



Orchard Grove Primary School

Risk Assessment

Child Safe Standard 6

Responsible staff member: Glenda Harry (Principal)

Approved by school principal: Glenda Harry (Principal)

Register name: Child safety risk register

Date reviewed: August 2021

Next review due: July 2022 (reflecting the new Child Safe Standards)

Location(s): Orchard Grove, Blackburn South, 3130

Risk Title & Description	Risk Causes & Consequences	Existing risk management strategies (existing controls)	Current Risk Assessment			New risk management strategies (treatments)	Who is responsible?	Date of new risk management strategies (treatments)
			Current Risk Consequence	Current Risk Likelihood	Current Risk Rating			
Define the risk including a title and a short description <i>What can go wrong?</i>	Describe the risk cause/s and consequence/s <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i>	Current Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Current Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Current Risk Rating <i>What is the current risk level based on the risk rating matrix (below, page 9)?</i>	Describe the actions to be undertaken for those risks requiring further treatments	List who is responsible for each new treatment (noting that the principal is ultimately responsible)	The date the treatment action should be completed by

<p>Risk Title Non-child safe school culture</p> <p>Risk short description There is a risk the school does not develop a culture of child safety</p>	<p>Causes</p> <ul style="list-style-type: none"> • Lack of an effective child safety risk management strategy • Failure to ensure that appropriate guidance and training is provided to the individual members of the school council and school staff about child safety • School fails to monitor who is on the premises • Lack of reporting procedures • Lack of understanding of roles and responsibilities in relation to child safety • Lack of leadership on child safety • Gates not shut <p>Consequences</p> <ul style="list-style-type: none"> • Child safety incident occurs • Underreporting of child safety incidents to relevant authorities • Inappropriate behaviour not reported within school • Physical or psychological injury • Stress for all personnel involved, which could lead to occupational health and safety issues • Non-compliance with minimum standards/Min Order 870 • Breach of duty of care/organisational duty of care • Litigation / adverse court ruling • Reputation damage (School/Department) • Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<ul style="list-style-type: none"> • Child Safety Risk assessment implemented • <i>Child Safety Policy</i> and <i>Statement of Commitment</i> on wall at sign in, in Staff Induction and on School Website • <i>OGPS Child Safety Code of Conduct</i> sighted by all staff and contractors • <i>Child Safe Action Plan</i> implemented • A child safety officer/champion for the school is appointed • Staff, volunteers, visitors and contractors receive induction regarding the school's child safety policies, procedures and practices. • Annual training to the principal, school council and staff about: <ul style="list-style-type: none"> o individual and collective obligations and responsibilities for managing the risk of injury/child abuse o child abuse risks in the school environment; and o the school's current child safety standards • Appropriate education delivered to students about: <ul style="list-style-type: none"> o standards of behaviour for students attending the school; o healthy and respectful relationships (including sexuality); o resilience; and o child abuse awareness and prevention o Cybersafety • Policies: <ul style="list-style-type: none"> o Child Safety o Visitors o Community Code of Conduct o Camps and Excursions • Teachers scheduled on Yard Duty • Teacher supervision in yard • All staffing advertised and employed through Recruitment Online. • Correct ratio of teachers to students • OOHSC available onsite before and after school (Team Kids) • Fences and lockable gates around school grounds • Sign in and out procedure for all visitors and students • Integration Aide employed to support each student with disabilities • All students go to the toilet in groups of threes • Child safety is a standard discussion item on School Leadership, Team meetings and staff meetings. • Child safety obligations in staff position descriptions. • Regular Cyber Safety information in School Newsletter 	Severe	Possible	Low	<ul style="list-style-type: none"> • Develop and distribute regular school newsletters containing material related to a greater variety of child safety issues to inform the school community <ul style="list-style-type: none"> o Conduct periodic reviews of the effectiveness of the <u>child safety risk management strategies</u> put into practice and, if considered appropriate, revise those strategies o Regular review/reminder of Yard Duty expectations including approaching "strangers" on site and directing them to the office. 	Principal, Assistant Principal School Council Office Admin Wellbeing Team School Council Class Teachers ES Staff	Term 4 2021
