

# Child Safe Standards Risk Register template

Further guidance for completing this template is available on [PROTECT](#).

<b>School name:</b>	<b>Highvale Primary School</b>	<b>Responsible staff member:</b>	<b>Josh Crozier</b>
<b>Date endorsed:</b>	<b>TBC</b>	<b>Endorsed by:</b>	<b>TBC</b>
<b>Next review date:</b>	<b>TBC</b>	<b>File location:</b>	<b>U Drive – Policies Active</b>

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>
<b>Child Safe Standard 1 – Aboriginal cultural safety</b>						
<b>Risk Title:</b> Culturally safe environments  <b>Description:</b> There is a risk to Aboriginal children's safety if 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  <b>Risk type:</b> Situational, Organisational	<ul style="list-style-type: none"> <li>Racism, discrimination and bullying not adequately managed and addressed</li> <li>Ignorance/lack of awareness</li> <li>Curriculum that doesn't include Aboriginal Australians</li> <li>An unwelcoming environment for Aboriginal children</li> <li>Policy development and review is not consultative</li> </ul>	<ul style="list-style-type: none"> <li>Aboriginal children experience physical and psychological harm or abuse because the environment is not culturally safe.</li> <li>Aboriginal children are less likely to trust school staff which may result in them being less likely to report harm or abuse by adults or peers, and make them more vulnerable to harm</li> <li>Aboriginal children do not feel welcome, safe, respected or valued for their diverse and unique identifies which may result in them being less likely to report harm or abuse by adults or peers and make them more vulnerable to harm</li> </ul>	<ul style="list-style-type: none"> <li>Our Child Safety and Wellbeing Policy outlines the controls in place to establish a culturally safe environment and is implemented               <ul style="list-style-type: none"> <li>Other policies and documents that address Aboriginal cultural safety include:                   <ul style="list-style-type: none"> <li>Action Plan</li> <li>Student Wellbeing and Engagement Policy</li> <li>Bullying Prevention Policy</li> <li>Inclusion and Diversity Policy</li> </ul> </li> </ul> </li> </ul>	Yes	Build a strong school culture to support cultural inclusion including: <ul style="list-style-type: none"> <li>Beginning events, assemblies and meetings with an Acknowledgement of Country.</li> <li>Aboriginal and Torres Strait Islander flags flown on school grounds.</li> <li>Plaques around the school acknowledge the Traditional Owners.</li> <li>Provide a welcoming environment for Aboriginal children.</li> <li>Actively address racism.</li> <li>Guide and train staff and volunteers to understand the importance of Aboriginal culture to the wellbeing and safety of Aboriginal students.</li> <li>Build knowledge of Aboriginal culture in school planning and curriculum.</li> </ul>	Ongoing
<b>Child Safe Standard 2 – School leadership, governance and culture</b>						
<b>Risk Title:</b> Leadership, governance and culture  <b>Description:</b> There is a risk to children's safety if child safety and wellbeing is not embedded in the school's leadership, governance and culture  <b>Risk type:</b> Organisational, Propensity	<ul style="list-style-type: none"> <li>Children's safety is not prioritised</li> <li>Decision-making power is concentrated in one individual</li> <li>Unclear accountabilities</li> <li>Staff and volunteers are unaware of the school's expectations relating to their conduct and role in supporting child safety and wellbeing</li> <li>Culture of secret keeping</li> <li>Poor management of conflicts of interest</li> <li>Lack of leadership on child safety</li> <li>Poor understanding of the foreseeable risks relating to harm or abuse</li> <li>Poor recordkeeping and information management practices</li> <li>Absence of or poor child safety messaging</li> </ul>	<ul style="list-style-type: none"> <li>Children experience physical harm or abuse because of leadership, governance and cultural failures</li> <li>Children are harmed or abused and it remains undetected or without an appropriate response because the school does not have a culture of child safety and reporting of child safety incidents or concerns</li> <li>Children are harmed or abused because staff and volunteer roles and responsibilities to prevent or report harm or abuse are not clearly communicated</li> <li>Harm or abuse continues due to poor practices and understanding of information sharing obligation resulting in staff or volunteers not sharing important information to protect children from harm or abuse or conversely, sharing sensitive information inappropriately contributing to further harm to children.</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>Our Child Safety Code of Conduct is adopted and actively enforced by school leadership. Inconsistent staff, contractor or volunteer conduct is swiftly addressed.</li> <li>Our Child Safety Responding and Reporting Obligations Policy and Procedures outlines the actions staff must take to report concerns relating to child safety and our leaders ensure staff are aware of and follow these procedures</li> <li>Our Child Safety and Wellbeing Policy and Code of Conduct are publicly available and promoted in the school community</li> <li>This risk register is reviewed annually and after any significant child safety incident or concern</li> <li>Our Volunteers Policy supports volunteers to understand their obligations on information sharing and recordkeeping</li> </ul>	Yes	Other actions we take to promote strengthened controls that mitigate risk include: <ul style="list-style-type: none"> <li>Promoting regular and open opportunities to discuss child safety issues within the school community, including as standing items on School Improvement Team and School Council Agendas.</li> <li>Providing opportunities for student voice and agency to ensure our student cohort is aware of our Child Safety and Wellbeing Policy and our Code of Conduct.</li> <li>Buddies Day Activities focussed on student voice and student safety.</li> <li>Embed Student Voice, Agency and Leadership across the school to ensure students develop the capacity to be involved in decision making and are able to seek assistance if required. This occurs through the curriculum but also in Student</li> </ul>	Ongoing  Buddies Day end of each term.  Staff Induction Days.

