



ST. JOSEPH'S PRIMARY SCHOOL

Child Safe Risk Assessment Register



Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood of occurring	Consequence if occurs	Current risk rating	Who is responsible
School fails to provide a students safety in toilets	<ul style="list-style-type: none"> We send pairs of students Yard Duty teacher monitors areas in break times Education in classes - including PBIS poster for 'Toilets' PBIS - blitzes on focus areas (Area Triple A Posters) (Canteen, toilets, lining up) Make it explicit to children about what to do if an incident occurs Develop a strategy to monitor students with staff 	Possible	Severe	Low	Principal / all staff
School fails to protect students at risk with unknown people at school	<ul style="list-style-type: none"> WWCC All visitors sign in Admin staff will make an announcement when workers are on site School vigilant with visitors, if they are not known we introduce ourselves and ascertain their reason for being on premises Yard duty supervisors vigilant at all times Volunteers to go through the St Joseph's Volunteer Protocol 	Possible	Severe	Low	Principal / all staff
School fails to provide a respectful culture and place Students at risk of harassment and bullying	<ul style="list-style-type: none"> Cyber Safety classes are conducted with students E-Smart program Children sign a user agreement (Sen School) Life Ed Van - Healthy Harold every 2nd year All staff have undergone Mandatory Reporting online course Annual Daniel Morcombe Day and activities Guest speakers invited to address Online safety Respectful Relationships addressed in curriculum 	Possible	Severe	Low	All staff
School fails to protect students going to the toilet on excursion – At risk from strangers	<ul style="list-style-type: none"> Send a staff member or parent with children Staff to check toilets prior to student entering then wait outside use private bathrooms wherever possible Ensure that all staff are aware of correct procedures. Meeting with staff/parents prior to excursion All parent helpers have supervising teacher's contact number 	Unlikely	Severe	Medium	All staff
School fails to prevent students from entering unsupervised areas (out of bounds)	<ul style="list-style-type: none"> Yard Duty teachers aware of out of bounds areas – teachers are given rules/procedures for each area Education with children in the Classroom/Assembly Triple A expectations (PBIS) 	Possible	Severe	Medium	All staff
school fails to implements safety procedures for bus travellers	<ul style="list-style-type: none"> Students are on a bus list and must wait inside school quadrangle/bus line up area - Bus Captain ticks off students present (Supervisor Teacher monitors) Road safety lessons. Bus list updated. Teacher to be on bus duty until last student is on bus Students who miss bus are brought back to school and parents are phoned We have good communication with the High School about our bus traveller's behavior 	Possible	Severe	Medium	All staff
School fails to identify and adapt to the needs of Vulnerable children in playground/toilets/excursions culturally diverse/linguistically diverse/Aboriginal/Children with a disability	<ul style="list-style-type: none"> PSG's are held and teachers set goals around their needs Extra supervision as needed Greater supervision/alternate play if needed Needs are assessed and intervention in place to mitigate potential risk factors staff member closely monitor child on excursions (1:1 if necessary) 	Possible	Severe	Medium	All Staff

