Child Safety Risk Register
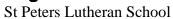St Peters Lutheran School

Scope	All school community members - staff, students, parents / guardians, school Board members.
Responsible Officer	Principal
Contact Officer	Principal
Authorisation	School Board
Date Introduced	May 2022
Next Review Date	May 2023 This register will be reviewed annually, or as required by legislation.
Relevant Legislation or Source	● Child Wellbeing and Safety Act 2005 (Vic) ● Education and Training Reform Act 2006 (Vic) ● Ministerial Order 870 — Child Safe Standards — Managing the risk of child abuse in schools
Linked SPLS Policy	Child Safe Policy, Child Safe Code of Conduct, Staff Employment Policy, Staff and Student Professional Boundaries, Working With Children Check Policy
Linked SPLS Policy Procedure / Guidelines / Plans	Child Safe Standards Action Plan, Four Critical Actions- Responding to Incidents Disclosures and Suspicions of Child Abuse, Four Critical Actions- Responding to Student Sexual Offending, Making a Child Safe Report, Responding to and Reporting Allegations of Child Abuse Procedures
Linked SPLS Forms / Checklists / Registers	Child Safe Officers, Child Safe Posters, Responding to Suspected Child Abuse Template, Responding to Suspected Students Sexual Offending Template, Working With Children Clearance Register
Key Words	Child Safe, Child Safe Program, Abuse, Mandatory Reporting, Failure to Disclose, Failure to Protect, Grooming, Risk
Destination / Storage	Website, Shared Staff Drive, Office Policy Folder
Communication	Staff induction, cyclical staff training/meetings

Revision / Modification			
Date	**Version**	**Summary**	**Policy/Procedure**
17/05/2022	1.0	Introduction of Register	Child Safety Risk Register
18/05/2022	1.1	Reviewed by School Board	Child Safety Risk Register

Child Safety Risk
Register
St Peters Lutheran School

LIKELIHOOD	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
A – almost certain	Low +	Medium +	High	Very High	Extreme
B – likely	Low -	Medium -	Medium +	High	Very High
C - moderate	Negligible	Low -	Medium -	Medium +	High
D - unlikely	Negligible	Low -	Low +	Medium -	Medium +
E - rare	Negligible	Negligible	Negligible	Low -	Low +

CONSEQUENCE CRITERIA	
DESCRIPTOR	DESCRIPTION
Insignificant	Minor injury requiring no first aid or peer support for stress/trauma event.
Minor	Injury/ill health requiring first aid. Peer support for stress/trauma event.
Moderate	Injury/ill health requiring medical attention. Stress/trauma event requiring professional support.
Major	Injury/ill health requiring hospital admission. Stress/trauma event requiring ongoing clinical support.
Severe	Fatality or permanent disability. Stress/trauma event requiring extensive clinical support for multiple individuals.

LIKELIHOOD SCALE: *The likelihood of the risk event occurring*		
DESCRIPTOR	DESCRIPTION	INDICATIVE %
Almost certain	Expected to occur	(>95%)
Likely	Probably will occur (no surprise)	(66 – 95%)
Possible	May occur at some stage.	(26 – 65%)
Unlikely	Would be surprising if it occurred	(5 – 25%)
Rare	May never occur	(<5%)

