

**CHILD SAFETY RISK MANAGEMENT STRATEGY  
UPPER SANDY CREEK PRIMARY SCHOOL**

<b>Policy Implementation</b> Date: 2020	<b>Policy review date:</b> 2023	<b>Responsible for review:</b> School Council
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## Child Safety Risk Management Strategy

**Requirement 1:** The school governing authority must develop and implement risk management strategies regarding child safety in school environments.

Risk	Yes	No
Does the school have a structured and documented approach to identifying child safety risks?		
Does the risk assessment process involve appropriate, knowledgeable people? eg registered teachers, support staff, students, parents.		
Has the risk assessment process considered issues related to students of different age groups and the diversity of the student group, including but not limited to children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds?		
Has the school established risk rating criteria including appropriate ratings for the likelihood and consequence of risks?		
Has a risk assessment already been carried out with respect to child safety risks?		
Has the school established existing internal controls to manage child safety risks and has their effectiveness been considered?		
Has the school identified new controls/management actions to mitigate child safety risks?		
Do the risk management strategies challenge the potential to overestimate the effectiveness of the school's existing controls?		
Do the risk management strategies encompass predatory, opportunistic and situational environment risks: <ul style="list-style-type: none"> <li>• predatory risks (persons who may become adept at creating opportunities to sexually abuse and avoid detection)</li> <li>• opportunistic risks (persons who may sexually abuse in low-risk, low-effort situations)</li> <li>• situational risks (persons who may sexually abuse in a specific set of circumstances)</li> <li>• environment risks (environments that create child safety risks)</li> </ul>		
Has the risk management strategy been endorsed by the school's leadership team/principal class officers?		

**Requirement 2:** The school’s risk management strategies regarding child safety must identify and mitigate the risk(s) of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment (including the provision of services by contractors or outside organisations), and the characteristics and needs of all children expected to be present in that environment.

Risk	Yes	No
Does the risk management process consider ‘hot spots’ and ‘hot times’ of student-staff and student-student interactions with respect to child safety?		
Does the school have a process that ensures child safety risks of any new or changed physical environments on and off campus are reviewed?		
Does the school perform screening as part of its staff recruitment process, including for volunteers and contractors? eg WWCC’s, criminal background checks, reference checks, etc.		
Does the school monitor who is on the premises? eg visitor and contractor sign-in process?		
<p>Does the risk management process consider child safety risks that may exist in the school environment before, during and after hours, as appropriate? Have you considered your:</p> <ul style="list-style-type: none"> <li>• classrooms and learning environments</li> <li>• playgrounds</li> <li>• student toilets and cloakroom</li> <li>• excursion or camp locations</li> </ul>		
<p>Does the risk management process consider child safety risks in the online environment and through media including:</p> <ul style="list-style-type: none"> <li>• mobile phone SMS messages, other mobile messaging and social media</li> <li>• photography and videography</li> <li>• any other electronic media</li> </ul>		
<p>Does the risk management process consider child safety risks regarding relationships and interactions with students among the following people involved with the school:</p> <ul style="list-style-type: none"> <li>• registered teachers and educational support staff</li> <li>• other students</li> <li>• administration staff</li> <li>• contractors such as specialists delivering services to students eg, music or recreation activities</li> <li>• volunteers</li> <li>• visitors to the school or other persons that may have access to students</li> </ul>		

**Requirement 3:** If the school governing authority identifies risks of child abuse occurring in one or more school environments the authority must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls).

Risk	Yes	No
Have the identified risks been documented and recorded?		
Have strategies or the mitigation actions (new internal controls) for the risks been established and documented?		
Do the risk management strategies take into account the diversity of the children that are affected by the risk?		
Do the risk mitigation actions (controls): <ul style="list-style-type: none"> <li>• increase the effort required to abuse</li> <li>• increase the likelihood of detection of inappropriate and/or abusive behaviour</li> <li>• remove triggers for inappropriate and/or abusive behaviour</li> <li>• reduce permissibility of inappropriate behaviour</li> </ul>		
Does the school ensure that every person (eg whether employee, contractor, volunteer, or visitor to the school) understands the school's expectations for child safety?		

**Requirement 4:** As part of its risk management strategy and practices, the school governing authority must monitor and evaluate the effectiveness of the implementation of its risk controls.