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<p>Risk Title Child abuse is not reported</p> <p>Risk short description There is a risk that the school does not report child safety concerns</p>	<p>Causes</p> <ul style="list-style-type: none"> • Lack of reporting protocols • Staff not aware of reporting protocols • Staff not aware of their reporting obligations • Familiarity of relationships • Poor child safety culture <p>Consequences</p> <ul style="list-style-type: none"> • Child safety incident occurs • Underreporting of child safety incidents to relevant authorities • Inappropriate behaviour not reported within school • Physical or psychological injury • Stress for all personnel involved, which could lead to occupational health and safety issues • Criminal penalties: <ul style="list-style-type: none"> o Failure to Report and/or Failure to Protect offence, o Penalties under the Reportable Conduct Scheme • Non-compliance with minimum standards/Min Order 870 • Breach of duty of care/organisational duty of care • Litigation / adverse court ruling • Reputation damage (School/Department) • Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<ul style="list-style-type: none"> • <i>Child Safety Risk assessment</i> implemented • <i>Child Safety Policy</i> and <i>Statement of Commitment</i> on wall at sign in, in Staff Induction and on School Website • <i>OGPS Child Safety Code of Conduct</i> sighted by all staff and contractors • <i>Child Safe Action Plan</i> implemented • <i>Recording your actions: responding to suspected child abuse template</i> is readily available to all staff • Performance management procedures are in place. • Mandatory Reporting elearning module completed by all staff, school council and mandatory reporters annually. • Child safety is a standard discussion item on School Leadership, Team meetings and staff meetings. • Students, staff and volunteers are trained to identify inappropriate behaviour and indicators of abuse, and escalate concerns • PROTECT posters displayed (as appropriate) and prominently in classrooms and office areas • Appropriate education delivered to students about: <ul style="list-style-type: none"> o standards of behaviour for students attending the school; o healthy and respectful relationships (including sexuality); o resilience; and o child abuse awareness and prevention o Cybersafety o Help Seeking/reporting • Inclusion of child safety obligations in staff position descriptions. 	Severe	Possible	Low	<ul style="list-style-type: none"> • Develop and distribute regular school newsletters containing material related to a greater variety of child safety issues to inform the school community such as understanding Mandatory Reporting • Conduct periodic reviews of the effectiveness of the <u>child safety risk management strategies</u> put into practice and, if considered appropriate, revise those strategies 	Principal, Assistant Principal, School Council, Office Admin, Wellbeing Team	Term 4 2021
<p>Risk Title Child safety incident due to a child being unsupervised in the school environment</p> <p>Risk short description There is the risk of a child safety incident when a child is unsupervised including during recreational or other activities</p>	<p>Causes</p> <ul style="list-style-type: none"> • School fails to monitor who is on the premises • Lack of student supervision • Lack of appropriate risk management practices in place for recreational or other activities • Inappropriate building design <p>Consequences</p> <ul style="list-style-type: none"> • Child safety incident occurs • Underreporting of child safety incidents to relevant authorities • Inappropriate behaviour not reported within school • Physical or psychological injury • Stress for all personnel involved, which could lead to occupational health and safety issues • Criminal penalties: <ul style="list-style-type: none"> o Failure to Report and/or Failure to Protect offence, 	<ul style="list-style-type: none"> • A child safety officer/champion for the school is appointed • Staff, volunteers, visitors and contractors receive induction regarding the school's child safety policies, procedures and practices. • Annual training to the principal, school council and staff about: <ul style="list-style-type: none"> o individual and collective obligations and responsibilities for managing the risk of injury/child abuse o child abuse risks in the school environment; and the school's current child safety standards • Appropriate education delivered to students about: <ul style="list-style-type: none"> o standards of behaviour for students attending the school; o healthy and respectful relationships (including sexuality); o resilience; and o child abuse awareness and prevention o Cybersafety o Camps and Excursions • Teachers scheduled on Yard Duty 	Severe	Possible	Low	<ul style="list-style-type: none"> • CCTV for unsupervised areas and 'hot spot' areas 	Principal, Assistant Principals, School Council, Class Teachers	Ongoing

