# 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**.

<table>
<thead>
<tr>
<th>Risk Event or Environment</th>
<th>Existing risk management strategies or existing controls</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Current risk rating</th>
<th>New risk management strategies or treatments</th>
<th>Who is responsible?</th>
<th>Target risk rating</th>
</tr>
</thead>
</table>
| 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 |
### Unquestioning trust of long term employees and contractors or norms

<table>
<thead>
<tr>
<th>Risk Category</th>
<th>Description</th>
<th>Likelihood</th>
<th>Mitigation</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlikely</td>
<td>Strategies developed to embed culture of child safety</td>
<td>High</td>
<td>Refresher training for staff – see eLearning mandatory reporting module</td>
<td>Principal, School Council</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Clear Child Protection reporting procedures</td>
<td>MEDIUM</td>
<td>Refresher training for staff – see eLearning mandatory reporting module</td>
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<tr>
<td>Low</td>
<td>Duty of Care &amp; Mandatory Reporting Policy</td>
<td>MEDIUM</td>
<td>Refresher training for staff – see eLearning mandatory reporting module</td>
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<tr>
<td>Low</td>
<td>PROTECT information for students/staff</td>
<td>MEDIUM</td>
<td>Refresher training for staff – see eLearning mandatory reporting module</td>
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<tr>
<td>Low</td>
<td>Protective Practices sessions for all students from SSSO and SECASA.</td>
<td>MEDIUM</td>
<td>Refresher training for staff – see eLearning mandatory reporting module</td>
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<tr>
<td>Low</td>
<td>Rights, Responsibilities &amp; Respectful Relationships (RRRR) WWCC</td>
<td>MEDIUM</td>
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<td>Low</td>
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<td>Role Statements</td>
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<td>Low</td>
<td>Pre-employment reference check includes asking about child safety</td>
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<td>Low</td>
<td>Recruitment of an inappropriate person (including volunteers)</td>
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### Recruitment of an inappropriate person (including volunteers)

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### Risk Assessment

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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)

Risk level: **Unlikely**

Risk level: **Medium**

Risk level: **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

Risk level: **Unlikely**

Risk level: **Medium**

Risk level: **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

Risk level: **Unlikely**

Risk level: **Medium**

Risk level: **MEDIUM**

- Refresher training for frequent contractors
- Review of contractor pack

**Principal, School Council**

**LOW**
## Contractor sign in processes and Principal/ AP greeting

**Unlikely**

### Risk Assessment for Year 2 sleepover

- **Possible**
- **Medium**
- **MEDIUM**

- **Unlikely**
- **Medium**
- **MEDIUM**

- **Possible**
- **Medium**
- **MEDIUM**

- **Possible**
- **Medium**
- **MEDIUM**

### 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

### Child Leaving the classroom/ grounds without permission

- **CCTV**
- Adequate monitoring
- Individual support and behaviour plans
- Response plans
- Support from SSSO
- Support from ES staff

### 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

### Risk Assessment

- **Arrange contractor activity outside school hours where possible**
- **Enforce parent sign-in procedures and reminder in newsletter**
- **Use of Trespass order where appropriate**
- **Seek support from paediatrician**
- **Update behaviour response plans**

### Principal, School Council, Office staff

### Principal, School Council, Classroom teachers, ES staff

### Principal, School Council, Classroom teachers, ES staff
| 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 |
<p>| Inappropriate exposure during | Clear protocols and separate change rooms at the theatre | Possible | Unlikely | LOW | Principal, all staff | LOW |</p>
<table>
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<th>Activity</th>
<th>Description</th>
<th>Likelihood</th>
<th>Control</th>
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<tr>
<td>Costume changes for school musical production</td>
<td>Staff only in change rooms with students (no parents)</td>
<td></td>
<td></td>
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<td></td>
<td>Staff in teams supporting students</td>
<td></td>
<td></td>
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<tr>
<td>Interactions with shoppers during Waverley Gardens choir performances</td>
<td>Excursion policy</td>
<td>Possible</td>
<td>Principal, all staff</td>
</tr>
<tr>
<td></td>
<td>Vigilant teaching staff</td>
<td>Unlikely</td>
<td>LOW</td>
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<tr>
<td></td>
<td>Students provided with clear instructions re ‘strangers’ and PROTECT practices.</td>
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