**Schools must tailor example content to be relevant to the school.**  
**Not tailoring the example content may result in non-compliance with Child Safe Standard 2 and Ministerial Order 1359.**

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>
		<ul style="list-style-type: none"> <li>Poor records and record-keeping limits the ability of new principals to become aware of previous concerning staff behaviour</li> <li>Poor records and record-keeping practices contribute to delays or failures to identify and respond to child safety risks and incidents, causing obstructions to survivors seeking information about their time at the school and compromising the school's ability to monitor for systemic issues that required changes to policy, procedure or practice.</li> </ul>	<ul style="list-style-type: none"> <li>PROTECT posters and the Four Critical Actions are displayed around the school</li> <li>Records management obligations are met through adherence to the <a href="#">Records Management - School Records Policy</a> and all staff and relevant volunteers understand their obligations on information sharing and record keeping through induction, training and support from leadership.</li> </ul>		Representative Council, Green Team, the LAMP Program and Student Leadership. <ul style="list-style-type: none"> <li>Staff use Compass to enter details of concerns that allow the school to identify patterns and follow up concerns.</li> <li>During whole staff induction, staff are reminded of their obligations as a teacher – including Child Safety and mandatory reporting.</li> </ul>	
<b>Child Safe Standard 3 – Children are safe, informed and actively participate</b>						
<p><b>Risk Title:</b> Student empowerment</p> <p><b>Description:</b> There is a risk to children's safety if students are not empowered about their rights, able to participate in decisions affecting them or are not taken seriously</p> <p><b>Risk type:</b> Vulnerability</p>	<ul style="list-style-type: none"> <li>Children don't know how to make a complaint or raise a concern or don't feel confident that they will be listened to</li> <li>Students don't understand their rights</li> <li>Student input in decision making is not supported or valued</li> <li>Student contributions or concerns are not taken seriously</li> <li>Students are not offered sexual abuse prevention education</li> <li>Students are coerced or silenced by adults at the school</li> <li>Lack of friendship or peer support</li> <li>Students with a disability may not have the capacity to raise concerns.</li> <li>Students who speak English as an additional Language may not have the capacity to raise concerns.</li> </ul>	<ul style="list-style-type: none"> <li>Children experience harm or abuse due to lack of knowledge and empowerment</li> <li>Children do not feel supported to participate in decisions that affect them and do not feel like they will be listened to, reducing the likelihood that students will seek help or report harm or abuse</li> <li>Children are not empowered with information about their rights, child safety risks, and sexual abuse prevention, which increases the risk of harm or abuse going unidentified and unspoken</li> <li>Children do not feel confident or empowered to raise a concern and are unwilling to report harm or abuse</li> <li>Children experience increased vulnerability to harm or abuse due to a lack of friendship or peer support</li> <li>Children don't feel confident to discuss safety concerns with their peers, making it more likely that harm or abuse will go unidentified and unspoken</li> </ul>	<ul style="list-style-type: none"> <li>Our Child Safety and Wellbeing Policy outlines the controls in place to support child and student