

## Reducing or Removing Risks of Child Abuse

Siena Catholic Primary School develops, implements, monitors and evaluates risk management strategies to ensure child safety in school environments. In accordance with Ministerial Order 870:

REQUIREMENTS	IMPLEMENTATION
<p>(1) The school governing authority must develop and implement risk management strategies regarding child safety in school environments.</p>	<ul style="list-style-type: none"> <li>● Development and review of risk register (appendix A)</li> <li>● This is monitored by Risk Management (RM) Committee</li> <li>● Minutes of RM Meeting</li> <li>● Principal informs governing authority on child safety risks at principal/governing authority meetings (checklist)</li> <li>● Child safety standing item at SAC meetings.</li> </ul>
<p>(2) The school's risk management strategies regarding child safety must identify and mitigate the risk(s) of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment (including the provision of services by contractors or outside organisations), and the characteristics and needs of all children expected to be present in that environment.</p>	<ul style="list-style-type: none"> <li>● Risk register identifies specific risks such as visitors, external providers and contractors</li> <li>● Considers the diversity of student needs</li> <li>● Different environments are identified and assessed including camps, excursions and school events. These have a separate Risk treatment Plan (Appendix B).</li> </ul>
<p>(3) If the school governing authority identifies risks of child abuse occurring in one or more school environments the authority must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls).</p> <p>Explanatory note: Different risk controls may be necessary for particular groups of children depending on the nature of the risk and the diversity characteristics of children affected by the risk.</p>	<ul style="list-style-type: none"> <li>● Records are kept in secure place and are confidential</li> <li>● The risk register is regularly reviewed to further mitigate such risks</li> <li>● Principal informs governing authority of risk management and any concerns.</li> <li>● Risk management is reported to SAC as part of standing item on SAC agenda for Child safety.</li> </ul>

<p>(4) As part of its risk management strategy and practices, the school governing authority must monitor and evaluate the effectiveness of the implementation of its risk controls.</p>	<ul style="list-style-type: none"> <li>● Risk Management (RM) Committee oversees risk management in school.</li> <li>● Child Safety Committee work in collaboration with RM Committee to identify, mitigate and review risks.</li> <li>● The risk register is regularly reviewed at RM Committee meetings.</li> </ul>
<p>5) At least annually, the school governing authority must ensure that appropriate guidance and training is provided to the individual members of the school governing authority and school staff (about:</p> <ul style="list-style-type: none"> <li>● individual and collective obligations and responsibilities for managing the risk of child abuse;</li> <li>● child abuse risks in the school environment; and</li> <li>● the school’s current child safety standards.</li> </ul>	<ul style="list-style-type: none"> <li>● Review of child safety policy, procedures and practices including roles and responsibilities are attended at first staff meeting before students resume at the beginning of each year. An additional session is held for staff members absent at this meeting</li> <li>● Emergency teachers have an induction on child safety before commencing each year.</li> <li>● Staff induction program includes child safety</li> <li>● External providers and contractors must sign Code of Conduct each year.</li> <li>● Staff participate in ongoing training and professional learning in child safety and associated risks</li> <li>● Professional learning for child safety is identified in annual whole school professional learning plan</li> <li>● Child Protection Officer attends specific professional learning and network meetings on child safety (CEOC)</li> <li>● Posters displaying procedures to follow up on child safety issues are displayed in classroom, staff areas and general areas.</li> <li>● Child Safety information in newsletter and staff, parent and student handbooks.</li> </ul>

## Appendix A: Risk Register

Activity and Risk Description	Pre- Mitigation Assessment				Accountabilities		
	Current Controls and date 16 July 2016	Consequence	Likelihood	Current Risk Level Rating (colour)	New Risk Controls and date April 2018	New Risk Level Rating (colour)	Risk Owner
<b>1. Risk Awareness Culture-</b> lack of organizational culture re child safety	Child Safe policy Code of conduct Strategies developed to embed culture of safety	Major	Possible		Ongoing professional learning Code of Conduct is signed by staff, visitors, external providers and Regular assessment of the physical environments for child safety risks Staff meeting- consultation School Advisory council and newsletter- communication to school community		Principal
<b>2. Staff awareness of abuse issues-</b> lack of understanding of the scope of child abuse	Induction processes for staff	Major	Possible		Ongoing professional learning Feedback from staff Review of incidents		Principal
<b>3. Consistent reporting of abuse issues-</b> complacency in reporting due to familiarity with student and/or family of child abuse	Procedures for reporting child abuse Child Safety Code of conduct	Major	Possible		Ongoing professional learning Implementation of performance and development culture Monitoring of strategies and processes for wellbeing		Principal
<b>4. Supervision of students-</b> potential for unsupervised recreational or other activities	Supervision of playground- cover all areas Duty of care- professional learning Activity to cease if no supervision can be provided Small teaching groups with Learning Assistants to be within classroom or within sight of supervising teacher	Severe	Likely		Review of supervision areas Communication to staff and students regarding restricted monitoring of play areas		Principal

