

School Context

At Tanjil South Primary School, we believe in fostering each child's desire to learn as we develop creative thinkers, strategic problem solvers, collaborative team members and independent, confident learners who are equipped for future success. At present we have two full-time teachers one of whom is the principal. We have a part time business manager and a part-time Chinese Language instructor who visits the school each week. An occasional grounds maintenance person visits the school as required mainly on weekends or while students are in class. Our main external activities include an annual camp, a swimming program at Morwell Leisure Centre and occasional excursions during the year.

Values

Tanjil South Primary School has three values: Be Safe, Be Respectful, Be a Learner. These values are aligned with our commitment to School-Wide Positive Behaviour Support (PBS) and promote health, wellbeing and social inclusion for every member of the School community.

Statement of commitment to child safe standards

Tanjil South Primary School is committed to the safety and wellbeing of all children and young people. This commitment will be the primary focus of our decision-making processes, and in the care of our students. Tanjil South Primary School has zero tolerance for child abuse.

Tanjil South Primary School is committed to providing a child safe environment where children and young people *are safe, feel safe*, and their voices are heard regarding decisions which affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved with Tanjil South Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

RISK RATING		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	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 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. The risk assessment is based on the matrix below:

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
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	High	Strategies to embed organisational culture of child safety are reviewed Wider school community are informed of reporting obligations via school newsletter, community forums, school council members.	Principal, School Council	Low
Familiarity breeding a culture of not reporting issues	Child safety code of conduct Clear child safety reporting procedures Performance management procedures	Unlikely	Severe	High	Strategies to embed organisational culture of child safety are reviewed Refresher training for staff – see eLearning mandatory reporting module	Principal, staff	Low
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures	Possible	Major	High	Refresher training for staff – see eLearning mandatory reporting module Sighting working with children check and signing the code of conduct.	Principal, staff members	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 that includes asking about child safety	Principal, School Council	Low
Engagement with children online	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
Unknown people and environments at excursions and camps, swimming lessons.	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 Tanjil South Primary staff member always present when visiting people are on site. Child Safe Environment Policy will be exchanged with external providers eg. Swimming Pool. We will provide also our Code of conduct and they will provide us with their Mandatory reporting processes.	Principal, School Council	Low
Ad-hoc Contractors and volunteers on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and Contractors Adequate monitoring	Unlikely	Moderate	Medium	Refresher training for frequent Contractors. Sighting working with children check and signing the code of conduct.	Principal, School Council	Low

The school governing authority will monitor the implementation of these strategies and adapt new or improved responses to unforeseen events.

Author	Robert Tinker	Version number	Version 1
Approved By	School Council	Date implemented	___/___/___ DD / MM / YYYY
Approval Authority	Signature _____ DD / MM / YYYY		
Responsible for Review	Principal		
Review Date	November 2019		