

# CHILD SAFE STANDARD 6: STRATEGIES TO IDENTIFY AND REDUCE OR REMOVE RISKS OF CHILD ABUSE - BSSC CHILD SAFETY RISK ASSESSMENT (JUNE 2018)



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 documented Strategies being developed to embed culture of child safety	Unlikely	Severe	High	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are documented, shared with staff and reviewed annually</li> <li>Statement of commitment to child safety is publicly available and promoted</li> </ul>	Principal, Assistant Principal – Student Wellbeing, Student Wellbeing Manager	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct documented Clear child safety reporting procedures Performance management procedures	Unlikely	Severe	High	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed</li> <li>Refresher training for staff – eLearning mandatory reporting module and Child Safety PD</li> </ul>	Principal, Assistant Principal – Student Wellbeing, Student Wellbeing Manager	Low
Unquestioning trust of long term employees and contractors or norms	Strategies being developed to embed culture of child safety Clear child safety reporting procedures being documented and shared with all staff	Possible	Major	High	<ul style="list-style-type: none"> <li>Establish a centrally stored preferred contractor list</li> <li>Contractor files to include evidence of WWC</li> <li>All contractors to be provided with BSSC Child Safe Environment documentation and agree to comply with these requirements</li> </ul>	Principal, Facilities Manager, Assistant Principal – Student Wellbeing, Student Wellbeing Manager	Low

Updated: June 2018

Person Responsible: Assistant Principal – Student Engagement, Wellbeing and International Programs

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					<ul style="list-style-type: none"> <li>• Refresher training for staff – eLearning mandatory reporting module and Child Safety PD</li> <li>• Use of the policies and procedures of the BSSC College Council Procurement Sub Committee.</li> </ul>		
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	<p>Processes updated to require:</p> <ul style="list-style-type: none"> <li>• Verification of currency of WWCC or VIT registration</li> <li>• Pre-employment reference check includes asking referees about child safety</li> <li>• Pre-employment background check related to child safety will be carried out with the current or most recent employer in accordance with DET requirements.</li> <li>• Use of the amended Recruitment in Schools Guide, to include suitable inquiries to ensure the proposed appointee is a fit and proper person to be employed in the teaching service, as required by Ministerial Order 199.</li> </ul>	Principal, Assistant Principal – Staffing, HR Manager, Selection Panel Chairs	Low
Engagement with children online	Child safety code of conduct documented Strategies developed to embed culture of child safety	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>• Train students and staff to detect inappropriate online behaviour and to utilise appropriate settings on all technologies</li> </ul>	Principal, IT Manager, Advisors	Low

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	Ensure appropriate computer server settings on all IT networks						
Unknown people and environments at excursions and camps	Child safety code of conduct documented Strategies developed to embed culture of child safety Clear child safety reporting procedures being documented and promoted	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Assessment of new or changed environments for child safety risks for all excursions and camps</li> <li>Ensure Child Safety Code and strategies apply in all school contexts</li> </ul>	Principal, Assistant Principal – Staffing, Excursion and Camp Leaders	Low
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	<ul style="list-style-type: none"> <li>Refresher training for frequent contractors</li> </ul>	Principal, Facilities Manager	Low
Unknown people on the premises	Visitors expected to sign in at the General (Administration) Office unless accompanied by a staff member Some staff challenge unknown and unaccompanied visitors without a visitor badge displayed	Likely	Severe	Extreme	<ul style="list-style-type: none"> <li>Education provided to all staff around challenging any unknown unaccompanied visitors around the college grounds or buildings without a visitor badge displayed</li> <li>Liaise with City Council around providing appropriate child safety requirement advice to those accessing Ulumbarra shared use areas</li> </ul>	Principal, All Staff	Low

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					<ul style="list-style-type: none"> <li>• Raise student awareness of possible risks associated with unknown people onsite</li> <li>• Review and update signage directing all visitors to sign in at the General (Administration) Office</li> </ul>		
International Student Program (ISP) Homestay Families	<p>Family environment suitability checks prior to inviting applications to become a provider</p> <p>WWCC or Victorian Institute of Teaching registration required for all family members 18 years or older.</p> <p>Currency of WWCC monitored</p> <p>Home appraisal each semester</p> <p>Induction for students – translated documents provided</p> <p>Child Safe documentation distributed and discussed</p> <p>Annual family re-training sessions around Child Safe standard requirements</p>	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>• Monthly verification checks of currency of WWCC or VIT registration</li> <li>• All Homestay families provided with BSSC Child Safe Environment education and documentation and agree to comply with these requirements as part of the Homestay agreement</li> <li>• Annual refresher sessions for families maintained</li> </ul>	Principal, Assistant Principal – International Programs, Homestay Coordinator	Low
ISP Students independent travel outside of Bendigo	<i>Day trips:</i> Family approval for ISP Coordinator to	Possible	Moderate	Medium	Seek family approval on enrolment for ISP Coordinator to authorise	Principal, Assistant Principal –	Low

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(Eg: To and from Melbourne by public transport) Day Trips Overnight Stay Trips	<p>authorise travel with advice to the Homestay family</p> <p>Student to message ISP Coordinator on safe arrival and return</p> <p>Orientation program provides information to students around use of public transport</p> <p><i>Overnight Stay:</i> Application process with Homestay family, ISP Coordinator and written parent permission</p> <p>WWWC check for overnight hosts</p> <p>Notification of safe arrival and return</p>				<p>day trip travel outside of Bendigo if deemed appropriate – ISP to assess student maturity for travel and family suitability for hosting if overnight stay</p> <p>Continue to raise expectations with students around early applications for overnight stays and ensuring permission is sought</p>	International Programs, ISP Coordinator	
ISP student independent international travel to and from Bendigo for school holidays	<p>Written approval from parents</p> <p>Flight details provided to Homestay family, school and confirmed with student family</p> <p>Student notification to ISP on arrival</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>Advise families if concerned about student travelling alone</li> <li>Arrange with airline for escort support if deemed necessary</li> </ul>	Principal, Assistant Principal – International Programs, ISP Coordinator	Low
ISP/Refugee students local travel on public transport – language and cultural barrier risks	Advice to students on safe travelling strategies and behaviours which should be reported	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Reminder sessions for students on child safety rights</li> </ul>	Principal, Assistant Principal – International Programs, ISP	Low

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	Students carry emergency contact cards Education on when and how to contact ooo					Coordinator, EAL Coordinator	
Part time / Casual work potential for exploitation due to language and cultural differences	Student provided with information about work rights through orientation program ISP check on employment conditions Written approval from parents	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>Work place safety information session for international students</li> </ul>	Principal, Assistant Principal – International Programs, ISP Coordinator	
BSSC Students travelling without staff home from overseas (eg: Student returning from 6 week exchange in Germany)	Individual risk assessments and travel agreements prepared for each student with contact points and notification requirements documented and signed by families and hosts Notification of safe arrival	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>Maintain approach</li> </ul>	Principal, Assistant Principal – International Programs, Teacher arranging exchange	
BSSC Students staying in Homestay arrangement with overseas families on language exchange trips	Overseas friendship school checks on family suitability to host	Possible	Major	High	<ul style="list-style-type: none"> <li>Ensure WWCC or police checks are secured for host families</li> <li>Families to be provided with a copy of the BSSC Child safe standards documentation</li> </ul>	Principal, Assistant Principal – International Programs, Teacher arranging exchange	Low

