Pakenham Hills PS
Child Safety Risk Management Strategies

At Pakenham Hills Primary School our child safety risk management strategy is a formal and structured approach to managing risks associated with child safety. Our school Child Safe Policy and Code of Conduct clearly outline our commitment to implementing the standards for child safety as outlined in the Ministerial Order No. 870.

At Pakenham Hills Primary School our process includes risk assessment (see matrix below), implementation of controls and a monitoring and review process to ensure the currency of the risk management approach.

RISK RATING		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	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

The table below comprises a listing of potential child safety risk and risk management strategies.

Risk Event	Existing Management Strategies or Internal Control	Likelihood	Consequences	Current Risk Assessments	New Risk Management Controls or Internal Controls	Who is responsible?	Residual Risk
Lack of an organisational culture of child safety	Child safety code of conduct	Unlikely	Severe	High	Staff and visitor induction

Child Safe staff training | Leadership Team OHS Coordinator | Low |

	embedding culture of child safety				Child safety reporting procedures Commitment of Child Safety in position descriptions Descriptions, policy and procedure for managing child safety Performance management procedures	First Aid Officer School Staff	
Familiarity breeding a culture of not reporting issues	Child safety code of conduct embedding culture of child safety	Possible	Severe	Extreme	Staff and visitor induction Child Safe staff training Child safety reporting procedures Commitment of Child Safety in position descriptions Descriptions, policy and procedure for managing child safety Performance management procedures	Leadership Team School Staff	Low
Natural trust of long term employees (who may have developed issues over time)	Child safety code of conduct embedding culture of child safety	Unlikely	Severe	High	Staff and visitor induction Child Safe staff training Child safety reporting procedures	Leadership Team School Staff	Low

					Mitigation	Responsibility	
				 	Commitment of Child Safety in position descriptions Descriptions, policy and procedure for managing child safety Performance management procedures		
Children alone with one other person unsupervised	Child safety code of conduct embedding culture of child safety	Almost Certain	Moderate	Extreme	Staff and visitor induction Child Safe staff training Where possible ensure visibility and/or more than one staff member or student present	Leadership Team OHS Coordinator First Aid Officer School Staff	Medium
Recruitment of an inappropriate person	WWCC or VIT Registration and Police checks	Unlikely	Severe	High	Pre-employment reference checks which include checking for child safety Current criminal history checks in line with VIT requirements WWCC or VIT Registration and Police checks	Leadership Team OHS Coordinator Business Manager	Low
Inappropriate behaviour not reported	Child safety code of conduct	Unlikely	Severe	High	Staff and visitor induction	Leadership Team OHS Coordinator	Low

	embedding culture of child safety				Child Safe staff training Child safety reporting procedures Commitment of Child Safety in position descriptions Descriptions, policy and procedure for managing child safety Performance management procedures	School Staff	
Harassment via email, SMS or other media	Child safety code of conduct embedding culture of child safety	Unlikely	Severe	High	Staff and visitor induction Child Safe staff training Child safety reporting procedures Commitment of Child Safety in position descriptions Descriptions, policy and procedure for managing child safety Performance management procedures	Leadership Team OHS Coordinator School Staff	Low
Unsupervised recreational or other activities	Child safety code of conduct embedding culture of child safety	Rare	Moderate	Low	CCTV for unsupervised areas Supervision or monitoring of activities	Leadership Team OHS Coordinator School Council	Low

					Assessment of new or changed physical environments for child safety risks	School Staff	
Ad-hoc contractors on the premises	Child safety code of conduct embedding culture of child safety	Unlikely	Moderate	Medium	Staff and visitor induction CCTV for unsupervised areas Supervision or monitoring of activities Descriptions, policy and procedure for managing child safety	Leadership Team OHS Coordinator School Council School Staff	Low
Vulnerability of staff and students due to unknown personal issues	Child safety code of conduct embedding culture of child safety	Possible	Severe	Extreme	Staff and visitor induction Child Safe staff training Child safety reporting procedures Commitment of Child Safety in position descriptions Descriptions, policy and procedure for managing child safety Performance management procedures	Leadership Team OHS Coordinator School Staff	Medium
Unknown people and environment	Camp and Excursion procedures,	Almost Certain	Moderate	Extreme	Staff and visitor induction	Leadership Team	Medium

s at excursions or camps	policies, Student Activity Locator and risk assessment				Child Safe staff training Supervision or monitoring of activities Descriptions, policy and procedure for managing child safety	OHS Coordinator School Council School Staff	
False allegations	Child safety code of conduct embedding culture of child safety	Likely	Severe	Extreme	Staff and visitor induction Child Safe staff training Commitment of Child Safety in position descriptions Descriptions, policy and procedure for managing child safety Performance management procedures	Leadership Team OHS Coordinator School Staff	Medium

At Pakenham Hills Primary School we believe that our in-depth Child Safe Policies and Code of Conduct enable for the monitoring of risk and risk management.

EVALUATION

Pakenham Hills Primary School is committed to ensuring this policy is publicised and implemented, and will monitor and review its effectiveness.

This Risk Management Strategy will be reviewed every two years.

This Risk Management Assessment was endorsed by School Council in March 2021

Dale Hendrick   **Elise Chapman**
Principal   **School Council President**

Version	Date	Modification	Modified By
1	April 2019	Set-up as its own document as part of school process for its Child Safe accountability requriements	Dale Hendrick
1	Feb 2021	Reviewed as part of school review cycle.	Dale Hendrick