to leave?
- Ensure staff and residents are prepared, organised and know what to do when a fire/ bushfire starts.
- Cover a range of situations that may be faced and what staff and residents will do if things go wrong. Have a backup plan in case it is not possible to leave in time, or it is too late and too dangerous to leave when roads are closed and filled with smoke.
- Include what will be done with pets and/ or livestock (e.g. horses).

(N.B. If there is livestock that can be moved out of the area, allow plenty of time to move them. Never turn animals out on to the road to run free. This is dangerous for fire trucks and vehicles, and you may be legally responsible if they cause an accident).

Physical Environment

It's everyone's responsibility to prepare their home and property for the fire/ bushfire season. Where a significant risk has been identified expert advice has been obtained to assist in the maintenance of a low risk environment. However, it is everyone's responsibility to ensure that the fire management plan is adhered to and when necessary additional precautions (or maintenance) are carried out.

The following checklist is provided for houses in or near bushland. Residential care staff should be aware of the need to maintain a safe environment and contact Asset Management for action if they notice that any of the following matters are not being maintained.

Starve the Fire

Keep the area around the home clear so that embers will have less chance to start a fire when they hit the ground.

- Cut long grass and dense scrub.
- Rake up leaf litter and twigs under trees regularly (prevent a build up).
- Have lower tree branches (up to two metres off the ground) pruned to stop a ground fire spreading into the canopy of trees.
- Remove shrubs and small trees under and between larger trees.
- Create a fire break - clear vegetation along the boundary of the property Make sure you meet your local government's firebreak requirements.
- Keep roof gutters and valleys clear of leaves and bark.

Retain a safety zone

- Create and maintain a 20 metre circle of safety around your home and other buildings clear of all rubbish, long dry grass, bark and material that may catch fire.
- Create and maintain a minimum two metre gap between your house and tree branches.
- Plan your garden so that your vegetable garden, lawn, pool or patio is on the side of the house likely to face a fire (where the bush is).

Fill the gaps

- Block any gaps under floor spaces, in the roof space, under eaves, external vents, skylights, evaporative air conditioners, chimneys and wall cladding.
- Check that there is metal fly wire mesh on all vents to keep sparks and embers out.

Avoid fire traps

- Do not pile wood against or near the house.
- Remove from the property any timber, rubbish or old junk lying around.
- Store fuel containers (in a shed) away from the house and have a firebreak around it.
- Keep LP gas cylinders on the side of the house furthest away from the likely direction of bushfires (where the bush is).

3. A Response includes the actions taken immediately prior to, during and immediately after a fire. This will include the:

- A process for determining the level of risk/ threat and the course of action to be taken.
- The evacuation process or moving staff and residents to a place of safety.
- Notify the relevant Director or his/ her nominated delegate of the action taken.
- The process for returning to the house once the threat has passed (or alternative accommodation if returning to the house isn't possible).

4. Recovery measures which support affected staff and the children or young people in the restoration of emotional, environmental and physical wellbeing.

For example; following an emergency or critical incident, the Manager or nominated site manager will:

- take appropriate actions to return the house/ property to normal;
- develop and implement medium to long-term strategies in conjunction with specialist support staff to identify and manage the ongoing social and psychological needs of those affected; and
- modify specific procedures of the plan as determined by the operational debriefing.

5. Review - The Manager will review each fire emergency including:

- organise an operational debriefing, as appropriate to evaluate the implementation and effectiveness of the Fire Management Plan; and
- maintain associated documentation.

5.21 Residential Care Plans

Purpose

To share important information and collaboratively develop with the Case Manager a plan identifying the objectives to be worked towards while the child or young person is in residential care; and to identify more appropriate long term placement options for the child or young person. The agreed plan will also form a basis for regular reporting on the child's/ young person's progress.

Standards

[Better Care, Better Services - Standards for Children and Young People in Protection and Care](#)

Practice Requirements

The Residential Care Plan is collaboratively developed by the care team by reference to the child or young person's Care Plan and identifies those aspects of the eight dimensions of well-being that need to be the focus for staff during the child or young person's stay in residential care.

Residential Care Officers, including the child or young person's key worker, and Live-in Carers contribute to the development of plans and daily programs and engage in collaborative meetings to monitor and review the progress that the child or young person is making in regard to individual and group outcomes identified in agreed plans.

