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Child Safety Standards **Risk Assessment**

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. An example is provided below. Risk assessment resources form part of the [School Policy & Advisory Guide: Risk Management Policy](#). An example is provided below to assist schools in their risk assessment. The risk assessment is based on the matrix below the example table.

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
Inappropriate behaviour noticed by a school community member is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures	Possible	Severe	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed All staff to complete mandatory reporting training Wider school community are informed of reporting obligations via school newsletter, community forums, school council 	Principal, School Council Chair	Low

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
					members.		
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> • Implement the Child Safe Recruitment Policy and Procedure • Criminal history search • Pre-employment reference check includes asking about child safety • Graduate and new staff to school are appointed mentor to support and monitor 	Principal, School Council Chair	Low
No organisational culture of child safety	Child Safe Code of Conduct Strategies developed to embed culture of child safety	Possible	Major	High	<ul style="list-style-type: none"> • Strategies to embed organisational culture of child safety are reviewed • Wide school community are informed of reporting obligations via school newsletter, Compass and school council 	Principal, School Council Chair, School staff	Low
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Train students and staff to detect inappropriate behaviour • Ensure appropriate settings on all student technologies 	Principal, School Council Chair	Low

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					<ul style="list-style-type: none"> Ensure acceptable use of technologies policies are signed by students and parents/carers 		
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	Moderate	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 (email policy to school camp) 	Principal, School Council Chair	Low
Ad-hoc contractors on the premises (eg maintenance)	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>Adequate monitoring</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors Sign in at office Induction includes Child Safe policy and code of conduct 	Principal, School Council Chair	Low
Unknown visitors on site	<p>Child Safe Code of Conduct</p> <p>Strategies developed to embed culture of child safe</p> <p>Clear child safety reporting procedures</p>	Possible	Major	High	<ul style="list-style-type: none"> All visitor to sign in Refresher course for frequent contractors Induction includes Child safe policy and Code of Conduct 	Principal, School Council Chair	Low
School/community event	<p>Child safe environment information and awareness for visitors, staff, volunteers and</p>	Possible	Major	High	<ul style="list-style-type: none"> Teacher responsible for group of children No photos taken of children other than own 	Principal, School Council Chair, School staff	Low

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
	contractors				child unless permission given <ul style="list-style-type: none"> • Supervising teacher monitor toilets • Visitors to sign in 		