# CHILD SAFE RISK MANAGEMENT
## Child Safe – Standard 6

## Rationale

A child safety risk management strategy is a formal and structured approach to managing risks associated with child safety. At Aireys Inlet Primary School, we will develop, implement, monitor and evaluate risk management strategies to ensure child safety in our school environment.

This document outlines how the school will manage risks, who is responsible for the process, and a description of the process itself.

## Implementation

Annually, the Leadership in conjunction with key staff team will complete the following child safety risk management tasks:

a. Identify the school's child safety risks across the range of school environments including excursions, swimming, camps, online, performance activities, etc. The team will complete a risk assessment similar to the one included in this documentation.

b. Identify any existing risk mitigation measures and/or internal controls already in place.

c. 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.

d. 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 reassess the risk.

- The annual Child Safety risk management process will directly inform the development of the school's Child Safety plan.

- This process will be documented and shared with the school's Leadership Team and School Council.

- The risk assessment will take into consideration the increased level or risk associated with some activities and the vulnerability of particular groups of young people.

- The types of strategies that the school has in place or may be considered for the Child Safety plan include such things as:
  o Child Safety Code of Conduct for all school staff
  o Child Safety reporting procedures
  o Guidance for School Councillors
  o Induction for new staff, volunteers, pre-service teachers and contractors
  o Training for students and staff to detect inappropriate behaviour
  o Clear windows in walls to enable visibility occupants
  o Assessment of new or modified physical environments for child safety risks

- o Supervision and monitoring of all school activities
- o Monitoring of online searching by students and staff
- o Performance and development processes and procedures
- o Pre-employment suitability checks as outlined in our Child Safe HR Practices document.
- The types of risks that the Wellbeing Team will analyse include, but is not limited to:
  - o A culture of people not reporting issues
  - o Children alone with one other person unsupervised
  - o Recruitment of an inappropriate person
  - o Inappropriate behaviour not being reported
  - o Harassment via email, SMS or other social media
  - o Ad-hoc contractors on the premises for maintenance etc.
  - o Vulnerability of staff and students due to unknown personal details
  - o Unknown people and environments at excursions and/or camps

## Sample Risk Assessment Template

| 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<br><br>Strategies developed to embed culture of child safety | Possible | Severe | Extreme | • Strategies to embed organisational culture of child safety are reviewed<br>• 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<br><br>Clear child safety reporting procedures<br><br>Performance management procedures | Unlikely | Severe | High | • Strategies to embed organisational culture of child safety are reviewed<br>• 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<br><br>Clear child | Possible | Major | High | • 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 |
|---|---|---|---|---|---|---|---|
| | safety reporting procedures | | | | | | |
| Recruitment of an inappropriate person | WWCC or Victorian Institute of Teaching registration | Unlikely | Major | Medium | Processes updated to require:<br>• Criminal history search<br>• Pre-employment reference check includes asking about child safety | Principal, School Council Chair | Low |
| Engagement with children online | Child safety code of conduct<br><br>Strategies developed to embed culture of child safety | Possible | Moderate | Medium | • Train students and staff to detect inappropriate behaviour<br>• 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<br><br>Strategies developed to embed culture of child safety<br><br>Clear child safety reporting procedures | Unlikely | Moderate | Medium | • Assessment of new or changed environments for child safety risks<br>• 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<br><br>Adequate monitoring | Unlikely | Moderate | Medium | • Refresher training for frequent contractors | Principal, School Council Chair | Low |

## Links and Related Policies

The following are links to support material for schools:
- DET - Child Safe Standards
- DET - Risk Assessment Template

Related School Policies:
- Child Protection Reporting Policy
- Supervision and Duty of Care Policy
- Working With Children Check Policy

## Evaluation

- This policy was last ratified by School Council – **June 2017**.