empowerment and is implemented</li> <li>Complaints Policy details how students can raise complaints and concerns and is promoted widely to parents and students</li> <li>Student Wellbeing and Engagement Policy outlines the controls in place to ensure student wellbeing is supported and prioritised</li> <li>Students are provided with age-appropriate sexual abuse prevention programs and relevant related information through <a href="#">Resilience, Rights and Respectful Relationships teaching and learning materials</a></li> <li>Students are educated about their rights through curriculum subjects.</li> <li>Friendship and peer support are promoted through Buddies Day activities, Student Representative Council, Green Team and Lunchtime activities.</li> </ul>	Yes	Other actions we take to promote strengthened controls that mitigate risk include: <ul style="list-style-type: none"> <li>Age-appropriate posters around the school (Kids Helpline &amp; Children's Human Rights posters)</li> <li>Volunteers are supported with information to help them understand, recognise and act on signs of child abuse or harm.</li> <li>During whole staff induction, staff are reminded of their obligations as a teacher – including Child Safety and mandatory reporting.</li> </ul>	Ongoing.  Staff Induction Days.
<b>Child Safe Standard 4 – Family engagement</b>						
<p><b>Risk Title:</b> Families and community involvement</p> <p><b>Description:</b> There is a risk to children's safety if their families and communities are not informed or involved in promoting child safety and wellbeing</p> <p><b>Risk type:</b> Organisational</p>	<ul style="list-style-type: none"> <li>Unwelcoming staff</li> <li>Lack of appreciation of the value of community consultation and engagement</li> <li>The school does not offer information to families and communities or avenues to contribute to policies and decisions relating to child safety and wellbeing</li> <li>Lack of staff training, cultural sensitivity or willingness to engage families and communities</li> <li>Families come from Culturally and Language Diverse backgrounds, making it difficult for them to keep informed of child safety</li> </ul>	<ul style="list-style-type: none"> <li>Children experience harm or abuse due to an issue that may have been resolved if families and communities were engaged in child safety</li> <li>Children do not feel safe or able to actively participate in school life (see Child Safe Standard 1 and 3) because child safety and wellbeing practices were developed without input from families, resulting in practices that do not cover all the diverse needs of all students</li> <li>Children are not protected because families and communities are not engaged in child safety at the school and less likely to be able to support the school to reduce risk by keeping an eye out for unsafe behaviours and raising concerns</li> </ul>	<ul style="list-style-type: none"> <li>Our Child Safety and Wellbeing Policy outlines the controls in place to engage families and is implemented</li> <li>All child safety and wellbeing policies and procedures are publicly available and promoted in the school community</li> <li>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 the school newsletter and Compass.</li> <li>Conduct regular whole school community events to engage our parents community, including Twilight Sports, Carols evening, Graduation etc.</li> <li>Pro-active communication from school leadership and teaching staff with Tier 2 &amp; 3 students.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Opportunities are provided for families to provide feedback on the organisation's policies, procedures and practices regarding Child Safety and Wellbeing.</li> </ul>	

