Child Safe Standards Risk Register template

School name:	Bethal Primary School	Responsible staff member:	Brock Wilson- Ass
Date endorsed:		Endorsed by:	School Council
Next review date:		File location:	U: Drive

RISK TITLE AND DESCRIPTION	RISK	ASSESSMENT	EXISTING CONTROLS	CONTROLS ASSESSMENT	NEV
Provide a risk title and short description.	Describe the causes of the child safety risk.	Describe the consequences for children if the child safety risk happens	Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk Sample content is provided below	Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?	If controls i controls yo risk and wh
Child Safe Standard	1 – Aboriginal cultural safety	,			
Risk Title: Culturally safe environments Description: There is a risk that the school fails to establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and students are respected and valued	 Racism, discrimination and bullying not adequately managed and addressed Ignorance/lack of awareness Curriculum that doesn't include Aboriginal Australians An unwelcoming environment for Aboriginal students Policy development and review is not consultative 	 Aboriginal students are less likely to trust school staff which may result in them being less likely to report abuse by adults or peers, and make them more vulnerable to harm Aboriginal students do not feel welcome, safe, respected or valued for their diverse and unique identifies which may result in them being less likely to report abuse by adults or peers and make them more vulnerable to harm Physical and psychological harm as a result of child abuse 	 Our Child Safety and Wellbeing Policy outlines the controls in place to establish a culturally safe environment and is implemented Other documents that address our commitment to Aboriginal cultural safety: Student Wellbeing and Engagement Policy Bullying Prevention Policy Inclusion and Diversity Policy Controls to address racism, discrimination and bullying are outlined in the Bullying Prevention Policy and the Student Wellbeing and Engagement Policy. 	Yes/No	• Arrange
Risk type: Situational, Organisational Child Safe Standard	2 – School leadership, gover	nance and culture			
Risk Title: Leadership, governance and culture Description: There is a risk that child safety and wellbeing is not embedded in the school's leadership, governance and culture Risk type: Organisational, Propensity	 Child safety is not prioritised Decision-making power concentrated in one individual Unclear accountabilities Staff and volunteers are unaware of the school's expectations relating to their conduct and role in supporting child safety and wellbeing Culture of secret keeping Poor management of conflicts of interest 	 Increased risk of child abuse occurring, remaining undetected and not being responded to appropriately because the school does not have a culture of child safety and reporting of child safety incidents or concerns Increased risk of child abuse occurring, remaining undetected and not being responded to appropriately because staff and volunteer roles and responsibilities are not clear Poor practices and understanding of 	 Our Child Safety and Wellbeing Policy outlines the controls in place to ensure a child safe culture is embedded across the school and is implemented Our Child Safety Code of Conduct is adopted and actively enforced by school leadership. Inconsistent staff, contractor or volunteer conduct is swiftly addressed. Our Child Safety and Wellbeing Policy and Code of Conduct are publicly available and promoted in the school community This risk register is reviewed annually and after any significant child safety incident or concern Our Volunteers Policy supports volunteers to understand their obligations on information sharing and recordkeeping PROTECT posters and the Four Critical Actions are displayed around the school Records management obligations are met through adherence to the <u>Records Management - School</u> <u>Records Policy</u> and all staff and relevant volunteers understand their obligations on information sharing and record keeping through induction, training and support from leadership. 		Promo child s comm meetir counc

Schools must tailor example content to be relevant to the school.