	<p>o Penalties under the Reportable Conduct Scheme</p> <ul style="list-style-type: none"> • Non-compliance with minimum standards/Min Order 870 • Breach of duty of care/organisational duty of care • Litigation / adverse court ruling • Reputation damage (School/Department) • Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<ul style="list-style-type: none"> • All staffing advertised and employed through Recruitment Online. • Correct ratio of teachers to students • Fences and lockable gates around school grounds • Sign in and out procedure for all visitors and students • Integration Aide employed to support each student with disabilities • All students go to the toilet in groups of threes • Child safety is a standard discussion item on School Leadership, Team meetings and staff meetings. • Child safety obligations in staff position descriptions. • Regular Cyber Safety information in School Newsletter • Clear windows in walls to enable visibility of occupants • Regular reminders to staff on this risk during School Leadership, Team meetings and staff meetings. • Access to isolated, internally lockable, hidden or dark rooms or environments at the school are locked • Non-lockable doors in hot spots • Assessment of new or changed physical environments for child safety risks 						Ongoing
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<p>Risk Title Unsafe online environment</p> <p>Risk short description There is the risk of a child safety incident in an online environment</p>	<p>Causes</p> <ul style="list-style-type: none"> Online child safety issues (including grooming) via media services: <ul style="list-style-type: none"> email Facebook, Instagram, Twitter and other social media YouTube mobile phone SMS messages and other mobile messaging media telephone, Skype and other media for making voice calls photography and videography any other electronic media. <p>Consequences</p> <ul style="list-style-type: none"> Child safety incident occurs Underreporting of child safety incidents to relevant authorities Inappropriate behaviour not reported within school Physical or psychological injury Stress for all personnel involved, which could lead to occupational health and safety issues Criminal penalties: <ul style="list-style-type: none"> Failure to Report and/or Failure to Protect offence, Penalties under the Reportable Conduct Scheme Non-compliance with minimum standards/Min Order 870 Breach of duty of care/organisational duty of care Litigation / adverse court ruling Reputation damage (School/Department) Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<ul style="list-style-type: none"> School online policy and procedures, including OGPS Responsible Use of Technology Agreement and Policy Child Safety <u>Code of Conduct</u> Use of an internet filter where required Appropriate <u>supervision</u> for all online activities Response protocols implemented Ongoing awareness of the school's online policies and procedures Ongoing review of control effectiveness and improvements instigated as required. Annual training to the principal, school council and staff about: <ul style="list-style-type: none"> individual and collective obligations and responsibilities for managing the risk of injury/child abuse child abuse risks in the school environment; and the school's current child safety standards inappropriate behaviour (including grooming) and indicators of abuse, and escalate concerns Appropriate education delivered to students about: <ul style="list-style-type: none"> standards of behaviour for students attending the school; healthy and respectful relationships (including sexuality); resilience child abuse awareness and prevention Cybersafety inappropriate behaviour (including grooming) and indicators of abuse, and escalate concerns eSmart school Information on Cybersafety in school Newsletter Parent information sessions run by Susan McLean - Cybersafety expert. Student workshops run by Susan McLean and Greg Garrison (A/Sergeant ED1 Frontline Tasking Unit – Forest Hill Police Complex Victoria Police) 	Severe	Possible	Low	<ul style="list-style-type: none"> Cybersafety to be part of the ICT team agenda to promote cybersafety in the school. Use of <u>Interactive Learning Modules</u> regarding bullying 	<p>ICT Team, ICT Technician, Class Teachers, Year 6 leaders Principal, Assistant Principal</p>	<p>Ongoing</p> <p>Teaching teams to include in wellbeing sessions from the start of 2022</p>
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<p>Risk Title Contractor(s) on the premises commit abuse</p> <p>Risk short description There is the risk that contractors commit abuse</p>	<p>Causes</p> <ul style="list-style-type: none"> School fails to monitor who is on the premises Lack of supervision Contractors not aware of school arrangements Lack of background checks on contractors <p>Consequences</p> <ul style="list-style-type: none"> Child safety incident occurs Underreporting of child safety incidents to relevant authorities Inappropriate behaviour not reported within school Physical or psychological injury Stress for all personnel involved, which could lead to occupational health and safety issues Criminal penalties: <ul style="list-style-type: none"> Failure to Report and/or Failure to Protect offence, Penalties under the Reportable Conduct Scheme Non-compliance with minimum standards/Min Order 870 Breach of duty of care/organisational duty of care Litigation / adverse court ruling Reputation damage (School/Department) Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<ul style="list-style-type: none"> Child Safety Risk assessment implemented <i>Child Safety Policy</i> and <i>Statement of Commitment</i> on wall at sign in, Staff Induction and on School