**Schools must tailor example content to be relevant to the school.**  
**Not tailoring the example content may result in non-compliance with Child Safe Standard 2 and Ministerial Order 1359.**

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>
	strategies..	<ul style="list-style-type: none"> <li>• Children are at increased risk of harm or abuse because families cannot help students identify harm or abuse</li> <li>• Children who want to make a complaint are not supported by their families</li> <li>• Children may be more vulnerable to harm or abuse due to children and their families being groomed by perpetrators seeking to obtain their trust, and families being unaware of the signs of grooming, harm or abuse</li> </ul>				
<b>Child Safe Standard 5 – Equity and diverse needs</b>						
<p><b>Risk Title:</b> Diversity and equity</p> <p><b>Description:</b> There is a risk to children from diverse cohorts and their safety, if equity is not effectively upheld and diverse needs are not respected in policy and practice</p> <p><b>Risk type:</b> Vulnerability</p>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Diverse cohorts not supported adequately</li> <li>• Diverse cohorts feel unwelcome</li> <li>• Lack of staff training on diversity and supporting and responding to vulnerable students</li> <li>• Lack of respectful culture</li> <li>• Incidents of discrimination or humiliation are not effectively addressed and managed</li> </ul>	<ul style="list-style-type: none"> <li>• Children from diverse cohorts are more vulnerable to harm or abuse because their needs are not respected or accommodated</li> <li>• Children from diverse cohorts do not feel safe, or are not adequately supported for their diverse and specific needs, experience greater risk of harm or abuse and harm and will be less able or willing to report their concerns</li> <li>• Children experience discrimination which increases a child's vulnerability to harm or abuse and harm and can also mean they are less likely to ask for help or speak up if they have a concern</li> </ul>	<ul style="list-style-type: none"> <li>• Our Child Safety and Wellbeing Policy outlines the controls in place to support equity and diverse needs and is implemented</li> <li>• Our 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</li> <li>• Child safety information, support and complaints processes are culturally safe, accessible and easy to understand</li> <li>• Our school has other documents that address diversity and equity such as: <ul style="list-style-type: none"> <li>○ Bullying Prevention Policy</li> <li>○ Inclusion and Diversity Policy</li> </ul> </li> <li>• Our school implements: <ul style="list-style-type: none"> <li>○ <a href="#">Resilience, Rights and Respectful Relationships and Building Respectful Relationships teaching and learning materials</a></li> <li>○ <a href="#">Respectful Relationships whole school approach</a></li> </ul> </li> <li>• Use of Multicultural Education Assistants to provide support to EAL students.</li> </ul>	Yes	<p>Other actions we take to promote strengthened controls and mitigate risk include:</p> <ul style="list-style-type: none"> <li>• Promote learning opportunities for Aboriginal and Torres Strait Islander students where possible</li> <li>• Whole Staff Trauma PL from Lookout</li> <li>• Whole Staff Disability Inclusion PL</li> </ul>	<p>Completed in 2022</p> <p>Completed in 2022</p> <p>Completed in 2023.</p>
<b>Child Safe Standard 6 – Suitable staff and volunteers</b>						
<p><b>Risk Title:</b> Suitable staff (including contractors engaged by the school in child-related work)</p> <p><b>Description:</b> There is a risk to children's safety if staff are not suitable to work with children or effectively supported to uphold child safety and wellbeing in practice</p> <p><b>Risk type:</b></p>	<ul style="list-style-type: none"> <li>• Poor recruitment and pre-employment screening processes</li> <li>• Provision of false information during recruitment</li> <li>• Poor management of conflicts of interest</li> <li>• Insufficient induction on commencement of working at school</li> <li>• Inappropriate behaviour by other adults is not called out due to lack of empowerment or awareness of behaviours of concern</li> <li>• Insufficient promotion of the</li> </ul>	<ul style="list-style-type: none"> <li>• Children experience harm or abuse due to unsuitable staff being appointed at the school</li> <li>• Children are harmed because the school does not sufficiently promote its commitment to child safety during recruitment processes, which fails to deter potential predators from seeking employment</li> <li>• Children are harmed because during recruitment, history and behaviours of concern relating to suitability to work with children are not identified</li> <li>• Children are harmed because conflicts of interests in recruiting staff means child safety is not responded to in an objective manner</li> </ul>	<ul style="list-style-type: none"> <li>• Our Child Safety and Wellbeing Policy outlines the controls in place: <ul style="list-style-type: none"> <li>○ for child safe recruitment and screening practices for staff.</li> <li>○ to ensure staff are provided with an appropriate induction in the school's child safety policies and practices.</li> <li>○ to ensure ongoing supervision and management of staff is focused on child safety and wellbeing</li> </ul> </li> <li>• All actions and strategies outlined in our Child Safety and Wellbeing Policy are implemented</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Other actions we take to promote strengthened controls and mitigate risk include:</li> <li>• Run annual Child Safety inductions for all staff and School Council at the commencement of each year. In this; <ul style="list-style-type: none"> <li>- Promote children's safety</li> <li>- Identify factors that increase vulnerability to harm</li> <li>- Respond to students who disclose information</li> </ul> </li> <li>• Role descriptions that clearly outline duties and responsibilities referencing child safety requirements and compliance.</li> </ul>	

**Schools must tailor example content to be relevant to the school.**  
**Not tailoring the example content may result in non-compliance with Child Safe Standard 2 and Ministerial Order 1359.**

