

School: Bundoora Primary School

Responsible staff member: Sherrin Strathairn

Approved by school principal:



Register name: Child safety risk register

Date reviewed: 13 November 2021

Next review due: 1 November 2022

Location(s): Bundoora Primary School Campus

Risk Title & Description	Risk Causes & Consequences	Existing risk management strategies (existing controls)	Current Risk Assessment			New risk management
			Current Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Current Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Current Risk Rating <i>What is the current risk level based on the risk rating matrix (below, page 9)?</i>	
<p>Define the risk including a title and a short description <i>What can go wrong?</i></p>	<p>Describe the risk cause/s and consequence/s <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i></p>	<p>Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i></p>				<p>Describe the actions to be taken to manage risks requiring further action</p>
<p><b>Risk Title</b> Non-child safe school culture</p> <p><b>Risk short description</b> There is a risk the school does not develop a culture of child safety</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Lack of an effective child safety risk management strategy</li> <li>Failure to ensure that appropriate guidance and training is provided to the individual members of the school council and school staff about child safety</li> <li>School fails to monitor who is on the premises</li> <li>Lack of reporting procedures</li> <li>Lack of understanding of roles and responsibilities in relation to child safety</li> <li>Lack of leadership on child safety</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Underreporting of child safety incidents to relevant authorities</li> <li>Inappropriate behaviour not reported within school</li> </ul>	<ol style="list-style-type: none"> <li><a href="#">Child safety risk management strategies</a> are implemented</li> <li><a href="#">Child safety policy or statement of commitment</a></li> <li>Child safety <a href="#">code of conduct</a></li> <li><a href="#">Strategies to embed an organisational culture of child safety</a> are adopted</li> <li><a href="#">Human resources practices for child safe organisations</a> are in place</li> <li>A child safety officer/champion for the school is appointed</li> <li>Staff, volunteers, visitors and contractors receive induction regarding the school's child safety policies, procedures and practices.</li> </ol>	<p>Severe <b>Major</b></p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Possible</p> <p>Unlikely</p> <p><b>Rare</b></p>	<p><b>Low</b></p>	<ol style="list-style-type: none"> <li>Develop and deliver training to school council and staff <ol style="list-style-type: none"> <li>individual and shared responsibilities</li> <li>child abuse risk factors in the school environment;</li> <li>the school's child safety standards</li> </ol> </li> <li>Develop strategies to deliver child safety education to students (<a href="#">Victorian Schools to Measure</a> and <a href="#">Empowerment and Resilience</a>) about: <ol style="list-style-type: none"> <li>standards of behaviour for students attending the school</li> <li>healthy and respectful relationships (including sex education)</li> <li>resilience; and</li> <li>child abuse awareness</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>Physical or psychological injury</li> <li>Stress for all personnel involved, which could lead to occupational health and safety issues</li> <li>Non-compliance with minimum standards/Min Order 870</li> <li>Breach of duty of care/organisational duty of care</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage (School/Department)</li> <li>Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments</li> </ul>					<ol style="list-style-type: none"> <li>Inclusion of child safety position descriptions.</li> <li>Introduce child safety a item on School Leaders staff meetings.</li> <li>Develop and distribute containing material relate inform the school comm <ul style="list-style-type: none"> <li>Conduct periodic effectiveness <a href="#">management</a> and, if consider those strategi</li> </ul> </li> </ol>
<p><b>Risk Title</b> Child abuse is not reported</p> <p><b>Risk short description</b> There is a risk that the school does not report child safety concerns</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Lack of reporting protocols</li> <li>Staff not aware of reporting protocols</li> <li>Staff not aware of their reporting obligations</li> <li>Familiarity of relationships</li> <li>Poor child safety culture</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Underreporting of child safety incidents to relevant authorities</li> <li>Inappropriate behaviour not reported within school</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved, which could lead to occupational health and safety issues</li> <li>Criminal penalties: <ul style="list-style-type: none"> <li>Failure to Report and/or Failure to Protect offence,</li> <li>Penalties under the Reportable Conduct Scheme</li> </ul> </li> <li>Non-compliance with minimum standards/Min Order 870</li> <li>Breach of duty of care/organisational duty of care</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage (School/Department)</li> </ul>	<ol style="list-style-type: none"> <li><a href="#">Child safety policy and statement of commitment.</a></li> <li>Child safety <a href="#">code of conduct.</a></li> <li><a href="#">Procedures for responding to and reporting suspected child abuse</a> are developed and implemented</li> <li><a href="#">Recording your actions: responding to suspected child abuse template</a> is readily available to all staff</li> <li>Performance management procedures are in place.</li> </ol>	<p>Severe <b>Major</b></p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Possible</p> <p>Unlikely</p> <p><b>Rare</b></p>	<p><b>Low</b></p>	<ol style="list-style-type: none"> <li>Train students, staff and homestay providers) to i behaviour and indicators concerns</li> <li>Ensure all school manda school staff if possible) u <a href="#">Children - Mandatory Re Obligations online modu</a></li> <li>Develop and deliver train council and staff about: <ul style="list-style-type: none"> <li>individual and responsibility child abuse;</li> <li>child abuse ri environment;</li> <li>the school's c standards</li> </ul> </li> <li>Inclusion of child safety descriptions.</li> <li>Child safety is a discussio Leadership Team meetin</li> </ol>