Website <i>OGPS Child Safety Code of Conduct</i> sighted by all staff and contractors <i>Child Safe Action Plan</i> implemented <i>Recording your actions: responding to suspected child abuse template</i> is readily available to all staff Performance management procedures are in place. Mandatory Reporting elearning module completed by all staff, school council and mandatory reporters annually. Child safety is a standard discussion item on School Leadership, Team meetings and staff meetings. Students, staff and volunteers are trained to identify inappropriate behaviour and indicators of abuse, and escalate concerns PROTECT posters displayed (as appropriate) prominently in classrooms and offices Appropriate education delivered to students about: <ul style="list-style-type: none"> standards of behaviour for students attending the school; healthy and respectful relationships (including sexuality); resilience; and child abuse awareness and prevention Cybersafety Help Seeking/reporting inappropriate behaviour (including grooming) and indicators of abuse, and escalate concerns Inclusion of child safety obligations in staff position descriptions. A child safety officer/champion for the school is appointed Staff, volunteers, visitors and contractors receive induction regarding the school's child safety policies, procedures and practices. Annual training to the principal, school council and staff about: <ul style="list-style-type: none"> individual and collective obligations and responsibilities for managing the risk of injury/child abuse child abuse risks in the school environment; and the school's current child safety standards Policies: <ul style="list-style-type: none"> Child Safety Visitors External Providers Teachers scheduled on Yard Duty Correct ratio of teachers to students Fences and lockable gates around school grounds Sign in and out procedure for all visitors and contractors. 	<p>Severe</p>	<p>Possible</p>	<p>Low</p>	<ol style="list-style-type: none"> Raise topic in staff meetings. Staff trained to question unaccompanied visitors on school premises. 	<p>Principal, Assistant Principal, Admin Staff</p>	<p>Term 4 2021</p>
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		<ul style="list-style-type: none"> Integration Aide employed to support each student with disabilities All students go to the toilet in groups of three Child safety obligations in staff position descriptions. Regular Cyber Safety information in School Newsletter Clear windows in walls to enable visibility of occupants Regular reminders to staff on this risk during School Leadership, Team meetings and staff meetings. Access to isolated, internally lockable, hidden or dark rooms or environments at the school are locked Non-lockable doors in hot spots Assessment of new or changed physical environments for child safety risks Screening checks, including working with children checks or referee checks Signage at the school office clearly directing visitors to the Admin area. 						
<p>Risk Title School staff member or volunteer commits abuse</p> <p>Risk short description There is a risk that a school staff member commits abuse</p>	<p>Causes</p> <ul style="list-style-type: none"> Circumvention of proper pre-employment procedures, including no background/suitability checks A non-compliant recruitment process Non-compliance with relevant policies and procedures including conflict of interest policy Unethical behaviour Lack of child safety culture <p>Consequences</p> <ul style="list-style-type: none"> Child safety incident occurs Underreporting of child safety incidents to relevant authorities Inappropriate behaviour not reported within school Physical or psychological injury Stress for all personnel involved, which could lead to occupational health and safety issues Criminal penalties: <ul style="list-style-type: none"> Failure to Report and/or Failure to Protect offence, Penalties under the Reportable Conduct Scheme Non-compliance with minimum standards/Min Order 870 Breach of duty of care/organisational duty of care Litigation / adverse court ruling Reputation damage (School/Department) Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<ul style="list-style-type: none"> The DET Recruitment in Schools guide is followed, including appropriate screening and referee checks for preferred candidates. Child Safety Risk assessment implemented <i>Child Safety Policy</i> and <i>Statement of Commitment</i> on wall at sign in, in Staff Induction and on School Website <i>OGPS Child Safety Code of Conduct</i> sighted by all staff and contractors <i>Child Safe Action Plan</i> implemented Recording your actions: responding to suspected child abuse template is readily available to all staff Performance management procedures are in place. Mandatory Reporting elearning module completed by all staff, school council and mandatory reporters annually. Child safety is a standard discussion item on School Leadership, Team meetings and staff meetings. Students, staff and volunteers are trained to identify inappropriate behaviour and indicators of abuse, and escalate concerns PROTECT posters displayed prominently, as appropriate in classrooms and office areas and school website/remote learning sites Appropriate education delivered to students about: <ul style="list-style-type: none"> standards of behaviour for students attending the school; healthy and respectful relationships (including sexuality); resilience; and child abuse awareness and prevention Cybersafety Help Seeking/reporting 	Severe	Likely	Low	<ul style="list-style-type: none"> Development of consistent school wide behaviour management procedure 	Principal Assistant Principal School Council Office Admin	Ongoing monitoring and use of processes.

