



Policy Number:	COLLEGE 26
Policy Name:	Child Safe Risk Register Policy
Contact Officer:	Deputy Principal Students
Date Approved by Executive:	May 2022
Date of Next Review:	May 2023
Related Policies:	DOBCEL Child Safe Risk Management Policy Child Safe Policy Complaints & Concerns Policy Harassment & Bullying Policy Working with Children Policy Social Media Policy OH & S Policy Duty of Care Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 1359*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

Further information relating to the Ministerial Order can be found at <https://www.safeguardingservices.com.au/wp-content/uploads/2022/02/Ministerial-Order-1359.pdf>

1. INTRODUCTION

1.1 St Joseph's College is a Child Safe School where all students enrolled, and any visiting child have the right to feel safe and to be safe. All staff and members of our school communities have a duty of care to protect the safety, health and wellbeing of the children in their care.

1.2 As a Catholic school, St Joseph's College receives and educates its students with respect and love. We acknowledge that the students consist of a diverse population, including students with disabilities, Aboriginal and Torres Straight Islander children and children from culturally and linguistically diverse backgrounds.

2. PURPOSE

2.1 St Joseph's College adopts 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 school (including the provision of services by contractors or outside the school's physical environment);

- Physical and online environments.
- The characteristics and needs of all of our students.

2.2 St Joseph’s implements the following risk mitigation strategies to ensure the college maintains a proactive approach to our duty of care in protecting children from harm and comply with our legal and regulatory obligations, including:

- Implementation of our child safety policies, strategies and practices, whereby the standards are communicated via induction and ongoing training to staff annually, including identifying risks of child abuse in the school environment, and articulating their obligations and responsibilities for managing these risks.
- The presence of extensive policies and procedures in relation to excursions and camps, ensuring that child protection risks specific to excursions and overnight stays are identified and put in place.
- 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.
- Procedures for verifying the Working with Children Check (WWCC) status of all staff/visitors, who may have direct unsupervised contact with students.
- 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. These risks are articulated in both the corporate and school risk registers, where controls are validated to ensure their effectiveness.

3. RISK ASSESSMENT PROCESS AND DEFINITIONS

As part of child safety, risk assessments are undertaken for any activity, event, or to test compliance measures that are in place. The adequacy of existing controls is assessed, and risk treatments (initiatives) are developed if gaps (vulnerabilities) are identified.

A risk assessment enables the college to control an identified risk, by the provision of measures to ensure child safety and embedding a culture of proactive child protection, as articulated in the Child Safe Standards.

Below is a list of terms that are used in risk assessments:

Term	Definition
Risk	A situation in where the protection of a child is compromised.
Risk Assessment	A systematic process of evaluating the possible risks that may be linked to an activity of task.
Risk Management	A coordinated approach of managing risks and ensuring adherence to Child Safe Standards.

Table 1: Risk Definition Table

Process The following table details the principles for risk management.

Process	Description
Identify Risk	Identify where, when, why and how events could prevent, delay, or degrade the main outcome of the event, activity or meeting.
Analyse Risk	Determine the likelihood of the risks to occur and the potential consequences related to the risks and how these could occur (cause and impacts).
Evaluate Risk	Compare the level of risk against the potential adverse outcomes so that decisions can be made on how to manage the priorities.
Control Risk	Develop and implement strategies and action plans which are cost effective and beneficial to all involved.
Monitor and Review Risk	Monitor the effectiveness of the processes put in place. Provide feedback for improvement, considering on any follow up required from incidences.

Table 2: Risk Management Principles

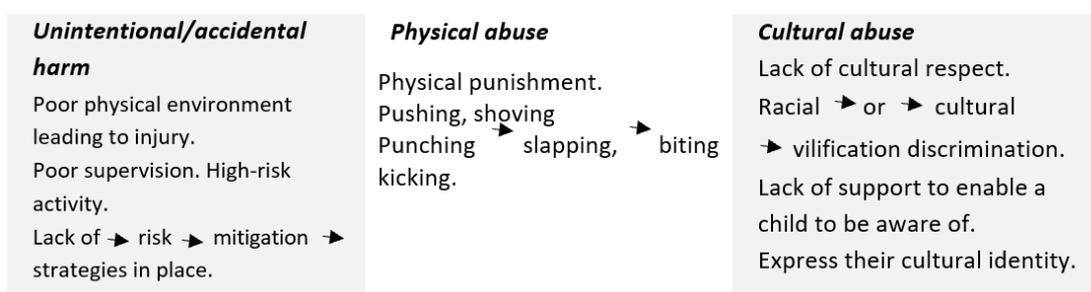
Establishing the context of risk is the first step in the risk management process and is essentially termed as identifying the risk.

