

## MEENIYAN PRIMARY SCHOOL RISK ASSESSMENT

Meeniy Primary School is located on Geale Street, Meeniy. The current student enrolment is 130 students, with 21 ES and Teaching staff members working at the school. Our student enrolment includes children with a disability.

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current Risk Rating	New risk management strategies or treatments	Who is responsible?	Target Risk Rating
Inappropriate behaviour noticed by a school community member is not reported and addressed.	Child safety code of conduct.  Clear child safety reporting procedures.	Possible	SEVERE	EXTREME	Assessment of new or changed environments for child safety risks.  Ensure Code and strategies apply in all school contexts.  Regular training for staff and volunteers, and induction for new staff and volunteers.	Principal  School Council President	LOW
No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	Child safety code of conduct.  Strategies developed to embed culture of child safety.	Possible	SEVERE	EXTREME	Strategies to embed organisational culture of child safety are reviewed annually, or after an incident has occurred.  Statement of commitment to child safety, child safety policy and mandatory reporting policies are	Principal  School Council President	LOW

					<p>available on the school's website.</p> <p>The Principal is identified as the Child Safety Officer for the school.</p>		
<p>Students are unaware of who to report issues to or how to report them.</p>	<p>Child safety code of conduct.</p> <p>Strategies developed to embed culture of child safety.</p>	Possible	SEVERE	HIGH	<p>Strategies to embed organisational culture of child safety are reviewed.</p> <p>Statement of commitment to child safety is publicly available.</p> <p>Students are informed about how to report concerns at assemblies.</p> <p>PROTECT posters are displayed on student notice boards.</p>	<p>Principal</p> <p>School Council President</p>	LOW
<p>Inappropriate behaviour is not reported and addressed</p>	<p>Child safety code of conduct.</p> <p>Clear child safety reporting procedures.</p> <p>Performance management procedures.</p>	Unlikely	SEVERE	HIGH	<p>Strategies to embed organisational culture of child safety are reviewed.</p> <p>Refresher training for staff – see eLearning mandatory reporting module. Staff are required to do this at the beginning</p>	<p>Principal</p> <p>School Council President</p>	LOW

					of each school year. The Principal will keep records of staff completion.		
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety.  Clear child safety reporting procedures.	Possible	SEVERE	HIGH	Refresher training for staff – see eLearning mandatory reporting module.  Staff are reminded of the Code of Conduct at the beginning of each year, and are required to read and follow these expectations.	Principal School Council President	LOW
Recruitment of an inappropriate person.	WWCC or Victorian Institute of Teaching registration checks.	Unlikely	MAJOR	MEDIUM	Processes updated to require: Criminal history search  Pre-employment reference check includes asking about child safety.  Graduates, and staff new to the school, are appointed a mentor.	Principal School Council President	LOW
Engagement with children online	Child safety code of conduct .	Possible	MODERATE	MEDIUM	Train students and staff to detect inappropriate behaviour.	Principal School Council President	LOW

	Strategies developed to embed culture of child safety.				<p>Ensure appropriate settings on all student technologies.</p> <p>Ensure appropriate controls on school I.T. infrastructure.</p> <p>Acceptable Use Policy must be read and signed by all staff and students. This policy is sent home to all families entering the school.</p>		
Unknown visitors on site	<p>Child safety code of conduct.</p> <p>Strategies developed to embed culture of child safety.</p> <p>Clear child safety reporting procedures.</p>	Possible	MODERATE	MEDIUM	<p>Ensure Code and strategies apply in all school contexts.</p> <p>Ensure sign-in procedures are followed &amp; visitors passes are issued.</p> <p>Ensure staff are trained to question visitors about sign-in and ask for visitors pass.</p>	<p>Principal</p> <p>School Council President</p>	LOW
Unknown people and environments at excursions and camps	Child safety code of conduct.	Unlikely	MODERATE	MEDIUM	Ensure Code and strategies apply in all school contexts.	<p>Principal</p> <p>School Council President</p>	LOW

	<p>Strategies developed to embed culture of child safety.</p> <p>Clear child safety reporting procedures.</p>				<p>Assessment of new or changed environments for child safety risks.</p> <p>Students will be educated about protective behaviours.</p>		
<p>New contractors on site for first time or visit site infrequently.</p>	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors.</p> <p>Adequate monitoring.</p>	Possible	MODERATE	MEDIUM	<p>Refresher training for frequent contractors.</p> <p>Ensure sign-in procedures are followed &amp; visitors passes are issued.</p> <p>Induction procedures will ensure that current WWCC are sighted where applicable.</p>	<p>Principal</p> <p>School Council President</p>	LOW
<p>A culture of safety for all students, including individuals from at risk communities, is not adequately embedded at Tarwin Valley PS</p>	<p>Strategies developed to embed culture of child safety.</p> <p>Child safety code of conduct.</p>	Likely	MODERATE	MEDIUM	<p>Ensuring that Aboriginal and Torres Strait Islander flags are flown alongside the Australian flag.</p> <p>Celebration of cultural events relevant to school population.</p>		LOW

					<p>Statement of commitment to child safety is publicly available.</p> <p>PROTECT posters are displayed on student notice boards.</p> <p>Annual review of Risk Assessment Policy to ensure a continued culture of safety for all students.</p>		
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**Evaluation:**

The risk assessment policy will be reviewed in anticipation of changes to the school environment or student enrolments (eg. prior to a class starting a community project or prior to a student enrolling with complex needs not currently addressed by these strategies), in response to an incident and annually by school council.

<b>This risk assessment was last ratified by School Council on</b>	7/08/2018	
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