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>
Organisational, Propensity	school's commitment to child safety <ul style="list-style-type: none"> <li>• Lack of child safety culture</li> <li>• Insufficient supervision</li> <li>• Performance management does not focus on or address concerns relating to child safety and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Children are harmed because staff are not provided with sufficient child safety induction and ongoing child safety training which means staff fail to identify child safety risks and signs of harm, and are unable to respond and report appropriately when they form a reasonable belief that harm has occurred</li> <li>• Children are harmed because the school provides insufficient supervision of teaching practice and performance management for existing staff</li> <li>• Children are harmed because the school takes inadequate steps to address concerning staff behaviour</li> <li>• Children are harmed because staff do not understand their role and responsibilities in promoting and supporting child safety</li> </ul>				
<b>Risk Title:</b> Suitable Volunteers  <b>Description:</b> There is a risk to children's safety if volunteers are not suitable to work with children or effectively supported to uphold child safety and wellbeing in practice  <b>Risk type:</b> Organisational, Propensity	<ul style="list-style-type: none"> <li>• Screening processes lack sufficient strength to reveal histories and behaviours of concern</li> <li>• Systems, processes, policies and culture do not demonstrate sufficient strength and transparency to deter potential perpetrators from attempting predatory behaviours</li> <li>• Conflict of interest</li> <li>• Lack of child safety culture</li> <li>• Insufficient induction and training</li> <li>• Insufficient supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Children experience harm or abuse due to unsuitable volunteers being appointed at the school</li> <li>• Children are harmed because the school does not sufficiently promote its commitment to child safety, which fails to deter potential predators from volunteering at the school</li> <li>• Children are harmed because volunteers are not provided with sufficient child safety induction which means staff fail to identify child safety risks and signs of harm, and are unable to respond and report appropriately when they form a reasonable belief that harm has occurred</li> <li>• Children are harmed because volunteers receive insufficient supervision</li> <li>• Children are harmed because the school takes inadequate steps to address concerning behaviour (for example removing volunteer from duties or otherwise ensuring the volunteer does not demonstrate further behaviours of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Policy outlines the controls in place to ensure volunteers are suitable to work with children including screening, induction, and ongoing management and supervision</li> <li>• Volunteers 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.</li> <li>• 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</li> <li>• 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.</li> </ul>	Yes	Other actions we take to promote strengthened controls and mitigate risk include: <ul style="list-style-type: none"> <li>• Communication around high-risk areas such as school swimming program (end of term 4).</li> <li>• Child Safety promoted in school newsletters fortnightly.</li> </ul>	
<b>Child Safe Standard 7 – Complaints processes</b>						
<b>Risk Title:</b> Complaints processes  <b>Description:</b> There is a risk to children's safety if processes for complaints and concerns: <ul style="list-style-type: none"> <li>- are not designed to be child focused and cannot be readily accessed, understood and used by children and the school community;</li> </ul>	<ul style="list-style-type: none"> <li>• The complaints process is not publicly available</li> <li>• Complaints processes are not written in simple plain English</li> <li>• Children, parents and carers do not trust the process, or find the complaints process culturally unsafe or incompatible with their culture or religious practices</li> <li>• Children, parents and carers do not feel supported to make complaints or raise concerns</li> <li>• Children's input in decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Children experience harm or abuse because complaints processes are not able to be used by children</li> <li>• Children and their families do not report behaviours of concern, harm or abuse because the complaints process is inaccessible, culturally unsafe, incompatible or unable to be understood</li> <li>• Children do not feel safe to report behaviours of concern, harm or abuse</li> <li>• Children experience additional harm because the actions in the complaints process are inappropriate or result in insufficient action</li> </ul>	<ul style="list-style-type: none"> <li>• Our 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</li> <li>• Our Child Safety Responding and Reporting Obligations Policy and Procedures outlines the procedures for responding to complaints or concerns relating to harm or abuse</li> <li>• The Complaints Policy and Child Safety Responding and Reporting Obligations Policy and Procedures are publicly available on the school website</li> <li>• The Complaints Policy and Child Safety</li> </ul>	Yes		

**Schools must tailor example content to be relevant to the school.**  
**Not tailoring the example content may result in non-compliance with Child Safe Standard 2 and Ministerial Order 1359.**