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No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	<ul style="list-style-type: none"> Child safety code of conduct Strategies developed to embed culture of child safety Strategies to embed organisational culture of child safety are reviewed Statement of commitment to child safety is publicly available in the Child Safety Policy Induction Procedures updated Governing body meetings - Child Safety is an Agended Focus throughout the year 	Unlikely	Severe	Low	Principal, Canonical Administrator (Parish Priest)
Inappropriate behaviour is not reported and addressed	<ul style="list-style-type: none"> Child safety code of conduct Clear child safety reporting procedures (Incident Reporting) Performance management procedures Strategies to embed organisational culture of child safety are reviewed Refresher training for staff – see eLearning mandatory reporting module 	Unlikely	Severe	Low	Principal, Canonical Administrator (Parish Priest)
Unquestioning trust of long term employees and contractors	<ul style="list-style-type: none"> Strategies developed to embed culture of child safety Clear child safety reporting procedures (Complispace) Refresher training for staff – see eLearning mandatory reporting module Reportable conduct professional development and reading WWCC as part of Victorian Institute of Teaching registration for Teaching Staff 	Possible	Severe	Medium	Principal
Recruitment of an inappropriate person	<ul style="list-style-type: none"> WWCC as part of Victorian Institute of Teaching registration for Teaching Staff WWCC for all other staff Reference Checks of candidates 	Unlikely	Severe	Medium	Principal or Leadership Team
Engagement with children online	<ul style="list-style-type: none"> Child safety code of conduct Strategies developed to embed culture of child safety Cyber Safety Policy in place Professional Development of all staff Information Nights for parents Ensure appropriate settings on all student technologies Children involved in cyber safety education Refresher training for staff – see eLearning mandatory reporting module 	Possible	Severe	Medium	Principal and Teaching team
Unknown people and environments at excursions and camps	<ul style="list-style-type: none"> Child safety code of conduct Strategies developed to embed culture of child safety Clear child safety reporting procedures Camps and Excursion Procedures and Policies in place including risk assessment Assessment of new or changed environments for child safety risks Ensure Code of Conduct and strategies apply in all school contexts 	Unlikely	Moderate	Medium	Principal, School Council President and Level Team Leaders
Contractors on the premises (e.g. maintenance)	<ul style="list-style-type: none"> Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring - children and teachers informed of visitors - as required children might be told to keep away from certain area Sign in Procedures 	Unlikely	Moderate	Medium	Principal, Office Administration Staff
Unknown people on school grounds	<ul style="list-style-type: none"> Training of all teachers and staff in procedures to approach visitors All visitors to the school are required to sign in Sign in at Reception Yard Duty Staff to be vigilant at all times Follow Catholic Education Office procedures if an incident occurs 	Possible	Moderate	Medium	All staff
Unknown people approaching or in the vicinity of students - attempting to engage with children or staring at them or taking images	<ul style="list-style-type: none"> Follow current procedures of reporting with the Principal Staff to approach adult and enquire about who they are Remove children from area Phone the Police if a harmful/suspicious/illegal occurrence has taken place Follow CEO procedures for reporting an incident 	Possible	Severe	Medium	All staff

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Student comes to school stating they have been harmed by a family member or individual	<ul style="list-style-type: none"> Staff trained in Mandatory reporting Guidelines annually Follow reporting procedures at St Joseph's - report to Principal/deputy and make necessary phone call to authorities together Report the incident to the Catholic Education Office and document report 	Possible	Severe	Medium	All staff
A Student with special needs is enrolled at the school <ul style="list-style-type: none"> Student with a disability Students with a health issue Students with aggressive behavior 	<ul style="list-style-type: none"> Wellbeing staff are part of the enrolment process Parents informed about the adjustments needed for the learner, documentation of reports/referrals shared, if necessary CEO staff will be involved in assessments Student will be supported with the implementation of their PLP contact made with previous educational provider Include in NCCD application for funding from CEO to make buildings accessible for wheelchair (if required) Follow child safety and Pastoral Care policies refresh staff - Disability and Discrimination Act/module LSO support education of staff in the area of need 	Possible	Moderate	Medium	All staff
Student displays at risk behaviours <ul style="list-style-type: none"> self harm depression substance misuse 	<ul style="list-style-type: none"> Staff trained in mandatory reporting Guidelines yearly Follow wellbeing, pastoral care and child safety policies Follow reporting procedures at St Joseph's - report to Principal/deputy and make necessary phone call to authorities together, document inform parents 	Possible	Severe	Medium	All staff
The school governing authority not monitoring or evaluating the effectiveness of the implementation of its risk controls	<ul style="list-style-type: none"> Child safe action plan in place ongoing governing authority meetings standing agenda at school board, leadership and staff meetings 	Possible	Moderate	Medium	All staff
Student is injured at school; during class or recess	<ul style="list-style-type: none"> Staff trained in level 2 First Aid and CPR All teaching staff trained in Anaphylaxis and Asthma All staff trained in current First Aid policy and procedures First aid bags for yard duty located near staff room door Other First aid supplies in First Aid room Each classroom area has basic first aid supplies Policies in place - First Aid, Anaphylaxis and Asthma , OH&S Students with severe needs have action plans - which are displayed in first aid room, Canteen displays action plans for students with food allergies. All staff members have a copy. 	Possible	Severe	Medium	All staff

