



## 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. Risk assessment resources form part of the [School Policy & Advisory Guide: Risk Management Policy](#). **Last updated – Monday, 19<sup>th</sup> of August, 2019 AND reviewed annually**

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	Unlikely	Moderate	<b>Low</b>	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed</li> <li>Statement of commitment to child safety is publicly available</li> </ul>	Principal, Assistant Principal, School Council Chair	<b>Low</b>
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures	Unlikely	Major	<b>Low</b>	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed</li> <li>Refresher training for staff – see eLearning mandatory reporting module</li> </ul>	Principal	<b>Low</b>

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
	Performance management procedures						
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	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Refresher training for staff – see eLearning mandatory reporting module</li> </ul>	Principal, Assistant Principal	<b>Low</b>
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	<b>Low</b>	Processes updated to require: <ul style="list-style-type: none"> <li>• Criminal history search</li> <li>• Pre-employment reference check includes asking about child safety</li> </ul>	Principal	<b>Low</b>
Engagement with children online	Child safety code of conduct  Strategies developed to embed culture of child safety	Possible	Major	<b>Low</b>	<ul style="list-style-type: none"> <li>• Train students and staff to detect inappropriate behaviour</li> <li>• Ensure appropriate settings on all student technologies</li> </ul>	Principal, Assistant Principal	<b>Low</b>

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
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	Possible	Moderate	<b>Medium</b>	<ul style="list-style-type: none"> <li>Assessment of new or changed environments for child safety risks</li> <li>Ensure Code and strategies apply in all school contexts</li> </ul>	Principal, Assistant Principal, Camp Coordinator	<b>Low</b>
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Moderate	<b>Low</b>	<ul style="list-style-type: none"> <li>Refresher training for frequent contractors</li> </ul>	Principal, Assistant Principal	<b>Low</b>

***This policy was last ratified by School Council on the 4<sup>th</sup> of September, 2019***