Plans are reviewed at least every 3 months or more frequently if necessary.

The ongoing monitoring and review process will inform any necessary adjustment to plans. Reflection Frameworks have been developed and are available on the Residential Care SharePoint site to assist Managers and Care Teams in reflecting on the effectiveness of their planning and programming.

Related Resources

Procedures

Residential Care Plans are developed at the admission meeting or within 10 days of the child or young person being admitted (or earlier if appropriate) and are informed by the child or young person's Care Plan and Case Manager.

The Plan will identify the agreed objectives, actions and tasks, who is responsible (including resources), the time frame and a measure of achievement within the eight dimensions of well-being. It must be signed off by both the residential care Manager and district Team Leader.

Plans are reviewed at least every 3 months, or more frequently if necessary by the residential care Manager, Case Manager and district Team Leader.

A 'Residential Care Review' meeting involving the resident's care team, including the key worker (if possible), and the child or young person (if possible) must be conducted at least every three months and is the basis for planning through to the next review meeting.

The Residential Care Plan Review document is also the basis for reporting back to the Case Manager on agreed objectives.

A copy of the review document should be provided to the Case Manager and a further copy placed on the resident's file.

5.23 SAFETY PLANS - PLACEMENT OF A CHILD OR YOUNG PERSON CONSIDERED TO BE AT RISK

Purpose

For residential care staff to be aware of the need for a Safety Plan for a child or young person in residential care who is considered at risk to self or others.

Standards

[Better Care, Better Services - Standards for Children and Young People in Protection and Care](#)

Practice Requirements

The Department's duty of care to others requires that special consideration be given when placing children or young people who are at risk to others.

It is not possible to avoid placing a child or young person who poses a risk to others in residential care, and a Safety Plan must be put in place to protect others in the residence.

During office hours, the referral will be made through the Agency Referral Officers. Out of office hours, the on-call Manager must be consulted before the placement decision is made.

All care staff should be provided with relevant information about the child or young person to enable them to fully understand the implications of caring for the child or young person.

District officers need to consider the risks some children or young people may constitute to others who live in, visit or work in the residence when placing them in any type of placement, or in a situation with others.

A Safety Plan must be completed, endorsed by the District Director and provided on admission to the residential care team.

Related Resources

Procedures

If a child or young person is admitted for whatever reason without a current Safety Plan, a Plan must be developed immediately by the residential care team in consultation with the district office.

Any risks should be identified as part of the assessment process, be considered in the context of the proposed placement and form the basis of developing a Safety Plan. Children or young people considered a risk to others exhibit one or more of the following risk factors:

1. Violence towards caregivers, other adults or other children or young people
2. Sexualised behaviours or a history of sexual assault against other children or young people and adults
3. Offending against other children or young people
4. A history of substance use
5. Mental health issues which may impact on behaviour
6. Current health issues such as HIV and other blood borne viruses

If a child or young person is admitted without any information, residential care staff should be cautious and develop a suitable (interim) *Safety Plan*.

A Safety Plan should:

- be appropriate to the specific circumstances of the placement and the individual child or young person
- identify the risks posed by the child or young person and contain specific strategies to overcome these risks to others
- include strategies in the event that the child or young person wishes to attend a camp or other residential activity

All residential care staff must have access to a copy of the Safety Plan.

The child or young person must participate in the development of the Plan.

When a change in placement occurs, all relevant parties must receive comprehensive information about the background of the case, and a copy of the Case Plan and Safety Plan prior to the transfer.

5.24 PROGRAMS AND MEETINGS

Purpose

To develop, implement and review plans and daily programs for the child or young person in residential care.

Standards

[Better Care, Better Services - Standards for Children and Young People in Protection and Care](#)

Practice Requirements

Residential Care Officers and Live-in Carers are required to attend resident and staff meetings and contribute to the development and review of plans, daily activities and programs.

All care team members are required to contribute to the development and review of Residential Care Plans and Individual Therapeutic Plans. In addition the planning, development and review of activities and programs is collaboratively undertaken with all care team members contributing. Key workers are expected to be engaged in information sharing, planning and review discussions and the development of strategies regarding the child or young person.

A range of meetings are held to facilitate the planning and review process and to give the child or young person a voice in their care arrangements. This includes weekly staff meetings, weekly resident meetings and monthly whole of staff meetings.

