
Standard 6

Appendix 6

Child Safe Risk Assessment

School: Benalla P-12 College

Section: VRQA Child Safe

Version: Two

Benalla P-12 College Child Safe Risk Assessment

Benalla P-12 College recognizes its responsibility to manage risk to student safety and wellbeing in an effective and efficient manner. Benalla P-12 College is committed to identifying and analyzing risks associated with any issue regarding Child Safety with the objective of minimizing or eliminating these risks. The College is committed to identifying, assessing and documenting risks in relation to child safety, acting and eliminating these in a structured, documented manner.

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
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	Unlikely	Severe	Low	<ul style="list-style-type: none">Strategies to embed organisational culture of child safety are reviewedStatement of commitment to child safety is publicly available	Principal, School Council Chair	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct	Unlikely	Severe	Low	<ul style="list-style-type: none">Strategies to embed organisational culture of child safety are reviewed	Principal, School Council Chair	Low

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
	Clear child safety reporting procedures Performance management procedures				<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module 		
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures	Unlikely	Severe	Low	<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module 	Principal, School Council Chair, Child Safety Officer	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Low	Processes updated to require: <ul style="list-style-type: none"> Criminal history search Pre-employment reference check includes asking about child safety 	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"> Train students and staff to detect inappropriate behaviour Ensure appropriate settings on all student technologies 	Principal, School Council Chair, E-Smart Coordinator, Teaching Team	Low
Unknown people and environments at excursions and camps	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Major	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

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
	Clear child safety reporting procedures						
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Major	Low	<ul style="list-style-type: none"> • Refresher training for frequent contractor <ul style="list-style-type: none"> • Visitor/contractor register at front office 	Principal, School Administration Staff	Low
Multiple school entrance points	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring Yard Duty staff to be vigilant at all times.	Possible	Major	Low	<ul style="list-style-type: none"> • Visitor/contractor register at front office • 	Principal, Admin Staff, All Staff	Low
Unknown People on school grounds	All visitors at the school required to wear lanyard and be displayed at all times. Yard Duty staff to be vigilant at all times. Follow DET procedures if an incident occurs.	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Refresher training for frequent contractor <ul style="list-style-type: none"> • Visitor/contractor register at front office 	Principal, Admin staff, All staff	Low
Unknown people in immediate vicinity of the school – attempting to engage with children or staring at children, taking images of children	Follow current procedures of reporting to Principal. Staff member/Principal to approach individual and enquire. Remove all children from harm.	Possible	Major	Medium		Principal, All staff	Low

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
	Phone Police if necessary Follow DET procedures for reporting an incident						
Student comes to school stating they have been harmed by a family member or another individual	Staff trained in Mandatory Reporting Guidelines Follow Engagement and Wellbeing policy Follow Child Safety Policy Follow reporting procedures- report to the Child Safety/Wellbeing Officer	Possible	Major	Medium		Principal, All staff	Low
Student displays at Risk Behaviours Self-Harm Depression Substance misuse	Staff trained in Mandatory Reporting Guidelines Follow Engagement and Wellbeing policy Follow Child Safety Policy Follow reporting procedures- report to the Child Safety/Wellbeing Officer	Possible	Moderate	Medium		Principal, All staff	Low
Student with special needs is enrolled at the school. Students with a disability	Inform the Child Safety/wellbeing officer Depending on needs of the student the following may occur:	Possible	Moderate	Medium		Principal	Low

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
Students with aggressive behaviour Students with a health issue	Referral for assessment involving DET SSS team. Permission obtained from parents Application for funding from DET Follow Engagement and Wellbeing Policy Follow the Child Safety Policy Education of staff in the area of need						

Basis for discretion:

The basis for discretion lies with the Principal as an operational matter.

Date Implemented	July 2016
Reviewed and Amended Version One:	March, 2019

Date of ratification by School Council: 25 March, 2019
Recommended date for review: March, 2020