Not tailoring the examples content may result in non-compliance with Child Safe Standard 2 and Ministerial Order 1359.

sistant Principal

EW TREATMENTS AND WHO IS	BY WHEN?
RESPONSIBLE?	
ols need to be strengthened, describe any new s you will implement to mitigate the child safety d who is responsible for the new treatments?	When will this be done?
nge <u>Community Understanding Safety</u> <u>hing (CUST)</u>	End 2022
mote regular open discussion on Id safety issues within the school nmunity including at leadership team etings, staff meetings and school uncil meetings.	July 2022

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Provide a risk title and short description.	Describe the causes of the child safety risk.	Describe the consequences for children if the child safety risk happens	Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk Sample content is provided below	Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?	If controls controls y risk and w
		required changes to policy, procedure or practice.Physical and psychological harm as a result of child abuse			
Child Safe Standard	3 – Children are safe, inform	ed and actively participate			
Risk Title: Student empowerment Description: There is a risk that students will not be empowered about their rights, participate in decisions affecting them or be taken seriously Risk type: Vulnerability	 Students don't know how to make a complaint or raise a concern or don't feel confident that they will be listened to Students don't understand their rights Student input in decision making is not supported or valued Student contributions or concerns are not taken seriously Students are not offered sexual abuse prevention education Students are coerced or silenced by adults at the school Lack of friendship or peer support 	 Abuse is more likely to happen if students do not feel supported to participate in decisions that affect them and do not feel like they will be listened to. Failure to empower students with information about their rights, child safety risks, and sexual abuse prevention will increase the risk of abuse going unidentified and unspoken If students do not feel confident or empowered to raise a concern, they will be unwilling to report abuse Lack of friendship or peer support may increase vulnerability to abuse Lack of friendship or peer support increases the risk that the student will not feel confident to discuss concerns with their peers, making it more likely that abuse will go unidentified and unspoken Physical and psychological harm as a result of child abuse 	 Our Child Safety and Wellbeing Policy outlines the controls in place to support child and student empowerment and is implemented Complaints Policy details how students can raise complaints and concerns and is promoted widely to parents and students Student Wellbeing and Engagement Policy outlines the controls in place to ensure student wellbeing is supported and prioritised Students are provided with age-appropriate sexual abuse prevention programs and relevant related information through <u>Resilience, Rights and Respectful Relationships teaching and learning materials</u> Students are educated about their rights through <u>Resilience, Rights and Respectful Relationships teaching and learning materials</u> Friendship and peer support are promoted through our social and emotional learning programs. 	Yes/No	Invc proc imp
Child Safe Standard	4 – Family engagement				
Risk Title: Families and	 Unwelcoming staff Lack of appreciation of the value of community consultation and engagement The school does not offer information to families and communities or avenues to 	 input from families may result in practices that do not cover all the diverse needs of students, resulting in a risk that students do not feel safe or able to actively participate in school life (see Child Safe Standard 1 and 3) Families and communities not engaged in child safety at the school are less likely to be able to support the school to reduce risk by keeping an eye out for unsafe 	 procedures are publicly available and promoted in the school community Families and the school community are invited to have a say in the development and review of child safety and wellbeing policies, procedures and practices through our school website and newsletters 	Yes/No	Enc fam incl Abc cult bac

EW TREATMENTS AND WHO IS RESPONSIBLE?	BY WHEN?
ols need to be strengthened, describe any new s you will implement to mitigate the child safety I who is responsible for the new treatments?	When will this be done?
volve students in consultation ocesses and inform them of their pact on decision-making.	Processes documented for beginning 2023.
ncourage volunteer positions from milies from diverse backgrounds, cluding people with a disability, boriginal people, and those from alturally and linguistically diverse ackgrounds.	Term 3, 2022

