




Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	

Appendix Two – Child Safety Risk Assessment


Our Holy Redeemer Primary School Child Safety Risk Assessment		Risk Assessment Conducted By:		
Date:		Risk Assessment Approved By:		
Hazards Identified <i>(Activity or Risk to Child Safety)</i>	Raw Risk	Controls <i>(What can be done to minimise the risk of abuse, neglect or harm)</i>	Residual Risk	Who is Responsible?
Staff Members Harm to students from poor screening practices of teaching and other staff.		<ul style="list-style-type: none"> » The school maintains a stringent screening process to assist in identifying only the most appropriate staff members will be engaged by the school. » Position descriptions are developed for all staff members that clearly define their responsibilities including those relating to child safety. These will form part of the school's selection criteria when employing new staff members. » When assessing potential candidates, members of the school Leadership Team and others on the assessment panel will consider the following: <ul style="list-style-type: none"> » What motivates the individual to work with children? (personal and/or professional). » Relevant & verifiable experience. » Understanding of Children's physical & emotional needs. » Understanding of professional boundaries. » Attitudes towards Children's rights and how these can be upheld. 		

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		School's Code of Conduct.		
<p>Familiarity breeding a culture of not reporting issues</p> <p>Harm to students from Members of the School Community not reporting suspected abuse.</p>		<ul style="list-style-type: none"> » All Staff Members, Clergy, Casual Relief Teachers Volunteers & Contractors are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this document annually. » The School's Child Safety Policy, Code of Conduct & Reporting Requirements are to be made available via the school website. » Child Safety requirements including reporting requirements are regularly tabled at Staff Meetings where appropriate & inappropriate behaviours are discussed. » Staff Members undergo regular training on signs of abuse and Mandatory Reporting requirements. » Members of the School Community are regularly provided with Child Safety and Reporting information. » Members of the school community are encouraged to participate in the active reporting of suspected abuse. 		
<p>Natural trust of long term employees (who may have developed issues over time)</p> <p>Harm to students from opportunistic individuals.</p>		<ul style="list-style-type: none"> » Staff Members should try to avoid being in the presence of students in isolation. Another student or members of staff should be present at all times. » Doors to all rooms must remain unlocked when Staff Members, Clergy, Casual Relief Teachers, Contractors and Volunteers are in rooms with a student or students at any time. » Students are to be provided with education on Child Safety and be made aware of appropriate & inappropriate behavioural standards. » Students are never to be in the presence of Clergy without a 		

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		should 'check in' on the CRT throughout the day.		
<p>Parent Volunteers Assisting students under the direction of a teacher. Attending off site events.</p> <p>Harm to students from poor screening practices.</p> <p>Harm to students from poor supervision of Volunteers.</p>		<ul style="list-style-type: none"> » All Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to participate in Volunteer activities. » Working With Children Checks (WWCC) obtained for all Volunteers. Staff members are to ensure that these are current for all Volunteers prior to authorising them to attend. » All Volunteers must sign in (during school hours) prior to being authorised to enter the school site. » All Volunteers are as a minimum required to wear a visitors lanyard at all times. » Staff members are to remain vigilant and approach any volunteer or member of the school community (during school hours) found on site without a Visitors Lanyard and make arrangements for directing or escorting them to the school office. 		
<p>Contractors Management</p> <p>Harm to students from poor screening practices of contractors.</p> <p>Harm to children from poor supervision of contractors.</p>		<ul style="list-style-type: none"> » All Contractors and their workers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to conduct work on its behalf. » Copies of Working With Children Checks (WWCC) obtained for all Contractors. Where a WWCC has not be provided the Contractor or their workers are not permitted to conduct work in the presence of any student. A member of Staff must be present at all times. » Of particular importance is obtaining copies of WWCC for cleaners, canteen staff and before and after school care 		

