



CHILD SAFETY RISK ASSESSMENT POLICY



Rationale

Victorian Government schools have an important responsibility for keeping children safe. They need to **assess**, **identify** and **document** the school's risks in relation to child safety, and plan and document risk management strategies where necessary.

Implementation

Foster Primary School will adopt the following process for identifying and reducing or removing risks of child abuse;

1. Identify the school's child safety risks across the range of school environments (including excursions, camps, online) using the DET risk assessment template (Attachment A)
2. Identify any existing risk mitigation measures or internal controls.
3. Assess and rate the school's child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.
4. If the risk rating is more than the 'acceptable level', identify further risk management strategies through additional controls or other prevention, detection or mitigation strategies and then re-assess the risk.

The risk management process will be documented, recorded and reviewed periodically. Effective risk management strategies are dynamic and change over time as new risks arise and others may no longer be relevant.

Effective risk management strategies need to be transparent, well understood and diverse, to take account of the increased level of risk associated with the specific nature of some activities and the vulnerability of particular groups.

Resources and References

- [A step-by-step guide to making a report to Child Protection or Child FIRST](#)
- Department of Education and Training (2016) *School Policy Advisory Guide: Risk Management Policy*, and associated tools:
 - School risk register which can be edited and has automatic tools embedded is available, see: [Risk Management in Schools – Risk Register](#).
 - Subordinate risk registers for specific activities such as overseas travel/excursions or projects, see: [Risk Management in Outdoor Education – Education Outdoor tools](#).
 - Online risk management module: [Risk Management - Online Risk Module](#)
- [Protecting the safety and wellbeing of children and young people](#)
- [Protecting Children - Mandatory Reporting and Other Obligations](#) - elearning module (log-in required)



CHILD SAFETY 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](#).

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
Inappropriate behaviour noticed by a school community member is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures	Possible	Major	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Wider school community are informed of reporting obligations via school newsletter, community forums, school council members All staff to complete mandatory reporting training 	Principal, School Council Chair	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
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	Major	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Wider school community are informed of reporting obligations via school newsletter, community forums, school council members 	Principal, School Council Chair	Low
Student is unaware of who to report issues to or how to report them	Child Safety code of conduct. Strategies developed to embed culture of child safety	Possible	Severe	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Wider school community are informed of reporting obligations via school newsletter, community forums, school council members Explicit protective behaviours taught bi-annually to all students 	Principal, School Council Chair	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"> Teachers to use RRRR resources on a weekly basis in their classrooms Updates each term in assembly to remind students 		
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"> Implement the Child Safe Recruitment policy Criminal history search Pre-employment reference check includes asking about child safety Graduates & staff new to school are appointed a mentor to support and monitor 	Principal, School Council Chair	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures.	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> Implement the Child Safe Recruitment policy 	Principal, School Council Chair	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
	Performance management procedures.				<ul style="list-style-type: none"> All staff inductions include child safe reporting obligations policy and procedures Regular updates at all meetings re child safety All staff to complete mandatory reporting and admin staff to keep record 		
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety. Clear child safety reporting procedures.	Possible	Severe	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Wider school community are informed of reporting obligations via school newsletter, community forums, school council members. 	Principal, School Council Chair	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 • Ensure acceptable use of technologies policies are signed by students and parents/carers 	Principal, School Council Chair	Low
Unknown people and environments at excursions and camps	Child safety code of conduct Strategies developed to embed culture of child safety Clear child safety reporting procedures	Possible	Major	High	<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 • Students educated about protective behaviours • Our child safe policy and code of conduct to be emailed to camps prior to attending 	Principal, School Council Chair	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
Ad-hoc contractors on the premises (eg maintenance) Particularly due to the school re-build	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Possible	Major	High	<ul style="list-style-type: none"> • Refresher training for frequent contractors • Sign in at office • Induction includes child safe policy and code of conduct 	Principal, School Council Chair	Low
Unknown visitors on site	Child safe code of conduct. Strategies developed to embed culture of child safety Clear child safety reporting procedures	Possible	Major	High	<ul style="list-style-type: none"> • All visitors required to report to the office signage • Refresher training for frequent contractors • Sign in at office and wear visitor tag • Induction includes child safe policy and code of conduct 	Principal, School Council Chair	Low
A culture of safety for all students, including individuals from at risk communities, is not	Child safety code of conduct Strategies developed to embed culture of child safety	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Induction includes child safe policy and code of conduct for all staff 	Principal, School Council Chair	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
adequately embedded at Foster Primary School					<ul style="list-style-type: none"> All child safe policies to be emailed to all staff and on website at all times Regular child safe component remains on agenda at all meetings 		
School/Community Event Interschool Event Fete	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Possible	Major	High	<ul style="list-style-type: none"> Teacher responsible for group of children No photos to be taken of children other than parent's own, unless explicit permission has been given Adults to use the adults only toilets Supervising adults to monitor the toilets Adults spaced around the school All Visitors to register at the office 	Principal, School Council Chair	Medium

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"> Educate children re child safety Adults spaced around the school/event Other schools & each institution to share their policies and be notified of our child safe policy and code of conduct 		

Risk Assessment Template

1. **Consequence** - Evaluate the consequences of a risk occurring according to the ratings in the top row

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

2. **Likelihood** - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime ("once in a life time / once in a hundred years")
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

3. **Risk Matrix** – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
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

4. **Risk Level/Rating and Actions**

Descriptor	Definition
Extreme:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken immediately. Cease associated activity.
High:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken within 48 hours of notification.
Medium:	Notify Nominated employee, HSR / OHS Committee . Nominated employee, OHS Representative / OHS Committee is to follow up that corrective action is taken within 7 days.
Low	Notify Nominated employee, HSR / OHS Committee . Nominated employee, HSR / OHS Committee is to follow up that corrective action is taken within a reasonable time.