

CHILD SAFE STANDARD 6: RISK ASSESSMENT

PASCOE VALE 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 code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>Strategies to embed organisational culture of child safety are reviewed</p> <p>Statement of commitment to Child safety Policy</p> <p>Induction Procedures updated</p>	Unlikely	Severe	Low	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Statement of commitment to child safety is publicly available 	Principal, School Council Chair	Low
Inappropriate behaviour is not reported and addressed	<p>Child safety code of conduct</p> <p>Clear child safety reporting procedures</p> <p>Performance management procedures</p>	Unlikely	Severe	Low	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Refresher training for staff – see eLearning mandatory reporting module 	Principal, School Council Chair	Low

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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> <p>Performance management procedures</p> <p>Strategies to embed organisational culture of child safety are reviewed</p> <p>Refresher training for staff see e-learning mandatory reporting module</p>	Possible	Major	Low	<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module 	Principal, School Council Chair	Low
Recruitment of an inappropriate person	<p>WWCC or Victorian Institute of Teaching registration</p> <p>Reference Check for candidates</p>	Unlikely	Major	Medium	<p>Processes updated to require:</p> <ul style="list-style-type: none"> Criminal history search Pre-employment reference check includes asking about child safety 	Principal	Low
Engagement with children online	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>e-Smart Policy and Accreditation in place</p> <p>Professional Development of all staff</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> Train students and staff to detect inappropriate behaviour Ensure appropriate settings on all student technologies 	Principal, eSmart Coordinator, Teaching Team	Low

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	<p>Social Media Policy in place</p> <p>Information Nights for families</p> <p>Ensure appropriate settings for on all students technologies</p>						
Unknown people and environments at excursions and camps	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p> <p>Camps and Excursion Procedures and policies in place including risk assessment</p> <p>Assessment of new changes environments' for child safety risks</p> <p>Ensure Code and strategies apply in all school contexts</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts 	Principal, School Council President and Team Leaders	Low
Ad-hoc contractors on the premises (e.g. maintenance)	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>Adequate monitoring</p> <p>Sign in Procedures</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors 	Principal, Office Administration staff	Low

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Unknown people on School grounds	<p>WWC for all visitors and consistent monitoring of those without</p> <p>Training of all staff in procedures to approach visitors without the correct lanyard</p> <p>Yard Duty Staff to be vigilant at all times</p> <p>Follow DET procedures if an incident occurs.</p> <p>All visitors to the school require to wear lanyard and be displayed at all times</p> <p>Yard Duty Staff to be vigilant at all times</p>						

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Unknown people in immediate vicinity of the school- attempting to engage with children or staring at children, taking images of children	<p>Follow PVPS procedures of reporting to the Principal.</p> <p>Staff member/Principal to approach the individual and enquire about who they are</p> <p>Remove all children from harm.</p> <p>Phone 000 Police if an illegal/harmful occurrence has taken place</p> <p>Follow DET procedures for reporting an incident</p>	Possible	Moderate	Medium		Principal, all staff	Low
Student comes to school stating they have been harmed by a family member or another individual	<p>Staff trained in Mandatory Reporting Guidelines Yearly</p> <p>Follow the Engagement and Wellbeing Policy</p> <p>Follow the Child safety Policy</p> <p>Follow reporting procedures at PVPS- report to the Child Safety officer Miss Auidno</p>	Possible	Major	Medium		Principal, all staff	Low
Students with special needs is enrolled at the school	Inform the Child Safety/Wellbeing Officer	Likely	Moderate	Medium		Principal	Low

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<p>Students with a disability</p> <p>Students with a health issue</p> <p>Students with aggressive behaviour</p>	<p>Depending on the needs of the student the following may occur</p> <p>Referral for assessment involving DET Educational Psychologist, DET Speech Therapist and DET Social Worker</p> <p>Permission gained from parents</p> <p>Contact made with previous education provider (if one)</p> <p>Application for funding from DET</p> <p>Follow the Engagement and Wellbeing Policy</p> <p>Follow the Child Safety Policy</p> <p>Education of staff in the area of need</p>						
<p>Student displays at risk behaviours</p> <p>Self-harm</p> <p>Depression</p> <p>Substance misuse</p>	<p>Staff trained in Mandatory Reporting Guidelines Yearly Staff trained in Mandatory Reporting Guidelines Yearly</p> <p>Follow the Engagement and Wellbeing Policy</p> <p>Follow the Child safety Policy</p>	Possible	High	Moderate		Principal, all staff	Low

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	Follow reporting procedures at PVPS- report to the Child Safety officer Miss Audino						
<p>Students is injured at school</p> <p>During class time</p> <p>During recess</p>	<p>Designated staff trained in First Aid and CPR</p> <p>All staff trained in Anaphylaxis and Asthma as per DET Guidelines</p> <p>All staff trained in current First Aid Policy and Procedures</p> <p>First Aid Bags located in sick bay, in classrooms and OSHC area- community Hub</p> <p>Bun Bags with first aid supplies on duty teacher</p> <p>Epipen in sick bay</p> <p>Policies in place- First Aid, Anaphylaxis and Asthma, OH &S</p>	Possible	Moderate	Medium		<p>First Aid trained- staff</p> <p>All staff</p>	Low