

CHILD SAFE STANDARD 6: RISK ASSESSMENT FOR BURWOOD HEIGHTS PRIMARY SCHOOL

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	<p>Child safety policy and code of conduct established</p> <p>Strategies developed to embed culture of child safety</p> <p>Strong commitment to child safety fostered by management</p>	Unlikely	Severe	Extreme	Child safety policy, code of conduct and strategies reviewed, improved to align with regulations and legislation, and approved by School Council. All made publicly available and shared with school community. All highlight school's commitment to child safety and significance of child safe practices.	Principal, School Council, Child Safety Officer and Website co-ordinator.	Low
Inappropriate behaviour is not reported and addressed	<p>Child safety code of conduct established</p> <p>Child safety reporting procedures adopt Four Critical Actions For Schools and Responding to</p>	Unlikely	Severe	High	Child Safe Reporting procedures reviewed and improved for clarity. All staff have completed Mandatory Reporting and Other	Principal, Child Safety Officer and all Staff	Low

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	Suspected Child Abuse documents and protocols.				Obligations eLearning module and have attended staff Professional Development session on child safe practices, and reporting procedures and obligations. All staff informed of the consequences associated with failing to report inappropriate and unsafe behaviour.		
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures	Possible	Major	High	Rigorous screening, supervision, training and other human resource practices and procedures embedded within school policies and code of conduct. E.g. police checks, performance reviews. Clear Child Safety Reporting Procedure Implemented and Promoted.	Principal, Child Safety Officer and all Staff	Low

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Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Rigorous screening, supervision, training and other human resource practices and procedures embedded within recruitment process. Induction procedures for pre-service teachers, contractors and volunteers reviewed and improved for clarity.	Principal, Child Safety Officer and OHS Management Representative	Low
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety	Unlikely	Moderate	Medium	Code of Conduct clearly stipulates that staff are not to engage with students online. Personal safety and cyber-safety units taught to each level to inform students of appropriate and inappropriate behaviour.	Principal, Child Safety Officer and all staff	Low
Unknown people and environments at excursions and camps	Child safety code of conduct	Unlikely	Moderate	Medium	Staff new to organising an excursion or camp are to be shown how to complete a risk	Principal, School Council and staff	Low

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	<p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p>				assessment that includes child safety risks by an experienced staff member. All students are to be supervised by staff at all times, and are not to be left alone with members of staff.		
Ad-hoc contractors on the premises (e.g. maintenance), visitors or volunteers	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p>	Unlikely	Moderate	Medium		Principal, School Council Chair	Low
Staff inappropriately assisting students with toileting.	<p>Students who require assistance with toileting have a 'Toileting Plan' agreed upon and signed by parents to make it clear what their child needs assistance with. Staff members follow toileting plan.</p> <p>Students who need staff assistance only go to the toilet attached to the sick bay and two staff</p>	Unlikely	Moderate	Medium	Continence Care Policy established to ensure correct and appropriate toileting procedure.		Low

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	members provide support.			[Yellow]			[Blue]

*Ratified by School Council
July, 2018*