Title *(Define Risk)*	Causes *(Recognised Hazard/Peril)*	Consequences *(Potential Accident/Injury)*	Risk Assessment		Risk Controls *(Strategies to reduce or eliminate risk)*	Level of Risk with Controls
			Likelihood	Consequence		
No child safe school culture. There is a risk the school does not develop a culture of child safety	• Lack of an effective child safety risk management strategy • Failure to ensure that appropriate guidance and training is provided to the individual members of the school Board and school staff about child safety • School fails to monitor who is on the premises • Lack of reporting procedures • Lack of understanding of roles and responsibilities in relation to child safety	• Child safety incident occurs • Physical or psychological injury • Stress for all personnel involved • Litigation / adverse court ruling • Reputation damage	Unlikely	Major	• Implement child safety risk management strategy (Child Safety Standard 6, requirement 1, page2). • Adopt and apply risk management procedures to identify, assess, evaluate, treat, monitor, review and report child safety risks (Child Safety Standard 6, requirements 2, 3 & 4, pages 3, 4 & 5). • Child safety policy and statement of commitment. • Child safety code of conduct. • Adopt practices as outlined in the VRQA Strategies to embed an organisational culture of child safety. • Appointment of a child safety officer/champion for the school. • Child safety - a standard discussion item on school Board meetings and all staff meetings. • Staff, volunteers, visitors and contractors' induction regarding the school's current child safety standards and practices. • Deliver training to School Board and staff about individual and collective obligations and responsibilities for managing the risk of child abuse; child abuse risks in the school environment; and the school's current child safety standards (Child Safety Standard 6, requirement 5,page 5). • The School will develop strategies to deliver appropriate education about: standards of behaviour for students attending the school; healthy and respectful relationships; resilience; and child abuse awareness and prevention (Ministerial Order No. 870- Child Safe Standards, Part 2, section 13 [1] & [2] – see Child Safe Standards resources (VRQA) – Empowerment and participation of children). • Inclusion of child safety obligations in staff position descriptions. • Distribute regular school newsletters containing material related to child safety to inform the college community. • Conduct periodic reviews of the effectiveness of the child safety risk management strategies put into practice and, if considered appropriate, revise those strategies utilising the resources from VRQA.	Negligible
Unsupervised child There is the risk of a child safety incident when a child is unsupervised including during recreational or other activities	• School fails to monitor who is on the premises • Lack of student supervision • Lack of appropriate risk management practices in place for recreational or other activities • Inappropriate building design • Inappropriate sexual contact	• Child safety incident occurs • Physical or psychological injury • Stress for all personnel involved • Litigation / adverse court ruling • Reputation damage	Moderate	Major	• Implement human resources practices for child safe organisations (p.3 supervision) • Organised 'Yard duty' for teachers before, during and after school • Staff : student ratios are observed. • Visitor and contractor sign-in process, perimeter control. • Child safety standard agenda item on all staff meetings. • Adopt child safety risk management strategies as appropriate. • Regular reminders to staff on this risk during staff meetings. • Develop and implement policy and procedures to eliminate any situation where a child may be unsupervised including during recreational or other activities. • Clear windows in walls to enable visibility of occupants. • Non-lockable doors in hot spots.	Low

Title *(Define Risk)*	Causes *(Recognised Hazard/Peril)*	Consequences *(Potential Accident/Injury)*	Risk Assessment		Risk Controls *(Strategies to reduce or eliminate risk)*	Level of Risk with Controls
			Likelihood	Consequence		
					● Assessment of new or changed physical environments for child safety risks.	
Personal issues There is the risk of a child safety incident occurring due to unknown personal issues of staff or students	● Natural trust of long term employees (who may have developed issues over time) ● Stress e.g. gambling, addiction, self esteem ● Mental health issues ● Domestic issues e.g. relationship break ups, domestic violence	● Child safety incident occurs ● Physical or psychological injury ● Stress for all personnel involved ● Litigation / adverse court ruling ● Reputation damage for St. Peter's Lutheran School	Unlikely	Major	● Implement human resources practices for child safe organisations. ● Employ staff management practices. ● Regular staff meetings and Principal 1:1 meetings with staff ● Employee Assistance Program. ● Complaints, unsatisfactory performance and misconduct. ● Student and young people health, wellbeing and safety ● Teacher ongoing monitoring and review of student behaviour. ● School duty of care. ● Adopt child safety risk management strategies as appropriate. ● Child safety standard discussion agenda item for all staff meetings. ● Ongoing monitoring and review of staff and student work practices and behaviours for 'warning signals' during staff meetings ● Inclusion of child safety obligations in staff position descriptions.	Low

Online environment
 	
There is the risk of a child safety incident in an online environment
	Online child safety issues via media services:
	  ● email
	  ● Facebook, Instagram, Twitter and other social media
	  ● YouTube
	  ● Google Hangouts, Meet, Zoom and other video messaging media
	  ● mobile phone SMS messages and other mobile messaging media
	  ● telephone, Skype and other media for making voice calls
	  ● photography and videography
	  ● any other electronic media.
		● Psychological injury (stress / bullying)
		● Stress for staff dealing with incident
		● Litigation / adverse court ruling
		● Reputation damage for St. Peter's Lutheran School
			Moderate	Major	● School online policy and procedures.
					● Use of college 'Acceptable Use Agreement'.
					● Use of an internet filter.
					● Appropriate supervision for all online activities.
					● Response protocols implemented
					● Ongoing awareness of the school's online policies and procedures.
					● Ongoing review of control effectiveness and improvements instigated as required.
					● Continue to train students and staff to detect inappropriate behaviour.
					● Continue to prepare curriculum plans that explicitly teach safe, responsible and ethical online behaviours. Continue to share newsletters for parents with information and links to protect their children in the online environment e.g. Cybersmart for Parents.
						Low

