



PROTECT

**COBURG NORTH PRIMARY SCHOOL
CHILD SAFETY RISK REGISTER**



Responsible staff member: Kyla Mamic, Assistant Principal

Approved by school principal: Monika Gruss

Register name: Coburg North PS Risk Assessment Register

Date reviewed May 2020
Next review due: May 2021

Location: 180 O’Hea St Coburg North

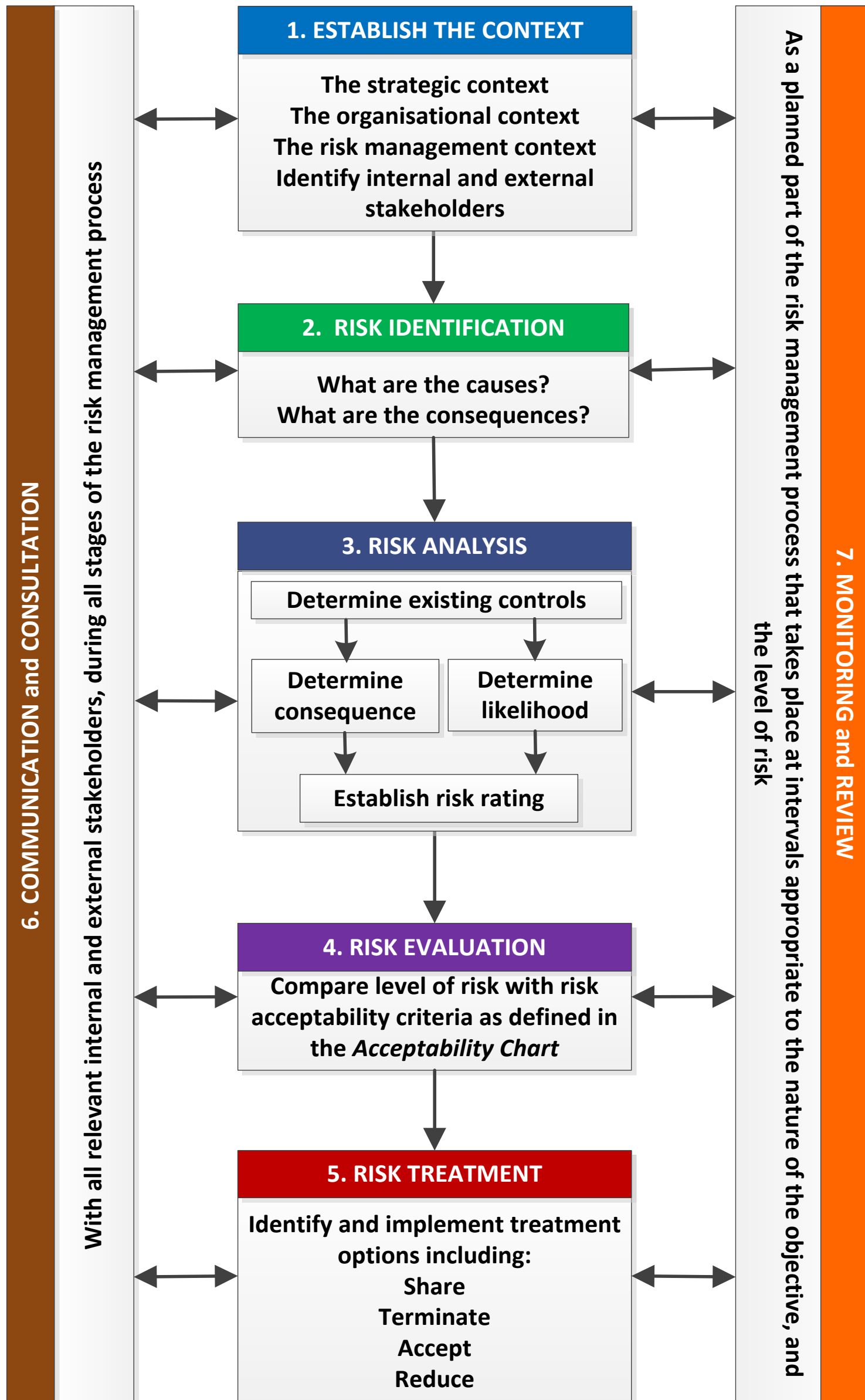
Risk Title & Description	Risk Causes & Consequences	Existing risk management strategies (existing controls)	Current Risk Assessment			New risk management strategies (treatments)	Who is responsible?	Date of new risk management strategies (treatments)
			Current Risk Consequence <i>How big would the impact 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>			
Define the risk including a title and a short description <i>What can go wrong?</i>	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>	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>				Describe the actions to be undertaken for those risks requiring further treatments	List who is responsible for each new treatment (noting that the principal is ultimately responsible)	The date the treatment action should be completed by
<p>Risk Title Unsafe online environment</p> <p>Risk short description There is the risk of a child safety incident in an online environment</p>	<p>Causes</p> <ul style="list-style-type: none"> Online child safety issues (including grooming) via media services: <ul style="list-style-type: none"> email Facebook, Instagram, Twitter and other social media YouTube mobile phone SMS messages and other mobile messaging media telephone, Skype and other media for making voice calls photography and videography any other electronic media. <p>Consequences</p> <ul style="list-style-type: none"> Child safety incident occurs Underreporting of child safety incidents to relevant authorities Inappropriate behaviour not reported within school Physical or psychological injury Stress for all personnel involved, which could lead to occupational health and safety issues Criminal penalties: 	<ol style="list-style-type: none"> School online policy and procedures, including Digital Technologies policy Child Safety Code of Conduct Use of school ‘Acceptable Use Agreement’ Use of an internet filter where required Use of Interactive Learning Modules regarding bullying Appropriate supervision for all online activities Response protocols implemented Ongoing awareness of the school's online policies and procedures Ongoing review of control effectiveness and improvements instigated as required. e-smart program implementation Students utilise a student friendly reporting system that allows them to log any incident that they are uncomfortable with Teachers view any website prior to classroom use to ensure its suitability Department of Education website filters in use 	<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>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	<ol style="list-style-type: none"> Train students and staff to identify inappropriate behaviour (including grooming) and indicators of abuse, and escalate concerns- Develop strategies to deliver appropriate education to students (see A Guide to Support Victorian Schools to Meet Child Safe Standard 7 and Empowerment and participation of children) about: <ol style="list-style-type: none"> standards of behaviour for students attending the school; healthy and respectful relationships (including sexuality); resilience; and child abuse awareness and prevention. Organise for all students to complete ESmart cyber safety sessions Develop newsletter for parents with information and links to protect their children in the online environment (see eSafety Commissioner resources for parents and carers). 	<ol style="list-style-type: none"> DET delivery- Mandatory reporting. Staff PD Body Safe Australia: whole school incursion. Assistant Principal DT coordinator. Student Wellbeing Officer 	<p>Annually</p> <p>Annually 2019</p> <p>Annually 2020</p> <p>Regularly 2019</p>

