



Child Safe Standards Risk Register template

School name:	Thomastown West Primary School	Responsible staff member:	Sandi Young, Principal
Date endorsed:	26 th July 2022	Endorsed by:	School Council
Next review date:	June 2024	File location:	2022 TWPS Google Team Drive

RISK TITLE AND DESCRIPTION	RISK ASSESSMENT		EXISTING CONTROLS	CONTROLS ASSESSMENT	NEW TREATMENTS AND WHO IS RESPONSIBLE?	BY WHEN?
<i>Provide a risk title and short description.</i>	<i>Describe the causes of the child safety risk.</i>	<i>Describe the consequences for children if the child safety risk happens</i>	<i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i> <i>Sample content is provided below</i>	<i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i>	<i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i>	<i>When will this be done?</i>
Child Safe Standard 1 – Aboriginal cultural safety						
<p>Risk Title: Culturally safe environments</p> <p>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</p> <p>Risk type: Situational, Organisational</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy outlines the controls in place to establish a culturally safe environment and is implemented Identify other documents that address Aboriginal cultural safety and include these here, such as your: <ul style="list-style-type: none"> Student Wellbeing and Engagement Policy Bullying Prevention Policy Inclusion and Diversity Policy Individual Education Plans Teaching/Learning/Wellbeing Programs and documents Controls to address racism, discrimination and bullying are outlined in the Bullying Prevention Policy and the Student Wellbeing and Engagement Policy. 	Yes	<p>Included in the Inclusion and Diversity Policy:</p> <ul style="list-style-type: none"> equip staff, students, volunteers and the school community to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and students adopt measures to ensure racism is identified, confronted and not tolerated address any instances of racism within the school environment with appropriate consequences actively support participation and inclusion in the school by Aboriginal children, students and their families ensure school policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, students and their families <p>PROTECT Child Safe Standard 1 (Principal Class Officers and Wellbeing Team)</p>	<p>Term 3, 2022</p> <p>Ongoing</p>
Child Safe Standard 2 – School leadership, governance and culture						
<p>Risk Title: Leadership, governance and culture</p> <p>Description: There is a risk that child safety and wellbeing is not embedded in the school's leadership, governance and culture</p> <p>Risk type: Organisational, Propensity</p>	<ul style="list-style-type: none"> 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 Lack of leadership on child safety Poor understanding of the foreseeable risks relating to child abuse 	<ul style="list-style-type: none"> 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 information sharing obligations may result in staff or volunteers not sharing important information to reduce the risk of child abuse or conversely, sharing sensitive 	<ul style="list-style-type: none"> 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 	Yes	<ul style="list-style-type: none"> All Child Safe policies and relevant resources will be made available on the school website: https://www.thomwestps.vic.edu.au/page/101 implement risk management actions to make sure children are safe in the school environment monitor, annually review and evaluate child safety and wellbeing risks develop a policy or statement detailing the school's processes to meet Public Record Office Victoria Recordkeeping Standards (PDF, 653KB) ensure records relevant to child safety and wellbeing are created, maintained and disposed of by Public Record Office Victoria Recordkeeping Standards 	<p>Term 3, 2022</p> <p>Ongoing</p>

