



CHILD SAFETY RISK ASSESSMENT

1 INTRODUCTION

Minaret College (the **College**) is committed to ensuring a safe environment for all children with whom it interacts at all campuses: Springvale, Officer and Doveton. It recognises the importance of preventing, identifying, mitigating, assessing, managing, and monitoring risks to this commitment and the safety of children.

The College has developed this integrated risk management policy and framework to provide a consistent, systematic approach to formally identify and manage risks. The framework involves implementing risk controls – to minimise the appearance of risks – and risk treatments – to respond to identified risks – and is based on the Ministerial Order 1359.

2 SAFEGUARDING RISK MANAGEMENT FRAMEWORK

This framework outlines the key elements required to implement a rigorous and sustainable risk management program in relation to child safety and wellbeing. It involves preventing and mitigating risks related to child safety and wellbeing, the ongoing review of identified risks and the ongoing assessment of risk controls and risk treatments implemented by the College.

This Framework also requires Staff to make a record of identified risks and actions taken to reduce or remove the risks (risk controls and risk treatments).

3 RISK AND CONTROL ASSESSMENT

Management of risk is a continual process. On an annual basis, the College will complete a formal risk & control self-assessment aimed at managing risks to child safety which will evaluate the effectiveness of the implementation of the College's risk controls.

The objective of the risk and control process is to prevent, identify, assess and mitigate risks through a structured and formal process:

3.1 ESTABLISH CONTEXT

The first step of the risk assessment process involves identifying the basic parameters within which risks will be managed. This requires consideration of the schools goals, objectives and strategies and the specific campus environment in which the College operates.

3.2 IDENTIFY RISKS

This step identifies what, why and how risks can occur and establishes the basis for analysis. The objective is to identify key risks and communicate those risks which impact the College.

The College will consider the following risks:

- a) safeguarding risks in the physical environments under its control and/or management, including buildings, structures, open spaces and College grounds
- b) risks posed to children arising from any third parties engaged by the entity and conducts sufficient due diligence to ensure that the third party has appropriate child safeguarding policies and practices in place; and
- c) online risks posed to children including behaviour between children and behaviour between a child and an adult.

3.3 ANALYSE RISKS

Documenting and assessing any mitigating strategies that are already in place. The design and operating effectiveness of these strategies must be assessed as either adequate or inadequate in accordance with the following definitions. This provides an estimate of the level of residual risk.

Adequate

Systems and processes exist to manage the risk and management accountability is clearly assigned. The systems are well documented and proven to be effective in mitigating the risk.

Inadequate

Systems and processes exist to manage the risk. However they have not been proven to be effective or recent changes mean that they may no longer be effective.

Systems and processes for managing the risk are still being implemented, or have been subject to significant change since they were last proven to be effective.

No systems or processes exist to manage the risk.

Each of the risks then needs to be analysed based on the existence of its adequate mitigating strategies. This involves an assessment of the Likelihood and Consequence of each risk occurring in accordance with the following criteria.

4 RISK ASSESSMENT TOOL

The aim of this risk assessment tool is not to reduce all risks to a residual risk rating of 1. Rather, it is to identify the risks and consequences, put safeguards in place where possible, critically consider which risks are acceptable and be prepared to respond if risks eventuate.

4.1 STEP 1 - IDENTIFY RISKS

Identify the risks that exists in relation to the care, welfare and safety of children in the College environment. Take into account the nature of the College environment, activities expected to be conducted, and the characteristics and needs of all children and students in those environments.

4.2 STEP 2 - ASSESS RISK LIKELIHOOD (PRE-CONTROLS)

Risk likelihood refers to the possibility of a risk occurring. This should be assessed first as though no controls are in place (pre-controls).

Table 1: Risk Likelihood Rating		
Likelihood rating	Likelihood description	Likelihood rating criteria
5	Expected/Possible	This risk is expected to occur at least once, perhaps several times.
4	Likely	This will probably occur at least once.
3	Moderate	This may occur (e.g. because it has occurred before in the last few years).
2	Unlikely	This is unlikely to occur (e.g. expected frequency once per 10 - 40 years).
1	Rare	This will only occur in exceptional circumstances (e.g. frequency less than once per 40 years).

