

# Nangiloc Colignan and District Primary School



## 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
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</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
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>Refresher training for staff – see eLearning mandatory reporting module</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 – see eLearning mandatory reporting module</li> </ul>	Principal, School Council Chair	Low
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</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
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</li> <li>• Ensure appropriate settings on all student technologies</li> </ul>	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	<ul style="list-style-type: none"> <li>• Assessment of new or changed environments for child safety risks</li> <li>• Ensure Code and strategies apply in all school contexts</li> </ul>	Principal, School Council Chair	Low
<ul style="list-style-type: none"> <li>• Safety of students using exterior toilets</li> </ul>	Clear and safe reporting procedures Strategies developed to embed a culture of child safety	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>• Students to go the toilet in pairs</li> </ul>	Principal, Scholl Council Chair	Low

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<ul style="list-style-type: none"> <li>Camper along the river entering the school grounds</li> </ul>	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Ensure staff are aware of risk and maintain a visible presents</li> </ul>		
Ad-hoc contractors on the premises (eg maintenance)	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>Adequate monitoring</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Refresher training for frequent contractors</li> </ul>	Principal, School Council Chair	Low
<ul style="list-style-type: none"> <li>'Out Door Learning Lab' Excursions</li> </ul>	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Requiring students be counted before and after all movements.</li> <li>Accompanying groups of children to the toilet.</li> </ul>	Principal, School Council Chair	Low

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	Clear child safety reporting procedures				<ul style="list-style-type: none"> <li>All staff have mobile phone access</li> <li>Support staff allocated to students who need additional support</li> </ul>		