



STUDENT SAFETY RISK MANAGEMENT POLICY

Part 1- Student Safety Risk Management

1. The School has adopted a proactive risk management approach to student safety by developing and implementing strategies to identify and mitigate our student safety risks based on:
 - 1.1 The nature of all School environments including boarding, homestay, physical and online environments;
 - 1.2 The activities students undertake at the School (including the provision of services by contractors or outside the School's physical environment); and
 - 1.3 The characteristics and needs of all of our students including those living away from home such as boarding, exchange and international students.

Part 2- Risk Management Strategies

1. Ballarat Grammar has implemented the following risk mitigation strategies to ensure that the School maintains a proactive approach to our duty of care to protect students from harm and comply with our legal and regulatory obligations:
 - 1.1 Student Safety policies;
 - 1.2 A comprehensive *Professional Boundaries* policy, implemented through training and communicated publicly;
 - 1.3 Induction and ongoing training provided to the Board, staff, and Direct Contact Volunteers, at least annually, about identifying risks of child abuse in the School environment, their obligations and responsibilities for managing these risks, how to report and respond to student safety incidents, and the School's current Student Safety Standards;
 - 1.4 The appointment of the School's Student Safeguarding Officers who are "*Student Safeguarding Champions*" at the School and receive additional training to ensure that any concerns about student safety and protection in the School environment held by students, staff, Volunteers and parents/carers may be discussed in a safe and supportive environment;
 - 1.5 Extensive policies and procedures relating to excursions and camps ensuring that student safety risks specific to excursions and overnight stays are identified and controls are put in place;
 - 1.6 Extensive policies and procedures relating to work experience placements, that outlines key student safety requirements;
 - 1.7 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;
 - 1.8 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 School grounds, as outlined in the School's *Standard Operating Procedure – Working with Children Checks*;

- 1.9 Specific procedures for verifying the Working with Children Check status of all External Education Providers and Third-Party Contractors, who may have direct contact with students, to ensure that students remain safe in all School environments both internal and external to the School grounds, including under a work experience arrangement;
- 1.10 Clear procedures for reporting Reportable Conduct to the Commission for Children and Young People to ensure all risks specific to staff and Volunteer conduct are identified and controls are put in place;
- 1.11 Identifying and recording all risks of child abuse in all School environments in a student safety risk register, and assessing the risks with regard to the likelihood of the risk event occurring and the potential consequences if it was to occur; and
- 1.12 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.

Part 3- Ballarat Grammar's Assurance System

1. The School has implemented a specific Student Safety Assurance online Risk Register as one strategy to manage the risk of child abuse in School environments.
 - 1.1. All risks are reviewed on an annual basis to ensure they are up to date and adequately reflect the School environment.
 - 1.2. Although the Senior Student Safeguarding Officer is responsible, different areas of the School review these risks to ensure a well-rounded approach is taken.
2. Assurance is an online risk and compliance workflow management tool that integrates with our Student Safety policies and procedures to provide a system of risk management, compliance and continuous improvement based on international standards.
3. Through this system, key risks and compliance obligations are captured, documented and converted into plain English questions that are assigned via email to responsible individuals for action. Each individual is provided with a calendar view of their compliance performance via an online browser.
4. Unactioned tasks are escalated and reported to allow the School to monitor and record its compliance performance in real-time. The School also uses this risk management system as a method of evaluating and reviewing the ongoing effectiveness of the implementation of its risk measures and controls.

Part 4- Related Policies and Procedures

1. Our Student Safety policies and procedures include the following documents:
 - 1.1. Student Safety and Wellbeing policy;





- 1.2. Student Safety Risk Management policy;
- 1.3. Student Safety Code of Conduct;
- 1.4. Standard Operating Procedures- Boarding;
- 1.5. Our Student Safeguarding Officers;
- 1.6. Creating and Maintaining a Student Safe Environment;
- 1.7. Procedures for Responding to and Reporting Allegations of Child Abuse;
- 1.8. Professional Boundaries;
- 1.9. Student Safety Definitions and Additional Resources (Note: All relevant definitions are maintained in this document);
- 1.10. Standard Operating Procedures - Student Safety; and
- 1.11. Standard Operating Procedures - Reportable Conduct.

2. These policies and procedures should be read in conjunction with each other and not independently.

Part 5- Review

1. Ballarat Grammar is committed to the continuous review and improvement of all its operations, including this policy.
2. It is the responsibility of the Senior Student Safeguarding Officer to regularly monitor and annually review the effectiveness of the Student Safety policies to ensure they are working in practice and revise the policy when required.
3. It is the responsibility of the Senior Student Safeguarding Officer along with the Safety & Risk Officer to engage with students, parents and the broader community in relation to the review of the School's Student Safety policies.

Part 6- Breach of Policy

1. All staff, volunteers and those engaged by Ballarat Grammar are expected to enact this policy in support of student and community learning, health, safety and wellbeing.
2. Any breach of a Student Safety policy will be taken seriously and immediately actioned and followed up by the School, this includes any necessary advice and/or notification to external bodies.

