

# CHILD SAFE STANDARD 6: RISK ASSESSMENT

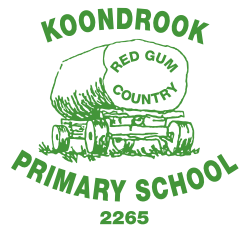
Koondrook Primary School  
7 Punt Rd  
Post Office Box 8  
Koondrook 3585  
Phone: 03 54532428  
Email: Koondrook.ps@edumail.vic.gov.au  
Principal Amanda Bradford

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	Low	<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
Inappropriate behaviour is not reported and addressed	Child Safety Code of Conduct Clear child safety reporting procedures Performance management procedures	Unlikely	Severe	Low	<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	Low	<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 Policy or Victorian Institute of Teaching registration	Unlikely	Major	Low	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

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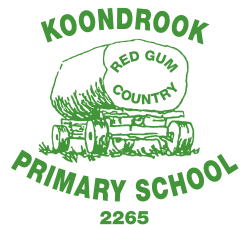
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Engagement with children online	Child Safety Code of Conduct ICT Policy Strategies developed to embed culture of child safety	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>Train students and staff to detect inappropriate behaviour</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 Excursion and Camps Policy	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
Contractors on the premises (e.g. maintenance)	Child safe environments information and awareness for visitors, staff, volunteers and contractors Visitors Policy Visitor Sign-in procedures Adequate monitoring	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Refresher training for frequent contractors</li> <li>Re-educate Parents on correct visitor policies and procedures</li> </ul>	Principal, School Council Chair	Low

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Multiple entry points to school	Signage	Possible	Moderate	High	<ul style="list-style-type: none"> <li>Ensure all gates are closed during school times</li> <li>Close all exits</li> </ul>	Principal, School Council Chair	Low
Cleaner unlocking/opening doors and leaving rooms unattended whilst nobody present	Contractors handbook School Security proceddures	Possible	Moderate	High	<ul style="list-style-type: none"> <li>Re train all cleaning staff on security procedures within the school</li> <li>Ensure only 1 door is unlocked when no other staff present</li> </ul>	Principal, School Council Chair	Low

This policy was last updated on 6<sup>th</sup> August 2021 and is scheduled for review on August 2024.

PROTECT