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Overseas students staying with local families during language exchange programs/study tours	BSSC staff determination around local family suitability to host	Possible	Major	High	<ul style="list-style-type: none"> <li>Family members over 18 years to be asked to provide WWCC to college</li> </ul>	Principal, Assistant Principal – International Programs, Language staff overseeing student language exchange program	
VCAA Examination Supervisors	WWCC or Victorian Institute of Teaching registration required Annual verification checks of currency for return supervisors	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>All Supervisors to be provided with BSSC Child Safe Environment education and documentation and agree to comply with these requirements as part of the VCE Exam Supervisor agreement</li> </ul>	Principal, VCE Programs Manager – VCAA Examinations Coordinator	Low
Pre- Service Teachers	WWCC or Victorian Institute of Teaching registration required Annual verification checks of currency for return supervisors	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>All Pre-Service Teachers to be provided with BSSC Child Safe Environment education and documentation and agree to comply with these requirements as part of the placement agreement at the college</li> </ul>	Principal, Pre-Service Teacher Coordinator	Low
Volunteers	WWCC or Victorian Institute of Teaching registration required Annual verification checks of currency for return supervisors	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>All Volunteers to be provided with BSSC Child Safe Environment education and documentation and agree to comply with these requirements as part of a volunteer agreement</li> </ul>	Principal, Assistant Principal – Staffing, HR Manager, Program Coordinators sourcing volunteers	Low

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Workplace Learning	<p>DET compliant Workplace Learning Policy and Procedure documented.</p> <p>BSSC WLC have a pre-placement discussion/visit with employers.</p> <p>BSSC WLC pre-placement checklist discussion with students</p> <p>Students are issued with an Emergency Contact Card</p> <p>BSSC staff conduct a first day contact call and monitoring visits</p> <p>Employers are issued with an Employers Pack, including the DET Workplace Learning Guidelines, Workplace Training Checklist and the DET Harassment, Bullying and Occupational Violence in the Workplace information.</p> <p>Students complete OH&amp;S modules prior to placement.</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>• Child Safe Standards and Workplace Learning Fact Sheet included in the Employer Pack.</li> <li>• The BSSC Childsafe Environment Policy statement to be included in the Employer Pack.</li> <li>• Child Safe Environment specific questions included into the Student Pre-placement Checklist.</li> <li>• Updated DET forms for Workplace Learning Arrangement Forms and Travel Forms are used, which include reference to Child Safe Standards.</li> </ul>	Principal, BSSC VET & RTO Manager, BSSC Workplace Learning Coordinators	Low
School Community Work (students volunteering)	Organising BSSC teacher completes with the employer a DET SCW Risk	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>• Child Safe Standards and Workplace Learning Fact</li> </ul>	Principal, Assistant Principal – Learning &	Low

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	<p>Assessment to document all arrangements, including schedule and travel.</p> <p>Students complete OH&amp;S modules prior to placement.</p>					<p>Sheet included in the Employer Pack.</p> <ul style="list-style-type: none"> <li>The BSSC Childsafe Environment Policy statement to be included in the Employer Pack.</li> <li>Updated DET forms for SWC are used, which include reference to Child Safe Standards.</li> </ul>	Teaching, BSSC Teacher	
Off-site VET	<p>DET Contract templates are populated with partnership arrangements, which cover training environment, trainer qualifications and suitability.</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>Updated DET Contract templates are used, which include reference to Child Safe Standards.</li> <li>The BSSC Childsafe Environment Policy statement provided to program partners.</li> </ul>	Principal, BSSC VET & RTO Manager	Low	
On-site VET delivery by external RTO trainers	<p>DET Contract templates are populated with partnership arrangements, which cover training environment, trainer qualifications and suitability.</p> <p>Trainers have VIT registration or Permission to Teach.</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>The BSSC Childsafe Environment Policy statement provided to program partners.</li> </ul>	Principal, BSSC VET & RTO Manager	Low	

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School Based Apprenticeships/Traineeships	<p>DET School Based Apprenticeship &amp; Traineeship in Victoria Guidelines are used.</p> <p>SBAT training plans are signed on the basis of suitability of the placement partnership, training provision, training contract details.</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>Updated DET School Based Apprenticeship &amp; Traineeship in Victoria Guidelines are used.</li> <li>All partners involved in the SBAT development and sign up process are provided with the BSSC Childsafe Environment Policy statement.</li> </ul>	Principal, BSSC VET & RTO Manager	Low
Ulumbarra Joint use facility management	Management if Ulumbarra patrons during school hours by separating areas for access during the school day.	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>Continuing to negotiate with joint use partners around site access limitations</li> </ul>	Principal	Low

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