



# Risk Management

## 1. Rationale

Victorian Government schools have an important responsibility for keeping children safe. They need to assess, identify and document the school's risks in relation to child safety, and plan and document risk management strategies where necessary.

## 2. Aims

To be proactive in the management and reduction of risk

## 3. Implementation

- i. Management of risk is everyone's responsibility. A critical element of delivering effective risk management is to apply the DET standard process in all areas. This can include:
  - a. occupational health and safety risk management for staff and students
  - b. emergency management planning and hazard identification and incident reporting
  - c. financial management planning including school council financial audits
  - d. the School Accountability and Improvement Framework
  - e. School Council governance processes
- ii. St Kilda Park Primary will use the following process to identify and remove or reduce risks to child safety (including the risk of child abuse):
  - a. Identify the school's child safety risks across the range of school environments (including excursions, camps, online) using the DET risk assessment template.
  - b. Identify any existing risk mitigation measures or internal controls.
  - c. Assess and rate the school's child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.
  - d. If the risk rating is more than the 'acceptable level', identify further risk management strategies through additional controls or other prevention, detection or mitigation strategies and then re-assess the risk. The risk management process will be documented, recorded and reviewed periodically.
- iii. Effective risk management strategies are dynamic and change over time as new risks arise and others may no longer be relevant. Effective risk management strategies need to be transparent, well understood and diverse, to take account of the increased level of risk associated with the specific nature of some activities and the vulnerability of particular groups.

## 4. Evaluation

This policy will be reviewed as part of the school's three-year review cycle and as required by developments in relevant legislation or DET guidelines.

## Resources and References

- A step-by-step guide to making a report to Child Protection or Child FIRST
- Department of Education and Training (2016) School Policy Advisory Guide: Risk Management Policy, and associated tools:
  - School risk register which can be edited and has automatic tools embedded is available, see: Risk Management in Schools – Risk Register



# Risk Management

- Subordinate risk registers for specific activities such as overseas travel/excursions or projects, see: Risk Management in Outdoor Education – Education Outdoor tools
- Online risk management module: Risk Management - Online Risk Module
- Protecting the safety and wellbeing of children and young people
- Protecting Children - Mandatory Reporting and Other Obligations - elearning module
- Child Safe Standards

*This policy was ratified by School Council in August 2017*

*All policies are available at <http://www.skipps.vic.edu.au/about/policies.html>*