Child Safety Standards   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. As part of its risk management strategy and practices, our school monitors and evaluates the effectiveness of the implementation of our risk controls. Each year our school provides appropriate guidance and training to individual school council members and school staff about:

- Individual and collective obligations and responsibilities for managing the risk of child abuse
- Child abuse risks in the school environment
- The schools current child safety standards

Implementation:

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

- 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)
- Identify any existing risk mitigation measures or internal controls.
- 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.
- 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 Standards: 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 and Advisory Guide: Risk Management Policy](#)
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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 in the Child Safety Standards Booklet	Possible	Severe	High	Strategies to embed organisational culture of child safety are reviewed Wider school community are informed of reporting obligations via school website, push out notifications, community forums and school council members	Principal School Council	Low
Recruitment of an appropriate person	WWCC or Victorian Institute of Teaching Registration Recruitment Policy	Unlikely	Major	Medium	Processes updated to require: Criminal history search Pre-employment reference check includes asking about child safety	Principal School Council	Low
Engagement with children online	Child safety code of conduct Anti-cyber Bullying Policy Strategies developed to embed culture of child safety	Possible	Moderate	medium	Train students and staff to detect inappropriate behaviour Ensure appropriate settings on all student technologies	Principal School Council	Low
Unknown people and environments at excursions and camps	Child safety code of conduct Camping and Excursions Policy Parent Volunteer Policy Strategies developed to embed culture of child safety Clear child safety reporting procedures	Unlikely	Moderate	Medium	Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts	Principal Camp Co-ordinators Excursion Leaders	Low
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors (Visitors to School Policy) Adequate monitoring WWCC Onsite Supervision Policy	Unlikely	Moderate	Medium	Refresher training for frequent contractors Update periodically the Visitors to School Policy Ensure related policies are up dated	Principal School Council	Low

School/Community Event	Child Safe Environment Policy Visitors to School Policy Adequate monitoring Onsite Supervision Policy	Unlikely	Moderate	Medium	Teacher responsible for group of children 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 Educate children regarding safety	Principal School Council	Low
Interschool Event	Child Safe environments Policy Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Moderate	Medium	Teacher responsible for group of children 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 Educate children regarding child safety	Principal School Council	Low
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures Yearly refresher training for staff- see eLearning mandatory reporting module	Unlikely	Minor	Low	VIT is checked annually and logged at the office	Principal School council	Low
Multiple Entry Points to the school	Signage Child proof gate directing visitors to the office	Possible	Moderate	Medium	Bunong Road gate is locked and limited entry to the school (2 gates) during 9;15 and 3:15.	Principal, School council	Low
Unknown people on School grounds	Child safe environments information and awareness for visitors, staff, volunteers and contractors Adequate monitoring Sign in procedures	Possible	Moderate	Medium	Refresher training for frequent contractors Check signage Visitors to wear badges	Principal School Council	Low

	WWC for all visitors and consistent monitoring of those without

Training of all teachers and staff in procedures to approach visitors without the correct lanyard

All visitors to the school required to wear lanyard and be displayed at all times

Yard Duty staff to abide by the Onsite Supervision Policy

Follow DET procedures in an incident occurs | | | Medium | | | Low |
| Unknown people in immediate vicinity of the school-attempting to engage with children or staring at children, taking images of children | Follow current child Safety Procedures of reporting to the Principal

Staff member/principal to approach the individual and enquire about who they are

Remove all children from harm

Phone the police if an illegal/harmful occurrence has taken place

Follow DET procedures for reporting an incident | Possible | Major | Medium | Revisit procedures in Onsite supervision policy | Principal All Staff | Low |
| Student comes to school stating they have been harmed by a family member or another individual | Staff trained in Mandatory Reporting Guidelines yearly

Follow the Mandatory Reporting Policy

Follow the Child Safety Policy | Possible | Major | Medium | Regular training of staff on Mandatory Reporting | Principal Child Safety Team | Low |

	Report to the Child Safety Tem						
Student with special needs is enrolled at the school. Students with a disability, students with a health issue, students with aggressive behaviour	Inform the Child Safety/Well Being Officer Depending on the needs of the student the following may occur Referral for assessment involving DET, Educational Psychologist, DET Speech Therapist and DET Social Worker Permission gained from parents Contact made with previous education provider (if one) Application for funding from DET Application for funding to make buildings accessible for wheelchair Follow the Child Safety Policies in the handbook Follow the Student Engagement and Wellbeing Policy Education of staff in the area of need.	Likely	Moderate	Medium		Principal	Low
Student displays at risk behaviours Self harm Depression Substance misuse	Staff trained in Mandatory Reporting Guidelines Yearly Follow the Student and Engagement and Well Being Policy Follow the Child Safety Policy	Possible	High	Moderate		Principal All staff	Low

	Follow the Mandatory reporting procedures Report to the Child Safety/ Wellbeing Officer					
Student is injured at school During class time During recess	Designates staff trained in First Aid and CPR All teaching staff trained in Anaphylaxes and Asthma as per DET Guidelines All teachers trained in current First Aid Policy and Procedures First Aid bags located in sick bay and in class rooms for yard duty Policies in place for First Aid, Anaphylaxis, Asthma and OH&S	Possible	Moderate	Moderate		First Aid trained staff All staff

REVIEW CYCLE AND EVALUATION

This policy will be reviewed as part of DET Recommended review cycle. This policy was last updated on June 19, 2019 and is scheduled for review in June 2022.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Kananook Primary School, 19th June 2019

Signed: ………………………………………   Signed: ………………………………………

School Council President   Principal