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Child Safe Standard	5 – Equity and diverse needs	5			
Risk Title: Diversity and equity Description: There is a risk that equity is not effectively upheld, and diverse needs are not respected in policy and practice Risk type: Vulnerability	 Diverse cohorts have not been identified for targeted support (such as students with disability, students who identify as lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+), students in out of home care, international students and students who are culturally and linguistically diverse) Diverse cohorts not supported adequately Diverse cohorts feel unwelcome Lack of staff training on diversity and supporting and responding to vulnerable students Lack of respectful culture Incidents of discrimination or humiliation are not effectively addressed and managed 	 Diverse cohorts who do not feel safe or who are not adequately supported for their diverse and specific needs are more at risk of abuse and harm and will be less able or willing to report concerns. Experiencing discrimination can increase a child's vulnerability to abuse and harm and can also mean they are less likely to ask for help or speak up if they have a concern Physical and psychological harm as a result of child abuse 	 Our Child Safety and Wellbeing Policy outlines the controls in place to support equity and diverse needs and is implemented Student Wellbeing and Engagement Policy outlines how the school pays particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) students Child safety information, support and complaints processes are culturally safe, accessible and easy to understand Other documentation: Bullying Prevention Policy Inclusion and Diversity Policy Implement: Resilience, Rights and Respectful Relationships teaching and Building Respectful Relationships teaching and learning materials Respectful Relationships whole school approach 	Yes/No	• Eng Find wha abo be s
Child Safe Standard	6 – Suitable staff and volunte	eers			
Risk Title: Suitable staff (including contractors engaged by the school in child-related work) Description: There is a risk that staff are not suitable to work with children or effectively supported to uphold child safety and wellbeing values in practice Risk type: Organisational, Propensity	 Poor recruitment and pre- employment screening processes Provision of false information during recruitment Poor management of conflicts of interest Insufficient induction on commencement of working at school Inappropriate behaviour by other adults is not called out due to lack of empowerment or awareness of behaviours of concern Insufficient promotion of the school's commitment to child safety Lack of child safety culture Insufficient supervision Performance management does not focus on or address concerns relating to child safety and wellbeing 	 Insufficient promotion of the school's commitment to child safety during recruitment processes may fail to deter potential predators from seeking employment History and behaviours of concern relating to suitability to work with children are not identified resulting in increased risk of child abuse Conflicts of interests in recruiting staff may increase the risk of other staff not reporting concerns relating to staff conduct, and where concerns are reported or identified, increased risk of them not being responded to in an objective manner with the focus on child safety and wellbeing. Insufficient induction results in the increased risk that staff fail to identify child safety risks and signs of harm and are unable to respond appropriately when they do identify risks of harm or when a complaint or concerns is disclosed to them. Insufficient supervision and performance management results in increased risk of child abuse and harm to students Staff do not understand their role and responsibilities in promoting and supporting child safety resulting in increased risk of harm 	 Our Child Safety and Wellbeing Policy outlines the controls in place: for child safe recruitment and screening practices for staff. to ensure staff are provided with an appropriate induction in the school's child safety policies and practices. to ensure ongoing supervision and management of staff is focused on child safety and wellbeing All actions and strategies outlined in our Child Safety and Wellbeing Policy are implemented 	Yes/No	• Dev safe

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EW TREATMENTS AND WHO IS RESPONSIBLE?	BY WHEN?
ols need to be strengthened, describe any new s you will implement to mitigate the child safety I who is responsible for the new treatments?	When will this be done?
ngage genuinely with students. nd out what matters to them, hat they know and do not know bout safety, and what they need to e safe and feel safe.	Term Three 2022
evelop questions about child ifety in job interviews.	Term Three 2022