Contractor(s) on the premises There is the risk that contractors do not report to reception before commencing work on school grounds e.g. maintenance.	● School fails to monitor who is on the premises. ● Lack of supervision. ● Contractors not aware of school arrangements. ● Lack of background checks on contractors.	● Child safety incident occurs ● Physical or psychological injury ● Stress for all personnel involved ● Litigation / adverse court ruling ● Reputation damage for St. Peter's Lutheran School	Unlikely	Major	● Follow Recruitment practices for child safe organisations. ● Visitor and contractor sign-in process, perimeter control ● All contractors supervised whilst on school grounds. ● Signage at school office clearly directing visitors to reception. ● Adopt child safety risk management strategies as appropriate. ● Continue to raise topics in staff meetings. ● Awareness sessions for students.	Low

Title *(Define Risk)*	Causes *(Recognised Hazard/Peril)*	Consequences *(Potential Accident/Injury)*	Risk Assessment		Risk Controls *(Strategies to reduce or eliminate risk)*	Level of Risk with Controls
			Likelihood	**Consequence**		
Recruitment There is a risk of recruiting an inappropriate person	● Circumvent normal employment procedures, including no background checks. ● A rushed recruitment process. ● Non-compliance with relevant policies and procedures including conflict of issues policy. ● Unethical behaviour.	● Child safety incident occurs ● Physical or psychological injury ● Stress for all personnel involved ● Litigation / adverse court ruling ● Reputation damage for St. Peter's Lutheran School	Unlikely	Major	● Follow Recruitment practices for child safe organisations. ● Adopt practices as outlined in the VRQA child safety standard 4 staff selection checklist ● Victorian Institute of Teaching registration	Low
Excursions and camps There is a risk that staff do not consider child safety matters whilst preparing for and/or whilst on excursions and camps.	● Lack of awareness of local conditions (unknown people and environments). ● School fails to monitor who is in the vicinity of school camps / excursions. ● Lack of supervision. ● Fail to consider child safety risks. ● Lack of appropriate risk management practices in place for recreational or other activities.	● Child safety incident occurs ● Physical or psychological injury ● Disruption to excursion / camp ● Stress for all personnel involved ● Litigation / adverse court ruling ● Reputation damage for St. Peter's Lutheran School	Moderate	Major	● Team Leader(s) upon arrival at commercial campsites to conduct briefing with authorities to confirm site arrangements or any updates regarding local conditions. ● Team Leader(s) following briefing with authorities brief teaching / support staff of any updates. ● Staff and volunteers conduct area familiarity upon arrival at the venue. ● Staff: student ratios are observed. ● Regular student headcounts. ● Ensure at least one staff member at the camp or excursion has been trained in what to do when an allegation of child abuse is made. ● Ensure access to an incident report form is readily available. ● Adopt child safety risk management strategies as appropriate. ● Appropriate school approvals for excursions/camps including risk assessment ● Team Leader(s) to conduct an end day (each day) debrief to identify any issues arising and to lead the development of treatment solutions.	Low

Parents on premises	● Lack of awareness of local conditions (unknown people and environments)
	● Lack of supervision
	● Failure to consider child safety risks
	● Lack of appropriate risk management procedures in place within the school environment
		● Child safety incident occurs
		● Underreporting of child safety incidents to relevant authorities
		● Inappropriate behaviour not reported within the school
		● Physical or psychological injury
		● Stress for all personnel involved, which could lead to occupational health and safety issues
		● Criminal penalties:
		  - Failure to Report and/or Failure to Protect offence,
		  - Penalties under the Reportable Conduct Scheme
		● Non-compliance with minimum standards/Min Order 870
		● Breach of duty of care/organisational duty of care
		● Litigation / adverse court ruling
		● Reputation damage
			Moderate	Major	● Appropriate school approvals for parents on premises, including parent/visitor sign-in
					● School code of conduct annually provided and promoted to the whole school community and parents to adhere to the required standard
					● Deliver appropriate education to parents (see A Guide to Support Victorian Schools to Meet Child Safe Standard 7 and Empowerment and participation of children) about:
					  - standards of behaviour for parents attending the school and while on school premises;
					  - healthy and respectful relationships;
					  - resilience; and
					  - child abuse awareness and prevention
					● All parents on-site must hold a working with children registration
						Low

Title	Causes	Consequences	Risk Assessment		Risk Controls	Level of Risk with Controls
(Define Risk)	*(Recognised Hazard/Peril)*	*(Potential Accident/Injury)*	Likelihood	Consequence	*(Strategies to reduce or eliminate risk)*	
		• Community dissatisfaction and distrust over perceived child safety neglect and inappropriate parental behaviour which could lead to drop in school enrolments				