

RISK ASSESSMENT – CHILD SAFETY AT ST FRANCIS XAVIER PRIMARY SCHOOL, CORIO

Risk Rating Matrix

| RATING RISK | | CONSEQUENCES | | | | |
|--|----------------|---------------|--------|----------|---------|---------|
| | | Insignificant | Minor | Moderate | Major | Severe |
| L I K E L I H O O D | 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 |

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| Risk Event | Existing management strategies or internal controls | Likelihood | consequence | Current risk assessment | Added risk management controls | Who is responsible? | Residual risk |
|---|--|------------|-------------|-------------------------|--|---|---------------|
| (Predatory) A person with predatory intent gains access to the school precinct. | All visitors to the school site must sign in at the Office, and wear a Visitors tag. Staff are aware that they need to approach any person that is not known and is not wearing a visitors tag. Only main access gates are open. | Possible | Severe | Extreme | Reinforcement of procedures with all staff, casual staff and school volunteers . Vigilance by all staff and volunteers on site. Students asked to alert a teacher if they notice any unauthorised person on the school site. | School leadership team and every person on the school site. | Low – medium. |
| (Opportunistic) An adult within the school or on school excursions/camp may take an opportunity to offend against child safety if the circumstances allowed for lack of detection. | Supervision of students is arranged for all activities within the school and on excursions/ camp. Adults are asked not to be alone with students where possible. If possible, have a group of students, or another adult present. Interview rooms or | Possible | Severe | Extreme | Reinforcement of the expected procedures in the Code of Conduct with all staff, casual staff and school volunteers . Reinforce with teachers that glass panels should not be covered with | School leadership and all staff. | Low |

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| | rooms where teachers work 1:1 with students, have viewing windows that offer visual access. | | | | posters. Reinforce with teachers that students in their care must be supervised as required. | | |
| (Opportunistic) Recruitment of a person who is inappropriate and would potentially breach the expected Code of Conduct for Child Safety. | Employment procedures require VIT registration for teachers, and WWCC for non-teachers. Referees are also required and checked prior to appointment. Employment history is also taken into account, and any unusual employment pattern is queried. | Possible | Severe | Extreme | The addition of specific Child Safe questions at employment interviews. Greater focus on character referees, as well as professional. Ensure that all staff and volunteers are aware of the Code of Conduct. Establish procedures for addressing breaches to the Code of Conduct. | School Leadership | Low |

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| <p>(Responsive)</p> <p>A situation where a staff member or volunteer becomes aware of potential child abuse through observation or disclosure from a victim or other person.</p> | <p>The school has protocols and procedures for dealing with suspected child abuse or disclosures of child abuse.</p> <p>Staff undertake training via elearning modules with regard to Mandatory reporting.</p> <p>The school has appointed a Child Safe Officer (school principal) for reference with regard to issues relating to suspected or disclosed child abuse.</p> | Possible | Severe | Extreme | <p>Reinforcing with staff, casual staff and volunteers the processes in place for dealing with suspected abuse, disclosures and related issues that may seem minor.</p> <p>Establishing recording systems for issues and incidents that may lead to the “forming of a belief” that a reportable breach has occurred.</p> | School leadership, Child Safe officer, all staff and volunteers. | Medium |
| <p>(Situational Risk)</p> <p>During school activities and events students may be exposed to situations that are unfamiliar</p> | <p>The school has supervision of students policies that outline procedures for supervision of students at all time.</p> <p>Adults will supervise</p> | Possible | Major – severe | Extreme | Reinforce with staff and volunteers the possible risks and strategies for keeping children safe. | | Low |

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| <p>and outside of the normal school supervision regimen.</p> | <p>groups of students who need to use public toilet facilities. An adult will check the facilities prior to students using them.</p> <p>Children moving to different areas – eg. At a sports meeting, will be accompanied by a staff member or school volunteer.</p> <p>When activities are being run by an external provider, there will be a staff member present at the activity. Eg. Swimming</p> <p>When an external provider is working with a child eg. Psychologist – the session will take place in a room that has visual access from outside of the room. All providers are required to have VIR registration or a WWCC.</p> | | | | <p>School personnel and volunteers to wear visibility vests and identification tags during activities outside of the normal classroom activities, so as to be visible and accessible to students.</p> | | |
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| <p>(Risks in the technical environment)</p> <p>Students exposed to abuse through social media, or to grooming for future intent .</p> | <p>The school has a Code of Conduct in place that outlines clear expectations for staff, volunteers and contractors in relation to communication with children, including electronic communication.</p> <p>The school is able to set limits on electronic communication, and to monitor communication traffic through the school server.</p> | Possible | Severe | Extreme | <p>Ensure that all staff, volunteers and contractors are aware of the Code of conduct and its requirements.</p> <p>Provide safety information to parents, staff and students in relation to the possible dangers of internet communication.</p> | <p>School leaders, all staff , volunteers, contractors, parents and adults connected with the school have a responsibility to become educated and aware of possible abuse through the internet.</p> | Medium |
| <p>(Situational Risk)</p> <p>School staff may have friendships with families within the school: this may be because of living in the same area, children of staff attending the school and having birthday party invitations etc. This may provide opportunity, or may be seen to</p> | <p>The school's Child Safety Code of Conduct requires staff not to have contact with students outside of the professional school environment as a general rule. Any staff member who anticipates contact with students outside of the school environment is required to discuss the nature of the contact with the Child Safety Officer (School Principal) and</p> | Likely | Severe | Extreme | <p>Ensure that staff members understand the code of conduct and are meticulous about not being alone with a child whether on school premises or outside of the school.</p> | <p>School Safety officer (School Principal)</p> <p>All staff members.</p> | Low |

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| <p>provide opportunity for school staff to groom students for inappropriate attention.</p> | <p>parameters of interaction can be discussed, as well as the appropriate discretion and code of conduct required by the staff member.</p> | | | | | | |
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