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Provide a risk title and short description.	Describe the causes of the child safety risk.	Describe the consequences for children if the child safety risk happens	Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk	Taken together, are the controls adequate to reduce the risk and	If controls controls y risk and w
			Sample content is provided below	harms to a tolerable level?	
		 Physical and psychological harm as a result of child abuse 			
Risk Title: Suitable Volunteers Description: There is a risk that volunteers are not suitable to work with children or effectively supported to uphold child safety and wellbeing values in practice Risk type: Organisational, Propensity	 Screening processes lack sufficient strength to reveal histories and behaviours of concern Systems, processes, policies and culture do not demonstrate sufficient strength and transparency to deter potential perpetrators from attempting predatory behaviours Conflict of interest Lack of child safety culture Insufficient induction and training Insufficient supervision 	 Insufficient promotion of the school's commitment to child safety may fail to deter potential predators from volunteering at the school History and behaviours of concern relating to suitability to work with children are not identified resulting in increased risk of child abuse Insufficient induction results in the increased risk that volunteers do not understand their role and responsibilities in promoting and supporting child safety resulting in increased risk of harm. Insufficient supervision results in increased risk of child abuse and harm to students Inadequate steps to address concerning behaviour may result in increased risk of harm (for example removing volunteer from duties or otherwise ensuring the volunteer does not demonstrate further behaviours of concern) Physical and psychological harm as a result of child abuse 	 Volunteer Policy outlines the controls in place to ensure volunteers are suitable to work with children including screening, induction, and ongoing management and supervision Volunteers that are working with children or that may have access to students in unsupervised or high-risk settings will always be supervised by a member of school staff Volunteer behaviour that is inconsistent with the school's child safety and wellbeing policies and practices will be addressed by school staff swiftly and with a focus on child safety and wellbeing. 	Yes/No	Cor and Saf Cod me nev
Child Safe Standard	7 – complaints processes				
Risk Title: Complaints processes Description: There is a risk that processes for complaints and concerns are not child focused Risk type: Organisational, Vulnerability	 Students and parents/carers are uncertain about how to raise a complaint or concern because information is not accessible or easily understood Processes do not support students, parents and carers to make complaints or raise concerns Complaints processes or responsible staff do not make students feel safe or supported to report Student input in decision making is not valued Student, parent and carer concerns/complaints are not taken seriously Inadequate response to complaints or concerns relating to child abuse 	 Failure to ensure there is accessible, culturally safe and easily understood information on how to raise a complaint or concern increases the risk of students, parents and carers not reporting behaviours of concern or abuse Students may be unwilling to report behaviours of concern or abuse if they feel they will not be taken seriously or if they do not feel safe to report Failure to have a clear process for responding to complaints and concerns about child abuse may result in inappropriate or insufficient action being taken resulting in continued or further harm to the child and other children Physical and psychological harm as a result of child abuse 	 Complaints Policy outlines the controls in place to ensure students are provided with accessible, culturally safe and easily understood information on raising a complaint or concern Child Safety Responding and Reporting Obligations Policy and Procedures outlines the procedures for responding to complaints or concerns relating to child abuse The Complaints Policy and Child Safety Responding and Reporting Obligations Policy and Procedures are publicly available on the school website The Complaints Policy and Child Safety Responding and Reporting Obligations Policy and Procedures are publicly available on the school website The Complaints Policy and Child Safety Responding and Reporting Obligations Policy and Procedures are implemented by all relevant staff Our Child Safety and Wellbeing Policy sets out all recordkeeping, privacy and information sharing obligations that must be met when responding to complaints and concerns. All complaints and concerns are managed in accordance with employment law obligations and our school seeks advice from Employee Conduct Branch and Legal Division when dealing with complaints and concerns relating to child abuse by a member/former member of staff or school council employee or contractor 	Yes/No	• Nar tha app

EW TREATMENTS AND WHO IS RESPONSIBLE?	BY WHEN?
ols need to be strengthened, describe any new s you will implement to mitigate the child safety d who is responsible for the new treatments?	When will this be done?
ommunicate regularly with staff nd volunteers about the Child afety and Wellbeing Policy and ode of Conduct in supervision eetings, at staff meetings, in ewsletters and staff updates.	Term Three 2022
ame multiple people or positions nat students and families can oproach to raise concerns.	Term Three 2022