Risk	Yes	No
Does the school test the effectiveness of internal controls surrounding child safety?		
Is the school monitoring its child safety risk management strategies to confirm they have been implemented?		
Does the school review the child safety risk management strategies to confirm their effectiveness?		
Does the school governing authority monitor the child safety standard risk management strategies?		
Does the school governing authority evaluate the effectiveness of the implemented mitigation controls?		

**Requirement 5:** At least annually, the school governing authority must ensure that appropriate guidance and training is provided to the individual members of the school governing authority and school staff about:

- a) individual and collective obligations and responsibilities for managing the risk of child abuse;
- b) child abuse risks in the school environment; and
- c) the school’s current child safety standards

Risk	Yes	No
<p>Is guidance and training provided to members of the governing authority and school staff about:</p> <ul style="list-style-type: none"> <li>• individual and collective obligations and responsibilities for managing the risk of child abuse</li> <li>• child abuse risks in the school environment</li> <li>• the school’s current child safety standards</li> </ul>		
<p>Are the outcomes of the risk assessment made available to all relevant people eg staff, students, parents, in line with best practice approaches to increase transparency of the school’s compliance with the child safe standards?</p>		

RISK RATING		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Risk Event	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
Lack of an organisational culture of child safety	Child safety code of conduct, embedding culture of child safety	Possible	Severe	Extreme	Staff induction and annual awareness training, policy and procedure for managing child safety, PDP, reporting procedures	Principal and School Council	Low
Familiarity breeding a culture of not reporting issues	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Criminal history search, online searches (Google, Facebook etc), pre-employment reference check includes asking about child safety	Principal	Low
Natural trust of long term employees (who may have developed issues over time)	Performance management procedures. Training, VIT, WWCC,	Possible	Moderate	Medium	Performance management procedures. Training, VIT, WWCC, Psychometric testing. Child Safety Standards.	Principal, Staff	Low
Children alone with one other person unsupervised	Clear windows, open classrooms, non-lockable doors in hot spots, open spaces for 1-1 work	Unlikely	Moderate	Medium	Child Safety Policy, Child Safety Code of Conduct, Induction of parents/volunteers /visiting specialist. Staff Training.	Principal, staff	Low
Recruitment of an inappropriate person	VIT/WWCC, referee checks,	Possible	Major	High	Child safe recruitment checklist, VIT/WWCC, referee checks, Psychometric testing	Principal, School Council	Low
Inappropriate behaviour not reported	Mandatory Reporting training, guide to making a report to child first, flow chart of responsibilities. eLearning modules.	Rare	Moderate	Low	Mandatory Reporting training, guide to making a report to child first, flow chart of responsibilities. eLearning modules. Code of Conduct, Child Safety incident reporting, Responding to allegations.	Principal, Staff, School Council, Volunteers.	Low

Harassment via email, SMS or other media	Communications Policy, eSmart, Internet Usage Policy, Wellbeing Policy, Bullying Policy. Bounce Back.	Unlikely	Minor	Low	Communications Policy, eSmart, Internet Usage Policy, Wellbeing Policy, Bullying Policy. Bounce Back.	Principal, Staff	Low
Unsupervised recreational or other activities	Staff Duty Roster, Timetables, Designated Play areas. Common eating area	Possible	Major	High	Staff Duty Roster, Timetables, Designated Play areas. Child Safe Policy, Induction, Training. Common eating area	Principal Staff	Medium
Ad-hoc contractors on the premises (eg maintenance)	Sign in book, use of department contactors.	possible	Major	High	Sign in book, use of department contactors. Induction and supervision.	Principal	Low
Unknown people and environments at excursions and camps	Risk assessment. Supervision ratios. WWCC for supervising parents. Close supervision of students. Use of Government recommended camps.	possible	Major	High	Risk assessment. Supervision ratios. WWCC for supervising parents. Close supervision of students. Use of Government recommended camps. Child Safety Risk Management Strategy.	Principal, staff.	Medium
False allegations	SSSO intervention. Mandatory reporting training.	Unlikely	Major	Medium	Train students and staff to detect inappropriate behaviour. SSSO intervention. Mandatory reporting training. Child Safe Reporting Processes.	Principal, Staff, Students	Low
Culture of parents not signing in at office when visiting school	Sign in book. Visitor Policy.	Unlikely	Major	Medium	Sign in book. Visitor Policy. Parent Induction, Child Safe Policy.	Principal, Staff, School Council, Parents.	Low