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	<ul style="list-style-type: none"> <li>Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments</li> </ul>					
<p><b>Risk Title</b> Child safety incident due to a child being unsupervised in the school environment</p> <p><b>Risk short description</b> There is the risk of a child safety incident when a child is unsupervised including during recreational or other activities</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>School fails to monitor who is on the premises</li> <li>Lack of student supervision</li> <li>Lack of appropriate risk management practices in place for recreational or other activities</li> <li>Inappropriate building design</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Underreporting of child safety incidents to relevant authorities</li> <li>Inappropriate behaviour not reported within school</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved, which could lead to occupational health and safety issues</li> <li>Criminal penalties: <ul style="list-style-type: none"> <li>Failure to Report and/or Failure to Protect offence,</li> <li>Penalties under the Reportable Conduct Scheme</li> </ul> </li> <li>Non-compliance with minimum standards/Min Order 870</li> <li>Breach of duty of care/organisational duty of care</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage (School/Department)</li> <li>Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments</li> </ul>	<ol style="list-style-type: none"> <li><a href="#">human resources practices for child safe organisations</a> are implemented</li> <li>Organised 'Yard duty' for teachers before, during and after school</li> <li><a href="#">Staff to student ratios</a> are observed.</li> <li>Visitor and contractor sign-in process, perimeter control (SPAG – <a href="#">Visitors in Schools</a>).</li> </ol>	<p>Severe <b>Major</b> Moderate Minor Insignificant</p>	<p>Almost certain Likely Possible Unlikely <b>Rare</b></p>	<p><b>Low</b></p>	<ol style="list-style-type: none"> <li>Develop and implement reduce situations where unsupervised including activities</li> <li>CCTV for unsupervised areas</li> <li>Clear windows in walls to occupants</li> <li>Non-lockable doors in high risk environments for child safety</li> <li>Restrict or block off access to lockable, hidden or dark areas of the school</li> <li>Child safety is a discussion item at Leadership Team meetings</li> <li>Regular reminders to staff at Leadership Team meetings</li> <li>Adopt <a href="#">child safety risk management</a> appropriate.</li> </ol>
<p><b>Risk Title</b> Unsafe online environment</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Online child safety issues (including grooming) via media services: <ul style="list-style-type: none"> <li>email</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>School online policy and procedures, including <a href="#">Digital Technologies policy</a></li> <li>Child Safety <a href="#">Code of Conduct</a></li> <li>Use of school '<a href="#">Acceptable Use Agreement</a>'</li> <li>Use of an internet filter where required</li> </ol>	<p>Severe <b>Major</b> Moderate Minor</p>	<p>Almost certain Likely Possible Unlikely</p>	<p><b>Low</b></p>	<ol style="list-style-type: none"> <li>Train students and staff on appropriate behaviour (including grooming), and escalate concerns</li> <li>Develop strategies to educate students (see <a href="#">A Guide to Online Safety</a>)</li> </ol>

