

FINDON PRIMARY SCHOOL CHILD SAFE STANDARD 6: RISK ASSESSMENT

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. Risk assessment resources form part of the *School Policy & Advisory Guide: Risk Management Policy*. The risk assessment is based on the matrix below the example table.

Each school will be different and must undertake their school specific assessment. Ratified by School Council June 2019

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Severe	Very High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Statement of commitment to child safety is publicly available 	Principal & School Council	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Performance management procedures	Unlikely	Severe	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Refresher training for staff – see eLearning mandatory reporting module 	Principal & School Council	Low
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures	Possible	Major	High	<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module 	Principal & School Council	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> Criminal history search Pre-employment reference check includes asking about child safety 	Principal & School Council	Low

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Moderate	Medium	<ul style="list-style-type: none"> Train students and staff to detect inappropriate behaviour Ensure appropriate settings on all student technologies 	Principal & School Council	Low
Unknown people and environments at excursions and camps Risk of injury to employees, students and volunteers during a camp or excursion: <ul style="list-style-type: none"> Inadequate supervision Potential hazards have not been identified Activities not suitable for age group or capability of students Poor planning volunteer workers have not completed a police or Working With Children Check 	Child safety code of conduct Strategies developed to embed culture of child safety Clear child safety reporting procedures Notification of School Activity via the Student Activity Locator online form (https://www.eduweb.vic.gov.au/forms/school/sal/Default.aspx)	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts <p>Administration</p> <ul style="list-style-type: none"> supervision levels are determined based on activity and level of risk First Aid Trained employees Working With Children Checks and police checks have been completed for all volunteer workers Communications plan completed Hired transport that seat up to twelve passengers have seat belts or restraints for children under 7 years of age Submit Notification of School Activity via the Student Activity Locator online form (https://www.eduweb.vic.gov.au/forms/school/sal/Default.aspx) Bus drivers hold a correct and current driver's license and if appropriate drivers' certificate A risk assessment has been completed for high risk activities 	Principal & School Council	Low
Ad-hoc contractors on the premises (e.g. maintenance)	Child safe environments Information and awareness	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors 	Principal & School Council	Low

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
	for visitors, staff, volunteers and contractors Adequate monitoring						
Children alone with one other person unsupervised	Child safety code of conduct	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Embed applied understanding of Child Safe Code of Conduct with staff, students, visitors • Reinforce Standard 7 actions to empower children in the school • Clear windows in walls to enable visibility of occupants • Windows not to be covered with student work or vision-impairing posters • CCTV for unsupervised areas, and 'hot spot' areas • Non-lockable doors in hot spots 	Principal & School Council	Low
• False allegations	Child safety code of conduct Clear child safety reporting procedures	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Embed applied understanding of Child Safe Code of Conduct with staff, students, visitors <p>Revisit with staff and relevant people involved in the false allegation, the process and importance of addressing allegations of abuse and apply the 4 critical action process</p>	Principal & School Council	Low
School Community Event	Child safe environments information and awareness for visitors, staff , volunteers and contractors Adequate monitoring	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Teacher responsible for group of children • No photos to be taken unless parent's own, unless explicit permission is given • No adults to upload photos or videos of children online unless parent's own. 	Principal & School Council	Low

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
					<ul style="list-style-type: none"> • Adults to use only adults toilets • Supervising adults to monitor the toilets • Adults spaced around the school • All visitors to register at office • Educate children regarding child safety matters 		
Interschool Event	Child safe environments information and awareness for visitors, staff , volunteers and contractors Adequate monitoring	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Teacher responsible for group of children • No photos to be taken unless parent's own, unless explicit permission is given • Adults to use only adults toilets • Supervising adults to monitor the toilets • Adults spaced around the school • All visitors to register at office • Educate children regarding child safety matters 		Low

RISK RATING		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium