

Croydon Community School & OPTIONS

Risk Assessment Template (Standard 6)



PROTECT



Risk Assessment Template

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms.

This document has had additional items added to the template and has been contextualized for Croydon Community School.

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	Possible	Severe	Extreme	<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	Low
No annual risk assessment completed	Annual risk assessment checklist	Possible	Severe	High	<ul style="list-style-type: none"> Agenda for annual review in Leadership meeting 	Principal, Child Safety Officer.	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Performance management procedures	Unlikely	Severe	High	<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 	Principal, School Council Chair	Low

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
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures PROTECT Framework located in all staff rooms Student version PROTECT framework in classrooms	Possible	Major	High	<ul style="list-style-type: none"> • Refresher training for staff – see eLearning mandatory reporting module • Requirement for all staff to commit to child safe code of conduct • Briefing on PROTECT framework 	Principal, School Council Chair	Low
Recruitment of an inappropriate person, including volunteers	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> • Criminal history search • Pre-employment reference check includes asking about child safety • Job vacancies advertised with child safe provisions and commitments 	Principal, School Council Chair	Low
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety Information sharing with families	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Train students and staff to detect inappropriate behaviour • Ensure appropriate settings on all student technologies • Information provided to families through newsletters and Compass • Cyber safety program - YRO 	Principal, School Council Chair	Low
Unknown people on school site	Duty of Care policy (yard Supervision) Emergency management procedures	likely	Moderate	Medium	<ul style="list-style-type: none"> • Staff safety training 	Principal, School Council Chair	Low

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
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> <p>Require site Risk assessments for camps</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Assessment of new or changed environments for child safety risks Student training on community safety Ensure Code and strategies apply in all School contexts Risk assessments provided prior to School Council approval for camps 	Principal, School Council Chair	Low
Ad-hoc contractors on the premises (e.g. maintenance)	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>Mandatory signing in at the front office</p> <p>Adequate monitoring</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors 	Principal, School Council Chair	Low
Over 18 years students re enrolling in School after 12 months of non-enrolment	<p>Requirement to provide WWCC.</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> Enrolment checklist and photocopy 	Enrolment officer / Assistant Principal	Low
Sexual assault or harassment – student to student	<p>Staff to report bullying or concerning behaviours</p> <p>Student wellbeing team counselling and support</p> <p>Respectful relationships education program</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> Improving student voice through the school’s “HEART” values and “trust, care, respect” framework. i.e participation in Respectful Relationships program. School Wellbeing team School nurse 	<p>All staff and student leadership</p> <p>School staff and leadership team</p> <p>School Wellbeing Team</p>	Low

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
Intervention orders – student to student; parent to student	School student safety plans Individual safety plans Yard supervision	Possible	Moderate	Medium	<ul style="list-style-type: none"> Restorative conversations Parental dispute policy Counselling / student wellbeing support Filing and communication of IVO Compass flag. 	School Leadership Wellbeing team	Low
Isolated classrooms and offices	CCTV coverage of classrooms and some outside areas Good visibility (glass) Staff code of conduct	Possible	Moderate	Medium	<ul style="list-style-type: none"> Students to be supervised by a staff member in classrooms One on one student/staff meetings to be avoided in isolated spaces 		Low
Vulnerable students including those with a disability or from culturally and linguistically diverse backgrounds (including ATSI students)	Collection of handover data indicating degree of risk for specific students IEPs and ILPs that specify specific learning and behavioural goals Referral to and cooperation with appropriate agencies for students at risk SSGs for identified students	Likely	Moderate	High	<ul style="list-style-type: none"> POR for students with disabilities including applications (currently Lisa Basford) RRRR instruction in advisories Education Support advisors working closely with identified students for additional support 		Low