

CASTLEMAINE NORTH PRIMARY SCHOOL

CHILD SAFE – RISK MANAGEMENT

PURPOSE

1. Risk is intrinsic to our world and therefore, the management of risk and recognition of opportunities are integral to achieving our vision, mission and goals and delivering on our strategic plan.
2. This policy recognises systematic risk management is integral to good management and effective governance required of an autonomous public school. Through proactive management of risks and opportunities, Castlemaine North Primary School (CNPS) aims to improve decision making and outcomes.
3. Risk will manifest itself in most activities and endeavours we undertake including delivering key learning outcomes, supporting wellbeing, maintaining finances and infrastructure and building our reputation.
4. By asking “*What if ...*” questions and through planning, risk can be reduced or mitigated. Through these processes we will foster success and be better prepared to respond if (or when) the risks materialise.

RATIONALE

1. At CNPS our child safety risk management strategy is a formal and structured approach to managing risks associated with child safety.
2. Our school Child Safe Policy and Code of Conduct clearly outline our commitment to implementing the seven standards for child safety as outlined in the Ministerial Order No. 870.
3. At CNPS our process includes risk assessment, implementation of controls and a monitoring and review process to ensure the currency of the risk management approach.

RESPONSIBILITY & GUIDELINES

1. CNPS staff are specifically responsible for identifying and for managing risk within their areas of responsibility.
2. Risks must be balanced against our goals and our community’s expectations when making decisions on whether or not they are acceptable.
3. The effort expended on risk management should be proportional to the risk but we must at least identify, communicate and consult on risks to be able to make the assessment of how much effort to expend.
4. Resources used to manage risk should also be commensurate with the risks and legislative requirements.
5. Risk management must be integrated into all planning, when activities occur spontaneously or plans change risk management may become even more important and must be considered.
6. Any risks which cannot be mitigated below “High” must be immediately brought to the Principals attention, i.e. if the residual risk is “High” inform the Principal and consider stopping the activity. Additionally, where the residual risk is “Medium” staff should consider whether they have responsibility for the activity and the authority to accept the risk.

Child Safety Risks and Risk Management Strategies

The following comprises a listing of potential child safety risk and risk management strategies.

Risks

- Lack of an organisational culture of child safety
- Familiarity breeding a culture of not reporting issues
- Natural trust of long term employees (who may have developed issues over time)
- Children alone with one other person unsupervised
- Recruitment of an inappropriate person
- Inappropriate behaviour not reported
- Harassment via email, SMS or other media
- Unsupervised recreational or other activities
- Ad-hoc contractors on the premises (e.g. maintenance)
- Vulnerability of staff and students due to unknown personal issues
- Unknown people and environments at excursions and camps
- False allegations

Risk Management Strategies

- Implement an effective child safety risk management strategy
- Child safety code of conduct
- Child safety reporting procedures
- Induction for all visitors, staff, volunteers and contractors
- Train staff to detect inappropriate behaviour
- Counselling and other resources
- Clear windows in walls to enable visibility of occupants
- Assessment of new or changed physical environments for child safety risks
- Supervision or monitoring of activities
- Management procedures
- Pre-employment reference checks that include checking for child safety
- Criminal history checks and confirming currency (e.g. VIT Registration)

At Castlemaine North Primary School we believe that our Child Safe Policy's and Code of Conduct enable for the monitoring of risk and risk management.

IMPLEMENTATION

1. CNPS will utilise the Department's Enhanced Risk Management Framework adopting and using the procedures, guidelines, language and tools which can be accessed through the Edugate Risk Management site.
2. Risks will be captured in the Risk Register (based on the Department's sample register), with the exception of those hazards recorded in the Occupational Health and Safety Register.
3. Where the current risk is assessed as "Medium" (or above) the risk must be recorded in the risk register. Additionally, risks should be recorded where they are considered noteworthy, have a number of control mitigating them, or it is thought the risk may escalate in the future.
4. The risk register will be reviewed by the Leadership Team at the start of each term. The purpose of these reviews will be to gauge the effectiveness of risk management as a whole and of specific controls for critical activities and risks.
5. The school council will also review risk assessments for all activities to be undertaken away from the school grounds. Risks are to be assessed using the Department's guidelines.

REFERENCES

- Risk Management site at;
<https://edugate.eduweb.vic.gov.au/Services/Policies/Pages/Risk.aspx>
- School Policy & Advisory Guide: Risk Management Policy
<http://www.education.vic.gov.au/Pages/default.aspx>

EVALUATION

This Code of Conduct was endorsed by the Castlemaine North Primary School in December 2016.

It will be reviewed if legislative or other changes require in the interim or no later than December 2018.

This policy was reviewed and ratified by School Council 2016.

(Principal)

Date: 2016

(President of School Council)

Review Cycle Date: 2018