



Child Safe Risk Management

School: **Grovedale Primary School**

November 2018

Date of review: **June 2021**

Risk Rating Matrix - Example

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 Questions	Existing Management Strategies or Internal Controls	Risk Assessment – with existing controls				New Risk Management Controls or Internal Controls	Who is Responsible		Residual Risk
		Effectiveness of existing controls	Consequences	Likelihood	Current Risk Assessment		WHO	WHEN / HOW	
Describe the risk event, cause/s and consequence/s.	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: • What will be done? •			
a. School lacks a culture of child safety or staff have not understood their roles in maintaining child safety	<ul style="list-style-type: none"> Mandatory reporting online module done annually Discussion of some issues at staff meeting when seeming relevant Policies reflect Child Safe Standards 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Implement an effective child safety risk management strategy 2] PD with staff on Code of Conduct, Child Safety Policy, Reporting Obligations 3] Staff and School Council to input	1] Leadership, School Council 2] Leadership, Student Welfare Officer 3] Staff, School Council	1] Term 2, 2018 onwards, and full implementation 2019.	Extreme High Medium Low
b. Familiarity breeding a culture of not reporting issues	<ul style="list-style-type: none"> Team leaders with overview of staff, Student Welfare Officer as well as Leadership. Mandatory Reporting training annually Staff Induction 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Child safety reporting procedures - regular revision at staff meetings, including scenarios that mention the culture of not reporting. 2] Create a timetable for revisiting the different elements of a child safe organisational culture.	1] All staff 2] Leadership	1] Each semester a staff meeting to be chosen where we include Child Safety issues. Start term 1 2019. 2] Timetable formulated at start of 2019..	Extreme High Medium Low
c. Natural trust of long term employees (who may have developed issues over time)	<ul style="list-style-type: none"> Mandatory Reporting training annually VIT registration - Police checks updated Open spaces and adjoining rooms. 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Train students and staff to detect inappropriate behaviour.	1] Leadership, social worker and, all staff	1] Delivery of a Wellbeing Program in Term 1, 2019. Revisited annually by teachers.	Extreme High Medium Low
d. Children alone with one adult unsupervised	<ul style="list-style-type: none"> Working in flexible learning spaces and unobstructed windows. All staff members with oversight. 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Clear windows in walls to enable visibility of occupants, most doors 2] Child Protection education about 'recognise, react, report' 3] Staff trained to use visible areas	2] All staff members 3] SSSOs, Social worker, ES staff.	2] Term 1, each year in every classroom.	Extreme High Medium Low
e. Recruitment or employment of an inappropriate person	<ul style="list-style-type: none"> Criminal history checks and confirming currency of WWCC/VIT registration References sought 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Performance management procedures 2] Regular staff training about the need to report any concerns within the school environment, using the Code of Conduct and Child Safety Policy 3] Child safe standards policy of casual staff replacement agencies to be asked for and kept in relevant online folder.	1] Leadership, School Council 2] Leadership 3] Leadership	1] Ongoing 2] Each term a staff meeting to be chosen where we include Child Safety.	Extreme High Medium Low
f. Inappropriate behaviour not reported	<ul style="list-style-type: none"> Working in adjoining learning spaces with a team. Channels for reporting established - Student Welfare Officer, team leaders, 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Performance management procedures 2] Regular staff training about the need to report any concerns within the school environment, using the Code of Conduct and Child Safety Policy. Include scenarios that help	1] Leadership, School council. 2] Leadership team 3] Student Wellbeing Officer and classroom teachers..	2] Each term a staff meeting to be chosen where we include Child Safety.	Extreme High Medium Low