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<p><b>Risk short description</b> There is the risk of a child safety incident in an online environment</p>	<ul style="list-style-type: none"> <li>○ Facebook, Instagram, Twitter and other social media</li> <li>○ YouTube</li> <li>○ mobile phone SMS messages and other mobile messaging media</li> <li>○ telephone, Skype and other media for making voice calls</li> <li>○ photography and videography</li> <li>○ any other electronic media.</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Child safety incident occurs</li> <li>• Underreporting of child safety incidents to relevant authorities</li> <li>• Inappropriate behaviour not reported within school</li> <li>• Physical or psychological injury</li> <li>• Stress for all personnel involved, which could lead to occupational health and safety issues</li> <li>• Criminal penalties: <ul style="list-style-type: none"> <li>○ Failure to Report and/or Failure to Protect offence,</li> <li>○ Penalties under the Reportable Conduct Scheme</li> </ul> </li> <li>• Non-compliance with minimum standards/Min Order 870</li> <li>• Breach of duty of care/organisational duty of care</li> <li>• Litigation / adverse court ruling</li> <li>• Reputation damage (School/Department)</li> <li>• Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments</li> </ul>	<ol style="list-style-type: none"> <li>5. Use of <a href="#">Interactive Learning Modules</a> regarding bullying</li> <li>6. Appropriate <a href="#">supervision</a> for all online activities</li> <li>7. Response protocols implemented</li> <li>8. Ongoing awareness of the school's online policies and procedures</li> <li>9. Ongoing review of control effectiveness and improvements instigated as required.</li> </ol>	Insignificant	Rare		<p><a href="#">Schools to Meet Child Safety Standards</a></p> <ol style="list-style-type: none"> <li>a. standards of behaviour when attending the school</li> <li>b. healthy and respectful relationships (including sexual harassment)</li> <li>c. resilience; and</li> <li>d. child abuse and safety</li> </ol> <ol style="list-style-type: none"> <li>3. Become an <a href="#">eSmart School</a></li> <li>4. Prepare curriculum plans that are responsible and ethical</li> <li>5. Organise for the school to <a href="#">pledge</a></li> <li>6. Develop newsletter for parents and links to protect their child's environment (see <a href="#">eSafety for parents and carers</a>).</li> </ol>
<p><b>Risk Title</b> Contractor(s) on the premises commit abuse</p> <p><b>Risk short description</b> There is the risk that contractors commit abuse</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>• School fails to monitor who is on the premises</li> <li>• Lack of supervision</li> <li>• Contractors not aware of school arrangements</li> <li>• Lack of background checks on contractors</li> </ul> <p><b>Consequences</b></p>	<ol style="list-style-type: none"> <li>1. The <a href="#">Visitors in Schools</a> policy is followed where appropriate</li> <li>2. Screening checks, including working with children checks or referee checks</li> <li>3. Visitor and contractor sign-in process, perimeter control (SPAG – <a href="#">Visitors in Schools</a>)</li> <li>4. Signage at school office clearly directing visitors to reception</li> </ol>	<p>Severe</p> <p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Possible</p> <p>Unlikely</p> <p>Rare</p>	Low	<ol style="list-style-type: none"> <li>1. Raise topic in staff meeting</li> <li>2. Awareness sessions for staff</li> <li>3. Refresher training for staff</li> <li>4. All contractors supervised on school grounds.</li> <li>5. Staff trained to question contractors on school premises.</li> </ol>

