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## child safe standards

NUMBER: ..... 10075

TITLE: STANDARD 6 – CHILD SAFETY RISK MANAGEMENT STRATEGIES

LOCATION: .....STAFF

REVIEWER: .....HOSS

REVIEW FREQUENCY: ..... Q1 - YEARLY

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### **PURPOSE**

**Ballarat Grammar is committed to zero tolerance of child abuse. All staff and members of our community have a duty of care to protect the safety, health and wellbeing of children in their care.**

**As a school with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.**

### **Child Protection Risk Management**

The School has adopted a risk management approach to child protection by developing and implementing strategies to identify and mitigate our child protection risks based on:

- the nature of all school environments;
- the activities students undertake at the School (including the provision of services by contractors or outside the School's physical environment);
- physical and online environments that exist at the School; and
- the characteristics and needs of all of our students.

### **PROCEDURE**

#### **Risk Management Strategies**

Ballarat Grammar has implemented the following risk mitigation strategies to ensure that the School maintains a proactive approach to our duty of care in protecting children from harm and comply with our legal and regulatory obligations:

- this Child Protection Program, including our Child Safety Policy and our Child Safety Code of Conduct;
- a Code of Conduct process implemented through training and communicated publicly;
- induction and ongoing training provided to staff annually, about identifying risks of child abuse in the School environment, their obligations and responsibilities for managing these



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risks, how to report and respond to child protection incidents, and the School's current child safety standards;

- extensive policies and procedures relating to excursions and camps ensuring that child protection risks specific to excursions and overnight stays are identified and controls are put in place;
  1. Day Excursion or Activity Form
  2. Risk Assessment and Student Safety Form (Overnight or International Travel)
- ongoing, periodic reviews of all physical School environments to eliminate physical isolation risks, such as solid classroom doors or rooms with no windows, or implement procedural controls where elimination is not possible;
- specific procedures for verifying the Working with Children Check status of all staff / visitors, who may have direct unsupervised contact with students, to ensure that students remain safe in all School environments both internal and external to the School grounds; and
- a system of assurance through which risks of child abuse, and actions taken to reduce or remove these risks (risk controls), are recorded. The system is also used to monitor risk controls and to evaluate their overall effectiveness on a regular basis.

## Risk Analysis Tools

### *Consequences Criteria*

Consequence	Health and Safety Consequence Description
<b>Insignificant</b>	First aid only – no measurable impact or lost time
<b>Minor</b>	Medically treated injury Peer support for stress event
<b>Moderate</b>	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
<b>Major</b>	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
<b>Severe</b>	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

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## Likelihood Criteria

Likelihood	Description	Indicative Frequency
<b>Almost Certain</b> (>95%)	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
<b>Likely</b> (66 - 95%)	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
<b>Possible</b> (26 – 65%)	May occur at some stage	May occur several times across DEECD or a region over a period of time
<b>Unlikely</b> (5 – 25%)	Would be surprising	May occur somewhere within DEECD over an extended period of time
<b>Rare</b> (<5%)	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

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### Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).



## Risk Rating Matrix

		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

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## Acceptability Chart

<b>Extreme = Intolerable</b> (without Executive Oversight)	<p>Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.</p>
<b>High = Tolerable</b> (with continual Management review)	<p>Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.</p>
<b>Medium = Tolerable</b> (with frequent risk owner review)	<p>Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.</p>
<b>Low = Acceptable</b> (with periodic review)	<p>Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.</p>

