ALBANY RISE PRIMARY SCHOOL CHILD SAFE RISK ASSESSMENT

PROTECT · THE EDUCATION STATE · VICTORIA State Government Education and Training

CHILD SAFE STANDARD 6: RISK ASSESSMENT

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. Risk assessment resources form part of the *School Policy & Advisory Guide: Risk Management Policy*.

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 Strategies developed to embed culture of child safety Child Protection Reporting Policy Engagement, Inclusion and Wellbeing policy & related practices Volunteer pack Code of Conduct Website policies Newsletter Statement of commitment to child safety is publicly available	Unlikely	Severe	LOW	Annual Review	Principal, School Council, All staff	LOW
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Performance management	Unlikely	Severe	LOW	Annual Review Staff Checklist Quarterly review (OHS)	Principal, School Council, All staff	LOW

	Child Protection Reporting Policy Communication Policy Compass behaviour tracking **Refresher training for 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 Protection reporting procedures Duty of Care & Mandatory Reporting Policy Communication Policy PROTECT information for students/ staff Protective Practices sessions for all students from SSSO and SECASA. Rights, Responsibilities & Respectful Relationships (RRRR) WWCC VIT	Unlikely	High	MEDIUM	Refresher training for staff – see eLearning mandatory reporting module Principal & Business Manager to monitor VIT & WWCC regularly Annual Review	Principal, School Council	LOW
Recruitment of an inappropriate person (including volunteers)	WWCC or Victorian Institute of Teaching registration Role Statements **Pre-employment reference check includes asking about child safety**	Unlikely	Medium	LOW	training for staff – see eLearning mandatory reporting module Principal & Business Manager to monitor VIT & WWCC regularly Annual Review	Principal, School Council, Panel	LOW

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Engagement with children online	Child safety code of conduct for students, staff and community. Strategies developed to embed culture of child safety Acceptable use agreement Ensure appropriate settings on all student technologies Students are not permitted unmonitored access to personal electronic devices while on school premises (separate policy)	Unlikely	Medium	LOW		Review safety 'nets' for online tools with ICT team. Teachers to ensure that all students return signed Acceptable use agreement	Principal, School Council	LOW
Unknown people and environments at excursions and camps	Child safety code of conduct Strategies developed to embed culture of child safety Clear child safety reporting procedures Assessment of new or changed environments for child safety risks Excursion & Camp Policy Event risk assessments completed	Unlikely	Medium	LOW			Principal, School Council	LOW
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Medium	MEDIUM		Refresher training for frequent contractors Review of contractor pack	Principal, School Council	LOW

	Contractor sign in processes and Principal/ AP greeting				Arrange contractor activity outside school hours where possible		
Inappropriate contact of a parent or visitor	CCTV Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring Volunteer check of WWCC Checks of interaction processes for all visiting contractors, including DISCO, incursions, etc. Risk Assessment for Year 2 sleepover	Unlikely	Medium	MEDIUM	Enforce parent sign-in procedures and reminder in newsletter Use of Trespass order where appropriate	Principal, School Council, Office staff	LOW
Child Leaving the classroom/ grounds without permission	CCTV Adequate monitoring Individual support and behaviour plans Response plans Support from SSSO Support from ES staff	Possible	Medium	MEDIUM	Seek support from paediatrician Update behaviour response plans	Principal, School Council, Classroom teachers, ES staff	LOW
Unsupervised students in toilets	CCTV All students leaving the room to be tracked and timed Students travel in pairs PROTECT practices in place	Possible	Medium	MEDIUM	Alter facilities arrangements during class times to provide maximum protection for students at most risk	Principal, School Council, Classroom teachers, ES staff	LOW

Students close to the fence accessing unknown persons	CCTV All students reinforced 'out of bounds' areas. Students reminded of reporting practices for persons not wearing a visitor badge	unlikely	Medium	LOW		Principal, School Council, Yard Duty teachers	LOW
Older students (Wellington SC students) on ARPS school grounds/ using facilities without signing in	CCTV Visitor Policy online Knowledge of families linked to the school.	Likely	Medium	MEDIUM	Contact with WSC to voice concerns. Newsletter information. Provide visitors with policy. Confirm identity of students collecting siblings.	Principal, School Council, Yard Duty teachers	LOW
Students communicating with coffee van operator	Yard Duty vigilance. Restrict area around van	Possible	Medium	MEDIUM	Confirm WWCC documentation from Brad (Coffee man).	Principal	LOW
Parents with kinder students interacting with ARPS students during Transition	Visitor policy Foundation Transition information	Possible	Medium	MEDIUM	Confirm segregation of activities with Foundation teaching staff	Principal, Foundation teachers	LOW
Adults in change rooms during swimming	Excursion policy Volunteer policy Copies of WWCC for all adults supporting the pool	Possible	Medium	MEDIUM	Clear swimming guidelines for volunteer support at the pool	Principal, PE teacher, all staff	LOW
Inappropriate exposure during	Clear protocols and separate change rooms at the theatre	Possible	Unlikely	LOW		Principal, all staff	LOW

costume changes for school musical production	Staff only in change rooms with students (no parents) Staff in teams supporting students						
Interactions with shoppers during Waverley Gardens choir performances	Excursion policy Vigilant teaching staff Students provided with clear instructions re 'strangers' and PROTECT practices.	Possible	Unlikely	LOW		Principal, all staff	LOW

Principal: _____

School Council President: _____

Date endorsed by School Council: __19th June 2019   _____

To be reviewed: 2020