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		<p>employees must be obtained prior to them being authorised to conduct work on its behalf.</p> <ul style="list-style-type: none"> » All Contractors and their employees must have undergone a formal induction into the schools OHS requirements. This induction makes specific reference to Child Safety requirements and responsibilities for both the school and the Contractors. » All Contractors and their workers must sign in at the Administrative Office prior to commencing work and ensure that they sign out upon leaving. » All Contractors and their workers must wear visitor identification at all times when on the school site. 		
<p>Conducting Yard Duty</p> <p>Harm to students from intruders, trespassers or students absconding from school.</p> <p>Harm to students who cannot locate attending Staff Members in the case of an incident or event.</p> <p>Harm to students from unacceptable behaviour from Staff members attending to Yard Duty.</p>		<ul style="list-style-type: none"> » Staff members must not dismiss students before allocated breaks times (recess / lunch / afterschool). They are to remain with their students until the attending Staff Members have arrived. Failure to do so compromises Child Safety. » Attending staff members must scour the yard and toilet facilities for intruders or trespassers. Where an intruder or trespasser has been identified the Staff Member must take appropriate action to immediately remove them from site. Where circumstances require, contact with Police may be made. » All staff members are required to wear a hi visibility vest whilst on duty at all times. This assists in identifying them as the responsible staff member. » Staff members must remain visible and continue moving at all times. » Staff Members must not venture into areas with a child alone 'out of the line of sight' of other students. » Staff members must refrain from any behaviours which may be construed as unnecessary physical. 		

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<p>Harm to students from intruders, trespassers or students absconding from school.</p>		<ul style="list-style-type: none"> » Staff members must not initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing. » Staff Members must remain vigilant at all times during the event and are encouraged to take appropriate action where they suspect an individual at the event to acting suspiciously or are unsure of their identify. » The student's safety is of paramount concern. » Staff Members are to ensure that all perimeters and those that provide access to playground and classrooms (excluding the front gate), must be locked at the conclusion of the duty. » Staff Members required to attend scheduled supervision time (before school) must ensure that they attend their classroom no later than 8:45am. » Students are not permitted in classrooms unsupervised. 		
<p>Unsecure Classrooms / Toilets during school hours</p> <p>Harm to Children from intruder's & Trespassers.</p> <p>Harm to Children from poor supervisor.</p>		<ul style="list-style-type: none"> » Staff Members are to ensure that all perimeters and those that provide access to playground and classrooms (excluding the front gate), are locked at the commencement of class time. » A nominated Staff Member is to inspect student toilets for intruders at the commencement of class time. Where an intruder has been identified the staff member is encouraged not to approach them, but maintain eye contact whilst raising the alarm. Administrative Staff are to contact the police immediately on 000. » Doors to classrooms with external access must remain locked at all times when unattended. This includes before school, recess, lunchtime and after school. » Students are not permitted in classrooms unsupervised. » Staff Members must ensure, where practical that they are not alone with a single child in a classroom at any time. 		

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		<ul style="list-style-type: none"> » Students who require the toilet during school hours, must first seek permission from the teacher before attending the toilets with at least one other student, preferably two. Students are not permitted to attend toilets on their own. 		
<p>Camp & Excursions</p> <p>Harm to Children from service providers who do not support Child Safety Standards.</p> <p>Harm to students by opportunists who volunteer to attend Camps & Excursions.</p> <p>Harm to Children from inappropriate actions of Staff Members & Volunteers.</p> <p>Harm to students from poor screening practices.</p> <p>Harm to Children being left alone in the presence of Staff Members, Clergy or Volunteers.</p>		<ul style="list-style-type: none"> » Prior to any Camp or Excursion being authorised by the Leadership Team the coordinator must ensure that the service provider has processes in place to support Child Safety. If they do not actively implement the Child Safety Standards then the camp or excursion may not be permitted. » All Staff Members & Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this. » Parents and guardians are informed of Child Safety arrangements associated with the activity prior to commencement via email / Skoolbag Application. » Staff Members are to complete the CEM School of Site Activity Log identifying hazards and appropriate control measures associated with Child Safety. » Working With Children Checks (WWCC) obtained for all Volunteers. Staff members are to ensure that these are current for all Volunteers prior to authorising them to attend. » Arrangements are to be made to ensure that no Volunteer is left alone with one student. » Where practical, Staff Members should ensure that at least one other adult is present at all times. » Camps - No Staff Member or Volunteer is permitted to sleep alone with a student. In the event that a student is sick or has social or emotional needs arrangements are to be made where they can be accommodated with a 'buddy'. 		