		<ul style="list-style-type: none"> o inappropriate behaviour (including grooming) and indicators of abuse, and escalate concerns • Inclusion of child safety obligations in staff position descriptions. • A child safety officer/champion for the school is appointed • Staff, volunteers, visitors and contractors receive induction regarding the school's child safety policies, procedures and practices. • Annual training to the principal, school council and staff about: <ul style="list-style-type: none"> o individual and collective obligations and responsibilities for managing the risk of injury/child abuse o child abuse risks in the school environment; and o the school's current child safety standards • Policies: <ul style="list-style-type: none"> o Child Safety o Visitors o Visitors • Teacher supervision when crossing campuses • Correct ratio of teachers to students • Sign in and out procedure for all visitors and students • Ensure that staff are regularly reminded of their child safety obligations and undergo refresher training • Leadership model child safe culture • Appropriate and inappropriate behaviours are discussed regularly at staff meetings so that staff are empowered to escalate concerns • Integration Aide employed to support each student with disabilities • All students go to the toilet in pairs • Child safety obligations in staff position descriptions. • Clear windows in walls to enable visibility of occupants • Regular reminders to staff on this risk during School Leadership Team meetings and staff meetings. • Access to isolated, internally lockable, hidden or dark rooms or environments at the school are locked • Non-lockable doors in hot spots • Assessment of new or changed physical environments for child safety risks • Signage at school office clearly directing visitors to reception • <u>Suitability Checks for School Volunteers and Visitors</u> • Performance and development and review processes with regular feedback to provide opportunities to discuss any concerns • Staff management practices as highlighted in the HRWeb <u>Workforce Planning policy</u> are in place • Regular staff meetings and Principal 1:1 meetings with staff • <u>Manager Assist</u> telephone advisory service • If required refer to HRWeb <u>Complaints, unsatisfactory performance and misconduct</u> 						
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		<ul style="list-style-type: none"> Principal Performance and development Ongoing monitoring and review of staff and student work practices and behaviours for 'warning signals' and indicators of abuse – see Identifying and Responding to All Forms of Abuse in Victorian Schools Clear line of sight in all offices and classrooms where staff and volunteers work one on one with students Students with disabilities required to be toileted are taken to disabled facilities and accompanied by two Integration Aides. 						
<p>Risk Title Child safety incident at excursions and camps</p> <p>Risk short description There is a risk that a child safety incident occurs whilst on excursions and camps.</p>	<p>Causes</p> <ul style="list-style-type: none"> Lack of awareness of local conditions (unknown people and environments) School fails to monitor who is in vicinity of school camps / excursions Lack of supervision Inappropriate student behaviour Failure to consider child safety risks Lack of appropriate risk management practices in place for recreational or other activities <p>Consequences</p> <ul style="list-style-type: none"> Child safety incident occurs Underreporting of child safety incidents to relevant authorities Inappropriate behaviour not reported within school Physical or psychological injury Stress for all personnel involved, which could lead to occupational health and safety issues Criminal penalties: <ul style="list-style-type: none"> Failure to Report and/or Failure to Protect offence, Penalties under the Reportable Conduct Scheme Non-compliance with minimum standards/Min Order 870 Breach of duty of care/organisational duty of care Litigation / adverse court ruling Reputation damage (School/Department) Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<ul style="list-style-type: none"> Appropriate school approvals by School Council for excursions/camps including risk assessment Child Safety Risk assessment implemented Child Safe Action Plan implemented OGPS Child Safety Code of Conduct applies Recording your actions: responding to suspected child abuse template is readily available to all staff Mandatory Reporting elearning module completed by all staff, school council and mandatory reporters annually. Child safety is a standard discussion item on School Leadership Team meetings and staff meetings. Students, Staff and Volunteers are trained to identify inappropriate behaviour and indicators of abuse, and escalate concerns Staff and Volunteers are aware of the appropriate communication channels should an incident occur." Staff / teacher in charge will contact parents and/or authorities as appropriate, and volunteer parents are not to make direct contact or social media contact unless authorised. Team Leader(s), when booking commercial campsites, conducts a briefing with campsite authorities/staff to confirm site arrangements or any updates regarding local conditions Team Leader(s) following briefing with authorities brief teaching / support staff of any updates Staff and volunteers conduct area familiarity upon arrival at venue Staff to student ratios are observed Regular student head counts All staff members at the camp or excursion have been trained in what to do when an allegation of child abuse is made Recording your actions: responding to suspected child abuse template is readily available to all staff child safety risk management strategies are adopted as appropriate Volunteer screening / suitability checks are undertaken in line with the school's Volunteer Policy. Annual training to the principal, school council and staff about: <ul style="list-style-type: none"> individual and collective obligations and responsibilities for managing the risk of injury/child abuse child abuse risks in the school environment; and the school's current child safety standards inappropriate behaviour (including grooming) and indicators of abuse, and escalate concerns Specific child safety briefing for excursion/camp staff and volunteers Appropriate education delivered to students about: 	Severe	Possible	Medium	<ul style="list-style-type: none"> Team Leader(s) to conduct an end day (each day) debrief to identify any issues arising and to lead the development of treatment solutions. 	Team Leaders	Ongoing discussions in preparation for Camps and Excursions