Related Resources

[Charter of Rights for Children or Young People in the CEO's care](#)

Procedures

Programming should occur for and reflect the needs of the individual and the group. This includes, but is not limited to:

- daily living routines
- education and health needs
- food choices and meal preparation
- activities and opportunities
- meetings and links with the community

Activity Programs

Residential Care Officers and Live-in Carers are responsible for collaboratively developing and implementing with other staff a 'house activity program'.

Activity programs should reflect the needs and requests of the residents and have overall program objectives.

Planning should incorporate lifestyle and recreational activities in which both the child or young person and the Residential Care Officers and Live-in Carers participate.

During school terms, programs will incorporate school activities (or educational activities for any resident not currently attending an education program).

For short stay homes, the program is developed a week in advance: and for the longer stay homes, four weeks in advance.

When completed the programs should be available to all staff and residents.

Weekly Program Development Meetings (PDMs)

PDMs are held each week and staff on roster attend, along with the Manager and the residential care Psychologist.

All participants will contribute to the review, planning and management of the home environment with the aim of improving the experience for all the residents living there.

Weekly Residents' Meetings

Residents' meetings are scheduled for once a week and provide an opportunity for all the children or young people to have a say on living in the home.

Residents should be encouraged to contribute ideas, to resolve issues and to learn lifestyle skills such as democratic decision making, group decision making and conflict resolution. Resident participation ensures that the child or young person has a voice in their care arrangements.

Residents should be encouraged to develop the agenda (which can be displayed within the home in a public space). Minutes from the meeting should be distributed to staff and residents and a copy kept on file in the staff office.

It is the responsibility of the Manager to ensure these meetings are planned and conducted weekly.

Monthly Whole of Staff Meetings

Whole of staff meetings occur on a monthly basis and allow for the care team to collaboratively monitor, review and plan to achieve programmatic and therapeutic goals.

Whole of staff meetings are conducted in a *learning and development* context, and include activities that provide staff with opportunities to further learn (and develop) their skills and understanding of therapeutic care (at least one hour per meeting is set aside for a learning activity).

Staff are paid to attend so that the care team can meet and reflect on all aspects of the therapeutic care model and its impact on both the staff and residents.

These meetings run for approximately 4 hours and provide opportunities for staff to reflect, review and plan; and engage in learning and development activities.

6.27 ABSENT WITHOUT PERMISSION (ABSCONDING)

Purpose

Provide a process for staff to engage with residents to reduce the likelihood of a child or young person absconding or being absent from the facility without permission; and the procedures to be followed if a resident absconds.

Standards

[Better Care, Better Services - Standards for Children and Young People in Protection and Care](#)

Practice Requirements

Children or young people should feel that their safety and security is important and that this can best be achieved by remaining in their residential care environment. However, should a child or young person decide he/ she wishes to leave the site, every effort should be made to persuade him/ her to remain (e.g. explain that staff are concerned for his/ her safety and want them to stay safe on site).

If unsuccessful, a staff member should accompany the child or young person for as long as practicable to further persuade him/ her to return to their safe residence. In the event that the accompanying officer is not successful he/ she should try to ascertain the child or young person's intended destination.

Related Resources

PACP@Police.wa.gov.au

<http://dcpsharepoint/Id/Documents/Absconder%20Report.pdf>

<http://dcpsharepoint/Id/Documents/Absconder%20reporting%20form%20INSTRUCTIONS.pdf>

Procedures

If attempts to persuade the child or young person to remain on site are not successful then staff should:

1. Accompany the young person to attempt to persuade them to return, or
2. Failing this ascertain their intended destination (this also applies when a child or young person is on a supervised activity and leaves without permission)
3. Log the child or young person's name, age and the time they go absent without permission
4. Take note of the child or young person's appearance and clothing

If a child or young person is seen to enter a neighbouring property, they are to be told immediately that they are liable to prosecution by police if the owner of the property chooses to request police attendance and make a formal complaint.

The Western Australia Police (WA Police) and Department for Child Protection have an agreed protocol in relation to how absconders are reported. The following procedure is effective as of 1 July 2010.

When a young person comes into care, complete the bulk of the report and keep on electronic file, ready for an incident. (This will save the carer time and stress trying to complete a form if a child absconds from care).

