



**BRIGHTON**  
SECONDARY COLLEGE

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## **CHILD SAFETY STANDARDS - RISK ASSESSMENT**

**RISK MANAGEMENT MATRIX ADAPTED FROM DET OHS STANDARDS.**

### **FREQUENCY**

<b>Descriptor</b>	<b>Level</b>	<b>Definition</b>
Rare	1	May occur somewhere, sometime (“Once in a life time / once in a hundred years”)
Unlikely	2	May occur (once) somewhere over an extended period of time
Possible	3	May occur several times over a period of time
Likely	4	May be anticipated multiple times over a period of time. May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

## CONSEQUENCE

Descriptor	Level	Definition
Insignificant	1	No injury or trauma caused*
Minor	2	Low injury or trauma caused
Moderate	3	Moderate injury or trauma caused
Major	4	Major injury or trauma caused
Severe	5	Severe injury or trauma caused

\*Includes physical, emotional, psycho-social harm

## RISK LEVEL

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
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	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed</li> <li>Statement of commitment to child safety is publicly available</li> </ul>	Principal, School Council Chair	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Performance management procedures	Rare	Severe	Medium	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed</li> <li>Refresher training for staff – see eLearning mandatory reporting module</li> </ul>	Principal, School Council Chair	Medium
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>Refresher training for staff – see eLearning mandatory reporting module</li> </ul>	Principal, School Council Chair	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Rare	Moderate	Low	Processes updated to require: <ul style="list-style-type: none"> <li>Criminal history search</li> <li>Pre-employment reference check includes asking about child safety</li> </ul>	Principal, School Council Chair	Low
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>Train students and staff to detect inappropriate behaviour</li> <li>Ensure appropriate settings on all student technologies</li> </ul>	Principal, School Council Chair	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	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>Assessment of new or changed environments for child safety risks</li> <li>Ensure Code and strategies apply in all school contexts</li> </ul>	Principal, School Council Chair	Low
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>Refresher training for frequent contractors</li> <li>Require visual checks of working with children checks documents upon induction</li> </ul>	Principal, School Council Chair	Low