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>
<p>- do not provide clear guidance on responding to complaints and concerns, including reporting to relevant authorities.</p> <p><b>Risk type:</b> Organisational, Vulnerability</p>	<p>is not valued</p> <ul style="list-style-type: none"> <li>• Children, parents and carers concerns/complaints are not taken seriously</li> <li>• Staff child safety responding and reporting obligations are not clearly described and communicated</li> <li>• The school's complaints process is not child-friendly or easy to follow</li> </ul>	<p>being taken to protect children</p> <ul style="list-style-type: none"> <li>• Children experience harm or abuse because safety policies and procedures are not effectively documented or are difficult to understand, resulting in staff (particularly new staff) being unaware of their child safety obligations, roles and responsibilities</li> <li>• Children are exposed to an increased level of danger due to a person who uses violence in their household (family violence) being made aware of an incident, suspicion or disclosure of harm or abuse being communicated by the school without consideration of safety in the home environment</li> </ul>	<p>Responding and Reporting Obligations Policy and Procedures are implemented by all relevant staff</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 harm or abuse by a member/former member of staff or school council employee or contractor</li> <li>• Ensure Multicultural Education Aides are available to communicate with parents in required.</li> </ul>			
<b>Child Safe Standard 8 – Child safety knowledge, skills and awareness</b>						
<p><b>Risk Title:</b> Knowledge, skills and awareness</p> <p><b>Description:</b> There is a risk to children's safety if staff and volunteers are not equipped with the knowledge, skills and awareness to keep children and students safe through ongoing education and training</p> <p><b>Risk type:</b> Organisational</p>	<ul style="list-style-type: none"> <li>• Child safety and wellbeing training not provided to staff and school council annually</li> <li>• Child safety and wellbeing training is not refreshed or updated where policy, practice or law has changed</li> <li>• Volunteers are not required to undertake child safety training that is appropriate to the nature of their role</li> <li>• Training does not cover all necessary topics</li> <li>• Training is poorly facilitated</li> </ul> <p>Also refer to Child Safe Standard 6 risks above</p>	<ul style="list-style-type: none"> <li>• Children experience harm or abuse due to staff and volunteers being inadequately equipped with the knowledge and skills to prevent harm or abuse or identify and respond to instances of harm or abuse if they occur</li> <li>• Children experience harm because staff and volunteers do not know how to identify child safety risks including inappropriate behaviour and signs of harm</li> <li>• Children experience harm because the school's child safety and wellbeing policies and practices are poorly understood by staff and volunteers</li> <li>• Children are exposed to continued harm due to lack of staff knowledge, skills and awareness to stop harm or abuse from occurring</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Our Volunteers policy provides information on training for volunteers.</li> <li>• Volunteers that are engaged by Highvale Primary School are provided with child safety training that is appropriate to the activity and the volunteer's role.</li> <li>• Child Safety training is undertaken by School Council and HPS staff annually.</li> <li>• Ensure all staff have completed their mandatory reporting obligations annually.</li> </ul>	Yes	<p>Other actions we take to promote strengthened controls and mitigate risk include:</p> <ul style="list-style-type: none"> <li>• Regular communication with Aboriginal and Torres Strait islander families through SSGs.</li> <li>• Consider the linguistic and cultural needs of staff and volunteers to ensure training requirements are offer to reflect our diverse community. (EAL Coordinator)</li> <li>• Training and assistance provided to staff and volunteers updated as new students attend who may not have strong English skills or have other additional needs.</li> </ul>	
<b>Child Safe Standard 9 – Physical and online environments</b>						
<p><b>Risk Title:</b> School physical environment</p> <p><b>Description:</b> There is a risk to children's safety if the school's physical environment is not safe, or if risks in this environment are not managed or eliminated effectively</p> <p><b>Risk type:</b> Situational</p>	<ul style="list-style-type: none"> <li>• Areas of child safety risk in the school buildings or grounds are not identified, appropriately supervised or managed.</li> </ul>	<ul style="list-style-type: none"> <li>• Children experience harm or abuse because the school physical environment is unsafe</li> <li>• Harm or abuse (either by adults or other students) occurs on school grounds or buildings because the school fails to identify and manage areas of risk in the school's physical environment</li> <li>• Children experience harm on school grounds because the school's built environment does not provide for adequate supervision, line of sight or visibility</li> <li>• Children are groomed, harmed or abused by adults connected to the school because the school environment limits supervision or visibility of staff-student interactions</li> </ul>	<ul style="list-style-type: none"> <li>• Yard Duty and Supervision Policy outlines supervision processes and requirements with a focus on child safety</li> <li>• 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 the Sanctuary (junior soccer pitch)/Sandpit area and the four square courts near the canteen.</li> <li>• Child safety and wellbeing policies, procedures and practices are in place to enable staff and volunteers to identify and mitigate risks in the physical school environment without compromising a child or student's right to privacy, access to information, social connections and learning</li> </ul>	Yes	<p>Other actions we take to promote strengthened controls and mitigate risk include:</p> <ul style="list-style-type: none"> <li>• Communicate areas out of bounds and reminders of PBL expected behaviours at Wellbeing Assemblies.</li> <li>• Ensure all NDIS paperwork is completed before external providers attend HPS.</li> </ul>	

**Schools must tailor example content to be relevant to the school.  
Not tailoring the example content may result in non-compliance with Child Safe Standard 2 and Ministerial Order 1359.**

