



CHILD SAFE STANDARD 6: RISK ASSESSMENT TEMPLATE

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	<ul style="list-style-type: none"> Child safety code of conduct Statement of commitment to child safety is publicly available Implement child safety risk management strategy Duty of Care policy Reporting obligations Child safety policy and statement of commitment Child safety code of conduct Adopt practices as outlined in the VRQA 	Possible unlikely	Severe	Extreme Low	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed annually. State ment of commitment to child safety is publicly available 	Principal Child Safety Officer School Council All Staff Chair	

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	<p><u>Strategies to embed an organisational culture of child safety</u></p> <ul style="list-style-type: none"> • <u>Appointment of a child safety officer/champion for the school.</u> • <u>Child safety a standard discussion item on School Leadership Team meetings and all staff meetings.</u> • <u>Staff, volunteers, visitors and contractors' induction regarding the school's current child safety standards and practices.</u> • <u>Yearly training for staff and SC strategies developed to embed culture of child safety</u> 						
Inappropriate behaviour is not reported and addressed	<p>Child safety code of conduct</p> <p>Clear child safety reporting procedures</p> <p>Performance management procedures</p>	Unlikely	Severe	<u>Low</u> High	<ul style="list-style-type: none"> • Strategies to embed organisational culture of child safety are reviewed • Refresher training for 	<p><u>Principal</u></p> <p><u>Child Safety Officer</u></p> <p><u>School Council</u></p> <p><u>All Staff</u>Principal, School Council Chair</p>	

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					staff – see eLearning mandatory reporting module		
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures <u>Duty of Care Policy</u> <u>Reporting Obligations Policy</u> <u>Mandatory Reporting e-training annually</u> <u>Visitors and Volunteers Policies followed.</u>	Possible unlikely	Major	HighLow	<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module 	Principal Child Safety Officer School Council All Staff, Principal, School Council Chair	
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium Low	<ul style="list-style-type: none"> Processes updated to require: <ul style="list-style-type: none"> Criminal history search Pre-employment reference check includes asking about child safety 	Principal Principal, School Council Chair	

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Engagement with children online	Child safety code of conduct	Possible	Moderate	Medium	<ul style="list-style-type: none"> Train students and staff to detect inappropriate behaviour 	Principal Child Safety Officer All Staff Principal, School Council Chair	
	Strategies developed to embed culture of child safety						
	<u>Digital Technology Policy</u>						
	<u>Termly newsletter item on Cyber Safety included parent resource links.</u>						
	<u>Learning Framework curriculum P-6</u>						
Unknown people and environments at excursions and camps	Child safety code of conduct	Unlikely possible	Moderate	Medium	<ul style="list-style-type: none"> Revisit relevant policies with staff at the beginning of each year. Assessment of new or changed environments for child safety risks 	Principal Child Safety Officer School Council All Staff Principal, School Council Chair	
	<u>Duty of Care Policy which highlights line of sight by teacher. Strategies developed to embed culture of child safety</u>						
	<u>Clear child safety reporting procedures</u>						
	<u>Adhering to DET ratios</u>						
	<u>Camps and Excursion Policy</u>						

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					school contexts		
Ad-hoc contractors on the premises (e.g. maintenance)	Visitors and Volunteers Policies followed, Child safe environments Information and awareness for visitors, staff, volunteers and contractors	Unlikely Possible	Moderate	Medium	• Refresher training for frequent contractors	Principal Child Safety Officer School Council All Staff Principal, School Council Chair	
	Adequate monitoring						

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