PROTECT

CHILD SAFE STANDARD 6: CHILD SAFE RISK ASSESSMENT TEMPLATE

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	• Strategies to embed organisational culture of child safety are reviewed • Statement of commitment to child safety is publicly available	Principal, School Council President	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Refresher training for staff – see eLearning	Unlikely	Severe	High	• Strategies to embed organisational culture of child safety are reviewed	Principal, School Council President	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
	mandatory reporting module Performance management procedures			High			Low
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	• Refresher training for staff – see eLearning mandatory reporting module	Principal, School Council President	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: • Criminal history search • Pre-employment reference check includes asking about child safety	Principal, School Council President	Low
Engagement with children online	Child safety code of conduct	Possible	Moderate	Medium	• Train students and staff to detect inappropriate behaviour including professional learning on cyber safety	Principal, School Council President	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
	Strategies developed to embed culture of child safety Parents and students sign technology responsible use documentation				• Ensure appropriate settings on all student technologies		
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	Unlikely	Moderate	Medium	• Assessment of new or changed environments for child safety risks • Ensure Code and strategies apply in all school contexts	Principal, School Council President	Low
Ad-hoc contractors on the premises (eg maintenance)	Sign in register at office Child safe environments Information and awareness for visitors,	Unlikely	Moderate	Medium	• Refresher training for frequent contractors	Principal, School Council President	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
	staff, volunteers and contractors Adequate monitoring						
Yard Duty Supervision	Adequate supervision for the yard provided at each break Yard Duty roster updated on daily bulletin to cover absent staff Staff wear bright coloured vests, carry walkie talkie and bum bag containing first aid items Clear rules about the type of play that is allowed communicated with students	Unlikely	Moderate	Low	• Staff rewarding students for demonstrating positive examples of the school values	Principal	
Toilet Blocks	Students attend in pairs	Unlikely	Moderate	Medium	•	Principal	

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
	All contractors and visitors to use staff toilets						
Future Capital Works	All contractors and visitors to toilets provided in site manager confine All contractors to report to office as visitors SWMS provided to school for dangerous work Risk assessment and induction undertaken by supervisor	Unlikely	Moderate	Medium	•	Principal, School Council President	