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	<ul style="list-style-type: none"> Poor understanding of recordkeeping and information management Poor child safety messaging 	<p>information inappropriately contributing to further harm.</p> <ul style="list-style-type: none"> Poor records and record-keeping practice can contribute to delays or failures to identify and respond to child safety risks and incidents and can obstruct survivors seeking information about their time at our school. It can also compromise the school's ability to monitor for systemic issues that required changes to policy, procedure or practice. Physical and psychological harm as a result of child abuse 	<ul style="list-style-type: none"> PROTECT posters and the Four Critical Actions are displayed around the school Records management obligations are met through adherence to the Records Management - School Records Policy and all staff and relevant volunteers understand their obligations on information sharing and record keeping through induction, training and support from leadership. 		<ul style="list-style-type: none"> make sure school staff and volunteers understand their obligations in information sharing and recordkeeping. <p>PROTECT Child Safe Standard 2 (Principal Class Officers, Leadership Team and Wellbeing Team)</p>	
Child Safe Standard 3 – Children are safe, informed and actively participate						
<p>Risk Title: Student empowerment</p> <p>Description: There is a risk that students will not be empowered about their rights, participate in decisions affecting them or be taken seriously</p> <p>Risk type: Vulnerability</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 Resilience, Rights and Respectful Relationships (RRRR) teaching and learning materials Students are educated about their rights through programs such as SWPBS, RRRR, BSEM and school values Start Up and Wellbeing programs. Friendship and peer support are promoted through Wellbeing programs such as SWPBS, RRRR and school values Start Up and Wellbeing programs. 	Yes	<ul style="list-style-type: none"> Utilise the Student Leaders to inform students about all their rights, including their rights to safety, information and participation recognise the importance of friendships and encourage support from peers, to help students feel safe and be less isolated make sure staff and volunteers: <ul style="list-style-type: none"> are attuned to signs of harm are aware of school's SWPBS processes to facilitate child-friendly ways for students to express their views, participate in decision-making and raise their concerns utilise the Student Voice Team to support the development of a culture that encourages participation and responds to what students say utilise class meetings to give students opportunities to participate, and respond to their contributions to strengthen confidence and engagement offer students access to sexual abuse prevention programs and related information in an age-appropriate way. School boarding premises are required to offer sexual abuse prevention programs and related information where it is relevant to the setting or context develop curriculum planning documents or other documentation that details how the school will address these requirements. <p>PROTECT Child Safe Standard 3 (Principal, Teachers and Wellbeing Team)</p>	Term 3, 2022 Ongoing
Child Safe Standard 4 – Family engagement						
<p>Risk Title: Families and community involvement</p> <p>Description: There is a risk that families and communities are not</p>	<ul style="list-style-type: none"> Unwelcoming staff Lack of appreciation of the value of community consultation and engagement The school does not offer information to families and 	<ul style="list-style-type: none"> Child safety and wellbeing practices without 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 	<ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy outlines the controls in place to engage families and is implemented All child safety and wellbeing policies and procedures are publicly available and promoted in the school community 	Yes	<ul style="list-style-type: none"> make sure families participate in child safety and wellbeing decisions which affect their child utilise Compass, Class Dojo, Facebook, weekly newsletters and the school website to engage and openly communicate with 	Term 3, 2022 Ongoing

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<i>Sample content is provided below</i>						
<p>informed, and involved in promoting child safety and wellbeing</p> <p>Risk type: Organisational</p>	<p>communities or avenues to contribute to policies and decisions relating to child safety and wellbeing</p> <ul style="list-style-type: none"> Lack of staff training, culture or willingness to engage families and communities 	<p>actively participate in school life (see Child Safe Standard 1 and 3)</p> <ul style="list-style-type: none"> 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 behaviours and raising concerns. Families cannot help students identify abuse Families do not support students who want to make a complaint If families lack awareness about child safety including risks of child abuse, children may be more vulnerable to being groomed by perpetrators seeking to obtain their trust. Physical and psychological harm as a result of child abuse 	<ul style="list-style-type: none"> 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 Compass, Class Dojo, Facebook, weekly newsletters and the school website. 		<p>families and the school community about its child safe approach</p> <ul style="list-style-type: none"> make child safety information accessible via Compass, Class Dojo, Facebook, weekly newsletters and the school website. involve families and the school community in developing and reviewing child safety and wellbeing policies and practices inform families and carers about the school's governance and approach to child safety and wellbeing, including roles and responsibilities of school staff utilising Compass, Class Dojo, Facebook, weekly newsletters and the school website. <p><u>PROTECT Child Safe Standard 4</u> (Principal, Assistant Principal, Wellbeing Team and Office Staff)</p>	
Child Safe Standard 5 – Equity and diverse needs						
<p>Risk Title: Diversity and equity</p> <p>Description: There is a risk that equity is not effectively upheld, and diverse needs are not respected in policy and practice</p> <p>Risk type: Vulnerability</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Student Wellbeing, Engagement and Inclusion Policy Bullying Prevention Policy Inclusion and Diversity Policy Implement: <ul style="list-style-type: none"> Resilience, Rights and Respectful Relationships and Building Respectful Relationships teaching and learning materials Respectful Relationships whole school approach 	Yes	<ul style="list-style-type: none"> Continue to provide students, staff, volunteers and the school community access with information, support and complaints processes in ways that are culturally safe, accessible and easy to understand and support the needs of all students including: <ul style="list-style-type: none"> students with disability students from culturally and linguistically diverse backgrounds students who are unable to live at home international students lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students Aboriginal students and provides and promotes a culturally safe environment for them. <p><u>PROTECT Child Safe Standard 5</u> (Principal Class Officers and all staff)</p>	<p>Term 3, 2022</p> <p>Ongoing</p>
Child Safe Standard 6 – Suitable staff and volunteers						
<p>Risk Title: Suitable staff (including contractors engaged by the school in child-related work)</p> <p>Description: There is a risk that staff are not suitable to work with children or effectively supported to uphold child</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy outlines the controls in place: <ul style="list-style-type: none"> 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 	Yes	<ul style="list-style-type: none"> Ensure all staff and contractors are aware of <ul style="list-style-type: none"> the school's Child Safety and Wellbeing Policies, processes and documents. their responsibilities for children and students, including information sharing, reporting and recordkeeping obligations ensure that the school induction addresses the school's procedures for managing complaints and concerns related to child abuse 	<p>Term 3, 2022</p> <p>Ongoing</p>