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<p>Afterschool Care</p> <p>Harm to Children from service providers who do not support Child Safety Standards.</p>		<ul style="list-style-type: none"> » Prior to engaging an Afterschool Service Provider. » All After School Service Providers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to participate in Volunteer activities. » Working With Children Checks (WWCC) are to be obtained for all employees of After School Service Providers. » Employees of After School Service Providers must be identifiable by either a name badge or uniform. 		
<p>Sporting Events / Sports Carnivals</p> <p>Harm to students from poorly planned events.</p> <p>Harm to children from poor screening processes.</p> <p>Harm to students who cannot locate attending Staff Members in the case of an incident or event.</p> <p>Harm to children from those who wish to abscond.</p> <p>Harm to children from opportunistic adults attending the event.</p>		<ul style="list-style-type: none"> » Organising Staff Members must ensure that they conducted a thorough Risk Assessment, identifying all hazards and risk in the planning stage of the event. Consideration must be given to ensuring all aspects of Child Safety are assessed. » Working With Children Checks (WWCC) obtained for all Volunteers. Staff members to ensure that these are current for all Volunteers prior to authorising them to attend. » All attending Staff Members must ensure that they are identifiable at all times, by either wearing their school lanyard, hi visibility vest or school polo vest. » Staff Members must ensure that they regularly monitor the location and presence of students under their care at an event. Where this is not possible (Whole School Event) all Staff Members are responsible for remaining vigilant. » Students are not to attend toilets or other buildings without an accompanying Volunteer and at least one buddy. » Staff Members are to remain vigilant at all times during the event and are encouraged to take appropriate action where they suspect an individual at the event of acting suspiciously or are unsure of their identify. » The Students safety is of paramount concern. 		

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<p>Assembly</p> <p>Harm to children from opportunistic adults attending the event.</p>		<ul style="list-style-type: none"> » A large number of the School Community may attend these events and as it is not practical to have each member sign in and wear a lanyard then the following control measure will be implemented. » Staff Members must ensure that they regularly monitor the location and presence of students under their care at an event. » Staff Members are to remain vigilant at all times during the event and are encouraged to take appropriate action where they suspect an individual at the event of acting suspiciously or are unsure of their identify. » The Students safety is of paramount concern. 		
<p>Interschool Sports</p> <p>Harm to students from poorly planned events.</p> <p>Harm to children from poor screening processes.</p> <p>Harm to students who cannot locate attending Staff Members in the case of an incident or event.</p> <p>Harm to children from those who wish to abscond.</p>		<ul style="list-style-type: none"> » At the commencement of each school year members of the school Leadership Team and all Sports Leaders must ensure that all other schools participating in the Interschool Sports Program maintain the same level of commitment to Child Safety as our school. » This will be achieved via discussions at network meetings, and sourcing Codes of Conduct from other schools. This may be done by requesting hard copies of the Code or sourcing it via the school's website. » Working With Children Checks (WWCC) obtained for all Volunteers. Staff members to ensure that these are current for all Volunteers prior to authorising them to attend. » All attending Staff Members must ensure that they are identifiable at all time, by either wearing their school lanyard, hi visibility vest or school polo vest. » Staff Members must ensure that they regularly monitor the location and presence of students under their care at an event. » Students are not to attend toilets or other buildings without 		

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Harm to children from opportunistic adults attending the event.		<p>an accompanying Volunteer and at least one buddy.</p> <ul style="list-style-type: none"> » Staff Members are to remain vigilant at all times during the event and are encouraged to take appropriate action where they suspect an individual at the event of acting suspiciously or are unsure of their identify. » The Students safety is of paramount concern. 		
<p>Special Events on School Premises (School Fete / Happy House Activities)</p> <p>Harm to Children from opportunist adults attending the event.</p> <p>Harm to children due to difficulty in monitoring the students.</p>		<ul style="list-style-type: none"> » A large number of the School Community may attend these events and as it is not practical to have each member sign in and wear a lanyard the following control measures will be implemented. » Staff Members are to ensure that all perimeters and those that provide access to playgrounds and classrooms (excluding the front gate), are locked at the commencement of the activity. » Members of the School Community must attend the event via the front entrance. » A Staff Member will be allocated with the responsibility of greeting members of the School Community upon arrival and directing them to the event. » Staff Members are to remain vigilant at all times during the event and are encouraged to take appropriate action where they suspect an individual at the event of acting suspiciously or are unsure of their identity. » Staff Members are to be visibly present at each activity and supervise the movement between activities. 		
<p>Parent Association Events</p> <p>Harm to students from poorly planned events.</p> <p>Harm to students from events and activities not</p>		<ul style="list-style-type: none"> » Event organisers are required to meet with a Member of the Leadership Team prior to the event being authorised. » Event organisers must ensure that they conducted a thorough Risk Assessment, identifying all hazards and risks in the planning stage of the event. Consideration must be 		

