

CHILD SAFE STANDARD 6: RISK ASSESSMENT FOR BURWOOD HEIGHTS PRIMARY SCHOOL

| 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 policy and code of conduct established</p> <p>Strategies developed to embed culture of child safety</p> <p>Strong commitment to child safety fostered by management</p> | Unlikely | Severe | Extreme | Child safety policy, code of conduct and strategies reviewed, improved to align with regulations and legislation, and approved by School Council. All made publicly available and shared with school community. All highlight school's commitment to child safety and significance of child safe practices. | Principal, School Council, Child Safety Officer and Website co-ordinator. | Low |
| Inappropriate behaviour is not reported and addressed | <p>Child safety code of conduct established</p> <p>Child safety reporting procedures adopt Four Critical Actions For Schools and Responding to</p> | Unlikely | Severe | High | Child Safe Reporting procedures reviewed and improved for clarity. All staff have completed Mandatory Reporting and Other | Principal, Child Safety Officer and all Staff | Low |

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| | Suspected Child Abuse documents and protocols. | | | | Obligations eLearning module and have attended staff Professional Development session on child safe practices, and reporting procedures and obligations. All staff informed of the consequences associated with failing to report inappropriate and unsafe behaviour. | | |
| 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 | Rigorous screening, supervision, training and other human resource practices and procedures embedded within school policies and code of conduct. E.g. police checks, performance reviews. Clear Child Safety Reporting Procedure Implemented and Promoted. | Principal, Child Safety Officer and all Staff | Low |

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| <p>The individual needs of children, including children of Aboriginal and Torres Strait Islander background, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable, are ignored or not accounted for</p> | <p>To identify and communicate with all staff, students who are of Aboriginal and Torres Strait Islander background, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable at 6 monthly staff briefings.</p> <p>Staff are made aware of physical and emotional signs of all types of abuse and complete annual training, including the Mandatory Reporting Online Module.</p> <p>Planning and implantation of the Daniel Morcombe Child Safety unit across the whole school.</p> <p>Transition to school program is planned and delivered for all new students, including International, commencing at the school. Interpreters are made available upon request.</p> | Unlikely | Major | Medium | <p>Clear lines of communication between staff, induction and transition programs for new students, Daniel Morcombe Child Safety Unit, professional development sessions for staff.</p> | All staff | Low |

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| Recruitment of an inappropriate person | WWCC or Victorian Institute of Teaching registration | Unlikely | Major | Medium | Rigorous screening, supervision, training and other human resource practices and procedures embedded within recruitment process. Induction procedures for pre-service teachers, contractors and volunteers reviewed and improved for clarity. | Principal, Child Safety Officer and OHS Management Representative | Low |
| Engagement with children online | Child safety code of conduct Strategies developed to embed culture of child safety | Unlikely | Moderate | Medium | Code of Conduct clearly stipulates that staff are not to engage with students online. (Exception is that during remote learning staff will meet with students in groups on Webex and students can post work online to their teachers through ClassDojo.) Personal safety and cyber-safety units taught to each level to inform | Principal, Child Safety Officer and all staff | Low |

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| | | | | | students of appropriate and inappropriate behaviour. | | |
| 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 | Staff new to organising an excursion or camp are to be shown how to complete a risk assessment that includes child safety risks by an experienced staff member. All students are to be supervised by staff at all times, and are not to be left alone with members of staff. | Principal, School Council and staff | Low |
| Ad-hoc contractors on the premises (e.g. maintenance), visitors or volunteers | Child safe environments Information and awareness for visitors, staff, volunteers and contractors | Unlikely | Moderate | Medium | All contractors, visitors and volunteers must complete an induction that includes information and awareness of the child safe policy and code of conduct. | Principal, School Council Chair | Low |
| Staff inappropriately assisting students with toileting. | Students who require assistance with toileting have a 'Toileting Plan' agreed upon and signed by parents to make it clear | Unlikely | Moderate | Medium | Continence Care Policy established to ensure correct | | Low |

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| | <p>what their child needs assistance with. Staff members follow toileting plan.</p> <p>Students who need staff assistance only go to the toilet attached to the sick bay and two staff members provide support.</p> | | | | and appropriate toileting procedure. | | |

*Ratified by School Council
June, 2021*