

HUNTINGDALE PRIMARY SCHOOL Child Safe Standards Risk Register

School name:	Huntingdale Primary School	Responsible staff member:	Assistant Principal
Date endorsed:	1 July 2022	Endorsed by:	Principal
Next review date:	1 July 2023	File location:	Administration Server & Staff Shared Goggle Drive

RISK TITLE AND DESCRIPTION	RISI	K ASSESSMENT	EXISTING CONTROLS	CONTROLS ASSESSMENT	NEW TREATMENTS AND WHO IS RESPONSIBLE?	BY WHEN?
Provide a risk title and short description.	Describe the causes of the child safety risk.	Describe the consequences for children if the child safety risk happens	Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk	Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?	If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?	When will this be done?
Child Safe Standard 1 -	Aboriginal cultural safety					
Culturally safe environments Description: There is a risk that the school fails to establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and students are respected and valued	Racism, discrimination and bullying not adequately managed and addressed Ignorance/lack of awareness Curriculum that doesn't include Aboriginal Australians An unwelcoming environment for Aboriginal students Policy development and review is not consultative	 Aboriginal students are less likely to trust school staff which may result in them being less likely to report abuse by adults or peers, and make them more vulnerable to harm Aboriginal students do not feel welcome, safe, respected or valued for their diverse and unique identities which may result in them being less likely to report abuse by adults or peers and make them more vulnerable to harm Physical and psychological harm as a result of child abuse 	 Our Child Safety and Wellbeing Policy outlines the controls in place to establish a culturally safe environment and is implemented Other documents that address Aboriginal cultural safety: CUST Action Plan & Aboriginal and Torres Strait Islander Education Plan Student Wellbeing and Engagement Policy Bullying Prevention Policy Inclusion and Diversity Policy Controls to address racism, discrimination and bullying are outlined in the Bullying Prevention Policy and the Student Wellbeing and Engagement Policy. 	Yes	Use the guidance available at PROTECT Child Safe Standard 1	1 July 2022
Risk type: Situational, Organisational						
Child Safe Standard 2 –	School leadership, governance ar	nd culture				
Description: There is a risk that child safety and wellbeing is not embedded in the school's leadership, governance and culture Risk type:	 Child safety is not prioritised Decision-making power concentrated in one individual Unclear accountabilities Staff and volunteers are unaware of the school's expectations relating to their conduct and role in supporting child safety and wellbeing Culture of secret keeping Poor management of conflicts of interest Lack of leadership on child safety Poor understanding of the foreseeable risks relating to child abuse Poor understanding of recordkeeping and information management Poor child safety messaging 	 Increased risk of child abuse occurring, remaining undetected and not being responded to appropriately because the school does not have a culture of child safety and reporting of child safety incidents or concerns Increased risk of child abuse occurring, remaining undetected and not being responded to appropriately because staff and volunteer roles and responsibilities are not clear Poor practices and understanding of information sharing obligations may result in staff or volunteers not sharing important information to reduce the risk of child abuse or conversely, sharing sensitive information inappropriately contributing to further harm. Poor records and record-keeping practice can contribute to delays or failures to identify and respond to child safety risks and incidents and can obstruct survivors seeking information about their time at our school. It can also compromise the school's ability to monitor for systemic issues that required changes to policy, procedure or practice. Physical and psychological harm as a result of child abuse 	 embedded across the school and is implemented Our Child Safety Code of Conduct is adopted and actively enforced by school leadership. Inconsistent staff, contractor or volunteer conduct is swiftly addressed. 		Use guidance available at PROTECT Child Safe Standard 2 (Principal)	1 July 2022