	<ul style="list-style-type: none"> ○ Failure to Report and/or Failure to Protect offence, ○ Penalties under the Reportable Conduct Scheme • Non-compliance with minimum standards/Min Order 870 • Breach of duty of care/organisational duty of care • Litigation / adverse court ruling • Reputation damage (School/Department) • Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 							
<p>Risk Title Contractor(s) on the premise commit abuse</p> <p>Risk short description There is the risk that contractors commit abuse</p>	<p>Causes</p> <ul style="list-style-type: none"> • School fails to monitor who is on the premises • Lack of supervision • Contractors not aware of school arrangements • Lack of background checks on contractors <p>Consequences</p> <ul style="list-style-type: none"> • Child safety incident occurs • Underreporting of child safety incidents to relevant authorities • Inappropriate behaviour not reported within school • Physical or psychological injury • Stress for all personnel involved, which could lead to occupational health and safety issues • Criminal penalties: <ul style="list-style-type: none"> ○ Failure to Report and/or Failure to Protect offence, ○ Penalties under the Reportable Conduct Scheme • Non-compliance with minimum standards/Min Order 870 • Breach of duty of care/organisational duty of care • Litigation / adverse court ruling • Reputation damage (School/Department) • Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<ol style="list-style-type: none"> 1. The Visitors in Schools policy is followed where appropriate 2. Screening checks, including working with children checks or referee checks 3. Visitor and contractor sign-in process, VPASS, perimeter control (SPAG – Visitors in Schools) 4. Signage at school office clearly directing visitors to reception 5. child safety risk management strategies are adopted as appropriate. 6. Students removed from area where contractors working/ teacher present at all times 	<p>Severe Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Possible Unlikely Rare</p>	<p>Extreme High Medium Low</p>	<ol style="list-style-type: none"> 1. All contractors supervised or area shut down to student access whilst on school grounds during school hours 2. Try to get work completed out of school hours where possible 3. Staff trained to question unaccompanied visitors on school premises. 	<ol style="list-style-type: none"> 1. Assistant Principal 2. Person organising work 3. Assistant Principal 	<p>As required</p> <p>1st Curriculum day of new year; annual reminder</p>