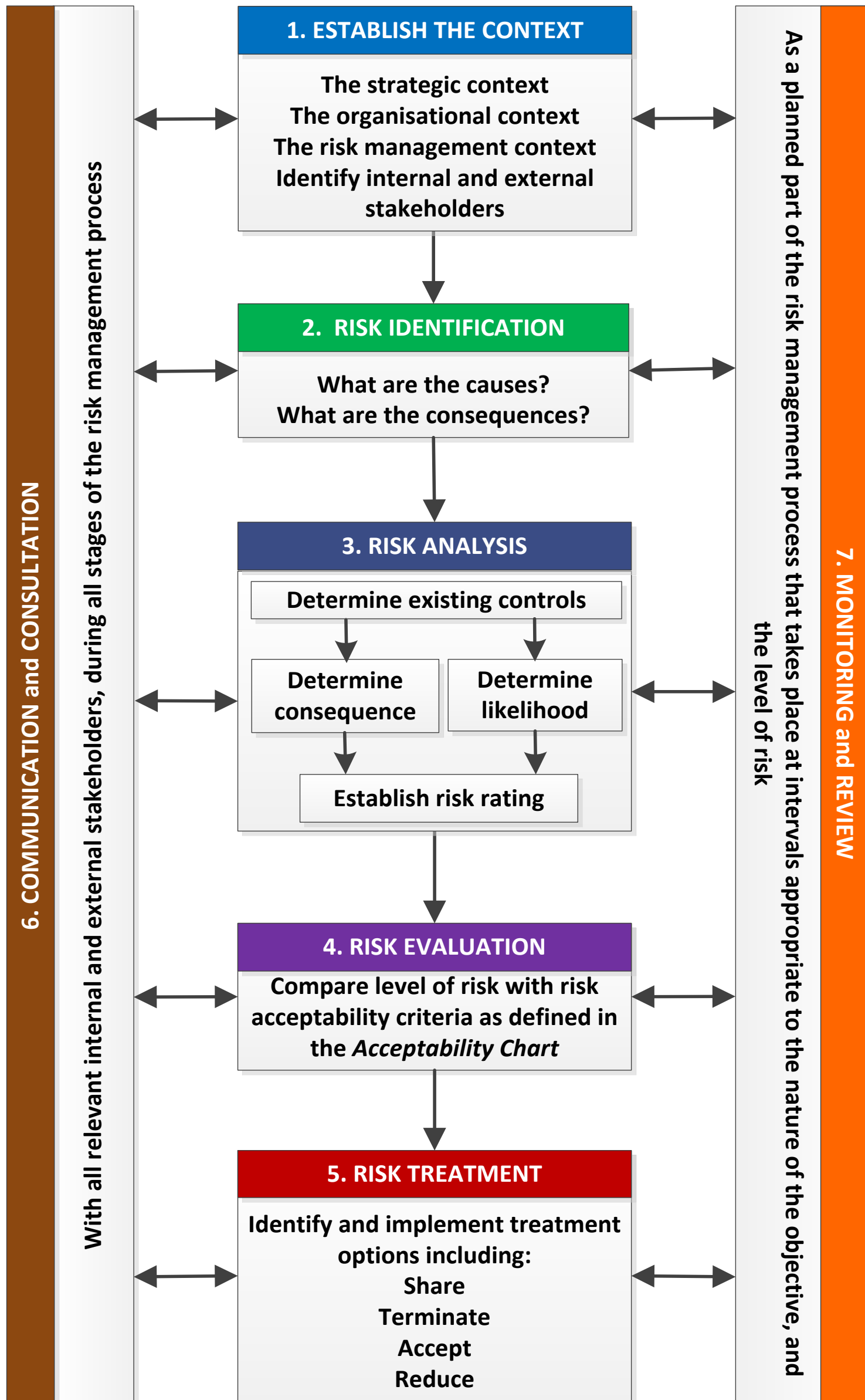
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<b>Risk Title</b> School staff member or volunteer commits abuse  <b>Risk short description</b> There is a risk that a school staff member commits abuse	<b>Causes</b> <ul style="list-style-type: none"> <li>Circumvention of proper pre-employment procedures, including no background/suitability checks</li> <li>A non-compliant recruitment process</li> <li>Non-compliance with relevant policies and procedures including <a href="#">conflict of interest policy</a></li> <li>Unethical behaviour</li> <li>Lack of child safety culture</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Underreporting of child safety incidents to relevant authorities</li> <li>Inappropriate behaviour not reported within school</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved, which could lead to occupational health and safety issues</li> </ul>	1. The <a href="#">DET Recruitment in Schools guide</a> is followed, including appropriate screening and referee checks for preferred candidate. 2. Child safety <a href="#">Code of Conduct</a> 3. Child Safety Policy 4. <a href="#">Suitability Checks for School Volunteers and Visitors</a> 5. Visitors policy is followed 6. Performance and development and review processes with regular feedback to provide opportunities to discuss any concerns 7. <a href="#">human resources practices for child safe organisations</a> are implemented 8. Staff management practices as highlighted in the HRWeb <a href="#">Workforce Planning policy</a> are in place 9. Regular staff meetings and Principal 1:1 meetings with staff 10. <a href="#">Manager Assist</a> telephone advisory service	Severe <b>Major</b> Moderate Minor Insignificant	Almost certain Likely Possible Unlikely <b>Rare</b>	<b>Low</b>	1. Ensure that staff are regular child safety obligations and training 2. Thorough induction process 3. Leadership model child safety 4. Appropriate and inappropriate discussed regularly at staff meetings are empowered to escalate 5. Principal <a href="#">Performance and Development</a> 6. Ongoing monitoring and student work practices 'warning signals' and in <a href="#">Identifying and Responding in Victorian Schools</a> 7. Child safety standard discussed at Leadership Team meetings 8. Ensure all school mandatory school staff if possible) <a href="#">Children - Mandatory Reporting Obligations online model</a> 9. Develop strategies to deliver education to students (