	Principal class					staff practice ways to report, the need to report, 3] Child Protection education about 'recognise, react, report'			
g. Harassment via email, SMS or other media	<ul style="list-style-type: none"> Respond to complaints if we are made aware of them. Regular reminders about appropriate use of social media Cyber safety lessons 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Training students about cyber safety to include about contact from teachers not being appropriate. 2] Staff Code of Conduct includes clarification that staff are not to initiate online contact outside of the organisation. 3] Update PDs on social media security for staff	1] ICT teacher, classroom teachers. 2] All staff 3] Student Welfare Officer, Leadership	1] Continue with cyber safety lessons as for each year, ensure that students know adults should not be seeking online contact.	Extreme High Medium Low
h. Unsupervised recreational or other activities	<ul style="list-style-type: none"> CCTV for unsupervised areas. Induction for all visitors, staff, volunteers and contractors 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Child Protection education about 'recognise, react, report' 2] Staff Code of Conduct, clarifying not being alone with students unnecessarily	1] Social worker and classroom teachers.	1] Term 1 annually	Extreme High Medium Low
i. Ad-hoc contractors on the premises (eg maintenance)	<ul style="list-style-type: none"> Induction for all visitors, staff, volunteers and contractors WWC checks are mandatory. If possible, work is done outside of school hours. 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Induction program that includes points about child safety and the signing of the Code of Conduct 2] Child Protection education about 'recognise, react, report' 3] Pre-employment reference checks that include checking for child safety	1] Induction staff. 2] Student Welfare Officer and classroom teachers. . 3] Leadership	1] As needed.	Extreme High Medium Low
j. Vulnerability of staff and students due to unknown personal issues	<ul style="list-style-type: none"> Counselling, groups for children with similar issues. 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Continued staff PD which includes revisiting student welfare needs and the understanding of trauma. 2] Posters placed in key locations, and flyers included in staff handbooks which give staff details of Employee Assistance program, etc. 3] Posters for students in key locations about Kids' Help Line and similar services.	1] Leadership to ensure there are points in the year where we include welfare awareness.	1] Term 1 each year from 2019 onwards	Extreme High Medium Low
k. Unknown people and environments at excursions and camps	<ul style="list-style-type: none"> Assessment of new or changed physical environments for risks Supervision or monitoring of activities Risk Management template filled in by camp co-ordinator 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Add child safety standards clause to our general camp/excursion risk assessment forms 2] Risk management template to be filled out by camp team in advance, so all understand the risks and the choices for managing. Ensure that Child Safety is on all templates 3] Child Protection education about 'recognise, react, report'	1] Leadership and camp organisers 2] All relevant staff to ensure Child Safety is on risk management templates 3] Student Welfare Officer, Team leaders.	1] Term 1 each year. 2	Extreme High Medium Low
l. False allegations	<ul style="list-style-type: none"> 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Counselling and other resources 2] Code of conduct reminding staff not to be unnecessarily alone with student.	1] Welfare Officer, Leadership.	1] Term 4 2016 onwards	Extreme High Medium Low
m. Cultural Misunderstanding - eg parent not understanding Australian standards, us not	<ul style="list-style-type: none"> PD of staff around Cultural 	Satisfactory Poor	Severe Major	Almost certain Likely	Extreme High	1] Child Safety code of conduct. 2) Accessibility of family details through Sentral	1] Leadership, Student Welfare Officer.	1] As needed.	Extreme

understanding cultural backgrounds and norms	Understanding run by KESO.	Unknown	Moderate Minor Insignificant	Possible Unlikely Rare	Medium Low		2] All staff		High Medium Low
n. Building and grounds have blind spots - toilets, withdrawal areas, garden areas.	<ul style="list-style-type: none"> CCTV for unsupervised areas, and 'hot spot' areas Unpredictable movement of staff or students throughout the school 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	<p>1] Code of conduct reminding staff not to be unnecessarily alone with student.</p> <p>2] Child Protection education about 'recognise, react, report'</p>	<p>1] Leadership</p> <p>2] Student Welfare Worker<Leadership and classroom teachers.</p>	1] Term 1 each year.	Extreme High Medium Low
o. Jumping fences and moving unseen into school yard	<ul style="list-style-type: none"> CCTV for unsupervised areas, and 'hot spot' areas Unpredictable movement of staff/students through school 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Child Protection education about 'recognise, react, report'	1] Student Welfare Officer. Leadership and classroom teachers. .	1] Term 1 each year	Extreme High Medium Low
p. Children going home with unknown or wrong person	<ul style="list-style-type: none"> Junior grades - staff hand over each child to ensure with correct person Notes requested if unknown person to pick up student Supervision until 3.35, office after 3.35 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Child Protection education about 'recognise, react, report' . All staff are made aware of Court Orders, interventions orders and the like.	<p>1] Life Education Van every 2 years.</p> <p>2] Teachers to reinforce the school value of "Safety" on a regular basis.</p>	1] Reviewed annually with all staff and staff to be informed of any changes as they arise.	Extreme High Medium Low
q. Culture amongst staff in regards to having difficult conversations	All teachers will be supported by Leadership.	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	1] Refer to the Communication Policy 2018	1] Leadership.	1] As needed.	Extreme High Medium Low
r. Volunteers and parents working in classrooms	<p>Working with Children Check from all volunteers, and from parents.</p> <p>Working within classroom setting at all times</p>	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	<p>1] Induction program that includes points about child safety and the signing of the Code of Conduct</p> <p>2] Feedback sought from teachers regarding all volunteers and parents working in the school.</p>	1] Student Welfare Officer, Leadership.	1] As needed, Term 1, 2019 onwards.	Extreme High Medium Low
		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low

Add more rows as required. This is one way of documenting the risk management process and does not preclude other approaches.

This document was ratified by School Council in December 2018 and is scheduled for review in December 2020