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Provide a risk title and short description.	Describe the causes of the child safety risk.	Describe the consequences for children if the child safety risk happens	Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk Sample content is provided below	Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?	If controls controls y risk and w
Child Safe Standard	8 – Child safety knowledge, s	skills and awareness			
Risk Title: Knowledge, skills and awareness Description: There is a risk that staff and volunteers are not equipped with the knowledge, skills and awareness to keep children and students safe through ongoing education and training Risk type: Organisational	 not provided to staff and school council annually Child safety and wellbeing training is not refreshed or updated where policy, practice or law has changed Volunteers are not required to undertake child safety training that 	 Inability to identify child safety risks including inappropriate behaviour and signs of harm resulting in increased risk of failing to protect children from child abuse, and underreporting of child safety incidents to relevant staff and authorities Insufficient understanding about the school's child safety and wellbeing policies, practices, and obligations results in increased risk that they will not be appropriately implemented by staff and volunteers and an increased risk to students of child abuse occurring and of continuing to occur undetected. Physical and psychological harm as a result of child abuse 	 Our Child Safety and Wellbeing Policy outlines the controls in place to ensure school council and school staff receive appropriate annual guidance and training on child safety and is implemented Our Volunteers policy provides information on training for volunteers. 	Yes/No	• Del for staf leve
Child Safe Standard	9 – Physical and online envir	onments			1
Risk Title : School physical environment Description : There is a risk the school's child safety policies, procedures and practices do not adequately address and manage the risk of abuse and harm in the school's physical environment Risk type: Situational	 Areas of child safety risk in the school buildings or grounds are not identified and appropriately supervised or managed. 	 There is an increased risk of child abuse occurring on school grounds or buildings if policies, procedures and practices fail to identify and manage areas of risk in the school's physical environment Physical and psychological harm as a result of child abuse 	 Yard Duty and Supervision Policy outlines supervision processes and requirements with a focus on child safety Yard duty staff are trained to actively patrol the school grounds, paying particular attention to secluded areas that have been identified as high risk including Child safety and wellbeing policies, procedures and practices are in place to enable staff and volunteers to identify and mitigate risks in the physical school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities, including our Child Safety and Wellbeing Policy and Child Safety Code of Conduct students advised of the areas that are deemed out of bounds, as the areas cannot be appropriately supervised garden sheds and store cupboards are locked unless in use, with controlled access to keys school grounds are well lit for after school activities toilets and changing rooms are located in a central area of each unit of the school, allowing students to visit the bathroom without leaving the school building. 	Yes/No	Be a spa and and the
Risk Title: Online environment Description: There is a risk the school's child safety policies, procedures and practices do not adequately address and manage the	 Child safety risks in the school's online environment are not identified and appropriately managed. Students are not provided with education about online risks and appropriate online behaviours. 	 There is an increased risk of child abuse occurring if policies, procedures and practices fail to identify and manage areas of risk in the school's online environment – particularly risks relating to grooming and further risk of abuse if the grooming goes undetected. Physical and psychological harm as a result of child abuse 	 Digital Learning Policy outlines the controls in place for online conduct and online safety and is implemented Acceptable Use Agreements are in place and enforced Child safety and wellbeing policies, procedures and practices are in place to enable staff and volunteers to identify and mitigate risks in the online school environment without compromising a child or 	Yes/No	• Enc con

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ols need to be strengthened, describe any new s you will implement to mitigate the child safety d who is responsible for the new treatments?	When will this be done?
eliver regular child safety briefings or all staff, for example through aff meetings, newsletters, year vel briefings.	Term Three 2022
e aware of risks posed by dark baces, stairwells, private spaces and corners in school environments and develop strategies to address bese risks.	Term Three 2022
ncourage parents to use parental ontrols on personal devices.	Term three 2022

