

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 |
|---|---|------------|-------------|---------------------|---|---|--------------------|
| No organisational culture of child safety – lack of leadership, public commitment and frequent messaging. | <ul style="list-style-type: none"> Child Safe Policy is in place. Child Safe Code of Conduct is in place. 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. Speak about Child Safe Standards at Information Night. | <ul style="list-style-type: none"> Principal to ensure implementation of Child Safe Policies & Procedures, School staff to follow Child Safe policies and procedures. School Council to review Child Safe Policies | Low |
| Inappropriate behaviour is not reported and addressed. | <ul style="list-style-type: none"> Child Safe Code of Conduct is in place. 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. Staff complete Mandatory Reporting ELearning module annually. Staff provided with Child Safe Code of Conduct and Mandatory Reporting Obligations at induction. | <ul style="list-style-type: none"> Principal to ensure implementation of Child Safe Policies & Procedures, School staff to follow Child Safe policies and procedures. School Council to review Child Safe Policies | Low |
| Unquestioning trust of long term employees and contractors or norms. | <ul style="list-style-type: none"> Strategies developed to embed culture of child safety. Clear child safety reporting procedures. | Possible | Major | High | <ul style="list-style-type: none"> Staff complete Mandatory Reporting ELearning module annually. | <ul style="list-style-type: none"> Principal to ensure implementation of Child Safe Policies & Procedures, School staff to follow Child Safe policies and procedures. | Low |

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|--|---|------------|-------------|---------------------|--|---|--------------------|
| | | | | | | <ul style="list-style-type: none"> School Council to review Child Safe Policies | |
| Recruitment of an inappropriate person. | <ul style="list-style-type: none"> Checking of WWCC or Victorian Institute of Teaching registration. Maintenance of WWCC and VIT register. | Unlikely | Major | Medium | Processes updated to require: <ul style="list-style-type: none"> Pre-employment reference check includes asking about the applicant's suitability with regards to child safety. | <ul style="list-style-type: none"> Principal to ensure implementation of Child Safe Policies & Procedures, School staff to follow Child Safe policies and procedures. School Council to review Child Safe Policies | Low |
| Engagement with children online. | <ul style="list-style-type: none"> Child Safe Code of Conduct is in place. 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. | <ul style="list-style-type: none"> Principal to ensure implementation of Child Safe Policies & Procedures, School staff to follow Child Safe policies and procedures. School Council to review Child Safe Policies | Low |
| Unknown people and environments, such as excursions and camps. | <ul style="list-style-type: none"> Child Safe Code of Conduct is in place. 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 staff attending camps are aware of potential risks. Ensure effective supervision of students on camps and excursions (avoid having students in situations where they are on their own). | <ul style="list-style-type: none"> Principal to ensure implementation of Child Safe Policies & Procedures, School staff to follow Child Safe policies and procedures. School Council to review Child Safe Policies | Low |
| Ad-hoc contractors on the premises (eg: maintenance). | <ul style="list-style-type: none"> Child safe environments Information and awareness for visitors, staff, volunteers and contractors. | Unlikely | Moderate | Medium | <ul style="list-style-type: none"> Refresher training on child safe environments for frequent contractors | <ul style="list-style-type: none"> Principal to ensure implementation of Child Safe Policies & Procedures, School staff to follow Child Safe policies and | Low |

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|--|--|------------|-------------|---------------------|---|---|--------------------|
| | <ul style="list-style-type: none"> Adequate monitoring and supervision of contractors and ad-hoc personnel. | | | | | <ul style="list-style-type: none"> School Council to review Child Safe Policies | |
| Volunteers and/or unknown individuals attending school events both on-site and off-site. | <ul style="list-style-type: none"> All parent volunteers to have a current WWCC card. Maintenance of a parents/volunteers WWCC register. | Possible | Major | High | <ul style="list-style-type: none"> Organisational culture of Child Safety is in place and this is visible throughout the school – noticeboard, website, info booklet and newsletter. | <ul style="list-style-type: none"> Principal to ensure implementation of Child Safe Policies & Procedures, School staff to follow Child Safe policies and procedures. School Council to review Child Safe Policies | Low |
| Students being transported to school events via private vehicle. | <ul style="list-style-type: none"> All parent volunteers to have a current WWCC card. Maintenance of a parents/volunteers WWCC register. Child is never alone in vehicle with adult unless adult is parent. | Unlikely | Major | Medium | <ul style="list-style-type: none"> Organisational culture of Child Safety is in place and this is visible throughout the school – noticeboard, website and newsletter. | <ul style="list-style-type: none"> Principal to ensure implementation of Child Safe Policies & Procedures, School staff to follow Child Safe policies and procedures. School Council to review Child Safe Policies | Low |
| Members of the general public roaming/loitering near school boundary during playtime. | <ul style="list-style-type: none"> Ensure effective supervision of students during playtime. Yard Duty roster maintained and implemented. | Unlikely | Moderate | Medium | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> | |

3. Policy Evaluation and Review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every two years. The review will include input from students, parents/carers and the school community. Jason Cox (Principal to ensure implementation of Child Safe Policies & Procedures) is responsible for reviewing and updating the Child Safety Policy every two years.

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|---------------------------------|--|
| Date Last Reviewed: | 16.09.2019 |
| Approved By: | <i>Jason Cox</i> Principal & School Council on 16.09.2019. |
| Communication Procedures | <ul style="list-style-type: none"> ▪ Parents – Via school newsletter and website. ▪ Staff – Via staff meeting, website and induction pack. |
| Next Review Date | 16.09.2021 |

APPENDIX A

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 |