		<ul style="list-style-type: none"> standards of behaviour for students attending the school; healthy and respectful relationships (including sexuality); resilience child abuse awareness and prevention inappropriate behaviour (including grooming) and indicators of abuse, and escalate concerns Avoid staff members/volunteers being alone with students Child safety is considered when determining sleeping arrangements. Ongoing monitoring and review of staff and student work practices and behaviours for 'warning signals' and indicators of abuse – see Identifying and Responding to All Forms of Abuse in Victorian Schools Clear line of sight in all offices and classrooms where staff and volunteers work one on one with students 						
Risk Title Online environment Risk short description There is the risk of a child safety incident in an online environment	Causes <ul style="list-style-type: none"> On line child safety issues via media services: <ul style="list-style-type: none"> email Facebook, Instagram, Twitter and other social media YouTube mobile phone SMS messages and other mobile messaging media telephone, Skype and other media for making voice calls photography and videography any other electronic media. Consequences <ul style="list-style-type: none"> Psychological injury (stress / bullying) Stress for staff dealing with incident Litigation / adverse court ruling Reputation damage for school Reputation damage for DET 	<ul style="list-style-type: none"> School online policy and procedures. Use of school 'Acceptable Use Agreement'. Use of an internet filter and device management system (JAMF). Adoption of Toolkit for schools - Office of the eSafety Commissioner Appropriate supervision for all online activities. Response protocols implemented Ongoing awareness of the school's online policies and procedures. Ongoing review of control effectiveness and improvements instigated as required. 	Severe	Possible	Medium	Train students and staff to detect inappropriate behaviour Prepare curriculum plans that explicitly teach safe, responsible and ethical online behaviours. Organise for the school to take the Bully Stoppers pledge! Develop newsletter for parents with information and links to protect their children in the online environment e.g. Cybersmart for Parents - Office of the eSafety Commissioner .	Principal Assistant Principal School Council Office Admin Wellbeing Team School Council Class Teachers ES Staff	Ongoing monitoring and use of processes. Bully Stoppers Pledge to be introduced in 2022 and will be part of the School Leaders process.



