

Risk Assessment Policy

Background

The Child Safe Standards came into effect on August 1 2016. All Victorian schools must comply with Ministerial Order No. 870 - Child Safe Standards to create and maintain a child safe organisation.

Huntingdale Primary School, as part of the Victorian Government school system have an important responsibility for keeping children safe. We need to identify, assess and document the school's risks in relation to child safety, health and wellbeing and plan and document risk management strategies where necessary.

Purpose

To ensure:

- Huntingdale Primary School is a safe environment for everyone- students, staff, parents and visitors.
- Is compliant with Department of Education and Training (DET) and the Victorian Registration and Qualifications Authority (VRQA) policies and procedures, the Education and Training Reform Act 2006, Ministerial Order No. 870 and relevant OHS legislation.
- Maintain the DET values of integrity, impartiality and accountability.

Implementation

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.
- Huntingdale Primary School will adopt the following process for identifying and reducing or removing risks of child abuse:
 1. Identify the school's child safety risks across the range of school environments (including excursions, camps, online) using the DET risk assessment template (Attachment A)
 2. Identify any existing risk mitigation measures or internal controls.
 3. Assess and rate the school's child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.
 4. If the risk rating is more than the 'acceptable level', identify further risk management strategies through additional controls or other prevention, detection or mitigation strategies and then re-assess the risk.
- In addition to this a risk register will be in place for the camps and excursions policies.
- An Occupational Health and Safety Risk Register (DET) is kept up to date on the school server.
- The school has an External Providers policy to manage risk associated with outside agencies.
- The school has a Working With Children's Check policy to manage risks associated with children.
- The school has an effective sign in procedure to manage visitors in the school.
- The school follows DET policy in regard to supervision of students and has a Duty of Care Policy.
- Risk management process will be documented, recorded and reviewed periodically.
- Effective risk management strategies are dynamic and change over time as new risks arise and others may no longer be relevant.



Resources

Child Safe Standards Risk assessment template

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/safeenviro.aspx>

DET Risk Management Policy

<https://www.education.vic.gov.au/school/principals/spag/governance/pages/risk.aspx>

Risk in School Planning Operations

<https://www.education.vic.gov.au/school/principals/spag/governance/Pages/riskinplanning.aspx>

OHS Risk Management

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/ohsriskmgt.aspx>

Evaluation

This policy will be reviewed annually or as needed to comply with DET policy changes.

Document Status

Reviewed	School Council Ratification	Next Review
October 2018	20 th November 2018	20 th November 2020



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



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



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
excursions and camps	Strategies developed to embed culture of child safety Clear child safety reporting procedures				child safety risks • Ensure Code and strategies apply in all school contexts		
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Moderate	Medium	• Refresher training for frequent contractors	Principal, School Council Chair	Low