Complete the following steps when a child or young person absconds (in order):

1. Complete **page two** of the Report, the *DCP Risk Matrix*.
2. Fill in the front page with all details (N.B. any fields marked with a red box are **mandatory** fields. W.A. Police will not be able to process your report unless these fields are complete).
3. Complete an initial search, etc. and once satisfied that the child or young person has absconded, create an email, attach the PDF report and send to PACP@Police.wa.gov.au
copy (cc) to any internal stakeholders you need to notify (e.g. Crisis Care Unit, Case Manager etc.).

4. The **Subject Line** of the email must include the following details (to allow WA Police to easily identify a DCP report):

- a. The level of risk of the absconder
- b. Surname
- c. Date

For example: *High Risk Absconder, JONES, 010610.*

High Risk Absconders

A Residential Care Officer will need to send the email and **immediately** follow up with a telephone call to 131444.

The WA Police agent on the phone will check the report has been received and confirm this with the residential care worker.

An automatically generated confirmation email including an Incident Report Number (IR number) will be emailed to the residential group home once the report has been processed.

Low or Medium Risk Absconder

A Residential Care Officer will need to send the email.

An Incident Report (IR) will not be generated until a Residential Care Officer confirms with the WA Police (phone 131444) that the absconder has been missing for longer than 12 hours. A confirmation email will then be generated.

A Residential Care Officer must call the WA Police (131444) as soon as an absconder returns (i.e. either located or returns home of their own accord).

Returning to the Residential Care Home/ Discharge

Children or young people returning to the house should not be given additional consequences and when appropriate, should be provided with a meal.

When the young person returns to the facility or reconnects with the staff from whom he/she absconded, he/ she should be made to feel safe and secure. When appropriate, staff should discuss safety issues and the impact that the absconding behaviour has on the other residents and staff. Staff must try to determine the trigger for the child or young person that led to such behaviour and jointly discuss strategies which may avoid future absconding.

6.45 SMOKING

Purpose

Smoking is a serious health issue, especially for Children or Young People. The aim is to establish and maintain a smoke-free environment and for all staff to assist in achieving this goal.

Standards

[Better Care, Better Services - Standards for Children and Young People in Protection and Care](#)

Practice Requirements

Staff who smoke should always be professional, while also being honest and genuine, in their interactions with Children or Young People in relation to smoking.

The Department has the same expectation of all Children or Young People regardless of age, but does not want Children or Young People who smoke to stop using the service because of its approach to smoking.

Smoking inside buildings and vehicles is prohibited and should be restricted to a supervised, designated outdoor area (but not in a bush area where there is a higher fire danger).

Staff are expected to actively discourage Children or Young People from smoking via a smoking reduction/ quit program, and provide a positive role model.

Related Resources

[dcp smoking policy](#)

www.quitwa.com; or on 13 78 48 (13 QUIT) - which operates 24 hours per day

www.heartfoundation.org.au or contact 1300 36 27 87.

www.OxyGen.org.au

www.quitnow.info.au/

www.smarterthansmoking.org.au/

www.cancerwa.asn.au/prevention/tobacco/

The Alcohol and Drug Information Services (ADIS) on (08) 9442 5000 or Country Toll Free 1800 198 024. (Referrals will be made to the office of Alcohol and Drug Office (08) 9370 0333).

Procedures

- Staff do not give cigarettes, buy cigarettes for, or sell cigarettes to a child or young person in residential care.
- Under no circumstances are tobacco products to be used as a form of reward or punishment by officers in their dealings with Children or Young People. No contract of behaviour is to be drawn up which features tobacco products as a reward or inducement or the withholding of tobacco products as punishment.
- At the time of recruitment, new officers are informed that the Department's residential care services have a smoke-free policy.
- Managers are expected to reinforce the 'no smoking' policy and remind staff and Children or Young People that they are required to comply with this directive.
- Managers should provide support and assistance to officers and Children or Young People who are experiencing difficulty in not smoking. Refer to Related resources.

6.49 CONTACT WITH ANIMALS

Purpose

To encourage appropriate treatment of animals in the neighbourhood.

Standards

[Better Care, Better Services - Standards for Children and Young People in Protection and Care](#)

Practice Requirements

A number of Residential Care Houses are located in semi-rural areas on large 'bush' blocks. Neighbouring properties may have a number of domesticated animals, pets and native animals. It is important that staff work with the children to act appropriately in the presence of animals.

