Breakneck Records Songwriters Studio

Child Safety Risk Assessment

Activity / Hazard	Potential Risk	Risk Controls
One-on-one mentoring	Inappropriate behaviour, grooming allegations	Conduct mentoring in observable locations where practicable, maintain open-door policy where possible, advise coordinator of mentoring sessions, avoid unnecessary isolation.
Workshop supervision	Participant becomes separated	Maintain attendance register, facilitator supervision, regular head counts, clear sign-in/out procedures.
Photography and filming	Privacy breach, unauthorised image use	Obtain written consent, approved photographers only, secure image storage, no personal device photography without approval.
Social media	Inappropriate communication	Use official Breakneck Records accounts only, no private messaging, parents copied where appropriate.
Email communication	Unsupervised contact	Use organisational email, communications limited to program matters, include parents for participants under 18 where appropriate.
Transport organised by Breakneck Records	Child left unsupervised, accident	Written parental consent, licensed drivers, appropriate supervision, emergency contacts available, avoid one adult transporting one child

Activity / Hazard	Potential Risk	Risk Controls
		where practicable.
Public performances	Participant separated from group	Designated meeting points, backstage supervision, controlled access to performers' areas.
Change rooms / backstage	Inappropriate access	Restricted access, authorised personnel only, supervision arrangements.
Volunteers and guest artists	Unsuitable adult interaction	Screening, induction, Code of Conduct signed, Working With Children Check where required.
Bullying	Emotional harm	Clear behaviour expectations, immediate intervention, reporting process.
Online workshops	Privacy and online safety	Approved platforms, facilitator moderation, parental awareness, no recording without consent.
Physical contact	Misunderstanding or discomfort	Only when necessary, explain reason, seek consent where appropriate, avoid unnecessary contact.
Medical emergencies	Harm to participant	Medical information available, first aid officer present, emergency procedures implemented.
Lost child	Safety risk	Immediate search procedure, notify coordinator, contact parent/guardian if required, escalate to emergency services where necessary.

Risk Review

This assessment will be reviewed:

- before every Songwriters Studio event;
- after incidents or near misses;
- whenever venues or activities change.