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>
			<p>opportunities, including our Child Safety and Wellbeing Policy and Child Safety Code of Conduct</p> <ul style="list-style-type: none"> <li>Additional areas of risk include: <ul style="list-style-type: none"> <li>Staff carpark times listed for when the community can access this area for OHSC.</li> <li>Turning circle times listed for when the community can access this area.</li> <li>Storage sheds are locked unless in use and with controlled access to keys.</li> <li>Students are required to go to the bathroom in pairs and this is pre-taught regularly in the classroom as part of our PBL approach.</li> <li>School grounds are well lit at night.</li> <li>School grounds are locked up each evening and this is communicated to hirers.</li> </ul> </li> </ul>			
<p><b>Risk Title:</b> Online environment</p> <p><b>Description:</b> There is a risk to children's safety if the school's online environment is not safe, or if risks in this environment are not managed or eliminated effectively</p> <p><b>Risk type:</b> Situational</p>	<ul style="list-style-type: none"> <li>Child safety risks in the school's online environment are not identified and appropriately managed.</li> <li>Students are not provided with education about online risks and appropriate online behaviours.</li> <li>Online safety measures fail to adapt to emerging technologies and child safety risks</li> <li>Online communication channels between adults working in the school and students are not monitored or have insufficient safeguards to prevent inappropriate one to one communication</li> </ul>	<ul style="list-style-type: none"> <li>Children experience harm or abuse because the school's online environment is unsafe</li> <li>Children experience harm if policies, procedures and practices fail to identify and manage areas of risk in the school's online environment</li> <li>Children are groomed online</li> <li>Children are harmed or abused as a result of undetected grooming</li> <li>Children are harmed by other students as a result of the school environment not providing for adequate boundaries, supervision and oversight of online school activities</li> </ul>	<ul style="list-style-type: none"> <li>Digital Learning Policy outlines the controls in place for online conduct and online safety and is implemented</li> <li>Acceptable Use Agreements are in place and enforced</li> <li>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</li> <li>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.</li> <li>Our school complies with the department's <a href="#">Cybersafety and Responsible Use of Digital Technologies</a> policy and <a href="#">Digital Learning in Schools</a> policy</li> <li>Our school reminds staff at the beginning of each school year that they are only permitted to use Compass and/or Seesaw to communicate with students.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Cybersafety Training is provided by external sources for students and families.</li> <li>Online safety days and activities are completed as part of the curriculum and special event days.</li> </ul>	
<p><b>Risk Title:</b> Off-site school activities and use of third-party providers</p> <p><b>Description:</b> There is a risk to children's safety if the school's child safety policies, procedures and</p>	<ul style="list-style-type: none"> <li>School staff fail to identify and manage risks of harm or abuse occurring during off-site school activities</li> <li>School staff fail to identify and manage risks of harm or abuse by third-party providers engaged by the school</li> <li>School does not consider child safety during procurement</li> </ul>	<ul style="list-style-type: none"> <li>Children experience harm or abuse because the school does not adequately manage safety with third-party providers</li> <li>Children are harmed because 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</li> <li>Children experience harm or abuse because they are transported by adults connected with</li> </ul>	<ul style="list-style-type: none"> <li>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"> <li><a href="#">Excursions</a></li> <li><a href="#">Procurement</a></li> <li><a href="#">NDIS Funded Therapy in Schools</a></li> </ul> </li> <li>Our school completes an Excursions Risk Register and Emergency Management plan when required under the department's Excursions policy, including for overnight stays, and identifies,</li> </ul>	Yes/No	<p>Other actions we take to promote strengthened controls and mitigate risk include:</p> <p>Where possible, ensure off-site physical environments are inspected prior to use considering risks associated with child to child and adult to child interactions in these environments. (Teaching Staff)</p>	

**Schools must tailor example content to be relevant to the school.**  
**Not tailoring the example content may result in non-compliance with Child Safe Standard 2 and Ministerial Order 1359.**