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directly organised or run by the school.		<p>given to ensuring all aspects of Child Safety are assessed and adequate control measures implemented.</p> <ul style="list-style-type: none"> » Working With Children Checks (WWCC) are to be obtained for any person anticipated to be in the presence of students. » WWCC must be worn by any persons anticipated to be in the presence of students throughout the event. » To improve the identification of event organisers, hi visibility vests must be worn at all times. <p>One or more Staff Member will be allocated to attend the event.</p> <ul style="list-style-type: none"> » The consumption of alcohol or drugs is not permitted for consumption in the presence of Students or young people. » Where students are attending an event or function in the absence of their parents a process of 'signing in & out' will be adopted. 		
<p>Working Bees</p> <p>Harm to Children from opportunist adults attending the event.</p>		<ul style="list-style-type: none"> » Event organisers are required to meet with a Member of the Leadership Team prior to the event being authorised. » All Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to participate in Volunteer activities » Working With Children Checks (WWCC) are to be obtained for any person anticipated to be in the presence of students. <p>One or more Staff Members will be allocated to attend the event.</p> <ul style="list-style-type: none"> » The consumption of alcohol or drugs is not permitted in the presence of students or young people. 		

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<p>Bus Driver (Permanent)</p> <p>Harm to children from poor screening processes.</p> <p>Harm to Children from opportunist Bus Drivers.</p> <p>Bus Hire (Casual)</p> <p>Harm to Children from opportunist Bus Drivers.</p>		<ul style="list-style-type: none"> » All Bus Drivers employed by the school are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to drive buses on the school's behalf. » Working With Children Checks (WWCC) are to be obtained for all Bus Drivers. Administrative Staff Members are to ensure that these are current for all Volunteers prior to authorising them to attend. » A Staff Member must be in attendance at all time when Bus Drivers are in the presence of students. 		
<p>Information Communication Technology Email / Social Media / Online Activities.</p> <p>Harm to Students from Staff Members or Volunteers sharing or exchanging personal email accounts, phone numbers, social networking sites.</p> <p>Harm to students from Staff Members or Volunteers on-line grooming.</p> <p>Harm from Staff Members or Volunteers photographing or videoing a child without the consent of the parent or guardian.</p>		<ul style="list-style-type: none"> » All Staff Members or Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this document annually. » Staff Members and Volunteers must adhere to requirements outlined in the School's relevant policies including: <ul style="list-style-type: none"> . Staff Social Media Usage Policy . Staff Email Usage Policy . Staff Internet Usage Policy » Staff must acknowledge their understanding of requirements of these procedures annually or where changes to the policies have been made. » The school actively maintains internet 'gateway' platforms to protect and monitor internet usage. » Staff Members are not permitted to use personal email or social networking in the presence of children. » The school maintains a photograph / Video permission form when their child commences school. » Staff Members & Volunteers are not permitted to take photographs or video of Students or young people using their 		