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Child Safe Standard 3 -	Children are safe, informed and a	actively participate				
Risk Title: Student empowerment Description: There is a risk that students will not be empowered about their rights, participate in decisions affecting them or be taken seriously Risk type: Vulnerability	 Students don't know how to make a complaint or raise a concern or don't feel confident that they will be listened to Students don't understand their rights Student input in decision making is not supported or valued Student contributions or concerns are not taken seriously Students are not offered sexual abuse prevention education Students are coerced or silenced by adults at the school Lack of friendship or peer support 	not feel supported to participate in decisions that affect them and do not feel like they will be listened to. • Failure to empower students with information about their rights, child safety risks, and sexual	 Our Child Safety and Wellbeing Policy outlines the controls in place to support child and student empowerment and is implemented Complaints Policy details how students can raise complaints and concerns and is promoted widely to parents and students Student Wellbeing and Engagement Policy outlines the controls in place to ensure student wellbeing is supported and prioritised Students are provided with age-appropriate sexual abuse prevention programs and relevant related information through Resilience, Rights and Respectful Relationships teaching and learning materials and Sexuality Education Programs offered on a bi-annual basis through SEA Students are educated about their rights through the Creating Our Learning Community (COLC) unit of work. Friendship and peer support are promoted through COLC and Play is the Way 	Yes	Use guidance available at PROTECT Child Safe Standard 3	1 July 2022
Child Safe Standard 4 –	Family engagement					
Risk Title: Families and community involvement Description: There is a risk that families and communities are not informed, and involved in promoting child safety and wellbeing Risk type: Organisational	 Unwelcoming staff Lack of appreciation of the value of community consultation and engagement The school does not offer information to families and communities or avenues to contribute to policies and decisions relating to child safety and wellbeing Lack of staff training, culture or willingness to engage families and communities 	 Child safety and wellbeing practices without input from families may result in practices that do not cover all the diverse needs of students, resulting in a risk that students do not feel safe or able to actively participate in school life (see Child Safe Standard 1 and 3) Families and communities not engaged in child safety at the school are less likely to be able to support the school to reduce risk by keeping an eye out for unsafe behaviours and raising concerns. Families cannot help students identify abuse Families do not support students who want to make a complaint If families lack awareness about child safety including risks of child abuse, children may be more vulnerable to being groomed by perpetrators seeking to obtain their trust. Physical and psychological harm as a result of child abuse 	 Our Child Safety and Wellbeing Policy outlines the controls in place to engage families and is implemented All child safety and wellbeing policies and procedures are publicly available and promoted in the school community Families and the school community are invited to have a say in the development and review of child safety and wellbeing policies, procedures and practices through our school website, newsletters and Operoo notifications 	Yes	Use guidance available at PROTECT Child Safe Standard 4	1 July 2022

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Child Safe Standard 5 -	Equity and diverse needs					
Risk Title: Diversity and equity Description: There is a risk that equity is not effectively upheld, and diverse needs are not respected in policy and practice Risk type: Vulnerability	Diverse cohorts have not been identified for targeted support (such as students with disability, students who identify as lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+), students in out of home care, international students and students who are culturally and linguistically diverse) Diverse cohorts not supported adequately Diverse cohorts feel unwelcome Lack of staff training on diversity and supporting and responding to vulnerable students Lack of respectful culture Incidents of discrimination or humiliation are not effectively addressed and managed	not adequately supported for their diverse and specific needs are more at risk of abuse and	 Our Child Safety and Wellbeing Policy outlines the controls in place to support equity and diverse needs and is implemented Student Wellbeing and Engagement Policy outlines how the school pays particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) students Child safety information, support and complaints processes are culturally safe, accessible and easy to understand Other documents that address diversity and equity include: CUST Plan ad Aboriginal and Torres Strait Islander Education Plan Bullying Prevention Policy Inclusion and Diversity Policy Implement: Resilience, Rights and Respectful Relationships and Building Respectful Relationships teaching and learning materials Respectful Relationships whole school approach 	Yes	Use guidance available at PROTECT Child Safe Standard 5	1 July 2022
Child Safe Standard 6 -	Suitable staff and volunteers					
Risk Title: Suitable staff (including contractors engaged by the school in child-related work) Description: There is a risk that staff are not suitable to work with children or effectively supported to uphold child safety and wellbeing values in practice Risk type: Organisational, Propensity	 Poor recruitment and preemployment screening processes Provision of false information during recruitment Poor management of conflicts of interest Insufficient induction on commencement of working at school Inappropriate behaviour by other adults is not called out due to lack of empowerment or awareness of behaviours of concern Insufficient promotion of the school's commitment to child safety Lack of child safety culture Insufficient supervision Performance management does not focus on or address concerns relating to child safety and wellbeing 	commitment to child safety during recruitment processes may fail to deter potential predators from seeking employment • History and behaviours of concern relating to suitability to work with children are not identified resulting in increased risk of child abuse • Conflicts of interests in recruiting staff may increase the risk of other staff not reporting concerns relating to staff conduct, and where concerns are reported or identified, increased risk of them not being responded to in an objective manner with the focus on child safety and wellbeing. • Insufficient induction results in the increased risk that staff fail to identify child safety risks	 Our Child Safety and Wellbeing Policy outlines the controls in place: for child safe recruitment and screening practices for staff. to ensure staff are provided with an appropriate induction in the school's child safety policies and practices. to ensure ongoing supervision and management of staff is focused on child safety and wellbeing All actions and strategies outlined in our Child Safety and Wellbeing Policy are implemented 	Yes	Use guidance available at PROTECT Child Safe Standard 6	1 July 2022