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SAFE STANDARDS RISK ASSESSMENT											
Description of Potential Risk by Category	Possible Cause	Risk Assessment - Current			Further Risk Management Risk Mitigating Actions			Risk Assessment after Mitigated Actions			
		Consequence	Likelihood	Risk Matrix Rating	Intuitive Rating	Policy Title Number and Location	Person/Committee responsible	Risk Management Plans and Procedures	Consequence	Likelihood	Mitigated Risk Rating
<b>Child Safe Standards</b>											
Sexual assault		Severe	Possible	E	M	Staff Handbook Study Planner	Heads of School	Child Safe Standards 2 & 3 Child Safety Policy Code of Conduct	Moderate	Rare	M
Uncontrolled access to campus		Moderate	Likely	H	M		All staff	Security measures CTV cameras being installed Child Safe Standard 6	Moderate	Unlikely	M
Bullying Sexual assault Intimidation between students		Major	Possible	H	H	Study Planner Staff Handbook Harassment Policy	Heads of School	Educational and awareness through: Tutorial System Staff Briefings Visitors / Trades Child Safe Standards 1, 3 and 7	Moderate	Possible	M
Inappropriate emails Web pages Chat rooms Cyber bullying Cyber-safety incident		Moderate	Certain	E	H	BG Acceptable Use Policy for SS, JS staff.	Assistant Head-Programs Head of Technical Services	Staff PD Student Education Study Planner Tutorial System Child Safe Standard 3	Moderate	Likely	M
Exchange process Communication with: parents students and other parties (National / International)		Moderate	Possible	M	M		Round Square Co-ord	Exchange documentation Child Safe Standard 3	Moderate	Possible	M
Student leave arrangements		Minor	Possible	M	L	Boarding Handbook Day student & Staff sign out books	Head of Boarding Head of School	Formalisation	Minor	Possible	L
Inadequate supervision of students living in the Boarding House		Moderate	Possible	M	M		Director of Boarding	Boarding Risk Management Plan Child Safe Standards 1 and 7	Moderate	Unlikely	M
Inadequate supervision of students		Major	Unlikely	M	M	RM Manual Duty of Care		Child Safe Standards 1 and 7	Moderate	Unlikely	M
Lapses in duty of care Custody and control over students		Major	Unlikely	M	M	RM Manual Duty of Care		Child Safe Standard 5	Moderate	Unlikely	M
Poor recruitment processes of staff and/or volunteers		Severe	Rare	M	M	HR Co-ordinator Headmaster Head of School	HR Co-ordinator	Child Safe Standard 4	Severe	Rare	L
Not reporting child abuse		Severe	Unlikely	H	M	Staff Handbook Child safe Standard 1	Head of School	Child Safe Standard 7	Severe	Rare	L
Unknown people & environments at excursions and camps		Severe	Unlikely	H	H	Excursion Risk Management	Assistant Head-Programs Head of Technical Services	Excursion Risk Management Staff Handbook Child Safe Standard 6	Severe	Unlikely	M
Needs of students with a disability Aboriginal and Torres Strait Islander Culturally and linguistically diverse background are not catered for.		Moderate	Possible	M	M		Multi-cultural Co-ordinator Indigenous Co-ordinator	Child Safe Standards 1, 2, 3 and 7.	Moderate	Possible	L



## Appendix 1 – School Environments

	CEEEd	JS	MT ROWAN	SS	CITY CITE	WCPA	BOARDING House
Teachers/CRT	●	●	●	●	●	●	●
Teacher Assistants	●	●	●	●	●	●	●
After Care Staff	●	●	●			●	
Camp Aust Staff	●	●	●	□		●	
Maintenance staff	●	●	●	●	●	●	●
Transport staff & other drivers	●	●	●	●	●	●	●
Health Ctr Staff	●	●	●	●		●	●
Music Staff	●	●	●	●		●	●
Admin Staff	●	●	●	●	●	●	●
BG Ed Services Staff	●	●	●	●	●	●	●
Farm staff	●	●	●	●		●	●
Parent helpers	●	●	●	●	●	●	●
GAP students	●	●	●	●	●	●	●
PST	●	●	●	●	●	●	●
Visitors	●	●	●	●	●	●	●
Family	●	●	●	●	●	●	●
Private Tutors		●	●	●	●	●	●
VCAL				●		●	●
Canteen helpers/Kitchen	●	●	●	●		●	●
Indigenous Program		●	●	●		●	●
Work Experience	●	●	●	●	●	●	●
Exam Invigilators				●		●	
Swimming Instructors	□	●	●	●			
School Competitions		●	●	●		●	
Sport		●	●	●			●
Contractors/Sub-contractors	●	●	●	●	●	●	●
Careers Expo		●		●		●	
Community Service		●	●	●		●	●
Board of Directors	●	●	●	●	●	●	●
Exchanges		●	●	●	●	●	●
Guardians		●	●	●		●	●
Emergency Services	●	●	●	●	●	●	●
Home Stay		●		●	●	●	●
External Users		●	●	●	●	●	●
Virtual		●	●	●	●	●	●
International trips		●	●	●	●	●	●
Psychologist appointments		●	●	●	●	●	●
SBA/VET External placements				●		●	●
OEG/Outdoor Ed/Camps		●	●	●		●	●
Excursion venues	●	●	●	●	●	●	●
Incursion staff/visitors	●	●	●	●	●	●	●
Public transport	●	●	●	●			●
Health Appointments	●	●	●	●	●		●