

CHILD SAFE STANDARD 6: RISK ASSESSMENT AT KALLISTA PRIMARY SCHOOL

Endorsed: Principal June 2021 (scheduled for review June 2022)

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood of occurring	Consequence if occurs	Current risk assessment	Effectiveness of existing controls	Who is responsible?
No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	<p>Child Safety Code of Conduct is annually presented at staff meeting at beginning of year and at School Council (All staff have read and received at staff meeting 29/01/2019)</p> <p>Child safe officer is Principal and CS deputy is Hilary Morris (OHS Rep & Respectful Relations coordinator)</p> <p>CSS documents are included in Induction Manual and Operations Manuals</p> <p>Child Safety Standards including Code of Conduct and Commitment to Child Safety (CSS) on website and in school newsletter, and displayed on noticeboards around the school, and in addition the Protect Vic Gov site, and Respectful Relationships link and Values information</p> <p>Strategies developed to embed culture of child safety- Respectful relationships curriculum, student leadership /SRC, values education</p> <p>Strategies to embed organisational culture of child safety are reviewed in staff meetings and School Council & Ed Committee (EG. OHS/Student Wellbeing on staff agendas each general staff meeting, Education Committee review policies related to student wellbeing and child safety cyclically, SWB officer embedding Respectful Relationships in the school's policies, procedures and practices ongoing)</p> <p>Student Wellbeing and Engagement Policy /Student management Policy and Procedures</p> <p>Child safe Standards is a standing item at Staff Meeting and School Council.</p>	Unlikely	Major	Medium	Effective	Principal, SWB Coord School Council President, (approving Code of Conduct only)
Inappropriate behaviour is not reported and addressed	<p>Child safety code of conduct signed by staff and school councillors</p> <p>At reception, the Pass tab sign-in requires all to sign that they agree to follow Code of Conduct</p> <p>Clear child safety reporting procedures - paperwork in office/staff informed, four critical actions posters around school</p> <p>Performance management procedures</p> <p>Strategies to embed organisational culture of child safety are reviewed</p> <p>Refresher training for staff – We did disclosure training and we will do eLearning mandatory reporting module again on October 16 2019 (Was completed last year 2018 Oct)</p>	Unlikely	Major	Medium	Effective	Principal,
Unquestioning trust of long term employees and contractors or norms	<p>Strategies developed to embed culture of child safety</p> <p>PL in Respectful Relationships, Disclosures and Berry St Model undertaken did eLearning disabilities module by end 2018</p> <p>Satf undertook Trauma training – four sessions undertaken with TESSA and Knightlamp in 2019</p> <p>Clear child safety reporting procedures</p> <p>Refresher training for staff – see eLearning mandatory reporting module</p> <p>School Councillors to have WWCC</p>	Unlikely	Major	Medium	Effective	Principal for ensuring staff are informed, and all staff are responsible for child safety and monitoring social behaviours of our school community is safe
Recruitment of an inappropriate person	<p>WWCC or Victorian Institute of Teaching registration</p> <p>Reference Checks of candidates</p> <p>CSS information used in HR procedures</p>	Unlikely	Major	Medium	Effective	Principal Business Manager&Office Staff School Council President (for any staff directly employed by School Council)
Engagement with children online	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>eSmart Policy and Accreditation in place</p> <p>Professional Development of all staff</p> <p>Social Media Policy in place</p> <p>Internet usage Agreement</p> <p>Info Sessions for students/ parents</p> <p>Ensure appropriate settings on all student technologies</p>	Possible	Moderate	Medium	Effective	Principal, eSmart Team and teaching team / KPS technician

