

## CHILD SAFE STANDARD 6: 2018 ROSANNA PRIMARY RISK ASSESSMENT

RISK EVENT OR ENVIRONMENT	EXISTING RISK MANAGEMENT STRATEGIES OR EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	CURRENT RISK RATING	NEW RISK MANAGEMENT STRATEGIES OR TREATMENTS	WHO IS RESPONSIBLE?	TARGET RISK RATING
<b>Lack of organisational culture of child safety</b> – lack of leadership, public commitment and frequent messaging	<ul style="list-style-type: none"> <li>Child Safety Policy</li> <li>Child safety Code of Conduct</li> <li>Commitment to Child Safety</li> </ul>	Rare	Severe	Medium	<ul style="list-style-type: none"> <li>All staff PD on recognising and responding to incidents of abuse (SSSO staff) during startup</li> <li>Annual renewal of Child Safe policy at first General Meeting of School Council</li> <li>Statement of commitment to child safety is promoted (office space, newsletter, web, Compass)</li> <li>Statement of commitment to child safety is promoted (office space, newsletter, web, Compass)</li> <li>Public Child Safe Notice Board – Code and Statement as well as Four Critical Actions</li> </ul>	Principal, Assistant Principal, School Council, Child Safety Officer	Low (Rare Moderate)
<b>Inappropriate behaviour is not reported</b> and addressed	<ul style="list-style-type: none"> <li>Child safety code of conduct</li> <li>Clear child safety reporting procedures</li> <li>Performance management procedures</li> <li>Annual training for staff – see eLearning mandatory reporting</li> </ul>	Unlikely	Severe	Medium	<ul style="list-style-type: none"> <li>Review of Four Critical Actions of responding to abuse reviewed every 6 months</li> <li>All staff PD on recognising and responding to incidents of abuse (SSSO staff) during startup</li> <li>Inclusion of Commitment to Child Safety and Child Safety Code of Conduct in</li> </ul>	Principal, Child Safety Officer, Teachers, Assistant Principal, School Council Chair	Medium (Rare Severe)

	module (allocated staff meeting) Tracked in OHS documentation				Contractor and Volunteer Induction <ul style="list-style-type: none"> <li>Educational Support Staff asked to complete the Mandatory Reporting Module.</li> </ul>		
<b>Unquestioning trust</b> of long term employees and contractors or norms	<ul style="list-style-type: none"> <li>Strategies developed to embed culture of child safety</li> <li>Clear child safety reporting procedures</li> <li>Annual training for staff – see eLearning mandatory reporting module (allocated staff meeting) Tracked in OHS documentation</li> </ul>	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>Review of Four Critical Actions of responding to abuse reviewed every 6 months by staff</li> <li>All staff PD on recognising and responding to incidents of abuse (SSSO staff) during startup</li> <li>Ensure members of the School Council have completed WWCC and induction process.</li> </ul>	Principal, Assistant Principal, Child Safety Officer, School Council Chair	Low (Rare Moderate)
<b>Volunteer and sessional workers process and monitoring inadequacy</b>	<ul style="list-style-type: none"> <li>Induction of all staff on Code of Conduct and Commitment to Child Safety</li> </ul>	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>Development of a Volunteer Card to ensure parents encouraged to link WWCC to school</li> <li>Instrumentalists and individual workers required to link WWCC to school</li> </ul>	Principal, Assistant Principal, Child Safety Officer, Admin Team	Low (Rare Moderate)
<b>Recruitment</b> of an inappropriate person	<ul style="list-style-type: none"> <li>WWCC or Victorian Institute of Teaching registration (Criminal history search)</li> <li>Recruitment Online Child Safety Statement</li> <li>Induction of all staff on Code of Conduct and Commitment to Child Safety</li> </ul>	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>Pre-employment reference check includes asking referee about child safety concerns</li> </ul>	Principal, Assistant Principal	Low (Rare Minor)