Related Resources

RSPCA Western Australia <http://www.rspcawa.asn.au/>

Procedures

Staff are to educate children and young people on the importance of appropriate behaviour around animals, encourage children and young people to treat animals with respect and model appropriate behaviour when interacting with animals.

Where appropriate, staff may engage a child or young person in a program offered by the RSPCA.



Residential Group Homes (located on semi-rural/bush blocks)

Fire Safety Management Plan

1.1. ■ *Introduction*

The Department for Child Protection (DCP) has a responsibility to provide for the safety of the staff and residents in its Residential Group Homes. This extends to ensuring that the fire systems are properly maintained, safety procedures are in place and that staff are aware of their fire safety responsibilities.

The Fire Safety Management Plan has been developed so that the Department can, with transparency, fulfil its responsibilities and appropriately mitigate and manage the risk of fire and where practicable, maintain an environment of safety for staff and residents whilst complimenting its local community through positive role modelling in the area of Fire Safety. This Fire Safety Management Plan employs in context a high degree of Prevention and Preparedness Strategies together with the necessary Response and Recovery Strategies as recommended in AS/NZS ISO 31000:2009 Risk management- Principles and Guidelines.

■ **Relevant Legislation**

Occupational Safety and Health Act 1996

■ **Relevant Department for Child Protection Occupational Safety and Health Policy**

1.7.04 Emergency Procedures

Residential Care Practice Manual

<http://dcpnet/NR/rdonlyres/C923F68F-5A05-4A0E-8E87-1C727D304365/0/ResidentialCarePracticeManual.pdf>

Consultation

This document has been developed in consultation with DCP Residential Care staff, DCP Stakeholders (for example Volunteer Bush Fire Brigade, local community – Banjup Residents' Group) and risk management / fire and emergency service industry experts.

1.2. ■ *Purpose of the Fire Safety Management Plan*

This document has been developed to provide residential care staff with an understanding of fire policies and procedures; and information on how the Department manages fire risks.

The document will be reviewed annually or whenever is deemed necessary (e.g. following an incident of significant impact on the organisation's day to day operations).

■ Objectives of the Fire Safety Management Plan

There are three main objectives of the Fire Safety Management Plan:

1. To ensure a comprehensive fire risk management process is applied across the Department's Residential Group Homes.
2. To ensure a high level of safety for staff, children, stakeholders and community.
3. To ensure that fire safety problems that arise are quickly and effectively contained and resolved with minimum damage to people, property and community.

1.3. ■ Organisational Responsibilities

Position/area	Responsibility
Director Residential Care Assistant Directors Residential Care	Oversee compliance with the Fire Safety Management Plan
House Manager	Ensure fire safety inspections and risk assessments are conducted within time-frames; and that documentation is accurately completed and records are maintained. Ensure staff and residents are familiar with procedures and application of procedures.
Assets Management	Ensure property reviews and maintenance actions are completed in a timely manner according to relevant procedures.
Residential Care staff	Ensure familiarity with the Fire Safety Management Plan and related procedures; and apply procedures to address risks and respond appropriately in the event of an emergency. Identify risks and report to the Manager in a timely manner.

■ Managing Fire Safety / Residential Activities

Staff Awareness and Training

It is essential that all staff are aware of fire safety procedures and are able to operate fire safety equipment. New staff must become familiar with the Fire Safety Management Plan as part of the induction process. Fire management is to be discussed regularly at staff meetings and all aspects of fire management are to be reviewed with staff as part of continuous fire prevention strategies.

Supervision of Residents

It is the responsibility of residential care staff to ensure that all residents are supervised. Daily programmes must be developed to ensure that residents are involved in regular, meaningful activities.

Smoking activities must be restricted to a designated smoking area with low fire risk, and a metal container supplied for the placement of cigarette butts. Emptying of the metal container must be incorporated into the daily cleaning maintenance program. Any identification of misuse of this area is to be treated immediately with remedial information and increased monitoring of the users, and staff will ensure the area is utilised appropriately.

Residents with known fire-related convictions and/or residents whose behaviour poses a current fire risk to the community are not to be placed in homes located on bush blocks.

Fire Safety equipment

It is essential that all homes are equipped with fire safety equipment including fire extinguishers, fire blankets and smoke alarms and that the equipment is in good working order and located correctly. Replacements, relocations and repairs are to be arranged as needed by the Manager and Assets Management.

