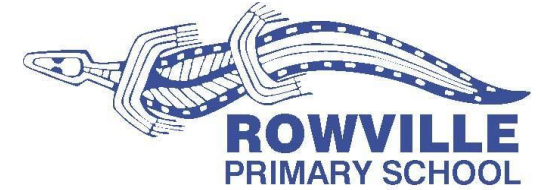


CHILD SAFE STANDARD 6: RISK ASSESSMENT



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
No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	<p>Child safety code of conduct</p> <p>Statement of commitment to child safety is publicly available (e.g. website)</p> <p>Strategies developed to embed culture of child safety</p>	Possible	Severe	Extreme	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Regular communication to parents with material related to child safety to inform school community Add Child Safety as agenda item on weekly staff briefing 	Principal, School Council Chair	Low
Inappropriate behaviour is not reported and addressed	<p>Child safety code of conduct</p> <p>Clear child safety reporting procedures</p> <p>Performance management Procedures</p> <p>Ensure all school staff undertake the Protecting Children - Mandatory</p>	Unlikely	Severe	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed (e.g. Professional Learning Community) Child safety is a discussion item on School Leadership Team meetings 	Principal, Assistant Principal, Teachers, School Council Chair	Low

Reporting and other
Obligations online module
annually

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
Unquestioning trust of long term employees and contractors or norms	<p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p> <p>Ensure all school staff undertake the Protecting Children - Mandatory Reporting and other Obligations online module annually</p>	Possible	Major	High	<ul style="list-style-type: none"> Compulsory annual volunteer induction workshop/briefing to include child safe policy. 	Principal, School Council Chair	Low
Vulnerability of International Students	<p>Child Safety code of conduct</p> <p>Clear Child Safety reporting regular monitoring of well-being</p> <p>Parent/carers provided with PROTECT booklet in easy to read English or native language</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> International Student Welfare Coordinator to embed student code of conduct Termly Student Support Group Meetings with parent/carers 	Principal, Assistant Principal, Teachers School Council Chair	Low

Recruitment of an inappropriate person	<p>WWCC or Victorian Institute of Teaching registration</p> <p>Induction of all staff on Code of Conduct and Commitment to Child Safety</p>	Unlikely	Major	Medium	<p>Processes updated to require:</p> <ul style="list-style-type: none"> • Criminal history search • Pre-employment reference check includes asking about child safety 	Principal, Assistant Principal, School Council Chair	Low
Engagement with children online	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>Rowville Primary School Digital Technologies Policy including the ICT Acceptable User Agreement</p> <p>eSmart Program accreditation</p> <p>School staff to ensure appropriate supervision for all online activities whilst at school</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Educate students and staff to detect inappropriate behaviour • Newsletter/Compass feeds for parents with information and links to protect their children in the online environment • Provide parent education session 	Principal, Assistant Principal, Teachers, School Council Chair	Low

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
---------------------------	--	------------	-------------	---------------------	--	---------------------	--------------------

Unknown people and environments at excursions and camps	<p>Child safety code of conduct</p> <p>Child Safety Policy</p> <p>Clear child safety reporting procedures</p> <p>Appropriate school approvals for excursions/camps including risk assessment</p> <p>Child safety is considered by staff when determining sleeping arrangements on Beyond Boundaries.</p>	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 Volunteer screening / suitability checks are undertaken in line with the Rowville Primary School Volunteer Policy Provide specific child safety briefing for excursion/camp staff and volunteers 	Principal, Assistant Principal, Teachers, School Council Chair	Low
Ad-hoc contractors on the premises (e.g. maintenance)	<p>Clear signage at school office to direct visitors to reception</p> <p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>Appropriate OHS Induction procedure for contractors and volunteers</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors Ensure that all contractors supervised whilst on school grounds. Ensure that staff are trained to question unaccompanied visitors on school premises. 	Principal, Assistant Principal, Business Manager, Admin Assistant, School Council Chair	Low

PROTECT | The Department of Education and Training | ©2016

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2021
Approved by	Rowville Primary School Council
Next scheduled review date	October 2022