Activity and Risk Description	Pre- Mitigation Assessment				Accountabilities		
	Current Controls and date 16 July 2016	Consequence	Likelihood	Current Risk Level Rating (colour)	New Risk Controls and date April 2018	New Risk Level Rating (colour)	Risk Owner
<b>5. Supervision of students-</b> areas of the school environment that may be isolated from general view or students alone with one other person unsupervised	Clear windows in walls to enable visibility of occupants Monitoring of hot spot areas Train students and staff to detect inappropriate areas Protocols for one-to one supervision	Severe	Likely		Review of school layout and identification of isolated areas Review of procedures and practices for one-to –one with students Review Code of Conduct and its implications Regular Walk- throughs to check on potential situations Provide feedback at staff meetings		Principal
<b>6. Supervision of external school activities-</b> potential for unknown people and environments at camps or excursions	Pre visit to site Risk assessment on arrival Continual monitoring of environment and communication with staff	Severe	Likely		Implement separate risk treatment plans as part of planning process for external environments Review processes at end of excursions/camps Develop risk treatment plans including home stays or visiting another school or student from another school visiting Siena Catholic Primary School		Principal
<b>7. Supervision of external contractors –</b> contractors entering school environment at ad-hoc times such as maintenance	Written communication to contractors regarding processes and requirements such as signing in Supervision or monitoring of activities Restricting some work to outside of student attendance times	Severe	Likely		Check sign in register against work that has been conducted Identify any contractors that are not following processes- communicate and decide whether to continue with their services		Principal
<b>8. Reporting of inappropriate behaviours-</b> failure to report inappropriate behaviour	Performance management procedures Annual professional learning on child safety procedures and practices	Severe	Likely		Review key legislation and obligations for the Child Safe Standards		Principal

Activity and Risk Description	Pre- Mitigation Assessment				Accountabilities		
	Current Controls and date 16 July 2016	Consequence	Likelihood	Current Risk Level Rating (colour)	New Risk Controls and date April 2018	New Risk Level Rating (colour)	Risk Owner
<b>9. Employment practices-</b> employment of an inappropriate person	Criminal history checks and confirming currency of WWCC/VIT registration  Pre-employment reference checks that include checking for child safety	Severe	Possible		Review processes and determine improvements  Review induction and evaluate individual professional learning requirements  Ensuring processes for applicants are followed such as referee checks, proof of identity and history of child related work		Principal
<b>10. Electronic Media-harassment</b> such as SMS, email, social media	Electronic media/anti bullying and harassment policies Policies communicated to staff, parents and students Online searches (Google, Facebook etc.)	Severe	Almost certain		Analyse usage and any inappropriate activity  Review protocols  Implement curriculum support materials		Principal
<b>11. Wellbeing-</b> potential personal issues that can increase vulnerability of staff and parents	Provision for counselling and other resources  Wellbeing support structures within school	Severe	Likely		Staff professional learning on wellbeing and issues that can affect people's behaviour  Review support services		Principal
<b>12. Addressing student diversity and Principle of Inclusion</b>	Provision of ILPs Curriculum design Adaptive play strategies	Severe	Possible		Professional learning on diversity and inclusion  Strategies for student voice and empowerment  Identify student characteristics as part of data analysis  Partnerships with agencies  Support for student learning- e.g. intervention, acceleration, LSOs, groupings, inquiry based activities, revisiting and consolidating learning		Principal

Activity and Risk Description	Pre- Mitigation Assessment				Accountabilities		
	Current Controls and date 16 July 2016	Consequence	Likelihood	Current Risk Level Rating (colour)	New Risk Controls and date April 2018	New Risk Level Rating (colour)	Risk Owner
<b>13. Complaints procedures-</b> handling false allegations	Clear processes for handling complaints- complaints policy and procedure Training in handling complaints CEOB services for support	Severe	Possible		Review procedures and level of competency in handling complaints Develop strategies and processes for dealing with staff, student or parents that are regularly making complaints		Principal

***Register Updated: September 2018***

***Next Review Date: September 2023***

***Governing Authority Ratified Register: September 2018***

**Risk Level Matrix- used to assess risk**

- **Likelihood** means the chance of the situation or event occurring.
- **Consequence** means the extent of the harm/impact should it actually occur.

<b>RISK LEVEL MATRIX</b>						
<b>Consequence</b>						
		Insignificant	Minor	Moderate	Major	Severe
<b>Likelihood</b>	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

**Appendix B: Risk Treatment Plan**

<b>Risk Treatment Plan for:</b>	
<b>Risk Owner:</b>	
<b>Date:</b>	
<b>Description of Risk:</b>	
<b>Controls and Actions to Mitigate Risks:</b>	
<b>Resources Required:</b>	
<b>Responsibilities and Task Owner/s:</b>	
<b>Monitoring and Reporting:</b>	