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>
<p>practices do not adequately address and manage the risk of harm or abuse at school activities off-site and/or school activities involving third party providers.</p> <p><b>Risk type:</b> Situational, Organisational, Propensity, Vulnerability</p>	<p>processes</p> <ul style="list-style-type: none"> <li>School does not consider child safety during procurement processes</li> </ul>	<p>the school in private vehicles without appropriate oversight from school leadership</p>	<p>records and implements the controls in place to reduce the risk of students being harmed by child safety incidents occurring on the excursion.</p> <ul style="list-style-type: none"> <li>For off-site school activities and school activities engaging a third-party provider, we identify and assess the risks of harm or abuse that are specific to that activity and ensure appropriate controls are in place. This includes activities such as our swimming program.</li> </ul> <p><b>Procurement and third parties:</b></p> <ul style="list-style-type: none"> <li>We require contractors to provide their Working with Children Clearance upon entry to the school.</li> <li>We provide contractors with a copy of the Child Safety Code of Conduct and Child Safety and Wellbeing Policy</li> <li>All third party providers are required to enter into agreements with the school that include appropriate child safety obligations</li> </ul>			
<b>Child Safe Standard 10 – Review of child safety practices</b>						
<p><b>Risk Title:</b> Review and improvement</p> <p><b>Description:</b> There is a risk to children's safety if the implementation of the Child Safe Standards is not regularly reviewed and improved</p> <p><b>Risk type:</b> Organisational</p>	<ul style="list-style-type: none"> <li>Failure to regularly review child safety policies, procedures and practices (every 2 years) or following any significant child safety incident</li> <li>Failure to use analysis of complaints, concerns and safety incidents to inform possible improvements to child safety policies, procedures and practices</li> <li>Failure to inform families and communities of the outcome of reviews of child safety policies, procedures and practices</li> </ul>	<ul style="list-style-type: none"> <li>Children are harmed because safety policy, procedures and practices are out of date with any new laws or guidance on good child safety practice</li> <li>Children are harmed because child safety policy, procedures and practices no longer meet the needs of the local school community</li> <li>Children are harmed because 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 harm or abuse and to respond appropriately to complaints and concerns</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>A working group (led by the child safety champion) is established to review child safety policies and procedures</li> <li>We determine 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</li> <li>We have a log of complaints and concerns to allow us to monitor areas for improvement in our child safety policies, procedures and practices.</li> <li>We inform families through our school's newsletter when child safety and wellbeing policies are being reviewed and ensure they are invited to provide feedback</li> <li>Child Safety is a standing agenda item in staff and school leadership meetings</li> </ul>	Yes	<p>Other actions we take to promote strengthened controls and mitigate risk include:</p> <ul style="list-style-type: none"> <li>Promote Education and Partnerships School Council sub-committee to the school community.</li> <li>Use Attitude to School survey data and focus groups to monitor and review accessibility and awareness of child-safe policies and procedures.</li> </ul>	
<b>Child Safe Standard 11 – Implementation of child safety practices</b>						
<p><b>Risk Title:</b> Review and improvement</p> <p><b>Description:</b> There is a risk to children's safety if the implementation of the Child Safe Standards is not regularly reviewed and improved</p> <p><b>Risk type:</b></p>	<ul style="list-style-type: none"> <li>Policies and procedures are developed, but not implemented by school staff</li> <li>Policies and procedures do not address all actions and measures required under the Child Safe Standards</li> <li>Policies and procedures are not informed by best practice models and family and community engagement</li> </ul>	<ul style="list-style-type: none"> <li>Children experience harm or abuse because child safety policies and procedures are not implemented effectively or at all</li> <li>Children will experience harm because child safety policies and procedures fail to address all aspects of the Child Safe Standards, result in gaps in protection of children and increased risk of harm or abuse</li> <li>Children are exposed to inappropriate behaviour, groomed, harmed or abused because the school failed to induct, train and</li> </ul>	<ul style="list-style-type: none"> <li>Our suite of child safety and wellbeing policies and procedures address all aspects of the Child Safe Standards</li> <li>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</li> <li>Our school leaders champion and model our child safety policies, procedures and practices and address any performance concerns relating to staff conduct or implementation</li> </ul>	Yes	<p>Other actions we take to promote strengthened controls and mitigate risk include:</p> <ul style="list-style-type: none"> <li>Refining the volunteer induction program in 2023.</li> </ul>	

**Schools must tailor example content to be relevant to the school.**  
**Not tailoring the example content may result in non-compliance with Child Safe Standard 2 and Ministerial Order 1359.**

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 <b>consequences</b> for children if the child safety risk happens</i>	<i>Describe the existing <b>child safety and wellbeing controls</b> 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>
Organisational	<ul style="list-style-type: none"> <li>• 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 modelling and support from leaders</li> <li>• Policies and procedures are difficult to understand</li> <li>• Policies and procedures are not realistic or feasible</li> <li>• Policies and procedures are unsuitable and may cause additional harm or danger to children</li> </ul>	<p>support staff and relevant volunteers to implement child safety policies and procedures properly</p> <ul style="list-style-type: none"> <li>• 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 harm or abuse</li> <li>• If child safety policies and procedures are not informed by best practice or family and community engagement it may compromise the school's ability to protect children from harm or abuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Our Child Safety Champion regularly reviews <a href="#">PROTECT guidance</a> and other relevant policies to ensure our own local child safety policies, procedures and practices are informed by best practice and updated where required.</li> </ul>			

**Schools must tailor example content to be relevant to the school.  
Not tailoring the example content may result in non-compliance with Child Safe Standard 2 and Ministerial Order 1359.**