

CHILD SAFE STANDARD 6: RISK ASSESSMENT AT WAVERLEY MEADOWS 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	Child safety code of conduct Strategies developed to embed culture of child safety Statement of commitment to child safety is publicly available.	Unlikely	Severe	Medium	<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	Child safety code of conduct Clear child safety reporting procedures Performance management procedures Training for staff	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
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures Refresher training for staff	Possible	Major	Medium	<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	WWCC or Victorian Institute of Teaching registration Reference check of candidates WWCC Policy	Unlikely	Major	Medium	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

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Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety Digital Technologies Policy Photography, Filming and Recording Policy	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	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 Camps and Excursions Policies in place	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 Chair	Low
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring Sign in procedures Volunteers Policy	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors 	Principal, School Council Chair	Low
Unknown people on school grounds	All visitors to the school required to wear lanyard and be displayed at all times Training of all teachers and staff in procedures to approach visitors with correct lanyard Follow DET procedures if an incident occurs	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Yard Duty Teachers to be vigilant at all times 	Principal, all staff	Low

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Unknown people in immediate vicinity of the school – attempting to engage with children	<p>Staff member/Principal to approach the individual and enquire about who they are</p> <p>Remove all children from harm</p> <p>Follow DET procedures for reporting an incident</p> <p>Contact Police if illegal/harmful occurrence has taken place</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Train students and staff to detect inappropriate behaviour 		Low
Student discloses they have been harmed by a family member or another individual	<p>All staff trained in Mandatory reporting annually</p> <p>Follow Engagement and Wellbeing Policy</p> <p>Follow Child Safety Policy</p> <p>Follow reporting procedures at WMPS</p>	Possible	Major	Medium	<ul style="list-style-type: none"> 	Principal, All staff	Low
<p>Students with special needs is enrolled at the school</p> <p>Students with a disability</p> <p>Students with a health issue</p> <p>Students with aggressive behaviour</p>	<p>Parent contact/permission</p> <p>Application for funding if appropriate</p> <p>Follow Engagement and Wellbeing Policy</p> <p>Follow Inclusion and Diversity Policy</p> <p>Follow Child Safety Policy</p> <p>Staff training/Education in the area of need</p>	Likely	Moderate	Medium	<ul style="list-style-type: none"> 	Principal, All staff	Low
Student injured at school Class/recess	First Aid/CPR trained staff	Possible	Moderate	Medium	<ul style="list-style-type: none"> 		Low

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	First Aid Bags in sick bay, all classrooms First Aid bag with teacher on Yard Duty Teachers clearly identified with fluorescent vests Policies in place First Aid, Anaphylaxis and Asthma, OH&S, Accident or Incident Policy						