CHILD SAFE STANDARD 6: RISK ASSESSMENT TEMPLATE

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. An example is provided below. Risk assessment resources form part of the [School Policy & Advisory Guide: Risk Management Policy](#). An example is provided below to assist schools in their risk assessment.

Each school will be different and must undertake their school specific 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	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Severe	Extreme	<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 Chair	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 Chair	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 Chair	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 Chair	Low
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 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	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 	Principal, School Council Chair	Low
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors 	Principal, School Council Chair	Low

Tools

Consequence Criteria: This guide provides indicative terms against which the significance of risk is evaluated.

Descriptor	Student Outcomes	Wellbeing and Safety	Finance	Reputation	Operations	Strategic
Insignificant	<ul style="list-style-type: none"> Educational outcomes, engagement and wellbeing and pathways and transitions can be met with workarounds 	<ul style="list-style-type: none"> Minor injury requiring no first aid or peer support for stress / trauma event 	<ul style="list-style-type: none"> Small loss that can be absorbed 	<ul style="list-style-type: none"> Internal impact (no external impact) 	<ul style="list-style-type: none"> School operations continue with slight interruptions to normal activities 	<ul style="list-style-type: none"> Goals, targets and key improvement strategies can be delivered with inconsequential impacts
Minor	<ul style="list-style-type: none"> Educational outcomes, engagement and wellbeing and pathways and transitions achieved but below targets 	<ul style="list-style-type: none"> Injury / ill health requiring first aid Peer support for stress / trauma event 	<ul style="list-style-type: none"> Loss of 'consumable' assets, < 2% deviation from budget Minor fraud possible 	<ul style="list-style-type: none"> Adverse comments local community media Short term stakeholder dissatisfaction / comment 	<ul style="list-style-type: none"> Some school operations disrupted Minor workarounds return school to normal operations 	<ul style="list-style-type: none"> Minor workaround need to be implemented to deliver the SSP goals, targets and key improvement strategies
Moderate	<ul style="list-style-type: none"> Students' overall levels of Literacy and Numeracy static Increasing truancy Partial achievement of targeted pathways and transition 	<ul style="list-style-type: none"> Injury / ill health requiring medical attention Stress / trauma event requiring professional support 	<ul style="list-style-type: none"> Loss of assets 2% - 5% deviation from budget External audit management letter 	<ul style="list-style-type: none"> External scrutiny e.g. VAGO Adverse state media comment Stakeholder relationship impacted 	<ul style="list-style-type: none"> Key school operations temporarily disrupted School leadership team meets to return school to normal operations 	<ul style="list-style-type: none"> Constant consultation with key stakeholders needs to be maintained to deliver the SSP goals, targets and key improvement strategies
Major	<ul style="list-style-type: none"> National targeted improvements not achieved Partial achievement of targeted learning outcomes Student dissatisfaction with access to pathways / transitions 	<ul style="list-style-type: none"> Injury / ill health requiring hospital admission Stress / trauma event requiring ongoing clinical support 	<ul style="list-style-type: none"> Loss of significant assets 6% - 15% deviation from budget External audit qualification on accounts High end fraud committed 	<ul style="list-style-type: none"> External investigation Adverse comments national media Stakeholder relationship tenuous 	<ul style="list-style-type: none"> Whole of school operations disrupted Assistance sought from Regional Office 	<ul style="list-style-type: none"> Significant adjustment to resource allocation and service delivery required to deliver SSP goals, targets and key improvement strategies
Severe	<ul style="list-style-type: none"> Literacy and Numeracy decline Student engagement and connectedness to the school and their peers is very poor Declining number of student options for pathways and transitions 	<ul style="list-style-type: none"> Fatality or permanent disability Stress / trauma event requiring extensive clinical support for multiple individuals 	<ul style="list-style-type: none"> Loss of key assets >15% deviation from budget Systemic and high value fraud 	<ul style="list-style-type: none"> Commission of inquiry National front page headlines Stakeholder relationship irretrievably damaged 	<ul style="list-style-type: none"> Normal school operations cease School evacuated Regional Office notified 	<ul style="list-style-type: none"> SSP goals, targets and key improvement strategies cannot be delivered Changes need to be made to the SSP