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<p><b>Risk Title</b> Child safety incident at excursions and camps</p> <p><b>Risk short description</b> There is a risk that a child safety incident occurs whilst on excursions and camps.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Lack of awareness of local conditions (unknown people and environments)</li> <li>School fails to monitor who is in vicinity of school camps / excursions</li> <li>Lack of supervision</li> <li>Inappropriate student behaviour</li> <li>Failure to consider child safety risks</li> <li>Lack of appropriate risk management practices in place for recreational or other activities</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Underreporting of child safety incidents to relevant authorities</li> <li>Inappropriate behaviour not reported within school</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved, which could lead to occupational health and safety issues</li> <li>Criminal penalties: <ul style="list-style-type: none"> <li>Failure to Report and/or Failure to Protect offence,</li> <li>Penalties under the Reportable Conduct Scheme</li> </ul> </li> <li>Non-compliance with minimum standards/Min Order 870</li> <li>Breach of duty of care/organisational duty of care</li> </ul>	<ol style="list-style-type: none"> <li>Appropriate school approvals for excursions/camps including risk assessment</li> <li>Team Leader(s) upon arrival at commercial camp sites conducts briefing with camp site authorities/staff to confirm site arrangements or any updates regarding local conditions</li> <li>Team Leader(s) following briefing with authorities brief teaching / support staff of any updates</li> <li>Staff and volunteers conduct area familiarity upon arrival at venue</li> <li><a href="#">Staff to student ratios</a> are observed</li> <li>Regular student head counts</li> <li>All staff members at the camp or excursion have been trained in <a href="#">what to do when an allegation of child abuse is made</a></li> <li><a href="#">Recording your actions: responding to suspected child abuse template</a> is readily available to all staff</li> <li><a href="#">child safety risk management strategies</a> are adopted as appropriate</li> <li>Volunteer screening / suitability checks are undertaken in line with the school's Volunteer Policy, including for homestay providers.</li> <li><a href="#">Code of Conduct</a> applies in all school contexts.</li> </ol>	<p>Severe <b>Major</b> Moderate Minor Insignificant</p>	<p>Almost certain Likely Possible Unlikely <b>Rare</b></p>	<p><b>Low</b></p>	<ol style="list-style-type: none"> <li>Team Leader(s) to conduct debrief to identify any i</li> <li>the development of tre</li> <li>Specific child safety brie</li> <li>staff and volunteers</li> <li>Avoid staff members/v</li> <li>students</li> <li>Child safety considered</li> <li>sleeping arrangements.</li> </ol>

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<b>Risk Title</b>  <b>Risk short description</b>	<b>Causes</b> <ul style="list-style-type: none"> <li></li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li></li> </ul>	1. [Insert]	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	<b>Extreme</b> <b>High</b> <b>Medium</b> <b>Low</b>	1.

# DET Risk Process



Risk can be described as anything; event, practice, process, activity, etc. that could hinder or help achievement of stated goals or objectives.



