

CHILD SAFE STANDARD 6: RISK ASSESSMENT CHALCOT LODGE PS

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	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

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
	Performance management procedures						
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

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>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</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 	Principal, School Council Chair	Low
Ad-hoc contractors on the premises (eg maintenance)	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>Adequate monitoring</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors 	Principal, School Council Chair	Low
Unsupervised child	<ul style="list-style-type: none"> Implement human resources practices for child safe organisations Organised 'Yard duty' for teachers before, during and after school 	Possible	Moderate	Medium	<ul style="list-style-type: none"> Develop and implement policy and procedures to eliminate any situation where a child may be unsupervised including 	Principal, School Council Chair	Low

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	<ul style="list-style-type: none"> •Staff: student ratios are observed. •Visitor and contractor sign-in process, perimeter control (SPAG – Visitors in Schools). •Child safety standard discussion item on School Leadership Team meetings and all staff meetings. •Adopt child safety risk management strategies as appropriate. •Regular reminders to staff on this risk during School Leadership Team meetings and all staff meetings. 				<p>during recreational or other activities</p> <ul style="list-style-type: none"> • CCTV for unsupervised areas, and 'hot spot' areas • Clear windows in walls to enable visibility of occupants • Non-lockable doors in hot spots • Assessment of new or changed physical environments for child safety risks 		

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
False allegations	<ul style="list-style-type: none"> •Child safety policy and statement of commitment. •Child safety code of conduct. •Reporting protocols developed and implemented. •Sample incident report readily available to all staff. •Child safety a standard discussion item on School Leadership Team meetings. •Employee Assistance Program. •Manager Assist telephone advisory service 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Develop and deliver training to staff, volunteers and regular contractors regarding what to do when an allegation of child abuse is made. 	Principal, School Council Chair	Low

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	<ul style="list-style-type: none"> •Legal advice 						
Personal Issues	<ul style="list-style-type: none"> •Implement human resources practices for child safe organisations •Employ staff management practices as highlighted in the SPAG Workforce Planning •Regular staff meetings and Principal 1:1 meetings with staff •Employee Assistance Program •Manager Assist telephone advisory service •Conflict Resolution Support Service 	Possible	Moderate	Medium	<p>Train students and staff to detect inappropriate behaviour</p> <ul style="list-style-type: none"> • Prepare curriculum plans that explicitly teach safe, responsible and ethical online behaviours. <p>Organise for the school to take the Bully Stoppers pledge!</p> <ul style="list-style-type: none"> • Develop newsletter for parents with information and links to protect their children in the online environment e.g. Cybersmart for Parents. 		

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	<ul style="list-style-type: none"> •If required refer to SPAG Complaints, unsatisfactory performance and misconduct •Student and young people health, wellbeing and safety •Teacher ongoing monitoring and review of student behaviour •School duty of care •Adopt child safety risk management strategies as appropriate. •Child safety standard discussion item on School Leadership Team meetings and all staff meetings 						

