



I CAN Network - I CAN Expo 9th October 2025

Melbourne Convention and Exhibition Centre, 1 Convention Centre Pl, South Wharf VIC 3006 (Level 2)

Summary of Escalation Chain

Space/Position	Name	Role/Responsibility
Staff Supervisor (Roaming)	Kate Lethlean	I CAN staff shifts, training and performance
Melbourne Room 1	Room Moderator - TBA Monday 1 September 2025	Room Moderator, responsible for preventing and responding to child safety issues as they rise. If needed, escalation goes to the Child Safeguarding Officer.
Room 203 - Presentation Room 2	Room Moderator - TBA Monday 1 September 2025	Room Moderator, responsible for preventing and responding to child safety issues as they rise. If needed, escalation goes to the Child Safeguarding Officer.
Room 207 - Presentation Room 3	Room Moderator - TBA Monday 1 September 2025	Room Moderator, responsible for preventing and responding to child safety issues as they rise. If needed, escalation goes to the Child Safeguarding Officer.
Room 208 - Recharge Room	External Consultant - TBA Monday 1 September 2025	Room Moderator, responsible for preventing and responding to child safety issues as they rise. If needed, escalation goes to the Child Safeguarding Officer.
Child Safeguarding Officer (Roaming)	Tiffany Mumford	Accountable for promoting Child Safety Policy and implementing child safety procedures.
First Aid Officer (Room 208)	1300MEDICS	Responsible for all on-day health and medical issues.

Risk Management Plan

		I CAN NETWORK STAFF		WWCC or State Equivalent		
		Chris Varney (CEO)		On file		
		Senior Leadership Team		On file		
		I CAN Online Customer Service Team		On file		
		I CAN School® Group		On file		
		I CAN Network Program Facilitators & Mentors		On file		
POTENTIAL RISK		LIKELIHOOD	CONSEQUENCES	MITIGATION STRATEGY	DURATION	ACTION PERSON/ ESCALATION CHAIN
1	Participant may experience anxiety, melt-down, or mental health crisis	LIKELY (Many people attending the Expo)	MINOR (We have a large group of adults with a lot of experience in Autistic processing, stress management, and support)	- Communication regarding event details and expectations provided prior to the event - I CAN Mentors briefing students during mentoring sessions leading up to event - I CAN Staff support will be provided if a participant becomes overwhelmed and/or experiences melt down. - Creating multiple spaces to reduce congestion in one area - Recharge space available for students throughout day to regulate	Throughout Expo 9.00AM - 2.30PM	1. Parent/School Supervisor 2. Room Moderator 3. Child Safeguarding Officer
2	Participant may experience harassment and/or bullying	UNLIKELY (Event moderated event by I CAN staff, school staff, and parental supervision required for under 18 attendees)	MAJOR (Zero tolerance for harassment or bullying, attendee will be contacted by I CAN staff and faces potential removal from the Expo)	- Managed against I CAN's Child Safety Policy , ICT Agreement and Code of Conduct - I CAN Staff will monitor the behaviour of participants and intervene if bullying or harassment is occurring through reinforcement of policies, boundaries and if necessary, review whether additional support may be required.	Throughout Expo 9.00AM - 2.30PM	1. Parent/School Supervisor 2. Child Safeguarding Officer 3. I CAN Network Staff
3	Technology Breakdown	RARE (MCEC staff are familiar with all	MODERATE (Anxiety from attendees/participants)	- MCEC AV support Staff and I CAN staff will be there to provide assistance if needed	Throughout Expo 9.00AM - 2.30PM	1. MCEC AV support Staff 2. I CAN Network Staff 3. Child Safeguarding Officer

		equipment provided)				
4	Lost Students	POSSIBLE (Could occur at the beginning of the day while still familiarising with the premises)	MODERATE (Anxiety from attendees/participants)	-Go to Registration desk: table at the front of Escalators on Level 2 - Provision of videos of the Level 2 space to assist students' visual understanding of the space - Clear instructions outlining where attendees need to be and when - Directions/site map available - School staff will be attending with students - I CAN Staff will be monitoring and ensuring no one is confused about where they need to be	Throughout Expo 9.00AM - 2.30PM	1. Parent/ School Supervisor 2. I CAN Network Staff 3. Child Safeguarding Officer
5	Allergic Reaction to Food	UNLIKELY (Attendees supported to attend by parents/teachers if under 18)	MODERATE (Allergic reaction to food supplied at the venue)	-GO TO ROOM 208 for medical support from First Aid Officer - Attendees have the option to bring their own lunch should they have extensive dietary requirements - Food provided at the venue will have allergy risks clearly labeled	Throughout Expo 9.00AM - 2.30PM	1. Parent/ School Supervisor 2. I CAN Network Staff 3. First Aid Officer

ESCALATION CHAIN

Examples of things I CAN staff are duty-bound to escalate:

- Disputes between participants or attendees
- Overloaded or highly stressed participants or attendees
- A stressed team member

Risk Management Rating Key

POTENTIAL RISK

Identify potential risks that may occur during the event. These may include:

- I CAN Staff (leadership, skill level, experience, qualifications)
- Attendees (adult/child, experience with online platform, understanding of behavioural expectations)
- Technology Related (attendee devices, presentation equipment or internet access)

LIKELIHOOD

CONSEQUENCES

Risk Level	Descriptor		Risk Level	Descriptor	
1	Rare	Exceptional circumstances	1	Insignificant	Would not hinder event outcomes
2	Unlikely	Not expected to occur	2	Minor	Would not threaten an element of an event
3	Possible	Could occur at some time	3	Moderate	Necessitates significant adjustment to overall event
4	Likely	Will probably occur in most circumstances	4	Major	Would threaten achievement of outcomes
5	Almost certain	Expected in most circumstances	5	Severe	Would stop achievement of outcomes

LEVEL OF RISK (used to combine a consequence with likelihood to determine the overall level of risk)

Use the below risk analysis matrix to determine the level of risk.

Likelihood	Consequences				
	1 (insignificant)	2 (minor)	3 (moderate)	4 (major)	5 (severe)
1 (rare)	Low	Low	Medium	High	High
2 (unlikely)	Low	Low	Medium	High	Extreme
3 (possibly)	Low	Medium	High	Extreme	Extreme
4 (likely)	Medium	High	High	Extreme	Extreme
5 (almost certain)	High	High	Extreme	Extreme	Extreme

Once the risk rating is calculated it needs to be decided whether that level of risk is acceptable.

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Leadership level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review) the risk should be considered	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to "As Low" "As Reasonably Practical" and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the chance of risk occurring.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.