Child safety risks are assessed as part of standard risk management processes. This at includes activities that the college oversees directly and those activities where the college name is used in the arranging and operation of an activity.

Child safety risks must be controlled from the initial planning, implementation, monitoring and evaluation of an activity and must be managed throughout the lifecycle of the activity. This could include an excursion, incursion, camp or a risk assessment on school level (e.g. isolated areas of buildings, lack of supervision areas, management/procedural elements, etc.). Activities can be high risk for a number of reasons. This can be due their nature, their location, cultural sensitivities and whether other organisations are involved, etc.

In addition, the college may be engaging in a low-risk activity however the activity may be occurring in a non-school building or environment, which could change the nature of the risk. A child protection risk assessment must be conducted before the activity can proceed.

As part of the risk assessment, consideration should be made on what could cause this risk to occur, and what impacts (worse case) could occur if controls are not in place. The type of harm that could impact children should be addressed.



Neglect

Lack of supervision.
 Not providing adequate nourishment.
 Not providing adequate clothing or shelter.
 Not meeting the specific physical or cognitive needs of children.

Physical abuse

Sexual abuse, assault, and exploitation.
 Grooming. Inappropriate touching.
 Inappropriate conversations of a sexual nature (either face-to-face, online or via other technology).
 Crossing professional boundaries.

Physical abuse

Bullying.
 Threatening language.
 Shaming.
 Intentional ignoring and isolating (either face-to-face, online or via other technology).
 Spiritual

Table 3: Type of Harm

The assessment should identify what controls are in place to manage or mitigate the risk from occurring. If vulnerabilities or gaps are identified, it is vital that risk treatments (which can be termed as actions or initiatives) be implemented to reduce the risk.

All risk assessments are retained and included in the college's Child Safe Risk Assessment and Register.

4. REQUIREMENTS AND IMPLEMENTATION

REQUIREMENTS	IMPLEMENTATION
DEVELOP RISK MANAGEMENT STRATEGIES	
1. The school governing authority must develop and implement risk management strategies regarding child safety in school environments.	<ul style="list-style-type: none"> • Development and review of a Risk Register (Appendix A) monitored by the OH & S Committee. • Principal informs governing authority on child safety risks. • Child safety to be a standing item at Staff, College Advisory Council, Executive, Wellbeing and Pastoral Care Group meetings.
IDENTIFY & MITIGATE RISK OF CHILD ABUSE	
2. The College'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.	<ul style="list-style-type: none"> • Risk register identifies specific risks such as visitors, external providers and contractors. • Considers the diversity of student needs. • Different environments are identified and assessed including camps, excursions, and school events. These have a separate Risk Treatment Plan (Appendix B).
DOCUMENT IDENTIFIED RISK & ACTIONS REQUIRED	
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 College will take to reduce or remove the risks (risk controls). 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.	<ul style="list-style-type: none"> • Records are kept in secure place and are confidential. • The risk register is reviewed annually and after any child safe incidents to further mitigate such risks. • Principal informs governing authority and DOBCEL of risk management and any concerns.
MONITOR & EVALUATION RISK	

<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"> • OH & S Committee oversees risk management at the College. • Child Safety Officer works in collaboration with OH & S Committee to identify, mitigate and review risks. • The risk register is regularly reviewed at OH & S Committee meetings.
<p>GUIDANCE & TRAINING</p>	
<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 College staff in regard to:</p> <ul style="list-style-type: none"> • Individual and collective obligations and responsibilities for managing the risk of child abuse. • Child abuse risks in the College environment; and Mandatory Reporting training and requirements. • The College’s current child safety standards. 	<ul style="list-style-type: none"> • Review of Child Safety Policy, procedures and practices including roles and responsibilities are attended to at the first staff meeting before students resume at the beginning of each year. An additional session is held for staff members absent at this meeting. • All school staff complete the annual Mandatory Reporting online training. • Emergency teachers have an induction on child safety before commencing each year. • Staff induction program includes child safety. • External providers and contractors must sign a Code of Conduct each year. • Staff participate in ongoing training and professional learning in child safety and associated risks. • Professional learning for child safety is identified in the annual whole College professional learning plan. • Child Protection Officer attends specific professional learning and network meetings on child safety (CEO€). • Posters displaying procedures to follow up on child safety issues are displayed in classroom, staff areas and general areas. • Child Safety information to be included in the newsletter and staff, parent and student handbooks.
<p>IDENTIFIABLE RISK SPECIFIC TO ST JOSEPH’S COLLEGE</p>	
<p>Enright Campus – Front Office/Student Office</p> <p>Possible interaction with members of public, contractors, parents & other unknown person(s), who may present a risk in relation to child safety due to interactions with students.</p>	<ul style="list-style-type: none"> • Front reception desk must be attended at all times to monitor students and any interactions with person(s) entering the College. • Administration staff to be trained in use of emergency buttons and

