

Hamlyn Banks Primary School

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PROTECT



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 Strategies developed to embed culture of child safety	Possible	Severe	Extreme	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Statement of commitment to child safety is publicly available 	Principal	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct 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 – see eLearning mandatory reporting module 	Principal	Low
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures	Possible	Major	High	<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module 	Principal	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> Criminal history search 	Principal	Low

					<ul style="list-style-type: none"> • Pre-employment reference check includes asking about child safety 		
Engagement with children online	<p>Child safety code of conduct</p> <p>Online child safety issues (including grooming) via media services:</p> <ul style="list-style-type: none"> - email - Social media (Facebook, Instagram, Twitter, etc) - YouTube - mobile phone SMS messages and other mobile messaging media - telephone, Skype and other media for making voice calls - photography and videography - any other electronic media. 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Train students and staff to detect inappropriate behaviour • Ensure appropriate settings on student devices • Technology agreements 	Principal, teaching staff	Low
Unknown people and environments at excursions and camps	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • Assessment of new or changed environments for child safety risks • Ensure Code and strategies apply in all school contexts 	Principal, Camp Leaders	Low

Ad-hoc contractors on the premises (eg 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, officer	Low
Visitors to school in one to one instructional sessions e.g. Instrumental music teachers, NDIS	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Planning for physical environment Adequate monitoring	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • Refresher training for frequent contractors • Assessment of environments for child safety risks • WWC checks and registration documents 	Principal, Assistant Principal	Low

REVIEW CYCLE AND EVALUATION

Policy last reviewed	APRIL 2023
Approved by	Nigel Holloway (Principal) - APRIL 2023
Next scheduled review date	APRIL 2024