



### CHILD SAFE STANDARD 6: RISK ASSESSMENT -

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	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed</li> <li>Statement of commitment to child safety is publicly available and on display at front office</li> <li>The CHPS School Wide Behaviour Matrix has a guiding principle that “Everyone has a right to feel happy and safe at our school”. The SWB matrix is on display in every classroom and public spaces.</li> </ul>	Principal, School Council Chair	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
					<ul style="list-style-type: none"> <li>• PROTECT poster in every learning space</li> <li>• Newsletter, Staff &amp; School Council meeting agendas reflect a commitment to child safety</li> <li>• Bullying No Way day actively promoted</li> <li>• Respectful Relationships, Drug Education, Sexuality Education &amp; GROW programs in place Prep-Grade 6</li> <li>• Harmony Day is celebrated P – 6 every year with 'Harmony Week' activities</li> <li>• Acknowledgement of country takes place at weekly assembly, Australian, Aboriginal &amp; Torres Strait Island flags are on display in the foyer &amp; an Indigenous 'nook' is</li> </ul>		

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
					available to students in the school library		
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Performance management procedures	Unlikely	Severe	High	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed</li> <li>Staff Information Handbook outlines Camp Hill PS process for child safety reporting processes</li> <li>Refresher training for staff provided through the eLearning mandatory reporting portal</li> </ul>	Principal, School Council Chair	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	<ul style="list-style-type: none"> <li>Refresher training for staff provided through the eLearning mandatory reporting portal</li> <li>Start-up day for teachers includes Child Safe Strategies refresher information and clear line of sight to Principal/Assistant Principal to raise any</li> </ul>	Principal, School Council Chair	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
					concerns about the safety of students at CHPS.		
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> <li>• Criminal history search</li> <li>• Pre-employment reference check includes asking about child safety (refer to CHPS Recruitment procedures)</li> </ul>	Principal, School Council Chair	Low
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>• Train students and staff to detect inappropriate behaviour through information sessions at staff meetings and targeted teaching &amp; learning opportunities; as reflected in CHPS planning documentation</li> <li>• Ensure appropriate settings on all student technologies through regular monitoring by IT</li> </ul>	Principal, School Council Chair	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
					technician & teacher assigned to co-ordinate CHPS Digital Technologies <ul style="list-style-type: none"> <li>• CHPS Digital Technologies, Mobile Devices policies reviewed as required</li> <li>• CHPS Student Netbook Code of Conduct Agreement signed by student at commencement of each year</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Assessment of new or changed environments for child safety risks; particularly major events such as CHPS Fete, camps &amp; excursions</li> <li>• Ensure Code and strategies apply in all school contexts</li> <li>• Child Safe procedures/protocols apply to all situations where CHPS students are involved and this is</li> </ul>	Principal, School Council Chair	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
					reflected through the CHPS Camps & Excursions policy; with relevant DET risk assessment documentation presented and endorsed at School Council		
Ad-hoc contractors on the premises (e.g. maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>• Refresher training for frequent contractors and Induction for new contractors</li> <li>• All contractors sign in on arrival at CHPS and must present WWC or relevant documentation (where required) before commencement of any work</li> </ul>	Principal, School Council Chair	Low