



Commonwealth Child Safe Framework

Annual risk assessment conducted in accordance with Requirement 1

2023

Background

The Commonwealth Child Safe Framework (CCSF) applies to all non-corporate Commonwealth entities and sets minimum standards for creating and maintaining child safe culture and practices.

Under Requirement 1 of the CCSF, a non-corporate Commonwealth entity must undertake an annual risk assessment in relation to its activities to:

- identify the entity's level of responsibility for, and contact with, children and young people
- evaluate risks to child safety
- put in place appropriate strategies to manage identified risks.

Risk assessment

AAT members and staff have limited interaction with children under 18 in the performance of their duties.

Children and young people (including secondary school or university students) may:

- accompany a parent or guardian to AAT premises in connection with an application for review
- attend AAT premises to observe public hearings
- participate in the AAT's National Mooting Competition or Negotiating Outcomes on Time (Noot) Competition
- undertake work experience, internships or employment at the AAT (or contact the AAT about these types of opportunities)
- attend education or outreach activities run by the AAT



Outcome of risk assessment

Having regard to the risk factors identified in Table 1 below, the AAT’s overall risk rating is ‘low’.

Table 1: Child safety risk assessment – December 2022

Activity	Type of contact	Child safety risks (e.g. accidental harm, trauma, abuse or grooming)	Risk rating	Mitigation strategies (e.g. policies and procedures, training, recruitment checks or removal of hazards)
<p>1 Interaction with parties and witnesses during the review process, and with the public, for example:</p> <ul style="list-style-type: none"> • responding to enquiries • taking applications for review • case management • outreach calls • hearings • conferences • ADR • stakeholder engagement events 	<p>Contact may be:</p> <ul style="list-style-type: none"> • in person • by telephone or video • in writing • online 	<p>Potential risks include:</p> <ul style="list-style-type: none"> • accidental harm on AAT premises (e.g. slips/falls due to hazards or poor supervision) • inappropriate contact through misuse of communication channels • trauma or re-traumatisation through observation of or involvement in AAT reviews 	<p>Low</p>	<p>Existing risk mitigation measures:</p> <ol style="list-style-type: none"> 1. Children under 18 are encouraged to nominate an adult (e.g. a parent, legal guardian or representative) to act on their behalf 2. Young children must be accompanied and supervised by a parent, guardian or representative when on AAT premises 3. One or more security guards may be present on AAT premises (in public areas) 4. Many hearings will have multiple adults present 5. Policies and procedures for managing and reporting incidents, and member and staff conduct, including: <ul style="list-style-type: none"> • Service Charter and complaints procedures



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				<ul style="list-style-type: none"> • APS Code of Conduct and HR Policy – Managing Misconduct (staff only) • Conduct Guide for AAT Members • IT Policy – Use and Security of ICT Facilities • MRD Guidelines on Vulnerable Persons • HR Procedure – Incident Response and Reporting <p>6. Trauma informed training for members</p> <p>7. Mandatory child safety training for all AAT staff</p>
<p>2 Recruitment, employment, internships and work experience</p>	<p>Children under 18 may contact AAT staff seeking information about the AAT’s work or available opportunities:</p> <ul style="list-style-type: none"> • in person • by telephone • in writing • online 	<p>Potential risks include:</p> <ul style="list-style-type: none"> • accidental harm on AAT premises (e.g. slips/falls) • trauma or re-traumatisation through observation of or involvement in AAT matters • inappropriate contact through misuse of 	<p>Low</p>	<p>Existing risk mitigation measures:</p> <ol style="list-style-type: none"> 1. Policies and procedures apply to staff and member conduct including: 2. Service Charter and complaints procedures 3. APS Code of Conduct and HR Policy – Managing Misconduct (staff only) 4. Conduct Guide for AAT Members 5. IT Policy – Use and Security of ICT Facilities 6. MRD Guidelines on Vulnerable Persons



Administrative Appeals Tribunal

Activity	Type of contact	Child safety risks (e.g. accidental harm, trauma, abuse or grooming)	Risk rating	Mitigation strategies (e.g. policies and procedures, training, recruitment checks or removal of hazards)
	If engaged by the AAT, children under 18 may engage with staff or members using any of these channels	communication channels	Low	7. HR Procedure – Incident Response and Reporting 8. HR Policy – Work Experience 9. Young people engaged by the AAT are informed of the AAT's policies and have access to at least one supervisor to whom they may report concerns 10. Staff engaged by the AAT have access to the Employee Assistance Program 11. Mandatory child safety training for all AAT staff
3 National Mooting Competition and Negotiating Outcomes on Time (Noot) Competition	Contact may be: <ul style="list-style-type: none"> • in person • by telephone • in writing • online Mock hearings / competition rounds may be held outside of business hours	Potential risks include: <ul style="list-style-type: none"> • accidental harm on AAT premises (e.g. slips/falls) • abuse or grooming through misuse of communication channels 		Existing risk mitigation measures: <ol style="list-style-type: none"> 1. Policies and procedures apply to staff and member conduct including: <ul style="list-style-type: none"> • Service Charter and complaints procedures • APS Code of Conduct and HR Policy – Managing Misconduct (staff only) • Conduct Guide for AAT Members • IT Policy – Use and Security of ICT Facilities



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				<ul style="list-style-type: none">• MRD Guidelines on Vulnerable Persons• HR Procedure – Incident Response and Reporting <ol style="list-style-type: none">2. Identification of participants under the age of 18 for targeted vigilance.3. Most mock hearings / competition rounds will have multiple adults present, including university staff accompanying their students