<p>Risk Title School staff member or volunteer commits abuse</p> <p>Risk short description There is a risk that a school staff member commits abuse</p>	<p>Causes</p> <ul style="list-style-type: none"> • Circumvention of proper pre-employment procedures, including no background/suitability checks • A non-compliant recruitment process • Non-compliance with relevant policies and procedures including conflict of interest policy • Unethical behaviour • Lack of child safety culture <p>Consequences</p> <ul style="list-style-type: none"> • Child safety incident occurs • Underreporting of child safety incidents to relevant authorities • Inappropriate behaviour not reported within school • Physical or psychological injury • Stress for all personnel involved, which could lead to occupational health and safety issues • Criminal penalties: <ul style="list-style-type: none"> ○ Failure to Report and/or Failure to Protect offence, ○ Penalties under the Reportable Conduct Scheme • Non-compliance with minimum standards/Min Order 870 • Breach of duty of care/organisational duty of care • Litigation / adverse court ruling • Reputation damage (School/Department) • Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<ol style="list-style-type: none"> 1. The DET Recruitment in Schools guide is followed, including appropriate screening and referee checks for preferred candidate. 2. Child safety Code of Conduct 3. Child Safety Policy 4. Suitability Checks for School Volunteers and Visitors 5. Visitors policy is followed 6. Performance and development and review processes with regular feedback to provide opportunities to discuss any concerns 7. human resources practices for child safe organisations are implemented 8. Staff management practices as highlighted in the HRWeb Workforce Planning policy are in place 9. Regular staff meetings and Principal 1:1 meetings with staff 10. Manager Assist telephone advisory service 11. If required refer to HRWeb Complaints, unsatisfactory performance and misconduct 12. School duty of care 13. child safety risk management strategies are adopted as appropriate. 14. Visitors accompanied to destination by member off staff/ by at least two students 	<p>Severe 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>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	<ol style="list-style-type: none"> 1. Ensure that staff are regularly reminded of their child safety obligations and undergo refresher training 2. Thorough induction process 3. Leadership model child safe culture 4. Appropriate and inappropriate behaviours are discussed regularly at staff meetings so that staff are empowered to escalate concerns 5. Principal Performance and development 6. Ongoing monitoring and review of staff and student work practices and behaviours for 'warning signals' and indicators of abuse – see Identifying and Responding to All Forms of Abuse in Victorian Schools 7. Child safety standard discussion item on School Leadership Team meetings and staff meetings. 8. Ensure all school mandatory reporters (and other school staff if possible) undertake the Protecting Children - Mandatory Reporting and other Obligations online module annually 9. Develop strategies to deliver appropriate education to students (see A Guide to Support Victorian Schools to Meet Child Safe Standard 7 and Empowerment and participation of children) about: <ol style="list-style-type: none"> 1. standards of behaviour for students attending the school; 2. healthy and respectful relationships (including sexuality); 3. resilience; and 4. child abuse awareness and prevention 	<ol style="list-style-type: none"> 1. Meetings; Child Safe standing Agenda 2. Body Safe Australia. RE child safe STD 7. Child empowerment 	<p>2019</p> <p>2020</p>
<p>Risk Title Child safety incident at excursions and camps</p> <p>Risk short description There is a risk that a child safety incident occurs whilst on excursions and camps.</p>	<p>Causes</p> <ul style="list-style-type: none"> • Lack of awareness of local conditions (unknown people and environments) • School fails to monitor who is in vicinity of school camps / excursions • Lack of supervision • Inappropriate student behaviour • Failure to consider child safety risks • Lack of appropriate risk management practices in place for recreational or other activities <p>Consequences</p> <ul style="list-style-type: none"> • Child safety incident occurs • Underreporting of child safety incidents to relevant authorities • Inappropriate behaviour not reported within school • Physical or psychological injury • Stress for all personnel involved, which could lead to occupational health and safety issues • Criminal penalties: <ul style="list-style-type: none"> ○ Failure to Report and/or Failure to Protect offence, ○ Penalties under the Reportable Conduct Scheme 	<ol style="list-style-type: none"> 1. Appropriate school approvals for excursions/camps including risk assessment 2. 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 3. Team Leader(s) following briefing with authorities brief teaching / support staff of any updates 4. Staff and volunteers conduct area familiarity upon arrival at venue 5. Staff to student ratios are observed 6. Regular student head counts 7. All staff members at the camp or excursion have been trained in what to do when an allegation of child abuse is made 8. Recording your actions: responding to suspected child abuse template is readily available to all staff 9. child safety risk management strategies are adopted as appropriate 10. Volunteer screening / suitability checks are undertaken in line with the school's 	<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>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	<ol style="list-style-type: none"> 1. Appropriate DET accredited camps/ excursions undertaken only. 2. Team Leader(s) to conduct an end day (each day) debrief to identify any issues arising and to lead the development of treatment solutions. 3. Specific child safety briefing for excursion/camp staff and volunteers 4. Avoid staff members/volunteers being alone with students 5. Child safety considered when determining sleeping arrangements. 6. Parent helpers must hold current WWCC and agree to uphold Child Safe code of conduct 	<p>Camp co-ordinator</p>	<p>2019</p>

