

MARYBOROUGH EDUCATION CENTRE CHILD SAFE STANDARD 6: RISK ASSESSMENT

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	unlikely	Major	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 Child Safety Officer	Medium
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Mandatory Reporting Evaluating and referring to external organisations if required IRIS	Unlikely	Major	Medium	<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 Child safety included in staff induction process 	Principal, School Council Chair All staff	Medium

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<p>Emergency management</p> <p>Performance management procedures</p>					<ul style="list-style-type: none"> Child safety as a standing agenda item on MEC meeting agendas School Council members training Child safety education sessions to students via Respectful Relationships and Values Education, external providers such as Our Watch and Safe Touch Child safety promoted through school publications and social media including staff, parent handbook, MEC home webpage, student planner, newsletters. 		
<p>Unquestioning trust of long term employees and contractors or norms</p>	<p>Strategies developed to embed culture of child safety</p>	Rare	Major	Medium	<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module 	- Principal	Medium

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	Clear child safety reporting procedures- mandatory reporting				<ul style="list-style-type: none"> Child Safety included in staff induction process including contractors Working with Children Checks register Code of Conduct Volunteer policy 	<ul style="list-style-type: none"> School Council Child Safety Officer 	
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration Position Descriptions for job applications	Unlikely	Moderate	Medium	Processes updated to require: <ul style="list-style-type: none"> Criminal history search Pre-employment reference check includes asking about child safety 	<ul style="list-style-type: none"> Principal School Council Human Resource Manager 	Low
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety Electronic Devices 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 	<ul style="list-style-type: none"> Principal School Council Child Safety Officer Student Services ICT Leadership 	Low

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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</p> <p>Clear child safety reporting procedures</p>	Unlikely	Major	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 Camps and Excursion process Energy Breakthrough Program process 	<ul style="list-style-type: none"> - Principal School Council - Relevant Assistant Principal and executive team members - Sub school leaders - staff organising camp and/or excursion 	Medium
Ad-hoc contractors on the premises (eg maintenance)	<ul style="list-style-type: none"> - Child safe environments - Information and awareness for visitors, staff, volunteers and contractors - Adequate monitoring - All contractors are approved by school council 	Unlikely	Moderate	Low	<ul style="list-style-type: none"> Refresher training for frequent contractors Induction process Sign in process for all visitors to the school 	<ul style="list-style-type: none"> -Principal, School Council - Facilities Manager - Front office staff 	Low

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A staff member acting inappropriately while supporting students to remove clothing for toileting purposes or hydrotherapy	<ul style="list-style-type: none"> - Child Safety Code of Conduct - More than one staff member assists students where possible - More than one staff member to support students with hydrotherapy. 	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Staff who support student to be informed of this requirement during staff briefings • When a second staff member is not available to assist with changing, due to other student needing support to be changed in other location, the staff member must inform a colleague on entering and exiting the change space/area. 	Assistant Principal for Specialist Setting.	Medium

List of supporting resources.

Policies used at MEC Related to Child Safety Standards	Other resources
Child Safety Policy Building a Respectful and Safe School Code of Conduct	Role Descriptions Working with Children's Register Schools Recruitment Document

VPSC Code of Conduct
Privacy Policy
Mandatory Reporting Policy
Student Transport Policy
Child Safe Code of Conduct
Visitors to School Policy
Camps and Excursions Policy
ICT and electronic device policy
Student Photograph and Media Policy

Four Critical Actions – Child Abuse
Four Critical Actions SSO
School homepage/website
Staff handbook
Induction process
Child safe standards 5 warning signs
VIT registration
Major incident plan
XUNO Records
Respectful Relationships
Rights Resilience and Respectful Relationships Curriculum and student work books
Student Focus Groups
Safe Landing program
Safe Schools
Sexuality Education Curriculum
Values Program
Berry Street Education Model
E Safe-smart School