

CHILD SAFE STANDARD 6: RISK ASSESSMENT

CHARLES LA TROBE COLLEGE – LA TROBE CAMPUS

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	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>Statement of commitment to child safety is publicly available and in the Child Safety Policy</p>	Unlikely	Severe	Low	<p>Strategies to embed organisational culture of child safety are reviewed</p> <p>Statement of commitment to child safety is publicly available</p>	<p>Principal, School Council Chair</p> <p>Primary and Secondary Principal team</p>	Low
Inappropriate behaviour is not reported and addressed	<p>Child safety code of conduct</p> <p>Clear child safety reporting procedures</p> <p>Performance management procedures</p> <p>Strategies to embed organisational culture of safety are reviewed.</p> <p>Refresher training for staff – Mandatory Reporting Module.</p>	Unlikely	Severe	Low	<p>Strategies to embed organisational culture of child safety are reviewed</p> <p>Refresher training for staff – see eLearning mandatory reporting module</p>	<p>Principal, School Council Chair</p> <p>Primary and Secondary Principal team</p>	Low
Unquestioning trust of long term employees and contractors or norms	<p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p> <p>Refresher training for staff – Mandatory Reporting Module.</p>	Possible	Major	High	<p>Annual checks of all volunteers/contractors WWC Checks and Induction</p> <p>Refresher training for staff – see eLearning mandatory reporting module</p>	<p>Principal, School Council Chair</p> <p>Primary and Secondary Principal team</p> <p>Facilities/OHS Manager</p>	Low

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Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration Referee check of candidates	Unlikely	Major	Medium	Processes updated to require: Criminal history search Pre-employment reference check includes asking about child safety – updated questions added to referee checks	Principal, School Council Chair	Low
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety Student Wellbeing Policy Acceptable Use of IT agreement Professional Development of all staff Digital Technologies Policies: staff and students Information nights for families Ensure appropriate settings are on for all student technologies.	Possible	Moderate	Medium	Train students and staff to detect inappropriate behaviour Monitoring of student access on school network by IT team Ensure appropriate settings on all student technologies	Principal, School Council Chair Primary and Secondary Principal team IT team	Low
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 Camps and Excursion Procedures and Policies in place including risk assessment	Possible	Moderate	Medium	Assessment of new or changed environments for child safety risks Ensure code and strategies apply in all school contexts	Principal, School Council Chair	Low

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Ad-hoc contractors on the premises (eg maintenance)	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>Adequate monitoring</p> <p>Sign in procedures</p> <p>Working with children's check for all contractors and consistent monitoring of those without.</p>	Unlikely	Moderate	Medium	<p>Refresher OH&S training for frequent contractors</p> <p>Induction for all contractors</p>	<p>Principal, School Council Chair</p> <p>Facilities/OHS Manager</p>	Low
Unknown people on school grounds including visitors to Quantum Victoria	<p>All visitors to the school required to wear visitor's lanyard and be displayed at all times.</p> <p>Yard duty staff to be vigilant at all times.</p> <p>Signage directing all visitors on site to the Main Office</p> <p>Follow DET procedures if an incident occurs.</p>	Possible	Moderate	Medium	<p>Training of all teachers and staff in procedures to approach visitors without the correct lanyard</p>	<p>Principal, School Council Chair</p> <p>Primary and Secondary Principal team</p>	Low
Unknown people in immediate vicinity of the school- attempting to engage with children, staring at children, or taking images of children.	<p>Report to Principal</p> <p>Members of the Leadership team to approach the individual and enquire about who they are.</p> <p>Remove children from harm.</p> <p>Phone Police if an illegal/harmful occurrence has taken place.</p> <p>Follow DET procedures for managing and incident.</p>	Possible	Major	High	<p>Ensure process are in place and documented.</p> <p>Remind staff of responsibility for supervision while on yard duty</p>	<p>Principal, School Council Chair</p> <p>Primary and Secondary Principal team</p>	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
Allegations of abuse from a family member or another individual.	Staff trained in Mandatory Reporting guidelines yearly. Engagement and Wellbeing Policy Report to the Child Safety Officer. Four critical actions for school.	Possible	Major	High	Mandatory Reporting updated yearly.	Principal, School Council Chair Primary and Secondary Principal team	Low
Child on child sexual offending.	Four critical actions for school. Child safety policy. Follow DET procedures Inform SOCIT Mandatory Reporting. Safety Plan Wellbeing support/referral	Possible	Major	High	Mandatory Reporting updated yearly.	Principal, School Council Chair Primary and Secondary Principal team	Low
Student with special needs is enrolled at the school. Students with disability Students with a health issue Students with severe behaviour Deaf students	Inform the Child Safety Officer. Follow flow chart on student referrals. Enter on Wellbeing Compass. Application for funding under PSDMS where applicable. Application for funding to buildings for wheelchair access. Engagement and Wellbeing Policy Child Safety Policy. ILP/Safety Plan/SSG as needed	Possible	Moderate	Medium	Training staff of the processes/supports. Previous assessments.	Principal, School Council Chair Primary and Secondary Wellbeing Leaders Deaf Facility Leader	Low

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Students displays at risk behaviours: Self-harm Depression Substance misuse	Staff trained in Mandatory Reporting Follow the Engagement and Wellbeing policy Follow child Safety Policy. Follow Four critical actions for schools. Report to Child safety officer. Wellbeing team support/referral	Possible	Major	High	Annual assessment of protocols	Principal, School Council Chair Primary and Secondary Principals, Year Level Leaders, Wellbeing team	Low
Students at risk: OHC Koorie Low Socio Economic Parent mental health Chronic absences	Follow Engagement and Wellbeing policy. Termly CTM and SSG or more regular as needed. Follow child safety policy Follow attendance policy. Wellbeing team support/referral	Possible	Moderate	Medium	Closer monitoring and support by Year Level Leader, Wellbeing team Regular attendance checks and follow up	Principal, School Council Chair Primary and Secondary Principals, Year Level Leaders, Wellbeing team	Low
Child is injured at school	Designated First Aid Officers Staff trained in First Aid and CPR. All teachers trained in Anaphylaxis and Asthma as per DET Guidelines All teachers trained in current First Aid Policy and Procedures. First Aid bags are allocated to each teacher in class or yard duty Epi pen in first aid room at both Primary and Secondary schools. Policies in place – First Aid, Anaphylaxis and Asthma, OHS.	Possible	Moderate	Medium	Appointment of First Aid Officer with responsibility for monitoring all First Aids across the campus	Principal, School Council Chair First Aid Officer	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
External Providers (allied health, counsellors) working with children	<p>Child safety code of conduct</p> <p>Induction</p> <p>External Providers Policy</p> <p>Clear child safety reporting procedures</p> <p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>Monitoring</p> <p>No blinds to be used in small rooms</p> <p>List of external providers to be given to the principal</p>	Possible	High	Medium	Wellbeing team maintain checks on external providers working with children onsite	<p>Principal, School Council Chair</p> <p>Primary and Secondary Wellbeing team</p>	Low
International Student's living situation with relative breaks down	<p>International Student Coordinator</p> <p>DET International Student processes and protocols</p> <p>Multicultural Aide to support international students</p> <p>Wellbeing team support/referral</p>	Possible	Moderate	Medium	<p>Liaise with DET International Student Division</p> <p>Maintain register of emergency home stay contacts that meet Child Safe requirements</p>	<p>Principal, School Council Chair</p> <p>International Student Coordinator</p>	Low