

### Risk Assessment Template

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. An example is provided below. Risk assessment resources form part of the [School Policy & Advisory Guide: Risk Management Policy](#). An example is provided below to assist schools in their risk assessment.

Each school will be different and must undertake their school specific assessment.

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatment	Who is responsible?	Target risk rating
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  Statement of commitment to child safety is publicly available	Principal, School Council	Low
Intruders/ trespassers come onto the school grounds	Staff observing behaviour of students and people on the site  Staff wearing yellow vests and students wearing uniform	Possible	Severe	Extreme	Fences and gates	Principal/ School Council	Low

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	<p>Lanyards for people who sign into the school</p> <p>Staff carrying mobile phones on yard duty</p> <p>Approaching people on the site and asking who they are</p>						
Inappropriate behaviour is not reported and addressed	<p>Child safety code of conduct</p> <p>Clear child safety reporting procedures</p>	Unlikely	Severe	High	<p>Strategies to embed organisational culture of child safety are reviewed</p> <p>Refresher training for staff</p>	Principal, School Council	Low
Unquestioning trust of long term employees and contractors or norms	<p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p>	Possible	Major	High	Refresher training for staff	Principal, School Council	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatment	Who is responsible?	Target risk rating
Layout of the school facilities, creates potential for students to be isolated, unsupervised and at risk	Out of bounds areas Yard duty areas and supervision Decommission areas Strategies to embed a culture of child safety	Possible	Major	High	Clear yard duty positions and roles Clear signage Train students and staff to detect inappropriate behaviour	Principal, School Council	Low
Engagement with children online or via telecommunications	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Moderate	Medium	Train students and staff to detect inappropriate behaviour Ensure appropriate settings on all student technologies	Principal, School Council	Low
DVAS – unmonitored adults on the site during the school day	In an out of bounds area and part of a supervised yard duty area	Unlikely	Major	Medium	Implement a sign in process Working with Children’s Check required for all members List of members Raise the society’s awareness around the Child Safety culture	Principal, School Council	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatment	Who is responsible?	Target risk rating
DVSDS – unsure of alignment of policies and personnel – staff, students, parents	Some staff know each other	Unlikely	Major	Medium	Meet with Principal	Principal, School Council	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: Criminal history search Pre-employment reference check includes asking about child safety	Principal, School Council	Low
Unknown people and environments at excursions and camps	Child safety code of conduct  Strategies developed to embed culture of child safety  Clear child safety reporting procedures	Unlikely	Moderate	Medium	Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts	Principal, School Council	Low

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Ad-hoc contractors on the premises (eg maintenance)	Child safe environments  Information and awareness for visitors, staff, volunteers and contractors  Adequate monitoring	Unlikely	Moderate	Medium	Child safe environments  Information and awareness for visitors, staff, volunteers and contractors  Adequate monitoring	Principal, School Council	Low