

SCHOOL COUNCIL APPROVED: OCTOBER 2018.

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	Child safety code of conduct Strategies developed to embed culture of child safety Strategies to embed organisational culture of child safety are reviewed Statement of commitment to child safety is publicly available in the Child Safety Policy Induction Procedures updated	Unlikely	Severe	Low	Satisfactory	Principal, School Council President
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Performance management procedures Strategies to embed organisational culture of child safety are reviewed Refresher training for staff – see eLearning mandatory reporting module	Unlikely	Severe	Low	Satisfactory	Principal, School Council President
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 – see eLearning mandatory reporting module	Possible	Major	Medium	Satisfactory	Principal
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration Reference Checks of candidates	Unlikely	Major	Medium	Satisfactory	Principal
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety eSmart Policy and Accreditation in place Professional Development of all staff Social Media Policy in place Information Nights for parents Ensure appropriate settings on all student technologies	Possible	Moderate	Medium	Satisfactory	Principal, eSmart Team and teaching team
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 Excursion Procedures and Policies in place including risk assessment Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts	Unlikely	Moderate	Medium	Satisfactory	Principal, School Council President and Level Team Leaders
Ad-hoc contractors on the premises (e.g. maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring Sign in Procedures WWC for all visitors and consistent monitoring of those without.	Unlikely	Moderate	Medium	Satisfactory	Principal, Office Administration Staff
Unknown people on school grounds	Training of all teachers and staff in procedures to approach visitors without the correct lanyard All visitors to 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	Satisfactory	All staff

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?
Unknown people in immediate vicinity of the school – attempting to engage with children or staring at children, taking images of children	<p>Follow current MCPS procedures of reporting to the Principal.</p> <p>Staff member/Principal to approach the individual and enquire about who they are.</p> <p>Remove all children from harm.</p> <p>Phone the police if an illegal / harmful occurrence has taken place.</p> <p>Follow DET procedures for reporting an incident</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</p> <p>Follow the Engagement and Wellbeing Policy</p> <p>Follow the Child Safety Policy</p> <p>Follow reporting procedures at MCPS – report to the Child Safety / Wellbeing Officer</p>	Possible	Major	Medium	Satisfactory	Child Safety / Wellbeing Officer and all staff
Student with special needs is enrolled at the school	<p>Inform the Child Safety / Wellbeing Officer</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 Social Worker Permission gained from parents Contact made with previous education provider (if one) Application for funding from DET <p>Application for funding to make buildings accessible for wheelchair</p> <p>Follow the Engagement and Wellbeing Policy</p> <p>Follow the Child Safety Policy</p> <p>Education of staff in the area of need</p>	Likely	Moderate	Medium	Satisfactory	Principal
Student displays at risk behaviours	<p>Staff trained in Mandatory Reporting Guidelines Yearly</p> <p>Follow the Engagement and Wellbeing Policy</p> <p>Follow the Child Safety Policy</p> <p>Follow reporting procedures at MCPS – report to the Child Safety / Wellbeing Officer</p>	Possible	High	Moderate	Satisfactory	Child Safety / Wellbeing Officer and all staff
<ul style="list-style-type: none"> Self-harm Depression Substance misuse 	<p>Designated staff trained in First Aid and CPR</p> <p>All teaching staff trained in Anaphylaxis and Asthma as per DET Guidelines</p> <p>All teachers trained in current First Aid Policy and Procedures</p> <p>First Aid Bags located in Sick Bay, Junior Building and OSHC building</p> <p>Bun bags with first aid supplies and epipen on duty teacher</p> <p>Policies in place – First Aid, Anaphylaxis and Asthma, OH&S</p>	Possible	Moderate	Moderate	Satisfactory	First Aid Officer, all staff