



Oakleigh Grammar

Document Name	Child Safety Risk Registry
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1. Introduction

To comply with the Child Safe Standards a Risk Registry is expected to be developed, implemented and reviewed on an annual basis, or following a Child Safe Incident.

The following table has been developed in line with Child Safe Standards and the recommendations for schools and other organisations. It covers the recommended areas of consideration for:

- Institutional or Organisational Risks
- Environmental or Situational Risks

Organisational or Institutional Risks							
Risk Event	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
No organisational culture of child safety- child abuse tolerated, hidden from public.	<ul style="list-style-type: none"> Child Safety & Wellbeing Policy Strategies developed to embed a culture of Child Safety – Action Plan for the implementation of the CSS reviewed annually 	Possible	Severe	Medium	<ul style="list-style-type: none"> Strategies to embed organisational safety are reviewed Statement of commitment to child safety is publicly available, as are all child safe policies 	Principal/ Chair of Board of Management	Medium
Inappropriate behaviour is not reported and addressed	<ul style="list-style-type: none"> WWCC or Victorian Institute of Teaching registration Reporting Obligations Policy & Procedures and staff training Reportable Conduct scheme implemented Child Safety Code of Conduct reviewed and read by staff and Board Performance Management procedures New staff induction procedures including signing off on all Child Safe Policies 	Unlikely	Severe	Medium	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Criminal history search Pre-employment reference checks includes asking about child safety 	Principal/ Executive/ Board of Management	Medium
Unquestioning trust of long-term employees and contractors or norms	<ul style="list-style-type: none"> Strategies developed to embed culture of child safety Clear child safety reporting procedures in place Refresher training for staff, including annual on mandatory reporting 	Possible	Major	Medium	<ul style="list-style-type: none"> Policy and procedures for managing child safety reviewed annually, including training for staff 	Principal/ Executive/ Board of Management	Medium
Policies and procedures are not implemented and/ or reviewed regularly	<ul style="list-style-type: none"> Appropriate recruitment policies (including Working with Children Checks and/or other screening) for staff and volunteers A Code of Conduct clearly establishes what is appropriate and inappropriate behaviour towards children with consequences for breaches An easily understood Child Safety and Wellbeing Policy and Complaints Handling Policy Clear processes for reporting and responding to allegations of child abuse or harm and child safety concerns that are understood by 	Unlikely	Major	Low	<ul style="list-style-type: none"> Policies and procedures for all areas of Child Safety are reviewed annually Child Safe Standards Action Plan is reviewed annually Child Safe Risk Registry is reviewed annually 	Principal/ Executive/ Board of Management	Medium

	staff, volunteers, children and families						
Recruitment of an inappropriate person	<ul style="list-style-type: none"> • WWCC or Victorian Institute of Teaching registration • Performance Management procedures • New staff induction procedures including signing off on all Child Safe Policies • Appropriate induction, training and communication with staff and volunteers so they are aware of policies and procedures, and understand their role and responsibility to protect children from abuse and harm 	Unlikely	Major	Low	<ul style="list-style-type: none"> • Criminal record check • Online searches etc if in doubt • Pre-employment reference check includes asking about child safety 	Principal/ Executive/ Board of Management	Medium

Situational or Environmental Risks							
Risk Event	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
Engagement with children online	<ul style="list-style-type: none"> • Child Safety Code of Conduct • ICT Acceptable Use including Social Media Policy • Staff Code of Conduct and Acceptable Behaviours Policy • Strategies developed to embed cultural of child safety, including online 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Training of staff and students to detect inappropriate behaviour • Safe use of ICT embedded in the curriculum • Appropriate setting on all student technologies • MS and JS students not having access to mobile phones or electronic devices during school hours 	Principal/ Executive/ Board of Management	Low
Student being disciplined by staff member in a non-visible setting	<ul style="list-style-type: none"> • Strategies developed to embed culture of child safety • Student Wellbeing and Behaviour Management Policy • Staff Handbook • Staff advised to interview students with open doors, in earshot of other staff and/or with another staff member present 	Possible	Moderate	Low	<ul style="list-style-type: none"> • Strategies to embed organisational culture of child safety • Ensure that students are always visible to staff 	Principal/ Senior Leadership Team	Low
Mixed ages of children and young people attending onsite, older students may act inappropriately around younger students	<ul style="list-style-type: none"> • Child Safety and Wellbeing Policy (Child Friendly Version) • Student Wellbeing and Behaviour Management Policy • Separate lunchtime and recess times • Separate Junior School bathrooms 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Regular discussions in home groups and pastoral sessions about appropriate behaviours and interactions • Specific sessions in place each year where students go through Child Safety and Wellbeing Policy (Child Friendly Version) 	Principal/ Senior Leadership Team	Medium