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<p>safety and wellbeing values in practice</p> <p>Risk type: Organisational, Propensity</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 • Physical and psychological harm as a result of child abuse 	<ul style="list-style-type: none"> • All actions and strategies outlined in our Child Safety and Wellbeing Policy are implemented 		<p><u>PROTECT Child Safe Standard 6</u> (Principal/Assistant Principal, Leading Teacher and Office Staff)</p>	
<p>Risk Title: Suitable Volunteers</p> <p>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</p> <p>Risk type: Organisational, Propensity</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 engaged to mentor students or support Thomastown West Community Hub programs will be asked to undertake additional screening processes including proof of identity (where this has not already been established), and references addressing suitability for working with children. • 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	<ul style="list-style-type: none"> • Ensure all volunteers are aware of <ul style="list-style-type: none"> - the school's Child Safety and Wellbeing Policies, processes and documents. - their responsibilities for children and students, including information sharing, reporting and recordkeeping obligations • ensure that the school induction addresses the school's procedures for managing complaints and concerns related to child abuse <p><u>PROTECT Child Safe Standard 6</u> (Principal, Assistant Principal, Leading Teacher, TWCH Hub Coordinator and Wellbeing Team)</p>	<p>Term 3, 2022</p> <p>Ongoing</p>
Child Safe Standard 7 – complaints processes						
<p>Risk Title: Complaints processes</p> <p>Description: There is a risk that processes for</p>	<ul style="list-style-type: none"> • Students and parents/carers are uncertain about how to raise a complaint or concern because information is not accessible or easily understood 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	Yes	<ul style="list-style-type: none"> • Ensure all staff and volunteers are aware of procedures for responding to complaints or concerns relating to child abuse and are: <ul style="list-style-type: none"> ✓ capable of reporting of complaints and concerns to relevant authorities, whether 	<p>Term 3, 2022</p> <p>Ongoing</p>

