

CHILD SAFE STANDARD 6: 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 |
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| 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 | Low |
| Intruders/trespassers come onto the school grounds | Staff observing behavior of students and people on the site Staff wearing yellow vests and students wearing uniform | Possible | Severe | Extreme | Fences and gates | Principal/School Council/DET | Low |

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| | <p>Lanyards for people who sign into the school</p> <p>Staff carrying mobile phones on yard duty</p> <p>Approaching people on the site and asking who they are</p> | | | | | | |
| Inappropriate behaviour is not reported and addressed | <p>Child safety code of conduct</p> <p>Clear child safety reporting procedures</p> | Unlikely | Severe | High | <p>Strategies to embed organisational culture of child safety are reviewed</p> <p>Refresher training for staff – see eLearning mandatory reporting module</p> | Principal, School Council Chair | 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> | Possible | Major | High | <p>Refresher training for staff – see eLearning mandatory reporting module</p> | Principal, School Council Chair | Low |
| Layout of the school facilities, creates potential for students to be isolated, unsupervised and at risk | <p>Out of bounds areas</p> <p>Yard duty areas and supervision</p> <p>Decommission areas</p> <p>Strategies to embed a culture of child safety</p> | Possible | Major | High | <p>Clear yard duty positions and roles</p> <p>Clear signage</p> <p>Train students and staff to detect inappropriate behaviour</p> | Principal, School Council Chair | Low |
| Engagement with children on line or via telecommunications | <p>Child safety code of conduct</p> | Possible | Moderate | Medium | <p>Train students and staff to detect inappropriate behaviour</p> | Principal, School Council Chair | Low |

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| | Strategies developed to embed culture of child safety | | | | Ensure appropriate settings on all student technologies | | |
| DVAS – unmonitored adults on the site during the school day | In an out of bounds area and part of a supervised yard duty area | Unlikely | Major | Medium | Implement a sign in process Working with Children’s Check required for all members List of members Raise the society’s awareness around the Child Safety culture | Principal, School Council Chair | Low |
| DVSDS – unsure of alignment of policies and personnel – staff, students, parents | Some staff know each other | Unlikely | Major | Medium | Meet with Principal | Principal, School Council Chair | 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 Chair | 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 | 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 Chair | Low |

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| Ad-hoc contractors on the premises (eg maintenance) | Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring | Unlikely | Moderate | Medium | Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring | Principal, School Council Chair | Low |
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