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		<p>own mobile phones.</p> <ul style="list-style-type: none"> » Members of the Leadership Team regularly monitor Staff & Volunteer compliance with the above mentioned requirements. 		
<p>Lack of an organisational culture of child safety</p> <p>Non – Compliance Ministerial Order 806.</p> <p>Harm to students from an organisational culture that does not adopt processes to ensure Child Safety.</p>		<ul style="list-style-type: none"> » Ensure strategic direction, vision and mission of the school includes child safety as a key objective. » Ensure that the School's Annual Report has a section in it dedicated to child safety. » Appoint a Child Safety Officer to champion all aspects of Child safety within the school. » Ensure that responsibility for embedding a culture of safety is incorporated into position descriptions for members of the Leadership Team. » Ensure that all Staff Members, Clergy, Casual Relief Teachers, Volunteers and Contractors are adequately inducted into Child Safety requirements. They should also be trained in what to do if an allegation is made, or a concern raised or staff observe abusive behaviour towards a child. » Promote to all members of the school community processes around strict confidentiality of reporting of suspected abuse. » Provide a culturally safe environment for Aboriginal children, those from culturally diverse backgrounds and for those with disabilities. » Display information from local Aboriginal services, such as pamphlets for community events. » Maintain adequate record keeping of child safety issues and responses of any incidents, for example in an Excel spreadsheet or 'log book' that is appropriately stored to protect the privacy of children. » An Assessment must be completed of new or changed 		

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		physical environments for child safety risks		
<p>False Allegations</p> <p>Personal & professional harm to Staff Members, Clergy, CRTs, Volunteers and Contractors from false reporting of suspected abuse allegations.</p>		<ul style="list-style-type: none"> » All members of the School community are made aware and regularly reminded of inappropriate behaviours and the process for reporting. » Allegations are brought to the immediate attention of the accused and they will be made aware of their rights. » All allegations of suspected abuse will be dealt with in the strictest of confidence. » All members of the school community are to be reminded of the severity of making false allegations and made aware that after a thorough investigation the allegation is of a personal nature (ie mischievous) then legal action may be sort. » Where any false allegations are made against Staff Members, Clergy, Casual Relief Teachers, Contractors or Volunteers, professional counselling & support services will be provided. » Where an allegation has been made against a Staff Member, Clergy, Casual Relief Teacher, Contractor or Volunteer and it is made public, advice from the relevant Education Department will be sort. 		

Risk Matrix

		Likelihood					
		Almost Impossible Only in extreme circumstances	Unlikely But could occur	Possible But unusual	Likely To be expected	Almost Certain Commonly repeated	
		1	2	3	4	5	
Consequence	Catastrophic Potential Life threatening. Long term recovery. Long term hospitalisation. Months/Years of lost time. Example - Loss of multiple limbs, life threatening illness, mental condition or disease. Unlikely to return to work/school.	5	5	10	15	20	25
	Significant Person requires external medical care / hospitalisation. Medium term recovery. Weeks of time away from the work/school environment. Example - Loss of appendage, prolapse disc, long term mental health issue, broken limbs.	4	4	8	12	16	20
	High Person requires external medical care. Medium term recovery. Days away from work / school. Example - Serious sprains/strains, broken appendages, deep laceration, counselling required.	3	3	6	9	12	15
	Moderate Person may require external medical attention. Hours of lost time. Examples - Lacerations, minor illness, foreign objects in eye, onsite mediation.	2	2	4	6	8	10
	Low Person may require minor First Aid. No lost time. Safety - First aid or no treatment required. Liaison required between school leaders and affected person relating to the incident.	1	1	2	3	4	5

Risk	Score	Action Required
Extreme	16 - 20	Stop Work/ Activity Immediately: Immediate action is required by the Leadership Team. Work or the activity is not to proceed until the risk is eliminated or high level control measures are implemented to reduce the risk score.
Unacceptable	15	Act Immediately to Minimise the Risk: Ensure appropriate control measures (Substitution, Engineering & Administrative) are implemented to reduce potential for harm. If controls cannot be immediately implemented, then risk reduction strategies need to be identified as soon as is practicable.
High	8 - 12	Action Must be Taken Within a Reasonable Timeframe by Leadership Team & affected Staff Members to reduce the potential from harm. These control measures must be communicated to all affected workers at a staff briefing.
Medium	4 - 6	Take all Reasonable Actions to Minimise the Risk using 'Lower Level' Administrative & Personal Protective Equipment Control Measures. The risk is to be controlled by the establishment of a process, policy or procedure. This must be developed in consultation with staff and may include PPE.
Low	1 - 3	Action to be taken to control the risk via consultation & Staff Member Awareness. Affected Staff members are to be made aware of identified processes, policies or procedures for controlling the risk.