A minimum of 2 hard-wired smoke alarms are installed in the home. An annual testing of smoke alarms will be arranged by Assets Management.

Fire Safety Inspections and Risk Assessment

Fire risk assessments and inspections of buildings and grounds are essential in identifying real and potential fire risks and hazards. Inspections will occur as part of DCP OSH Inspections, Assets Management inspections and FESA reviews.

The Manager is responsible for ensuring that the following actions are carried out at homes on bush blocks:

1. A FESA review is conducted annually by September 1st.
2. A Summer Fire Prevention Strategies checklist and all FESA recommendations are completed annually by November 1st.
3. A Mid-Summer Review and related tasks are completed annually by February 1st.
4. Fire/evacuation drills are completed regularly.
5. All completed documentation is maintained in the Emergency File.

Building and Equipment Maintenance

Routine maintenance involves regular inspections, detection and planning to prevent faults or hazards occurring in the house. The Manager is responsible for ensuring that the house is maintained in a way that provides appropriate quality accommodation for residents and a safe working environment for staff.

Faults are to be reported to the BMW Call Centre as soon as practicable and recorded in the Faults Book. Faulty equipment (e.g. electrical items) must be reported to the Asset Management team and repairs / replacements arranged.

Emergency File

An Emergency File is to be located in the staff office, readily accessible to all staff and maintained with up-to-date records including the following

1. List of emergency contacts
2. Fire Safety Management Plan
3. Evacuation Checklist
4. Completed Workplace Inspection Checklists
5. Completed Summer Fire Prevention Strategies Checklists
6. Completed Mid-summer Review Checklists
7. Completed Evacuation Drill records

■ Fire Emergency Procedures

The overriding priority in the case of a fire is the **protection of life** and **early evacuation** is recommended whenever possible.

Fire Evacuation Drills

Fire evacuation drills are to be conducted on a regular basis (monthly is recommended). Drills should take place at varying times of the day and must involve every person on the premises at the time. An Evacuation Drill Record is to be completed and kept in the Emergency File.

■ In The Event of Fire Detection

Monitoring

Staff should be alert for signs of residential / bush fire, especially during warmer weather. This involves staying informed by:

1. Monitoring the Fire Danger Rating on the Bureau for Meteorology's website (this site is to be saved to the desktop of the home's computer).
2. Looking/ listening for information on radio (ABC 720), television, FESA Information Line on 1300 657 209 and the internet and other information lines.
3. Staying alert and watching for signs of a bushfire, especially smoke and flames.

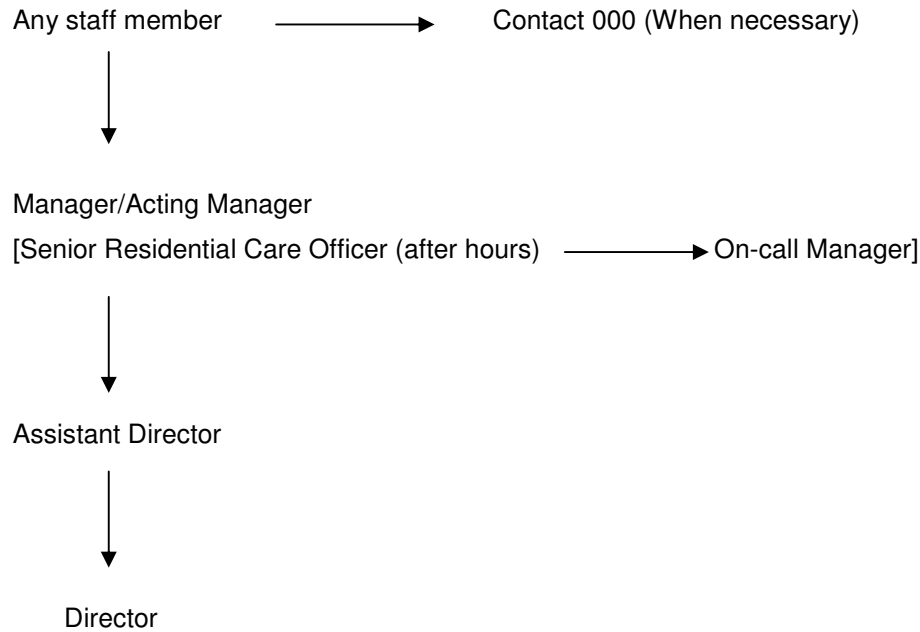
Managers' phone contact details are to be registered with StateAlert. This will ensure that emergency warnings will automatically be delivered when lives may be in danger in the neighbourhood. However, it does not replace current public information tools or the need to make independent decisions regarding the safety of residents and staff.