## DET Risk Management Framework - Assessment Tools

**Consequence Criteria:** This guide provides indicative terms against which the significance of risk is evaluated.

Descriptor	Student Outcomes	Wellbeing and Safety	Finance	Reputation	Operations	Strategic
<b>Insignificant</b>	<ul style="list-style-type: none"> <li>Educational outcomes, engagement and wellbeing and pathways and transitions can be met with workarounds</li> </ul>	<ul style="list-style-type: none"> <li>Minor injury requiring no first aid or peer support for stress / trauma event</li> </ul>	<ul style="list-style-type: none"> <li>Small loss that can be absorbed</li> </ul>	<ul style="list-style-type: none"> <li>Internal impact (no external impact)</li> </ul>	<ul style="list-style-type: none"> <li>School operations continue with slight interruptions to normal activities</li> </ul>	<ul style="list-style-type: none"> <li>Goals, targets and key improvement strategies can be delivered with inconsequential impacts</li> </ul>
<b>Minor</b>	<ul style="list-style-type: none"> <li>Educational outcomes, engagement and wellbeing and pathways and transitions achieved but below targets</li> </ul>	<ul style="list-style-type: none"> <li>Injury / ill health requiring first aid</li> <li>Peer support for stress / trauma event</li> </ul>	<ul style="list-style-type: none"> <li>Loss of 'consumable' assets,</li> <li>&lt; 2% deviation from budget</li> <li>Minor fraud possible</li> </ul>	<ul style="list-style-type: none"> <li>Adverse comments local community media</li> <li>Short term stakeholder dissatisfaction / comment</li> </ul>	<ul style="list-style-type: none"> <li>Some school operations disrupted</li> <li>Minor workarounds return school to normal operations</li> </ul>	<ul style="list-style-type: none"> <li>Minor workaround need to be implemented to deliver the SSP goals, targets and key improvement strategies</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Students' overall levels of Literacy and Numeracy static</li> <li>Increasing truancy</li> <li>Partial achievement of targeted pathways and transition</li> </ul>	<ul style="list-style-type: none"> <li>Injury / ill health requiring medical attention</li> <li>Stress / trauma event requiring professional support</li> </ul>	<ul style="list-style-type: none"> <li>Loss of assets</li> <li>2% - 5% deviation from budget</li> <li>External audit management letter</li> </ul>	<ul style="list-style-type: none"> <li>External scrutiny e.g. VAGO</li> <li>Adverse state media comment</li> <li>Stakeholder relationship impacted</li> </ul>	<ul style="list-style-type: none"> <li>Key school operations temporarily disrupted</li> <li>School leadership team meets to return school to normal operations</li> </ul>	<ul style="list-style-type: none"> <li>Constant consultation with key stakeholders needs to be maintained to deliver the SSP goals, targets and key improvement strategies</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>National targeted improvements not achieved</li> <li>Partial achievement of targeted learning outcomes</li> <li>Student dissatisfaction with access to pathways / transitions</li> </ul>	<ul style="list-style-type: none"> <li>Injury / ill health requiring hospital admission</li> <li>Stress / trauma event requiring ongoing clinical support</li> </ul>	<ul style="list-style-type: none"> <li>Loss of significant assets</li> <li>6% - 15% deviation from budget</li> <li>External audit qualification on accounts</li> <li>High end fraud committed</li> </ul>	<ul style="list-style-type: none"> <li>External investigation</li> <li>Adverse comments national media</li> <li>Stakeholder relationship tenuous</li> </ul>	<ul style="list-style-type: none"> <li>Whole of school operations disrupted</li> <li>Assistance sought from Regional Office</li> </ul>	<ul style="list-style-type: none"> <li>Significant adjustment to resource allocation and service delivery required to deliver SSP goals, targets and key improvement strategies</li> </ul>
<b>Severe</b>	<ul style="list-style-type: none"> <li>Literacy and Numeracy decline</li> <li>Student engagement and connectedness to the school and their peers is very poor</li> <li>Declining number of student options for pathways and transitions</li> </ul>	<ul style="list-style-type: none"> <li>Fatality or permanent disability</li> <li>Stress / trauma event requiring extensive clinical support for multiple individuals</li> </ul>	<ul style="list-style-type: none"> <li>Loss of key assets</li> <li>&gt;15 % deviation from budget</li> <li>Systemic and high value fraud</li> </ul>	<ul style="list-style-type: none"> <li>Commission of inquiry</li> <li>National front page headlines</li> <li>Stakeholder relationship irretrievably damaged</li> </ul>	<ul style="list-style-type: none"> <li>Normal school operations cease</li> <li>School evacuated</li> <li>Regional Office notified</li> </ul>	<ul style="list-style-type: none"> <li>SSP goals, targets and key improvement strategies cannot be delivered</li> <li>Changes need to be made to the SSP</li> </ul>

**Likelihood Criteria:** This guide provides the indicative terms against which the probability of a risk event occurrence is evaluated.