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		responsibilities in promoting and supporting child safety resulting in increased risk of harm • Physical and psychological harm as a result of child abuse				
· ·	Screening processes lack sufficient strength to reveal histories and behaviours of concern Systems, processes, policies and culture do not demonstrate sufficient strength and transparency to deter potential perpetrators from attempting predatory behaviours Conflict of interest Lack of child safety culture Insufficient induction and training Insufficient supervision	 Insufficient promotion of the school's commitment to child safety may fail to deter potential predators from volunteering at the school History and behaviours of concern relating to suitability to work with children are not identified resulting in increased risk of child abuse Insufficient induction results in the increased risk that volunteers do not understand their role and responsibilities in promoting and supporting child safety resulting in increased risk of harm. Insufficient supervision results in increased risk of child abuse and harm to students Inadequate steps to address concerning behaviour may result in increased risk of harm (for example removing volunteer from duties or otherwise ensuring the volunteer does not demonstrate further behaviours of concern) Physical and psychological harm as a result of child abuse 	 Volunteer Policy outlines the controls in place to ensure volunteers are suitable to work with children including screening, induction, and ongoing management and supervision Volunteers engaged to work in Japanese speaking classroom activities, volunteers who may be escorting students on interstate or overseas trips as part of the excursion staff, volunteers who will be engaging closely with students in a school activities where staff supervision may not always be present and volunteers who are not parents/carers of students will be asked to undertake additional screening processes including proof of identity (where this has not already been established), and references addressing suitability for working with children. Volunteers that are working with children or that may have access to students in unsupervised or high-risk settings will always be supervised by a member of school staff Volunteer behaviour that is inconsistent with the school's child safety and wellbeing policies and practices will be addressed by school staff swiftly and with a focus on child safety and wellbeing. 		Use guidance available at PROTECT Child Safe Standard 6	1 July 2022
Child Safe Standard 7 –	complaints processes					
processes Description: There is a risk that processes for complaints and concerns are not child focused Risk type: Organisational, Vulnerability	uncertain about how to raise a complaint or concern because information is not accessible or easily understood • Processes do not support students, parents and carers to make complaints or raise concerns • Complaints processes or responsible	safe and easily understood information on how to raise a complaint or concern increases the risk of students, parents and carers not reporting behaviours of concern or abuse • Students may be unwilling to report behaviours of concern or abuse if they feel they will not be taken seriously or if they do not feel safe to report • Failure to have a clear process for responding to	 Complaints Policy outlines the controls in place to ensure students are provided with accessible, culturally safe and easily understood information on raising a complaint or concern Child Safety Responding and Reporting Obligations Policy and Procedures outlines the procedures for responding to complaints or concerns relating to child abuse The Complaints Policy and Child Safety Responding and Reporting Obligations Policy and Procedures are publicly available on the school website The Complaints Policy and Child Safety Responding and Reporting Obligations Policy and Procedures are implemented by all relevant staff Our Child Safety and Wellbeing Policy sets out all recordkeeping, privacy and information sharing obligations that must be met when responding to complaints and concerns. All complaints and concerns are managed in accordance with employment law obligations and our school seeks advice from Employee Conduct Branch and Legal Division when dealing with complaints and concerns relating to child abuse by a member/former member of staff or school council employee or contractor 	Yes	Use guidance available at PROTECT Child Safe Standard 7	1 July 2022

