

## CHILD SAFE STANDARD 6: RISK ASSESSMENT TEMPLATE TEMPLETON PRIMARY SCHOOL

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. Risk assessment resources form part of the [School Policy & Advisory Guide: Risk Management Policy](#). The matrix below assists our school in its risk assessment management.

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
Current organisational culture of child safety is not publicly available to all members of wider school community.	<p>Child Safe Code of Conduct. Child Safe Policy developed</p> <p>Strategies developed to embed culture of child safety across the school community</p> <p>Greater awareness of processes and practices to be embedded</p>	Possible	Major	Medium	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed and updated</li> <li>Statement of commitment to child safety; Child Safe Code of Conduct and Policy is publicly available</li> </ul>	Principal, School Council Chair	Low
Inappropriate behaviour is not reported and addressed	<p>Child Safe Code of Conduct</p> <p>Clear child safety reporting procedures</p> <p>Performance management procedures</p>	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed and updated</li> <li>Refresher training for staff – see eLearning mandatory reporting modules</li> </ul>	Principal, School Council Chair	Low

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
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	Medium	<ul style="list-style-type: none"> <li>Child Safe Code of Conduct and Policy</li> <li>Refresher training for staff – see eLearning mandatory reporting module</li> <li>Training for staff in Child Safe processes</li> <li>All school visitors have access to Child Safe documents</li> </ul>	Principal, School Council Chair	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Processes updated to require:Criminal history search</li> <li>Pre-employment checks include asking about child safety</li> </ul>	Principal, School Council Chair	Low
Engagement with children online	Child Safe Code of Conduct. Child Safety Policy developed  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> <li>Education for students in use of internet and computer use</li> </ul>	Principal, School Council Chair	Low
Unknown people and environments at excursions and camps	Child Safe Code of Conduct  Strategies developed to embed culture of child safety	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Assessment of new or changed environments for child safety risks</li> <li>Ensure Child Safe Code of Conduct and strategies</li> </ul>	Principal, School Council Chair	Low

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
	Clear child safety reporting procedures				apply in all school contexts		
Ad-hoc contractors on the premises (eg maintenance)	Information and awareness for visitors, staff, volunteers and contractors  Adequate monitoring	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>• Refresher training for frequent contractors</li> <li>• Increased vigilance and supervision of visitors</li> </ul>	Principal, School Council Chair	Low

RISK RATING		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