4.3 STEP 3 - ASSESS RISK CONSEQUENCE

Consequence description	Rating	Health and safety
Catastrophic	5	Significant injury or death of a child(ren), natural disaster leading to or creating a risk of a large number of fatalities or deaths
Major	4	Multiple serious injuries, missing person, third party fatalities
Moderate	3	Serious injuries
Minor	2	Minor injuries
Minimal	1	Incident occurs but no injuries

4.4 STEP 4 - DETERMINE EXISTING RISK CONTROLS

Consider the risk controls that are already in place. What policies, procedures and systems does the College have in place that will prevent the risk from turning into an incident, or detect it if it does?

4.5 STEP 5 - IDENTIFY THE CONTROL GAP

Assess the effectiveness of the existing risk controls. Are there ways in which the risk could still turn into an incident, or fail to be detected, even with these risk controls in place? Are there gaps in the College's controls or reasons why they might not work effectively?

4.6 STEP 6 - SET ACTIONS

Determine what actions (risk treatments) you will take to fill the gaps identified above, and who will be responsible for this work.

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Child Safety and Wellbeing	Failure to establish and effectively implement policies, procedures and work practices to ensure that the campus complies with the minimum standards for child protection in Victorian schools, as set out in Ministerial Order 1359 and the DET PROTECT Four Critical Actions, and develops a child safe culture.	Good	Unlikely	Major	College Board, Executive Principal	Head of Campus, Head of School, Well Being Team	Allocation of key roles and responsibilities for implementing the College's child safety strategies. Refer to the Child Safety and Wellbeing Policy. Train and inform staff/stakeholders. Review practice.	June 2023
Strategies to Embed a Child Safe Culture	Failure to establish and effectively implement and communicate strategies to embed a child safe culture at all campuses and at all levels of the College.	Good	Unlikely	Major	College Board, Executive Principal	Head of Campus, Head of School	Implementation of a comprehensive Child Protection Program and communication of the same to relevant stakeholders; allocation of key roles and responsibilities for implementing the College's child safety strategies. Use Staff Learning System to train the staff and keep record of completed tasks.	June 2023

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Risk Title	Description of Risk	Control Rating	Likelihood	Consequence	Person Responsible	Risk Owner/s	Control Strategy	Next Review
Child Safety Roles and Responsibilities	Specific roles and responsibilities for achieving the College's child safety strategies have not been effectively allocated to staff.	Excellent	Unlikely	Major	Executive Principal	Head of Campus, Head of School	Communicate that all mandatory reporters are Child Safety Officers. Review the roles of Student Wellbeing Department Ensure all staff know their different responsibilities and that child safety is everyone's responsibility. .	June 2023
Review of Child Safety Strategies	Failure to monitor and periodically review the effectiveness of the practices the campus has put into place to implement its child protection strategies and, if considered appropriate, revise those strategies.	Good	Possible	Moderate	Executive Principal	Executive Principal, Head of Campus, Head of School, Well Being Team	Continuous improvement and review process operates annually and after critical incidents. Run surveys yearly to evaluate the effectiveness of school approach.	June 2023
Child Safe Policy Communication	Failure to effectively inform the College community about the College's Child Safety and Wellbeing Policy and make the Child Safety and Wellbeing Policy publicly available.	Excellent	Unlikely	Moderate	Executive Principal	Head of Campus, Head of School	Publication of the Child Safe Policy on school website. Induct staff, inform parents and other stakeholders.	June 2023
Child Safe Code of Conduct	Failure to develop, endorse and make publicly available a Child Safety Code of Conduct that promotes child safety and sets standards for appropriate behaviour towards children and students.	Excellent	Unlikely	Major	College Board, Executive Principal	Head of Campus, Head of School	Publication of the Child Safe Code of Conduct on College website. Induct staff, inform parents and other stakeholders.	June 2023

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Risk Title	Description of Risk	Control Rating	Likelihood	Consequence	Person Responsible	Risk Owner/s	Control Strategy	Next Review
Child Safe Job Descriptions	Failure to properly document in job descriptions for the requirements, duties and responsibilities, as well as any relevant qualifications and experience, that may be required in relation to child safety, for each job or category of jobs that involve child-connected work.	Good	Unlikely	Major	Executive Principal	HR Manager	All job ads and job descriptions to refer to child safe standards. The College has a recruitment procedure which includes reference checks, WWC check or VIT registration. Refer to HR Practices for Child Safety	June 2023
Supervision and Performance Management (Child Safety)	Failure to establish and effectively implement appropriate supervision and support arrangements to monitor and assess a job occupant's suitability for child-connected work and to provide assurance to the College's Board that individuals have appropriately engaged in child-connected work.	Good	Possible	Major	Executive Principal	Head of Campus, Head of School, HR Manager	Child safe human resources practices including supervision and performance management systems.	June 2023
Child Safety Risk Management Strategy	Failure to implement a formal and structured approach to managing child safety risks associated with the College's environments and activities, including documenting how risk is managed, who is responsible for managing risk and the process for managing risk, including risk assessment,	Good	Possible	Major	College Board, Executive Principal	Executive Principal, Head of Campus, Head of School	Document all risks and notify the Head of School for improvements to Risk Management Strategy as part of annual review process.	June 2023