Students unable to seek help and lack protective behaviours	<ul style="list-style-type: none"> <li>• Values program</li> <li>• DET Protect posters displayed around school</li> </ul>	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>• Values program supports emotional literacy and assertive behaviours in domestic behaviours</li> <li>• Student initiated posters supporting rights of students to be safe.</li> <li>• Explicit Protective Behaviours (1-6) evaluated during startup</li> </ul>	Principal, Assistant Principal, Eng and Wellbeing Team, Classroom teachers.	
Engagement with children online	<ul style="list-style-type: none"> <li>• Child safety code of conduct</li> <li>• ICT Student Code of Conduct (P-2 and 3-6)</li> <li>• Protective behaviours taught explicitly in Cybersafety program</li> <li>• Completion of the ESmart program</li> </ul>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>• Educate students and staff to detect inappropriate behaviour</li> <li>• Ensure appropriate settings and filters on all student technologies</li> <li>• Promotion of cyber safe behaviours in newsletter</li> </ul>	Principal, Assistant Principal, Teachers, School Council Chair	Low (Rare Moderate)
Unknown people and environments at excursions and camps	<ul style="list-style-type: none"> <li>• Child safety code of conduct</li> <li>• Strategies developed to embed culture of child safety</li> <li>• Clear child safety reporting procedures</li> <li>• Incursion/Excursion Policy</li> </ul>	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>• Assessment of new or changed environments for child safety risks</li> <li>• Ensure Code and strategies apply in all school contexts</li> <li>• Establishment of Excursion Risk Assessment to include Child Safety considerations</li> <li>• Implementation of Excursion Risk Register consistently.</li> <li>• Development of Excursion/Incursion Guidelines</li> <li>• See volunteer monitoring changes</li> </ul>	Principal, Assistant Principal, Excursion Coordinator, Teachers, Volunteers, ES Staff, Principal, Assistant Principal, Teachers, School Council Chair	Low (Rare Moderate)
Ad-hoc contractors on the premises (eg maintenance)	<ul style="list-style-type: none"> <li>• Appropriate OHS Induction procedures for volunteers and contractors (WWCC)</li> </ul>	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>• Inclusion of Commitment to Child Safety and Child Safety Code of Conduct in Contractor and Volunteer Induction</li> </ul>	Principal, Assistant Principal, Business Manager, Office Administrator,	Low (Rare Moderate)

	<ul style="list-style-type: none"> <li>Consistent expectations of visitors, volunteers and contractors</li> </ul>				<ul style="list-style-type: none"> <li>Annual refresher training for frequent contractors</li> <li></li> </ul>	Facilities Sub Committee	
Students with special needs enrolled at the school without support	<ul style="list-style-type: none"> <li>Referral to SSSO or external services for support</li> <li>Possible support to make PSD application</li> <li>Possible physical changes to support learning</li> <li>Individual Learning/Behavioural Plan negotiated with staff, student and parents</li> <li>Contact with previous educational setting</li> </ul>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Responses as required</li> <li>Child Safety included on Student induction checklist</li> </ul>	Principal, Assistant Principal,	Low (Rare Moderate)
Isolation of students from an inclusive community	<ul style="list-style-type: none"> <li>Restorative practices support inclusion</li> <li>Ongoing SSG and HSSGs that support learning and inclusion of students with disabilities through Individual Learning Plans</li> <li>Acknowledgement of Country at the start of each term and at School Council meetings</li> </ul>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Mark harmony Day as a whole school</li> <li>Implementation of the Respectful Relationships and Values program redrafted in 2018</li> </ul>	Principal, Assistant Principal, Engagement and Wellbeing Team	Low (Rare Moderate)
School Environmental prevents students in instrumental classes being supervised.	<ul style="list-style-type: none"> <li>Contractor inductions completed.</li> <li>Completed WWCC and status check.</li> </ul>	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>All classes or meeting rooms located in rooms with windows to enable openness and transparency.</li> </ul>		Low (Rare Moderate)

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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

DET's Acceptability Chart: Used to decide whether the risk is acceptable, based on the rating calculated.

<b>Extreme = Unacceptable (must have Executive oversight)</b>	Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Executive Officer level, be subject to the development of detailed treatments, on-going oversight and high level review.
<b>High = Tolerable (with ongoing management review)</b>	Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balance against the risk. Escalation of this risk to senior levels should occur.
<b>Medium = Tolerable (with frequent risk owner review)</b>	Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.
<b>Low = Acceptable (with periodic review)</b>	Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.