Descriptor	Description	Indicative %	Indicative Frequency	Note:
Almost Certain	Expected to occur	>95%	Multiple times in the next year	<p>1. <i>The Likelihood Criteria refers to the likelihood of the consequence descriptor you have selected i.e. the likelihood of a 'major' consequence.</i></p> <p>2. <i>The Indicative Frequency may not be relevant when assessing risks related to repeated activities, or when objectives are to be delivered over discrete periods of time. It should not be the sole basis for assessment.</i></p>
Likely	Probably will occur (no surprise)	66-95%	At least once in the next year	
Possible	May occur at some stage	26-65%	Once in the next 3 years	
Unlikely	Would be surprising if it occurred	5-25%	Once in the next 5 years	
Rare	May never occur	<5%	Once in the next 10 years	

**DET's Control Effectiveness:** Indicates the self-assessment of control effectiveness.

Controls Effectiveness Rating and Criteria	
<b>Ineffective</b>	<ul style="list-style-type: none"> <li>The design of controls overall, is ineffective in addressing key causes and/or consequences.</li> <li>Documentation and/or communication of the controls does not exist (e.g. policies, procedures, etc.).</li> <li>The controls are not in operation or have not yet been implemented.</li> </ul>
<b>Needs Improvement</b>	<ul style="list-style-type: none"> <li>The design of controls only partially addresses key causes and/or consequences.</li> <li>Documentation and/or communication of the controls (e.g. policies, procedures, etc.) are incomplete, unclear or inconsistent.</li> <li>The controls are not operating consistently and/or effectively and have not been implemented in full.</li> </ul>
<b>Acceptable</b>	<ul style="list-style-type: none"> <li>The design of controls is largely adequate and effective in addressing key causes and/or consequences.</li> <li>The controls (e.g. policies, procedures, etc.) have been formally documented but not proactively communicated to relevant stakeholders.</li> <li>The controls are largely operating in a satisfactory manner and are providing some level of assurance.</li> </ul>
<b>Effective</b>	<ul style="list-style-type: none"> <li>The design of controls is adequate and effective in addressing the key causes and/or consequences.</li> <li>The controls (e.g. policies, procedures, etc.) have been formally documented and proactively communicated to relevant stakeholders.</li> <li>The controls overall, are operating effectively so as to manage the risk.</li> </ul>

**DET's Risk Rating Matrix:** Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

**DET's Acceptability Chart:** Used to decide whether the risk is acceptable, based on the rating calculated.

<b>Extreme = Unacceptable</b> (must have Principal / School Council / Regional Office oversight)	Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Principal / School Council / Regional Office level, be subject to the development of detailed treatments, on-going oversight and high level review.
<b>High = Tolerable</b> (with ongoing Principal Class Officer review)	Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balance against the risk. Escalation of this level of risk to Principal Class Officer level should occur.
<b>Medium = Tolerable</b> (with frequent risk owner review)	Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.

## **International Students – Procedures to Reduce the Risk of Child Abuse**

### Rationale:

In the interests of all of our students and in compliance with Child Safe Legislation, Bundoora Primary School has developed policies that oversee the wellbeing and safety of all children in our care. Hence, Bundoora Primary School is committed to providing a safe school environment for all students and staff, and, for our International Students. The school has zero tolerance for child abuse.

Bundoora Primary School recognizes that International Students are likely to require additional assistance and support with regard to Child Safe measures, because they may be living away from home (i.e., with other relatives) and through cultural and/or language misunderstandings may interpret the intentions or actions of others. Thus, in the interests of the wellbeing and safety of international students, the school has established processes and protocols for dealing with child abuse issues. These protocols and procedures are to be read in conjunction with the following Bundoora Primary School Policies: Child Safety Code of Conduct, Complaints, Child protection and Reporting, Duty of Care, and the Volunteer Policy.