	<ul style="list-style-type: none"> • Clear channels open for children and young people to raise concerns 				<ul style="list-style-type: none"> • Diary excerpt 		
Unknown people and environments at excursions and camps	<ul style="list-style-type: none"> • Child Safety Code of Conduct • Clear child safety reporting procedures • Clear supervision policy • Sign in procedures, staff ID and request that WWCC is checked by supervising staff • Excursions and Camps Policy • Risk Management documentation for camps and excursions requires seeking reference from organisations for their Child Safe compliance etc. • Third-party procurement policies and practices prioritise child safety when using contractors. 	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • Assessment of new or changed environments for child safety risks • Refresher training for frequent contractors • Ensure that students are always visible to staff • Ensure College policies apply in all contexts 	Principal/ Executive/ Board of Management	Low
Harassment by email SMS or other media	<ul style="list-style-type: none"> • Student Behaviour Management Policy • Signing of ICT user agreement by students and parents 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Regular monitoring of student use of ICT • Filtering of student access. • Training students and staff to detect inappropriate behaviour 	Principal/ Leadership Team	Low
Some office environments do not provide visibility of adults working or speaking to children	<ul style="list-style-type: none"> • Strategies developed to embed culture of child safety • Clear child safety reporting procedures • WWC and VIT registration • Staff advised to interview students with open doors, in earshot of other staff and/or with another staff member present 	Possible	Major	Medium	<ul style="list-style-type: none"> • Ensure that students are always visible to staff • Ensure College policies apply • Move staff offices to more visible space • Reinforce Handbook expectations regarding one-to-one meetings with children 	Principal/ Senior Leadership Team	Low
Intruder on school site poses risk to children	<ul style="list-style-type: none"> • Gates are closed and from 8.45 am to 3.20pm entry via receptionist • Staff on grounds duty before and after school • All visitors and contractors sign in and out, and must wear identification 	Possible	Major	Medium	<ul style="list-style-type: none"> • Clear instructions re: sign in for visitors, and wearing ID badges/lanyards • Practice 'lock-down" protocol via EMP • Review camera positions along fence line 	Principal/Senior Leadership Team	Low
Music tutor session is not visible while working with children	<ul style="list-style-type: none"> • Working with Children's Check • Staff Code of Conduct and Acceptable Behaviours Policy 	Rare	Major	Low	<ul style="list-style-type: none"> • Strategies to embed organisational culture of child safety • Ensure that students are always visible to staff 	Principal/ Senior Leadership Team	Low

Ad-hoc contractors on the premises (maintenance)	<ul style="list-style-type: none"> All visitors required to sign in and out of the visitors register stating who they are visiting. Visitor's badges issued. Visitors register checked regularly 	Possible	Moderate	Medium	<ul style="list-style-type: none"> Clear instructions re: sign in for visitors, wearing of ID etc Refresher training for frequent contractors 	Principal/ Senior Leadership Team	Low
Risk of child abuse occurring during work placement or work experience	<ul style="list-style-type: none"> Education of students prior to undertaking work experience about workplace bullying harassment or inappropriate behaviour Information distributed to employers about bullying harassment or inappropriate behaviour Staff visits to students during placement 	Rare	Severe	Medium	<ul style="list-style-type: none"> Specific information to students and employers related to Child Safety & Protection from child abuse prior to the commencement of placement 	Principal/ Work Experience Coordinator	Low
A child hurt by another student in the playground or toilet block	<ul style="list-style-type: none"> Staff supervision of areas 	Possible	Moderate	Medium	<ul style="list-style-type: none"> Regular revision of code of conduct with students 	Principal/ Senior Leadership Team	Low