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complaints and concerns are not child focused Risk type: Organisational, Vulnerability	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	procedures for responding to complaints or concerns relating to child abuse <ul style="list-style-type: none"> 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 		or not the law requires reporting, and cooperate with law enforcement ✓ able to able to provide details of recordkeeping, reporting, privacy and employment law obligations to be met when responding to complaints and concerns. <u>PROTECT Child Safe Standard 7</u> (Principal, Assistant Principal, Business Manager and School Council)	
Child Safe Standard 8 – Child safety knowledge, 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	<ul style="list-style-type: none"> Child safety and wellbeing training 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 is appropriate to the nature of their role Training does not cover all necessary topics Training is poorly facilitated Also refer to Child Safe Standard 6 risks above	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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. Volunteers that are engaged to mentor students or support Thomastown West Community Hub programs are provided with child safety training that is appropriate to the activity and the volunteer's role. TWPS will share all Child Safe policies/documents to Staff, School Council, Volunteers, as well as offering professional learning within and outside of school hours and during School Council meetings. 	Yes	<ul style="list-style-type: none"> Ensure child safety training is provided each term so that staff and volunteers can enact their role and responsibilities. Provide appropriate training and guidance to the members of the governing body School Council every year. This training will include: <ul style="list-style-type: none"> individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse child safety and wellbeing risks in the school the child safety policies, procedures and practices of the school. <u>PROTECT Child Safe Standard 8</u> (Principal, Assistant Principal, Leading Teacher and Office Staff)	Term 3, 2022 Ongoing
Child Safe Standard 9 – Physical and online environments						
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:	<ul style="list-style-type: none"> Areas of child safety risk in the school buildings or grounds are not identified and appropriately supervised or managed. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> behind the bike shed in between room 7 and the TWCH in between room 18 and the sports shed. Child safety and wellbeing policies, procedures and practices are in place to enable staff and volunteers to identify and mitigate risks in the 	Yes	<ul style="list-style-type: none"> Review policies, procedures and practices enable school staff and volunteers to identify and mitigate risks without compromising a student's social connections and learning opportunities. <u>PROTECT Child Safe Standard 9</u> (Principal, Assistant Principal and Teachers)	Term 3, 2022 Ongoing

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Situational			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 At Thomastown West PS: <ul style="list-style-type: none"> • students are advised that the front of school grass area is out of bounds as the area cannot be supervised • the sport shed and bike shed are locked unless in use, with controlled access to keys • school grounds are well lit for after school activities • students are required to go to the bathroom with another student during class time • toilets and changing rooms are located in a central area of the school and the entrance and exit has good visibility from other areas of the school. 			
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 risk of abuse and harm in the school's online environment Risk type: Situational	<ul style="list-style-type: none"> • 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. • Online safety measures fail to adapt to emerging technologies and child safety risks 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 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. • Thomastown West PS is an eSmart school and uses DET and eSmart resources each term provides students with an online safety modules as part of the teaching and learning program. • Staff use of technology is also governed by the following Department policies: <ul style="list-style-type: none"> • Acceptable Use Policy for ICT Resources • Cybersafety and Responsible Use of Digital Technologies • Digital Learning in Schools and • Social Media Use to Support Student Learning. 	Yes	<ul style="list-style-type: none"> • Annual review of digital policies, procedures and practices enable school staff and volunteers to identify and mitigate risks without compromising a student's right to privacy, access to information, social connections and learning opportunities. <p>PROTECT Child Safe Standard 9 (Principal Class Officers and eLearning Leader)</p>	Term 3, 2022 Ongoing
Risk Title: Off-site school activities and use of third-party providers Description:	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Our school complies with relevant policies with respect to the following activities, including policy relating to child safety and wellbeing: <ul style="list-style-type: none"> ○ Excursions ○ Dental Vans in Primary Schools ○ NDIS Funded Therapy in Schools 	Yes	<ul style="list-style-type: none"> • As needed, access policies for facilities and services from third parties that ensure the safety of students • Develop the following policies: 	Term 3 - 4, 2022 Ongoing