	<ul style="list-style-type: none"> Non-compliance with minimum standards/Min Order 870 Breach of duty of care/organisational duty of care Litigation / adverse court ruling Reputation damage (School/Department) Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<p>Volunteer Policy, including for homestay providers.</p> <p>11. Code of Conduct applies in all school contexts.</p>						
<p>Risk Title</p> <p>Unknown visitors to school</p> <p>Risk short description</p> <p>Unknown visitor to school commits abuse</p>	<p>Causes</p> <ul style="list-style-type: none"> Easy access to school grounds <p>Consequences</p> <ul style="list-style-type: none"> Child safety incident occurs Underreporting of child safety incidents to relevant authorities Inappropriate behaviour not reported within school Physical or psychological injury Stress for all personnel involved, which could lead to occupational health and safety issues Criminal penalties: Failure to Report and/or Failure to Protect offence, Penalties under the Reportable Conduct Scheme Non-compliance with minimum standards/Min Order 870 Breach of duty of care/organisational duty of care Litigation / adverse court ruling Reputation damage (School/Department) Community dissatisfaction and distrust over perceived child safety neglect, which could lead to drop in school enrolments 	<ol style="list-style-type: none"> All perimeter gates are locked at 9.10am School staff on yard duty before and after school One access point to school grounds during school hours: through administrative building with granted access The Visitors in Schools policy is followed where appropriate Visitor sign-in process, VPASS, perimeter control (SPAG – Visitors in Schools) Visitors accompanied to destination by member off staff/ by at least two students child safety risk management strategies are adopted as appropriate. 	<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>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	<ol style="list-style-type: none"> Staff trained to question unaccompanied visitors on school premises. Staff carpark gate entrance into school grounds locked at all times 	<ol style="list-style-type: none"> Assistant Principal All staff 	<p>1st Curriculum day of new year; annual reminder 2019</p>

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

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

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.

Extreme = Unacceptable (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.
High = Tolerable (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.
Medium = Tolerable (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.

**Low = Acceptable
(with periodic review)**

Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.