	<p>their location in the event of an incident.</p> <ul style="list-style-type: none"> • Administration to be trained and informed of procedures in the event of an incident with a student in relation to child safety. • Visitors are immediately advised to sign-in using the iPad and read information on our Child Safe Policy. All visitors to tick and accept conditions of entry and wear ID stickers. • Administration staff to attend to student needs in front office, as soon as possible, to minimise the amount of time in front office, and therefore minimise or reduce risk of child safety issues.
<p>Mercy Campus – Hallway & Foyer</p> <p>Possible interaction with members of public, contractors, parents & other unknown person(s), who may present a risk in relation to child safety due to interactions with students.</p>	<ul style="list-style-type: none"> • Front reception desk must be attended at all times to monitor students and any interactions with person(s) entering the College. • Administration staff to be trained in use of emergency buttons and their location in event of incident. • Administration to be trained and informed of procedures in the event of an incident with a student in relation to child safety. • Visitors are immediately advised to sign-in using the iPad and read information on our Child Safe Policy. All visitors to tick and accept conditions of entry and wear ID stickers. • During times of high student movement in foyer & hallway area e.g. before school, recess, lunch & after school, the College will ensure teacher supervision is stationed in this area at all times. • Wherever possible meetings with contractors, visitors, or other members of public to be organised during times other than before school, recess, lunch or after school to ensure a clear separation between these parties and students in order to minimise the risk of child safety.
<p>Mercy Campus – Toilets</p> <p>Identified risk of interactions is some toilet areas between staff, students & visitors. Specific issue identified with Holland Room toilets and shared use of resources by Trade Training Centre students.</p>	<ul style="list-style-type: none"> • Controls to ensure clear signage of toilets between staff and students. • Controls to limit any access by students to staff toilet areas. • Clear direction given to staff to advise of risk in relation to child safety and use of toilets.

	<ul style="list-style-type: none">• Strategies put in place for operation of Trade Training Centre and use of toilets by visitors to eliminate any child safety issues.• Regular reviews & observations to be made to monitor this risk, and make changes when and if required to managed and minimise risk.
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APPENDIX A: RISK LEVEL MATRIX - USED TO ASSESS RISK

- **Likelihood** means the chance of the situation or event occurring.

Level	Descriptor	Example
5	Almost certain	Expected to occur, multiple times in a year, greater than 95% chance
4	Likely	Probably will occur (no surprise) at least once in the next year, 66 – 95% chance
3	Possible	May occur at some time, once in the next 3 years, between 26 – 65% chance
2	Unlikely	Would be surprising if it occurred, once in the next 5 years, between 5 – 25% chance
1	Rare	May never occur, once in the next 10 years, less than 5% chance

- **Consequence** means the extent of the harm/impact should it actually occur.

Severe (5)	Major (4)	Moderate (3)	Minor (2)	Minimal (1)
<ul style="list-style-type: none"> • Major non-compliance with Ministerial Order 870 resulting in suspension of registration from regulatory authority. • Failure to protect children and young people resulting in criminal convictions, civil action and/or removal of registration of school. • Significant legal / reputational / financial impact 	<ul style="list-style-type: none"> • Ongoing non-compliance Ministerial Order 870 resulting in warning from regulatory authority. • Substantiated findings of Reportable Conduct and/or serious misconduct against a staff member(s) • Legal / reputational / financial impact 	<ul style="list-style-type: none"> • Failure to act following a notification of non-compliance with Ministerial Order 870. • Substantiated findings of Reportable Conduct and/or misconduct against a staff member(s). • Minor or no regulatory or legal sanctions, minor or no financial impact. 	<ul style="list-style-type: none"> • Notification of non-compliance with Ministerial Order 870. • Allegation of Reportable Conduct or misconduct against an individual staff member. 	<ul style="list-style-type: none"> • Allegation of noncompliance with Ministerial Order 870. • Internally identified minor non-conformance

RISK LEVEL 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

APPENDIX B: RISK TREATMENT PLAN

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