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Child Safe Standard 8 – (Child safety knowledge, skills and	d awareness				
awareness to keep children and students safe through ongoing education and training Risk type: Organisational	 Child safety and wellbeing training not provided to staff and school council annually Child safety and wellbeing training is not refreshed or updated where policy, practice or law has changed Volunteers are not required to undertake child safety training that is appropriate to the nature of their role Training does not cover all necessary topics Training is poorly facilitated Also refer to Child Safe Standard 6 risks above	and obligations results in increased risk that they will not be appropriately implemented by staff and volunteers and an increased risk to students of child abuse occurring and of continuing to occur undetected. • Physical and psychological harm as a result of child abuse	 Our Child Safety and Wellbeing Policy outlines the controls in place to ensure school council and school staff receive appropriate annual guidance and training on child safety and is implemented Our Volunteers policy provides information on training for volunteers. Volunteers that are engaged to work in Japanese bilingual classrooms, volunteers who will be escorting students on interstate or overseas trips as part of the excursion staff, volunteers who will be engaging closely with students in a school activities where staff supervision may not always be present] are provided with child safety training that is appropriate to the activity and the volunteer's role. Staff undertake 6 monthly Child Safe Standard refreshers and yearly Mandatory Reporting Training 	Yes	Use guidance available at PROTECT Child Safe Standard 8	1 July 2022
Child Safe Standard 9 - I	Physical and online environment	S				
Risk Title: School physical environment Description: There is a risk the school's child safety policies, procedures and practices do not adequately address and manage the risk of abuse and harm in the school's physical environment Risk type: Situational	Areas of child safety risk in the school buildings or grounds are not identified and appropriately supervised or managed.	occurring on school grounds or buildings if	 Yard Duty and Supervision Policy outlines supervision processes and requirements with a focus on child safety Yard duty staff are trained to actively patrol the school grounds, paying particular attention to secluded areas that have been identified as high risk including the toilet areas, behind portable classrooms and breakout office areas e.g., POD, conference rooms Child safety and wellbeing policies, procedures and practices are in place to enable staff and volunteers to identify and mitigate risks in the physical school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities, including our Child Safety and Wellbeing Policy and Child Safety Code of Conduct Students advised that behind the portable classrooms is out of bounds as the area cannot be supervised Garden sheds and store cupboards are locked unless in use, with controlled access to keys School grounds are well lit for after school activities Students are required to go to the bathroom and monitor duties with another student during class time 	Yes	Use guidance available at PROTECT Child Safe Standard 9	1 July 2022
Risk Title: Online environment Description: There is a risk the school's child safety policies, procedures and practices do not adequately address and manage the risk of abuse and harm in the school's online environment	 Child safety risks in the school's online environment are not identified and appropriately managed. Students are not provided with education about online risks and appropriate online behaviours. Online safety measures fail to adapt to emerging technologies and child safety risks 	 There is an increased risk of child abuse occurring if policies, procedures and practices fail to identify and manage areas of risk in the school's online environment – particularly risks relating to grooming and further risk of abuse if the grooming goes undetected. Physical and psychological harm as a result of child abuse 	 Digital Learning Policy outlines the controls in place for online conduct and online safety and is implemented Acceptable Use Agreements are in place and enforced Child safety and wellbeing policies, procedures and practices are in place to enable staff and volunteers to identify and mitigate risks in the online school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities, including our Child Safety and Wellbeing Policy and Child Safety Code of Conduct 	Yes	Use guidance available at PROTECT Child Safe Standard 9	1 July 2022

