

# RISK MANAGEMENT STRATEGIES

## FOR A CHILD-SAFE ENVIRONMENT

### 1. Purpose:

The purpose of this document is to assess, identify and document Goornong Primary School’s risks in relation to child safety and the strategies implemented to ensure a child-safe environment.

### 2. Risk Management Matrix

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
Inappropriate behaviour is not reported and addressed	<ul style="list-style-type: none"> <li>▪ Induction for new staff includes Mandatory Reporting Policy and Procedures.</li> <li>▪ Clear mandatory reporting procedures.</li> <li>▪ Mandatory reporting training on an annual basis for all staff.</li> </ul>	Unlikely	Severe	Medium	<ul style="list-style-type: none"> <li>▪ Continue existing risk management strategies.</li> <li>▪ Induction for new staff includes all Child Safety Policies and Procedures.</li> <li>▪ Child Safety Code of Conduct implemented.</li> <li>▪ Strategies to embed organisational culture of child safety developed.</li> </ul>	Principal, School Council	Low
Unquestioning trust of long term employees and contractors or norms	<ul style="list-style-type: none"> <li>▪ Induction for new staff includes Mandatory Reporting Policy and Procedures.</li> <li>▪ Clear mandatory reporting procedures.</li> <li>▪ Mandatory reporting training on an annual basis for all staff.</li> </ul>	Possible	Major	Medium	<ul style="list-style-type: none"> <li>▪ Continue existing risk management strategies.</li> <li>▪ Induction for new staff includes all Child Safety Policies and Procedures.</li> <li>▪ Child Safety Code of Conduct implemented.</li> <li>▪ Strategies to embed organisational culture of child safety developed.</li> </ul>	Principal, School Council	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
Recruitment of an inappropriate person	<ul style="list-style-type: none"> <li>▪ Working with Children Check Policy and Procedures are in place.</li> <li>▪ WWCC or VIT registration required for recruitment.</li> <li>▪ A Register of people with WWCC and VIT is maintained for staff and volunteers.</li> </ul>	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>▪ Continue existing risk management strategies.</li> <li>▪ Advertised positions include a statement about Goornong PS's commitment to child safety.</li> <li>▪ Pre-employment reference check includes asking about child safety.</li> </ul>	Principal, School Council	Low
Engagement with children online	<ul style="list-style-type: none"> <li>▪ ICT Acceptable Use Policy.</li> <li>▪ Cyber-safety education of students.</li> <li>▪ Blocking of inappropriate websites.</li> <li>▪ Effective monitoring of students' when using digital technologies (eg: students not against wall, teachers can always see screen).</li> </ul>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>▪ Continue existing risk management strategies.</li> <li>▪ Child Safety Code of Conduct implemented.</li> <li>▪ Strategies to embed organisational culture of child safety developed.</li> </ul>	Principal, School Council	Low
Unknown people and environments at excursions and camps	<ul style="list-style-type: none"> <li>▪ Effective supervision of students by school staff as per Supervision / Camps / Excursions Policies (Eg: staff member accompanies groups of students into bathroom / students go to bathroom in groups, students are</li> </ul>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>▪ Continue existing risk management strategies.</li> <li>▪ Induction for new staff includes all Child Safety Policies and Procedures.</li> <li>▪ Child Safety Code of Conduct implemented.</li> <li>▪ Strategies to embed organisational culture of child safety developed.</li> </ul>	Principal, School Council	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
	<p>never left alone in these environments).</p> <ul style="list-style-type: none"> <li>Clear mandatory reporting procedures.</li> <li>Mandatory reporting training on an annual basis for all staff.</li> </ul>				<ul style="list-style-type: none"> <li>Assessment of new or changed environments for child safety risks</li> <li>Ensure Code of Conduct and child safety strategies apply in all school contexts</li> </ul>		
Ad-hoc contractors on the premises (eg maintenance)	<ul style="list-style-type: none"> <li>Adequate monitoring.</li> <li>Sign in/out book.</li> <li>Effective supervision of students (eg: not allowing students to be around contractors without staff member).</li> <li>Where possible, contractors on premises out of school hours.</li> </ul>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Continue existing risk management strategies.</li> <li>All contractors and visitors are made aware of our school's child safety environment and Child Safety Policy.</li> <li>Refresher induction is conducted for regular contractors.</li> </ul>	Principal, School Council	Low

### 3. Evaluation:

<b>Date Reviewed</b>	24.10.2016
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Communication Procedures</b>	<ul style="list-style-type: none"> <li>Parents –Via school office.</li> <li>Staff – Via Induction pack.</li> </ul>
<b>Next Review Date</b>	October 2017, or as necessary.