RISK TITLE AND DESCRIPTION	RISK ASSESSMENT		EXISTING CONTROLS	CONTROLS ASSESSMENT	NEW TREATMENTS AND WHO IS RESPONSIBLE?	BY WHEN?
<i>Provide a risk title and short description.</i>	<i>Describe the causes of the child safety risk.</i>	<i>Describe the consequences for children if the child safety risk happens</i>	<i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i>	<i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i>	<i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i>	<i>When will this be done?</i>
<p>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.</p> <p>Risk type: Situational, Organisational, Propensity, Vulnerability</p>	<p>third-party providers engaged by the school</p>	<ul style="list-style-type: none"> Physical and psychological harm as a result of child abuse 	<p>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</p> <p><i>Sample content is provided below</i></p> <ul style="list-style-type: none"> <u>Work Experience</u> <u>Procurement</u> 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: <ul style="list-style-type: none"> Activities held at the Thomastown West Community Hub A variety of locations during interschool sport, such as other local schools and the Thomastown Recreation and Aquatic Centre. 		<ul style="list-style-type: none"> Dental Vans in Primary Schools NDIS Funded Therapy in Schools Work Experience Review the following policies: <ul style="list-style-type: none"> Excursions Procurement <p>PROTECT Child Safe Standard 9 (Principal Class Officers, Hub Liaison, Sports Coordinator and classroom teachers and aides)</p>	
Child Safe Standard 10 – Review of child safety practices						
<p>Risk Title: Review and improvement</p> <p>Description: There is a risk that the implementation of the Child Safe Standards is not regularly reviewed and improved</p> <p>Risk type: Organisational</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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. Physical and psychological harm as a result of child abuse 	<p>Through both regular OHS meetings, Wellbeing Team meetings and School Council meetings, the following will be implemented:</p> <ul style="list-style-type: none"> review and evaluate their child safety and wellbeing policies, procedures and practices after any significant child safety incident, or at least every 2 years and improve where applicable Determining the causes of child safety incidents and monitor for repeat issues or systemic failures, updating any child safety policy, procedure or practice where gaps or improvements are identified Including Child Safety in OHS audit/log of complaints and concerns to allow us to monitor areas for improvement in our child safety policies, procedures and practices. Continue to inform families through our school's newsletter when child safety and wellbeing policies are being reviewed and ensure they are invited to provide feedback 	<p>Yes</p>	<ul style="list-style-type: none"> Add Child Safe Standards to the OHS meetings, Wellbeing Team meetings agenda. Create a register of the school's policies relating to the child safe standards, including approvers and review cycles is used to support staff to maintain and update our policies Continue to report on the outcomes of relevant reviews to staff, volunteers, the community, families and students. <p>PROTECT Child Safe Standard 10 (Principal Class Officers, OHS Team and Wellbeing Team)</p>	<p>Term 3, 2022</p> <p>Ongoing</p>
Child Safe Standard 11 – Implementation of child safety practices						
<p>Risk Title: Policies and procedures</p> <p>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.</p> <p>Risk type: Organisational</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> If child safety policy and procedures fail to address all aspects of the Child Safe Standards, it will result in gaps in protection of children and increased risk relating to child abuse If child safety policies and procedures are not effectively documented or are difficult to understand it may result in staff (particularly new staff) being unaware of their child safety obligations, roles and responsibilities increasing the risk of child abuse If child safety policies and procedures are not informed by best practice or family and 	<ul style="list-style-type: none"> Our suite of child safety and wellbeing policies and procedures address all aspects of the Child Safe Standards Our staff and relevant volunteers are inducted and trained on our child safety and wellbeing policies, procedures and practices and are supported to implement them 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 PROTECT guidance and other relevant policies to ensure our own local child safety policies, 	<p>Yes</p>	<ul style="list-style-type: none"> Review understanding of all relevant school staff, governing body and volunteers regarding the school's Child Safe policies and procedures Champion and model the policies and procedures for a child-safe environment Continue to make sure their policies and procedures are informed by best practice models and stakeholder consultation. <p>PROTECT Child Safe Standard 11 (Principal Class Officers and Wellbeing Team)</p>	<p>Term 3, 2022</p> <p>Ongoing</p>

RISK TITLE AND DESCRIPTION	RISK ASSESSMENT		EXISTING CONTROLS	CONTROLS ASSESSMENT	NEW TREATMENTS AND WHO IS RESPONSIBLE?	BY WHEN?
<i>Provide a risk title and short description.</i>	<i>Describe the causes of the child safety risk.</i>	<i>Describe the consequences for children if the child safety risk happens</i>	<i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i> <i>Sample content is provided below</i>	<i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i>	<i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i>	<i>When will this be done?</i>
	modelling and support from leaders • Policies and procedures are difficult to understand	community engagement it may result in compromised ability to protect children from child abuse. • Failure to induct, train and support staff and relevant volunteers on implementation of child safety policies and procedures increases the risk of child abuse • Physical and psychological harm as a result of child abuse	procedures and practices are informed by best practice and updated where required.			