Likelihood Criteria: This guide provides the indicative terms against which the probability of a risk event occurrence is evaluated.

Descriptor	Description	Indicative %	Indicative Frequency
Almost Certain	Expected to occur	>95%	Multiple times in the next year
Likely	Probably will occur (no surprise)	66-95%	At least once in the next year
Possible	May occur at some stage	26-65%	Once in the next 3 years
Unlikely	Would be surprising if it occurred	5-25%	Once in the next 5 years
Rare	May never occur	<5%	Once in the next 10 years

Note:
 1. *The Likelihood Criteria refers to the likelihood of the consequence descriptor you have selected i.e. the likelihood of a 'major' consequence.*
 2. *The Indicative Frequency may not be relevant when assessing risks related to repeated activities, or when objectives are to be delivered over discrete periods of time. It should not be the sole basis for assessment.*

DET's Control Effectiveness: Indicates the self-assessment of control effectiveness.

Controls Effectiveness Rating and Criteria	
Ineffective	<ul style="list-style-type: none"> The design of controls overall, is ineffective in addressing key causes and/or consequences. Documentation and/or communication of the controls does not exist (e.g. policies, procedures, etc.). The controls are not in operation or have not yet been implemented.
Needs Improvement	<ul style="list-style-type: none"> The design of controls only partially addresses key causes and/or consequences. Documentation and/or communication of the controls (e.g. policies, procedures, etc.) are incomplete, unclear or inconsistent. The controls are not operating consistently and/or effectively and have not been implemented in full.
Acceptable	<ul style="list-style-type: none"> The design of controls is largely adequate and effective in addressing key causes and/or consequences. The controls (e.g. policies, procedures, etc.) have been formally documented but not proactively communicated to relevant stakeholders. The controls are largely operating in a satisfactory manner and are providing some level of assurance.
Effective	<ul style="list-style-type: none"> The design of controls is adequate and effective in addressing the key causes and/or consequences. The controls (e.g. policies, procedures, etc.) have been formally documented and proactively communicated to relevant stakeholders. The controls overall, are operating effectively so as to manage the risk.

DET's Risk Rating Matrix: Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		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.

Extreme = Unacceptable (must have Principal / School Council / Regional Office oversight)	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 Principal / School Council / Regional Office level, be subject to the development of detailed treatments, on-going oversight and high level review.
High = Tolerable (with ongoing Principal Class Officer review)	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 level of risk to Principal Class Officer level should occur.

Medium = Tolerable
(with frequent risk owner review)

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.

**Low = Acceptable
(with periodic review)**

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.