A Response

The action taken in response to a fire will be determined by the level of risk involved. In the case of a small fire on the property, if deemed appropriate, staff should immediately use fire safety equipment to extinguish the fire. Action should be taken to prevent the occurrence of further fires.

In the case of bush fire in the area, a decision to evacuate or stay will be based on the severity and vicinity of the fire. Any decision made should be based on survival and **early evacuation is a priority**. Leaving the property before smoke or fire has reached the area / property is the safest option.

Communication Pathway for managing a response:



Evacuation

When a decision to evacuate has been made, the following procedures should be followed.

1. Mobilise immediate evacuation (upon receipt of reliable danger alert from Police / FESA / DCP staff OR upon witnessing serious smoke / fire in the immediate surrounds) by instructing children, staff and visitors to prepare to leave and gather at the assembly point. (Tune into radio station 720am for 15 minute updates on the fire's progress).
2. If time permits:
 - a. Notify the Assistant Director or Keith Maine admin staff on 9249 1444 (working hours) OR the on-call Manager on 0427 999 850 (after hours)
 - b. Provide children with bags to pack some significant personal belongings
 - c. Remove flammable items (e.g. full bins) 20 metres away from perimeter of house.
3. Collect emergency kit.
4. Collect log, diary, mobile phone, car keys, master keys and Emergency File.
5. Close all windows, doors and shutters, turn air conditioners off, turn off the mains gas supply to the house and any gas cylinders, secure the building, activate sprinkler & reticulation systems, lock the house/shed/garage securely and leave.
6. It is important that people do not panic or run when evacuating a building, and that the building is not re-entered once evacuated.
7. Conduct a head count of residents, staff and visitors at the assembly point and ensure everyone is accounted for.
8. Mobilise vehicles and evacuate to a designated DCP site. If this is not possible, follow the directions of Emergency Services or go to the Community Safety Centre. In the event of no mobile reception or official direction, go to the Community Safety Centre.
9. Let the Assistant Director (or on-call Manager) know where you are going, when you are going and how long you will be there.

Staying in the home

Only under exceptional circumstances, when evacuation is not possible, should there be a decision to remain in the home. In these situations, the following procedures should be followed:

1. Call 000 to inform Emergency Services of the situation, the location and the number of people in the home.
2. Stay in the house when the fire front is passing, this usually takes five to fifteen minutes.
3. Take shelter inside furthest from the fire front. Make sure there is an escape from the building. It is best to shelter in a room with two exits and a water supply, for example a laundry with a door that goes outside or a kitchen with two exits.
4. If the house catches on fire and the conditions inside become unbearable, get out and go to an area that has already been burnt. Close all internal doors and leave through the door as far from the approaching fire as possible.
5. Wear protective clothing to avoid injury from sparks, embers and extreme heat. Cover as much skin as you can with two layers of loose fitting clothing. Avoid tight fitting, heavy clothes and synthetic clothing.
6. Prepare fire-fighting equipment. This may include hoses, cotton mops to hold water and put out embers, shovels to cover embers with sand, buckets to transport water, and wet towels and blankets to seal gaps under doors and windows.
7. Fill containers with water. This could include filling rubbish bins, storage bins, bath, laundry tub, sinks, basins and buckets, troughs or garden ponds, swimming pool and water tanks.

After the Fire has Passed

After the fire front has passed, only return or go outside once it is safe.

1. Check for and put out small fires and burning embers:
 - a. inside the roof space
 - b. under floor boards
 - c. under the house
 - d. on verandas and decks
 - e. on window ledges and door sills
 - f. in roof gutters and valleys
 - g. in garden beds and mulch
 - h. in wood heaps
 - i. in outdoor furniture
 - j. in sheds and carports
- Contact the Assistant Director to update him/her on the situation.
- Keep drinking lots of water.
- Stay at the property until the surrounding area is clear of fire.
- Look and listen for information on radio (ABC 720), television, FESA information line on 1300 657 209 and the internet and other information lines.
- Patrol your home for several hours for small fires and burning embers.