### Scope of Procedures and Protocols

These protocols apply to all International Students of Bundoora Primary School and all staff members of the school are familiarized with the expectations included in this document.

### Procedures put in place by Bundoora Primary School to promote International Student Safety

- Bundoora Primary School has strict Child Safety Policies, which require that all staff have a current WWCC and up-to-date Police Checks.
- All visitors to Bundoora Primary School are required to sign in at Reception to indicate that they have read and agreed to our Child Safe Standards.
- All Bundoora Primary School Staff regularly complete online Mandatory Reporting Training.
- Bundoora Primary School has first aid officers on site, and they can be accessed by students during the school day.
- Bundoora Primary School has a part time Counsellor who can be accessed by students during the school day (Monday, Tuesday, and Wednesday).
- International Students are closely monitored in terms of attendance, academic performance, and socialization with others. If the student appears unsettled or it appears that there is cause for concern this will be followed up by the class teacher.
- The school ensures that all charter buses and public transport buses that service the school are adequately manned; all drivers are required to have a current WWCC and a Police Checks.
- The school has a Child Safe Policy that has been endorsed by the school council. The school has identified and addressed the risks of child abuse associated with overseas students in its child safe practices and its risk register.
- All international students are provided the contact details for school staff designated as emergency contacts. These are:

Name	Mobile phone
Sherrin Strathairn	0439 501 568

- Parents are provided with a copy of the School Child Safe Policy, Child Safe Code of Conduct and training in the school's child safe practices including how to report a critical incident including actual or suspected physical or sexual abuse.
- Students are provided with age-appropriate information encouraging them to speak up about child abuse and on how to report an incident or allegation of sexual or physical abuse.
- When a new international student is enrolled, the principal reviews the Child safe risk register to ensure that any risks that may apply to the new student is added to the register and measures to reduce those risks are put into place. e.g., potential cultural tensions between students from one country/religion and another, language barriers, etc.

### Expectations of Parents/Guardians

- It is the responsibility of the Parent/Guardian to arrange for safe transport to and from the school daily.
- It is expected that the Parent/Guardian will ensure that the school is notified of any daily absences of an International Student (in particular), as a safety measure to ensure that the school is aware that the student is legitimately absent.
- Parents/Guardians are expected to attend all Student-Teacher-Parent/Guardian interviews at the school, which are held twice per year

### International Student Support Services

Each international student and family is provided an orientation which includes:

- information on the school,
- academic programs,
- requirements for course attendance and course progress,
- support services,
- special programs,
- student/parent handbook,
- parent reporting and other contact procedures,
- cultural information ([www.movingtoaustralia.com.au/australian-culture/](http://www.movingtoaustralia.com.au/australian-culture/)),
- information about the local area (e.g. shops and services, transport between school and home) ([www.ptv.vic.gov.au/](http://www.ptv.vic.gov.au/), and
- information about relevant legal services ([www.australia.gov.au/information-and-services/public-safety-and-law/legal-aid](http://www.australia.gov.au/information-and-services/public-safety-and-law/legal-aid), <https://www.accc.gov.au/consumers/consumer-protection>)
- general health care and personal safety ([www.vicroads.vic.gov.au/safety-and-road-rules/pedestrian-safety/children-and-pedestrian-safety](http://www.vicroads.vic.gov.au/safety-and-road-rules/pedestrian-safety/children-and-pedestrian-safety) [www.healthcareaustralia.com.au/](http://www.healthcareaustralia.com.au/)), and
- complaints and appeals procedures.

All international students are provided with information on safety and awareness information relevant to life in Australia (<https://www.studyinaustralia.gov.au/english/live-inaustralia/health-and-safety> )

Process to follow if you are worried about your child/student:

#### **Did something happen at school that is worrying you or your child? What should you do?**

1. Your child can tell a staff member at school if they feel scared, uncomfortable, or worried about something. This could be the class teacher, the office staff or anyone they feel comfortable with on staff.

2. If your child comes home and tells you something, but has not spoken to staff, you can call the school or make an appointment to see the teacher, or another staff member.

Once we know something has happened, we can begin to work towards solving the issue.

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	13 November 2021
Approved by	School Council
Next scheduled review date	November 2022