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	implementation of controls and monitoring and review.							
Child Safety and Wellbeing Risk and Control Register	Failure to record, monitor and evaluate child protection risks and relevant risk controls (actions the School takes to reduce or remove the risks).	Satisfactory	Unlikely	Major	Executive Principal	Head of Campus, Head of School, Wellbeing Team	Allocation of risk controls to responsible individuals within the College.	June 2023
Mandatory Reporting	Mandatory Reporters fail to report child abuse to the appropriate authorities in accordance with their legal obligations.	Excellent	Unlikely	Major	Executive Principal	Head of Campus, Head of School, Wellbeing Team	Implement Child Safety and Wellbeing Policy, which includes requirements for mandatory reporting; Undertake Child Safety Training; Wellbeing Specialists available to assist staff.	June 2023
Notification of Conduct to the VIT	Failure to make a report to the VIT where the School has taken action against a registered teacher in response to allegations of serious misconduct, serious incompetence, fitness to teach or serious impairment, or where a teacher has been charged with a sexual offence, convicted for an indictable offence or given a negative notice in relation to a Working with Children Check.	Excellent	Rare	Major	Executive Principal	Executive Principal, Head of Campus, Head of School	Conduct Reportable to the VIT Policy; Procedures for Responding to and Reporting Allegations of Child Abuse; Child Protection Training.	June 2023

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Risk Title	Description of Risk	Control Rating	Likelihood	Consequence	Person Responsible	Risk Owner/s	Control Strategy	Next Review
Staff and Student Professional Boundaries	Inappropriate relationships and interactions between staff and students at the School, compromising professional boundaries.	Good	Unlikely	Major	Executive Principal	Head of Campus, Head of School	Implementation and communication of clear staff and student professional boundaries, inappropriate and appropriate interactions between staff and students and disciplinary procedures for breaches of these guidelines. See Child Safety Code of Conduct.	June 2023
Online learning and student safety	ICTs can create potentially hazardous situations in the event they are used inappropriately and/or illegally.	Good	Likely	Major	Executive Principal	Head of Campus, Head of School, ICT Manager	Development and implementation of Online Conduct and Online Safety Policy, safe use of ICT both at school and home, code of conduct and acceptable user agreement. Cyber awareness information sessions to students, parents and staff. Regular monitoring and review.	June 2023
Intruders at school grounds and/or camps	There is a risk of physical or psychological injury due to an intruder into school grounds/buildings/camps.	Good	Likely	Major	Executive Principal	Head of Campus, Head of School,	Security is available at school. Risk assessment prepared for all excursions/camps/incursions. Staff PD training provided to assist with targeting management of difficult people/situations.	June 2023
Visitors and contractors on site	Contractors/volunteers inappropriately engaging with staff/students.	Good	Unlikely	Moderate	Executive Principal,	Head of Campus, Head of School, Admin Manager	The College is fenced, access to school is controlled via the main office, all visitors and contractors must register. A pass is issued to each visitor/contractor to wear while on school ground. At no stage will the visitor/contactor be left alone with students. Supervising staff member monitors contractors' behaviour. Refer to the Guidelines for Visitors Arrival and Departure.	June 2023

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Access to school	Unauthorised access to school.	Excellent	Rare	Moderate	Executive Principal,	Head of School, Admin Manager	All buildings are fitted with alarms and CCTV cameras. The gates are locked and controlled from the main office and/or the security guard. The College provides access to relevant staff as per the internal procedure.	June 2023
Supervision of students	Students left unsupervised.	Excellent	Unlikely	Major	Executive Principal	Head of School	Supervision provided by school staff between 8:00am and 4:00pm. CCTV installed across the school. At no time students are left unsupervised. Refer to Supervision Policy and Yard Duty Roster.	June 2023

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