Recovery

1. Emergency or critical incidents are to be investigated/reviewed. These include the following.
 - a. Near Misses – House Manager
 - b. Minor Incidents – House Manager / Responder
 - c. Major Incidents – Assistant Director / FESA Responder or Manager / other responsible agencies

2. Take appropriate actions to return the house/ property to normal.
3. Develop and implement medium to long-term strategies in conjunction with specialist support staff to identify and manage the ongoing physical, social and psychological needs of those affected.
4. Arrange debriefing opportunities for all staff and residents involved.

Review

Following an emergency, the Manager and Assistant Director will review / investigate the incident and the Fire Safety Management Plan and implement changes as needed.

■ Key Performance Indicators (KPIs)

The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan.

1. Number of fire related near misses / incidents.
2. Outcomes of fire related near misses / incidents.
3. Achieving set schedules and time frames (including completion of Summer Fire Prevention Strategies, Mid-Summer Review, Evacuation Drills, Workplace Inspections and reporting of faults).

■ Distribution List

1. Managers- Residential Group Homes (located on semi-rural/bush blocks)
2. Director, Residential Care (DCP)
3. Assistant Directors, Residential Care (DCP)
4. Director, Asset Management (DCP)
5. Executive Director, Accommodation and Care Services (DCP)

■ Review Schedule

Last week of June annually

■ Document Owner

Sue Williams

Director

Residential Care Services

■ Relevant Documents

AS/NZS ISO 31000:2009 Risk management- Principles and guidelines

FESA Bushfire Ready Groups

FESA Bushfire Rural Urban Threat Analysis

FESA Prepare Act Survive

■ Useful websites

Bureau of Meteorology:

<http://www.bom.gov.au/>

FESA:

<http://www.fesa.wa.gov.au/internet/default.aspx?MenuID=430>

Worksafe:

<http://www.commerce.wa.gov.au/WorkSafe/>

Placement Statement

Banjup Home

■ Introduction

The Department for Child Protection operates a number of Residential Group Homes for children who are at-risk and cannot live with their families.

■ Purpose of the Placement Statement

This placement statement has been developed to guide Departmental staff in placing children in appropriate residential care facilities and to guide members of the community in expressing concerns regarding a child's behaviour.

■ Placement

As part of the placement process, an assessment of the child's needs, behaviours and history will be undertaken by Departmental staff. Previous behaviour that includes lighting fires, harming animals or sexual aggression will be identified prior to any placement being made. The Department will not place children in the Banjup home where the child's behaviour poses a current risk to the community.

On admission to a Residential Group Home, a residential care plan and a safety plan are developed for the child. These plans address identified risk factors and consider the safety of the child, other children residing at the home, staff and the community. The documents are confidential.

■ Recommended Actions in Response to a Concern Regarding a Child's Behaviour

The Department aims to provide the children living in the Residential Group Homes with a 'home-like' environment and a sense of 'normality'. This includes, developing positive relationships with neighbours and community groups.

Members of the community are encouraged to respect the rights and privacy of the children living in Residential Group Homes in a similar way that they would other neighbours.

On occasions, a community member may want to express a concern regarding a child's behaviour. The following is a general guide of recommended actions to follow.

● In the Event of a Concern Regarding Non-criminal Behaviour of a child.

In the first instance, contact the House to discuss the specific concern.

If you consider the response to be unsatisfactory, contact the House Manager during work hours.

After-hours, if you consider the response to be unsatisfactory and the concern is of a serious nature and requires an immediate response, contact the On-call Manager.

The Department undertakes to investigate concerns expressed by community members regarding a child's behaviour and to offer the community member an explanation of the actions taken in response to their complaint.

In the event that the community member is not satisfied with the action taken, contact the Director, Residential Care to discuss the situation.

● In the Event of a Concern Regarding Criminal Behaviour of a Child.

Contact the police.

■ Further Information

Western Australia Police

<http://www.police.wa.gov.au/Localpolice/tabid/885/Default.aspx>

The Department for Child Protection

<http://www.dcp.wa.gov.au/Pages/Home.aspx>

■ Contact Numbers

Banjup House	9499 1084
House Manager, Amanda Sheppard	0427 447 564
On-Call Manager	0427 999 850
Director Residential Care, Sue Williams	9249 1444
Police Assistance	131 444