RISK TITLE AND DESCRIPTION	RISK	ASSESSMENT	EXISTING CONTROLS	CONTROLS ASSESSMENT	NEW
Provide a risk title and short description.	Describe the causes of the child safety risk.	Describe the consequences for children if the child safety risk happens	Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk	Taken together, are the controls adequate to reduce the risk and	If controls n controls you risk and who
			Sample content is provided below	harms to a tolerable level?	
risk of abuse and harm in the school's online environment Risk type: Situational	 Online safety measures fail to adapt to emerging technologies and child safety risks 		 student's right to privacy, access to information, social connections and learning opportunities, including our Child Safety and Wellbeing Policy and Child Safety Code of Conduct Staff undertake a privacy impact assessment for apps and other platforms in use by the school which includes the risk of access to children or personal information by people external to the school. Students are provided with dedicated sessions relating to responsible online behaviours. 		
Risk Title: Off-site school activities and use of third- party providers Description: There is a risk that the school's child safety policies, procedures and practices do not adequately address and manage the risk of abuse at school activities off-site and/or school activities involving third party providers. Risk type: Situational, Organisational, Propensity, Vulnerability	 School staff fail to identify and manage risks of child abuse occurring during off-site school activities School staff fail to identify and manage risks of child abuse by third-party providers engaged by the school 	 There is an increased risk of child abuse occurring if policies, procedures and practices fail to identify and manage areas of risk for off-site school activities and school activities that involve third party providers. Physical and psychological harm as a result of child abuse 	 Our school complies with relevant policies with respect to the following activities, including policy relating to child safety and wellbeing: Excursions Procurement For off-site school activities and school activities engaging a third-party provider, we identify and assess the risks of child abuse that are specific to that activity and ensure appropriate controls are in place. This includes activities such as: sports clinics and homework clubs. 	Yes/No	• Unde when vende
	10 – Review of child safety p	ractices			•
	 Failure to regularly review child safety policies, procedures and practices (every 2 years) or following any significant child safety incident Failure to use analysis of complaints, concerns and safety incidents to inform possible improvements to child safety policies, procedures and practices Failure to inform families and communities of the outcome of reviews of child safety policies, procedures and practices 	 Child safety policy, procedures and practices may become out of date with any new laws or guidance on good practice, compromising the school's ability to protect students from child abuse and to respond appropriately to complaints and concerns. Child safety policy, procedures and practices may no longer meet the needs of the local school community compromising the school's ability to protect students from child abuse and to respond appropriately to complaints and concerns. Child safety policy, procedures and practices are not improved as a result of analysis of past complaints, concerns and safety incidents, reducing the school's ability to protect students from child abuse and to respond appropriately to complaints and concerns. Child safety policy, procedures and practices are not improved as a result of analysis of past complaints, concerns and safety incidents, reducing the school's ability to protect students from child abuse and to respond appropriately to complaints and concerns. Physical and psychological harm as a result of child abuse 	 We have a log of complaints and concerns to allow us to monitor areas for improvement in our child safety policies, procedures and practices. We inform families through our school's newsletter when child safety and wellbeing policies are being reviewed and ensure they are invited to provide feedback 	Yes/No	• Inform

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NEW TREATMENTS AND WHO IS RESPONSIBLE?	BY WHEN?
ntrols need to be strengthened, describe any new rols you will implement to mitigate the child safety and who is responsible for the new treatments?	When will this be done?
Undertake child safety due diligence when engaging third parties. A new vendor presents new risks.	Immediately
Inform the school community of any child safety policy changes were relevant or applicable.	Term Three 2022

RISK TITLE AND DESCRIPTION Provide a risk title and short description.	RISK ASSESSMENT		EXISTING CONTROLS	CONTROLS ASSESSMENT	NEW TREATMENTS AND WHO IS RESPONSIBLE?	BY WHEN?
	Describe the causes of the child safety risk.	Describe the consequences for children if the child safety risk happens	Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk Sample content is provided below	Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?	controls you will implement to mitigate the child safety	When will this be done?
Child Safe Standard	11 – Implementation of child	safety practices				
Risk Title: Policies and procedures Description: There is a risk that policies and procedures do not effectively document how the organisation is safe for children and students and are not effectively implemented by staff and volunteers. Risk type: Organisational	 The policies and procedures do not address all actions and measures required under the Child Safe Standards The policies and procedures are not informed by best practice models and family and community engagement Staff and relevant volunteers are not provided with an adequate induction or ongoing training and are not properly supported to implement the policies and procedures due to lack of modelling and support from leaders Policies and procedures are difficult to understand 		 Our school leaders champion and model our child safety policies, procedures and practices and address any performance concerns relating to staff conduct or implementation Our Child Safety Champion regularly reviews <u>PROTECT guidance</u> and other relevant policies to ensure our own local child safety policies, procedures and practices are informed by best practice and updated where required. 	Yes/No	 Include a regular child safety item in newsletters to families. 	Term Three 2022