

CHILD SAFE STANDARD 6: STRATEGIES TO IDENTIFY AND REDUCE OR REMOVE RISK OF CHILD ABUSE CRUSOE COLLEGE CHILD SAFETY 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 documented Strategies being developed to embed culture of child safety	Unlikely	Severe	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are documented, shared with staff and reviewed annually Statement of commitment to child safety is publicly available and promoted 	Principal Assistant Principal	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct documented 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 –eLearning mandatory reporting module and Child Safety PD 	Principal Assistant Principal	Low
Unquestioning trust of long term employees and contractors or norms	Strategies being developed to embed culture of child safety Clear child safety reporting procedures	Possible	Major	High	<ul style="list-style-type: none"> Establish a centrally stored preferred contractor list Contractor files to include evidence of WWC All contractors to be provided with Crusoe College Child Environment documentation and agree to comply with these requirements Refresher training for staff – eLearning mandatory 	Principal Assistant Principal	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
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	reporting module and Child Safety PD Processes updated to require: <ul style="list-style-type: none"> Verification of currency of WWCC or VIT registration Pre-employment reference check includes asking referees about child safety Pre-employment background check related to child safety will be carried out with the current or most recent employer in accordance with DET requirements Use of the amended Recruitment in Schools Guide to include suitable inquiries to ensure the proposed appointee is a fit and proper person to be employed in the teaching service, as required by Ministerial Order 199. 	Principal Assistant Principal	Low
Engagement with children online	Child safety code of conduct documented Strategies developed to embed culture of child safety Ensure appropriate computer server	Possible	Moderate	Medium	<ul style="list-style-type: none"> Train students and staff to detect inappropriate behaviour and to utilise appropriate settings on all technologies Ensure appropriate settings on all student technologies 	Principal Assistant Principal	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	settings on all IT networks Child safety code of conduct documented Strategies developed to embed culture of child safety Clear child safety reporting procedures being documented and promoted	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Assessment of new or changed environments for child safety risks for all excursions and camps Ensure Child Safety Code and strategies apply in all school contexts 	Principal Assistant Principal Camp and Excursion Leaders	Low
Ad-hoc contractors on the premises (e.g. maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors 	Principal Assistant Principal HR Manager Facilities / Maintenance Personnel	Low
Unknown people on the premises	Visitors expected to sign in at the General Office. Some staff challenge unknown and unaccompanied visitors with a visitor tag displayed	Likely	Severe	Extreme	<ul style="list-style-type: none"> Education provided to all staff around challenging any unknown unaccompanied visitors around the college grounds or buildings without a visitor tag. Liaise with Bendigo City Council around providing appropriate child safety requirement advice to those accessing the oval areas. 	Principal Assistant Principal All Staff	Low

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					<ul style="list-style-type: none"> Raise student awareness of possible risks associated with unknown people onsite Review and update signage directing all visitors to sign in at the General Office 		
Pre-Service Teachers	WWCC of Victorian Institute of Teaching registration required. Annual verification checks of currency for return supervisors	Unlikely	Major	Medium	<ul style="list-style-type: none"> All Pre-Service Teachers to be provided with Crusoe College Child Safe Environment education and documentation and agree to comply with these requirements as part of the placement agreement at the college 	Principal Assistant Principal PST Co-ordinator	Low
Volunteers	WWCC of Victorian Institute of Teaching registration required. Annual verification checks of currency for return supervisors / volunteers	Unlikely	Major	Medium	<ul style="list-style-type: none"> All volunteers to be provided with Crusoe College Child Safe Environment education and documentation and agree to comply with these requirements as part of a volunteer agreement 	Principal Assistant Principal HR Manager	Low
Workplace Learning	DET compliant Workplace Learning Policy and Procedure documented Crusoe Workplace Learning Coordinator	Possible	Moderate	Medium	<ul style="list-style-type: none"> Child Safe Standards and Workplace Learning Pact Sheet included in the Employer Pack The Crusoe College Child Safe Environment Policy 	Principal MIPs Co-ordinator Crusoe College VET Manager HEAD Start Officer	Low

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	<p>have a pre-placement discussion / visit with employers</p> <p>Crusoe College WLC pre-placement checklist discussion with students</p> <p>Students are issued with an Emergency Contact Card</p> <p>Crusoe College staff conduct a first day contact call and monitoring visits</p> <p>Employers are issued with an Employers Pack, including Workplace Learning Guidelines, Workplace Training Checklist and the DET Harassment, Bullying and Occupational Violence in the Workplace information</p> <p>Students complete OH&S modules prior to placement</p>				<p>statement to be included in the Employer Pack</p> <ul style="list-style-type: none"> Child Safe Environment specific questions included into the Student Pre-placement Checklist Updated DET forms for Workplace Learning Arrangement Forms and Travel Forms are used, which include reference to Child Safe Standards. 		
School Community Work (Students volunteering)	Organising Crusoe College completes with	Possible	Moderate	Medium	<ul style="list-style-type: none"> Child Safe Standards and Workplace Learning Fact 	Principal Assistant Principal	Low

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	the employer at DET SCW Risk Assessment to document all arrangements, including schedule and travel Students complete OH&S modules prior to placement				<ul style="list-style-type: none"> Sheet included in the Employer Pack. The Crusoe College Child Safe Environment Policy statement to be included in the Employer Pack. Updated DET forms for SWC are used, which include reference to Child Safe Standards. 	Teaching Staff as appropriate	
Off-Site VET	DET Contract templates are populated with partnership arrangements which cover training environment, trainer qualifications and suitability	Possible	Moderate	Medium	<ul style="list-style-type: none"> The Crusoe College Child Safe Environment Policy statement provided to program partners 	Principal VET Manager	Low
School Based Apprenticeships / Traineeships	DET School Based Apprenticeship and Trainee Ship in Victoria Guidelines are used SBAT training plans are signed on the basis of suitability of the placement partnership, training provision, training contract details	Possible	Moderate	Medium	<ul style="list-style-type: none"> Updated DET School Based Apprenticeship & Traineeship in Victoria Guidelines are used. All Partners involved in the SBAT development and sign up process are provided with the Crusoe College Child Safe Environmental Policy statement. 	Principal VET Manager HEADstart Co-ordinator	Low

RISK REGISTER REVIEW AND APPROVAL

Policy last reviewed	March 2022
Approved by	Principal and School Council
Next scheduled review date	March 2023