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Risk type: Situational			 Staff undertake a privacy impact assessment for apps and other platforms in use by the school which includes the risk of access to children or personal information by people external to the school. Students are education on online safety during COLC sessions Students are reminded about only accessing their own online profiles and not others. They are instructed to alerted another student if they have not signed out of devices appropriately. Families are reminded of online safety in the school newsletter 			
Risk Title: Off-site school activities and use of third-party providers Description: There is a risk that the school's child safety policies, procedures and practices do not adequately address and manage the risk of abuse at school activities off-site and/or school activities involving third party providers. Risk type: Situational, Organisational, Propensity, Vulnerability		 There is an increased risk of child abuse occurring if policies, procedures and practices fail to identify and manage areas of risk for off-site school activities and school activities that involve third party providers. Physical and psychological harm as a result of child abuse 	Our school complies with relevant policies with respect to the following activities, including policy relating to child safety and wellbeing: Government schools Excursions NDIS Funded Therapy in Schools Work Experience Procurement School Community Work For others, see the Policy and Advisory Library For off-site school activities and school activities engaging a third-party provider, we identify and assess the risks of child abuse that are specific to that activity and ensure appropriate controls are in place. This includes activities such as Kelly Sports, Soccer X, DigiTech and Fizz Kids	Yes	Use guidance available at PROTECT Child Safe Standard 9	1 July 2022
	Review of child safety practices					
Risk Title: Review and improvement Description: There is a risk that the implementation of the Child Safe Standards is not regularly reviewed and improved Risk type: Organisational	 Failure to regularly review child safety policies, procedures and practices (every 2 years) or following any significant child safety incident Failure to use analysis of complaints, concerns and safety incidents to inform possible improvements to child safety policies, procedures and practices Failure to inform families and communities of the outcome of reviews of child safety policies, procedures and practices 	 Child safety policy, procedures and practices may become out of date with any new laws or guidance on good practice, compromising the school's ability to protect students from child abuse and to respond appropriately to complaints and concerns. Child safety policy, procedures and practices may no longer meet the needs of the local school community compromising the school's ability to protect students from child abuse and to respond appropriately to complaints and concerns. Child safety policy, procedures and practices are not improved as a result of analysis of past complaints, concerns and safety incidents, reducing the school's ability to protect students from child abuse and to respond appropriately to complaints and concerns. Physical and psychological harm as a result of child abuse 	 A list of the school's policies relating to the child safe standards, including approvers and review cycles is used to support staff to maintain and update our policies The Education and Future Directions School Council Sub-Committee reviews child safety policies and procedures We determine the causes of child safety incidents and monitor for repeat issues or systemic failures, updating any child safety policy, procedure or practice where gaps or improvements are identified We record complaints and concerns to allow us to monitor areas for improvement in our child safety policies, procedures and practices. We inform families through our school's newsletter and Operoo when child safety and wellbeing policies are being reviewed and ensure they are invited to provide feedback 	Yes	Use guidance available at PROTECT Child Safe Standard 10	1 July 2022

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Child Safe Standard 11	- Implementation of child safety	practices				
Risk Title: Policies and procedures Description: There is a risk that policies and procedures do not effectively document how the organisation is safe for children and students and are not effectively implemented by staff and volunteers. Risk type: Organisational	 informed by best practice models and family and community engagement Staff and relevant volunteers are not provided with an adequate induction or ongoing training and are not 	understand it may result in staff (particularly new staff) being unaware of their child safety obligations, roles and responsibilities increasing the risk of child abuse • If child safety policies and procedures are not	 Our suite of child safety and wellbeing policies and procedures address all aspects of the Child Safe Standards Our staff and relevant volunteers are inducted and trained on our child safety and wellbeing policies, procedures and practices and are supported to implement them Our school leaders champion and model our child safety policies, procedures and practices and address any performance concerns relating to staff conduct or implementation Our Child Safety Champion regularly reviews PROTECT guidance and other relevant policies to ensure our own local child safety policies, procedures and practices are informed by best practice and updated where required. 	Yes	Use guidance available at PROTECT Child Safe Standard 11	1 July 2022