



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
Child Safe policy understood and implemented by all school community members	<ul style="list-style-type: none"> Child safety code of conduct publicly available Strategies developed to embed culture of child safety Child Safety Officer Roles allocated 	Possible	Minor	Medium	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed annually and constantly updated 	School Improvement Team	Low
Child safety issues identified, reported and documented	<ul style="list-style-type: none"> Child safety code of conduct Clear child safety reporting procedures Performance management procedures Known mandatory reporting procedures Wellbeing meetings 	Possible	Moderate	Medium	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed. <ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module Staff training for knowledge of 	Principal	Low

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	<ul style="list-style-type: none"> Student voice regarding what makes them feel safe and unsafe Student feedback tools Eg. Attitudes to School Survey				Protect document. <ul style="list-style-type: none"> All staff have a copy of Protect. 		
Child Safe Environment	<ul style="list-style-type: none"> Strategies developed to embed culture of child safety Clear child safety reporting procedures Regular training provided to all staff 	Possible	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module http://www.elearn.com.au/det/protectingchildren/schools/ 	School improvement team	Low
Recruitment of an inappropriate person	<ul style="list-style-type: none"> WWCC or Victorian Institute of Teaching registration Adherence to Child Safe Recruitment practices 	Unlikely	Minor	Medium	Processes updated to require: <ul style="list-style-type: none"> Criminal history search Pre-employment reference check includes asking about child safety 	Principal, Assistant Principal or Business Manager	Low
Engagement with children online	<ul style="list-style-type: none"> Child safety code of conduct Strategies developed to 	Possible	Moderate	Medium	<ul style="list-style-type: none"> Train students and staff to detect inappropriate behaviour 	Principal, School Improvement Team	Low

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	embed culture of child safety				<ul style="list-style-type: none"> • Ensure appropriate settings on all student technologies 		
Unknown people and environments at excursions and camps	<ul style="list-style-type: none"> • Child safety code of conduct • Strategies developed to embed culture of child safety • Camp/Excursion Risk Management completed and filed with DET • Clear child safety reporting procedures 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Assessment of new or changed environments for child safety risks • Ensure Code and strategies apply in all school contexts • Ensure all policies are updated with Child Safe Information • Social skills. 	School Improvement Team	Low
Contractors on the premises	<ul style="list-style-type: none"> • Child safe environments Information and awareness for visitors, staff, volunteers and contractors • Adequate monitoring 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Refresher training for frequent contractors • Adherence to OPS Staff Code of Conduct 	Principal, Assistant Principal, Business Manager	Low

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Students in out-of-home or kinship care	<ul style="list-style-type: none"> ▪ Care Team Meetings ▪ SSG Meetings • Staged Response 	Rare	Minor	Low	<ul style="list-style-type: none"> • Regional support 	Assistant Principal DHHS & other organizations. Lookout	Low
Students who have abused other children or have experienced abuse (inc physical, verbal, sexual, emotional abuse)	<ul style="list-style-type: none"> • Documented Safety Management Plan (proforma to be developed) 	Unlikely	Minor	High	<ul style="list-style-type: none"> ▪ Staged responses ▪ Use of outside agencies ▪ Communication processes • Behaviour Management plans 		Low
Level of supervision in the playground including concealed places	<ul style="list-style-type: none"> ▪ Teacher Code of Conduct – Duty of care • Yard duty roster 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Regular monitoring and professional development 	Principal and staff	Low
Level of supervision in toilet blocks	<ul style="list-style-type: none"> • Yard supervision • Students going in pairs during class time 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Record of toilet visits 	Principal and staff on duty	Low
Online environments eg. email, Facebook, SMS messages, photos/videos	<ul style="list-style-type: none"> ▪ Student/Parent education ▪ Safe Use of Internet Policy ▪ Anti-bullying policy Supervision 	Possible	Moderate	Medium	<ul style="list-style-type: none"> ▪ Supervision Policy ▪ Parent education • Mobile Devices Policy 	Principal	Low

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Strength of respectful student relationships	<ul style="list-style-type: none"> • Play is the Way Program. • School Values taught to students. • 	Likely	Moderate	Medium	<ul style="list-style-type: none"> • Play Is The Way • Circle Time 	Wellbeing team and teachers	LowLow
Students with special needs: a disability, Aboriginal or Torres Strait Islander backgrounds, from other cultural /linguistic backgrounds	<ul style="list-style-type: none"> • SSG meetings • ILPs • Koorie Education officers • Wellbeing Meetings • Extra supports around their education as required. 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Behaviour Management plans as required. • Recognition and celebration. 	All staff	Low
Volunteers and visitors Employment of contractors eg. cleaners	<ul style="list-style-type: none"> • Screening including online searches • Induction • Sign-in process • Adequate monitoring • Police check and WWCC registration 	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • Supervision Policy • Staff Code of Conduct Policy 		

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Recruitment of new staff	<ul style="list-style-type: none"> ▪ Child Safe obligations included in advertisements ▪ Selection criteria ▪ Interview questions ▪ Reference checks ▪ Induction • Police check and VIT registration 	Rare	Moderate	Medium	<ul style="list-style-type: none"> ▪ Supervision Policy • Staff Code of Conduct Policy 	Principal Assistant Principals	Low