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Unknown people and environments at excursions and camps	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety - students taught about protective behaviours and we use the Protect website resources and info to support teaching children about their safety, stranger danger, etc</p> <p>Clear child safety reporting procedures</p> <p>Camps and Excursion Procedures and Policies in place including risk assessment</p> <p>Use of fire/excursion tags and student checks</p> <p>Assessment of new or changed environments for child safety risks</p> <p>Ensure Code and strategies apply in all school contexts</p> <p>WWC for all visitors and consistent monitoring of those without.</p> <p>Students will always be supervised while at pool- both in lessons and change rooms.</p> <p>Line of sight is ensured for instrumental music lessons.</p> <p>Garden area is only open to children for Lunch Club when the garden teacher is present.</p>	Unlikely	Moderate	Medium	Effective	Principal, Level Team Leaders
Ad-hoc contractors on the premises (e.g. maintenance)	<p>Child safe environments Information and awareness for visitors, staff, volunteers and contractors</p> <p>Adequate monitoring</p> <p>Volunteers policy</p> <p>Sign in Procedures</p> <p>WWC for all visitors and consistent monitoring of those without.</p>	Unlikely	Moderate	Medium	Effective	Principal, Office Administration Staff
Unknown people on school grounds	<p>Training of all teachers and staff in procedures to approach visitors without the correct lanyard</p> <p>All visitors to the school always required to wear lanyard and be displayed.</p> <p>Yard Duty Staff to be vigilant always.</p> <p>Follow DET procedures if an incident occurs.</p>	Possible	Moderate	Medium	Effective	All staff
Unknown people in immediate vicinity of the school – attempting to engage with children or staring at children, taking images of children	<p>Follow current Kallista PS (KPS) procedures of reporting to the Principal.</p> <p>Principal or Delegate & staff member to approach the individual and enquire about who they are. Remove all children from harm.</p> <p>Proactive approach- example we have put 'No Photography' signs on back fence facing Grant's Picnic Ground, where there are many tourists.</p> <p>Children are taught not to speak to strangers and to tell us if tourists or people are trying to take their picture or to talk to them.</p> <p>Phone the police if an illegal / harmful occurrence has taken place. Follow DET procedures for reporting an incident to Emergency Management</p>	Possible	Major	Medium	Satisfactory	Principal and all staff
Student comes to school stating they have been harmed by a family member or another individual	<p>Staff trained in Mandatory Reporting Guidelines Yearly (DET online e-learning module every October)</p> <p>Follow the Engagement and Wellbeing Policy</p> <p>Follow the Child Safety Policy</p> <p>Follow reporting procedures at KPS – report to the Principal who will follow through with DHHS Notification and where necessary the Critical Incident Unit</p> <p>Staff have received Dept. training in 'Handling Disclosures'.</p>	Possible	Major	Medium	Satisfactory	Principal and all staff
<p>Student with special needs is enrolled at the school</p> <ul style="list-style-type: none"> • Students with a disability • Students with a health issue • Students with aggressive behaviour 	<p>Inform the Principal, Teacher & SIT</p> <p>Depending on the needs of the student the following may occur</p> <ul style="list-style-type: none"> • Referral for assessment involving DET Educational Psychologist, DET Speech Therapist and DET SWB officer at NEVR • Permission gained from parents • Contact made with previous education provider (if one) • Application for funding from DET • SSG meeting • IEP/Beh Management or Safety Plan • Consult and work with child's private allied health professionals • Emergency management/Critical Incident will be reported when necessary to gain support and advice from DET <p>Application for funding to make buildings accessible</p>	Possible	Major	Medium	Satisfactory	Principal

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	Follow the Engagement and Wellbeing Policy Follow the Child Safety Policy Education of staff in the area of need Provide adequate supervision Make assessment of student's needs re accessing areas of school environment and suitable changes made or funding requested for facility improvements. Work directly with DHHS, psychologists and agencies to provide an inclusion curriculum and engagement for student Provision of PL to staff in Disabilities Standards and teaching practice to align with such Trauma informed practice in place			Medium		
Student displays at risk behaviours <ul style="list-style-type: none"> • Self-harm • Depression • Substance misuse 	Staff trained in Mandatory Reporting Guidelines Yearly Follow the Engagement and Wellbeing Policy Follow the Child Safety Policy Follow reporting procedures at KPS – report to the Principal,Teacher Contact DET SWB Officer Critical Incident Team Contact parents, hold SSG <ul style="list-style-type: none"> • ILP/Beh Management or Safety Plan • Emergency management/Critical Incident will be reported when necessary to gain support and advice from DET 	Possible	Moderated	Medium	Satisfactory	Principal and all staff
Student is injured at school <ul style="list-style-type: none"> • During class time • During recess 	All teachers trained in KPS First Aid Policy and Procedures Designated staff trained in First Aid and CPR Follow reporting procedures at KPS – report to the Principal,Teacher All teaching staff trained in Anaphylaxis and Asthma as per DET Guidelines First Aid Bags located in Sick Bay, Junior Building and OSHC building First aid satchels with first aid supplies to yard duty teacher Policies in place – First Aid, Anaphylaxis and Asthma, OH&S Anaphylaxis epipens located in First Aid Room, Junior learning centre, Classrooms (of children with anaphylaxis risk) and first aid back packs for excursions. Emergency management/Critical Incident will be reported when necessary to gain support and advice from DET PROCEDURES WILL BE REVIEWED AND ALL SCHOOL COMMUNITY UPDATED AS NECESSARY TO MAKE SAFE.	Possible	Moderate	Medium	Satisfactory	All staff