



Princes Hill Secondary College

RISK ASSESSEMENT AND RISK MANAGEMENT STRATEGIES

The information below reflects the assessment of various child safety risks for the school with applicable ratings, strategies and responsibilities.

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	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	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Statement of commitment to child safety is publicly available 	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	Unlikely	Severe	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Refresher training for staff – see eLearning mandatory reporting module Mandatory Reporting eLearning module completion register developed 	Principal, School Council Chair	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	<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module 	Principal, School Council Chair	Low

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Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> • Criminal history search • Pre-employment reference check includes asking about child safety 	Principal, School Council Chair	Low
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Train students and staff to detect inappropriate behaviour • Ensure appropriate settings on all student technologies 	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	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • Assessment of new or changed environments for child safety risks • Ensure Code and strategies apply in all school contexts • Specific risk assessment items included in School Council approval documentation 	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 Secure swing tags provided to all contractors for easy identification	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • Refresher training for frequent contractors • Preferred contractor list developed and maintained • Induction for new contractors 	Principal, School Council Chair	Low

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Risk assessments for all camps and excursions	Risk assessments developed for all camps which are activity and venue/destination specific	Unlikely		Moderate	<ul style="list-style-type: none"> Risk assessments required for all excursions prior to approval Review of all risk assessments prior to the same future camp or excursion 	Principal, School Council Chair, Camp/Excursion Organisers, Assistant Principal	
No student uniform and identification of strangers	<p>School boundaries communicated to students early Terms 1 & 3</p> <p>Close staff supervision of areas open to the public</p> <p>Swing tags to be worn visibly by visitors</p> <p>Sport uniform for junior students</p> <p>PHSC staff provided with name tags to be worn at school</p>	Possible		Moderate	<ul style="list-style-type: none"> Regular communication with students of acceptable behaviours in public areas More explicit descriptions of the supervision roles of staff in public areas Twice yearly re-cap of student supervision requirements, areas and procedures 	Principal, School Council Chair	Low
Multiple points of entrance – and difficulty in monitoring	<p>Visitors to register at office – sign in on Compass Kiosk</p> <p>Swing tags to be worn visibly by visitors</p> <p>CCTV at all entry points</p>				<ul style="list-style-type: none"> Erect signage at main entrances (Arnold St, Reid St, Music, Sports Hall) indicating requirement to report to reception Rigorous sign in/out for all visitors Rigorous sign out for all students leaving during the school day 		

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Students use Princes Park at recess and lunch. Unrestricted mingling with public	Clear boundaries for student access Rules relating to associating with outsiders Staff have designated sections to supervise on yard duty	Possible		Moderate	<ul style="list-style-type: none"> • Reporting of poor student behaviour or associating with outsiders on Compass • Monitoring of Compass notifications by year level coordinators and sub school leaders • Staffing allocation to supervision reviewed annually • Students reminded regularly about the park use rules • Park Use policy to be developed 	Principal, School Council Chair	Low
Sort and PE classes are held in the park Park running track (3.2km) used for classes	Designated areas used for classes Sport tops for junior students Staff monitor running track on pushbike First aid kits and mobile phones taken to park	Possible		Moderate	<ul style="list-style-type: none"> • Specific risk assessment developed relating to conducting Physical Education and Sport classes in Princes Park 	Principal, School Council Chair, Health & PE leader	Low
Casual relief staff unfamiliar with school routines and procedures	Folder for CRTs with school map, rules, emergency management information etc. given on arrival Name tags issued to CRTs to be worn visibly	Possible		Moderate	<ul style="list-style-type: none"> • Induction folder information put onto PHSC wiki • Tablet devices purchased for CRTs to use while at school (induction, Compass access, college information etc.) 	Principal, School Council Chair, Daily Organiser	Low

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					<ul style="list-style-type: none"> • Induction for new CRTs by daily organiser • CRT wiki updated February and July 		
LGBTQI+ students	<p>Regular anti bullying activities with students</p> <p>Unisex toilet for students identifying as transgender or transitioning and staff</p> <p>Special arrangements developed for overnight camps</p> <p>Sport curriculum revised for inclusiveness</p> <p>Protocols for pronoun and name changes</p> <p>Student voice via Queer Straight Alliance Group</p>	Possible	Major	Medium	<ul style="list-style-type: none"> • Dedicated student only unisex toilet • Additional ongoing support from external agencies eg. Drummond St Services, minus 18, Safe Schools Coalition • Training for staff in relation to venue suitability and language inclusiveness • Assessment of venue, destination facilities etc. • 	Principal, School Council Chair,	Low