



# CHILD SAFETY Risk Register July 2022

## Child Safety Risk Register Instructions

The Child Safety Risk Register template has a number of risk factors/prompts to help schools and school boarding premises comply with Ministerial Order 1359 through their risk management activities.

### When completing the child safety risk register, schools should:

1. Consider the 10 identified risks that will be common to schools:
  - 1.1 governance and culture
  - 1.2 students
  - 1.3 policy and procedures
  - 1.4 training
  - 1.5 staff, homestay providers and volunteers
  - 1.6 work experience, camp and excursion providers
  - 1.7 work experience, homestays, camps and excursion environments
  - 1.8 third-party individuals on school property
  - 1.9 physical environment
  - 1.10 online environment
2. Add any further risks identified relevant to your school.
3. For each risk, add a risk description that is contextualised to your school. Start the sentence with "There is a risk that...".
4. Describe the causes and consequences of the risk contextualised to your school.
5. Identify the harm that will occur if the risk eventuates.
6. Categorise the type of risk (select all that apply). The template has suggested categories already completed that you should confirm align with your risk description. As all risks have severe implications, it is no longer necessary to assess likelihood and consequences to produce a risk rating for each risk.
7. Identify and document current risk controls contextualised to your school and assess whether these will effectively manage the risk.

8. If current controls will not effectively manage the risk, add new risk management strategies that your school will undertake.
9. Add the position title of the person who will be responsible for managing the risk and implementing the existing and new controls.
10. Add a date for when the existing and new controls should be in place. It is suggested that a child safety officer and/or principal should follow up to ensure the controls are implemented)
11. Add a date for the next review of the risk register (it is recommended that risks are monitored, reviewed and reported on annually).
12. The principal should sign the risk register and ensure that relevant staff (for example the child safety officer) have copies and act to implement risk controls

*Note: Schools MUST contextualise this template to ensure that it is relevant to the individual school environment. Failure to adapt and contextualise the risk register may result in the register being non-compliant with Child Safe Standard 2 and Ministerial Order 1359.*

Policy Owner	Chief Student Pastoral Wellbeing Officer
Approving Body	CES Ltd Board
Approval Date	May 2022
Risk Rating	High
Date of Next Review	May 2023

## Child Safe Standards Risk Register

The purpose of a child safety risk register is to **identify, document, and manage or control** child safety risks in the school environment. It is not always possible to eliminate risks to child safety. Rather, the CES Ltd expects that schools will **manage and monitor** any risks and **regularly review** their risk assessment. Risk management is **not** intended to interfere with the school's role in providing educational benefits for all students. Where possible, risks should be controlled instead of a school ceasing a beneficial activity altogether.

<b>School/School Boarding Premises:</b>		<b>Responsible staff member:</b>	
<b>Date endorsed:</b>		<b>Endorsed by:</b>	
<b>Next review date:</b>		<b>File location:</b>	

RISK TITLE AND DESCRIPTION	RISK ASSESSMENT	HARM THAT WILL OCCUR	RISK TYPE	EXISTING CONTROLS	NEW CONTROLS	RESPONSIBLE?	BY WHEN?
<i>Provide a risk title and short description.</i>	<i>Describe the causes and consequences of the risk.</i>	<i>Identify the harm to students that may occur if the risk eventuates.</i>	<i>Categorise the risk type (select all that apply).</i>	<i>Describe the existing controls you have in place to mitigate the risk.</i>	<i>Describe any new controls you will implement to mitigate the risk.</i>	<i>Who is responsible for implementing these controls?</i>	<i>When the new controls be in place?</i>
<b>Risk Title:</b> Governance and culture <b>Description:</b> There is a risk that ...			<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<b>Risk Title:</b> Students <b>Description:</b> There is a risk that ...			<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<b>Risk Title:</b> Policy and Procedures <b>Description:</b> There is a risk that ...			<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<b>Risk Title:</b> Training <b>Description:</b> There is a risk that ...			<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<b>Risk Title:</b> School staff, homestay providers and volunteers <b>Description:</b> There is a risk that ...			<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<b>Risk Title:</b> Work experience, camp and excursion providers <b>Description:</b> There is a risk that ...			<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<b>Risk Title:</b> Third-party individuals on school property <b>Description:</b> There is a risk that ...			<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<b>Risk Title:</b> Physical environment <b>Description:</b> There is a risk that ...			<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				

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<b>Risk Title:</b> Online environment <b>Description:</b> There is a risk that ...			<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<b>Risk Title: Description:</b> There is a risk that ...			<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
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<p><b>Risk Title:</b> Governance and culture</p> <p><b>Description:</b> There is the risk that the governance and culture of a school provides cover – either knowingly or by omission – for abuse and abuse continuation.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>• Unmanaged conflict of interest</li> <li>• Decision-making power concentrated in one individual</li> <li>• Lack of avenues to challenge authority</li> <li>• Inadequate complaints and appeals processes</li> <li>• Lack of leadership on child safety</li> <li>• Culture of secret keeping</li> <li>• Processes lack transparency</li> <li>• Accountability not clear</li> <li>• Lack of engagement with families and community</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Child safety incidents are not reported to authorities</li> <li>• Child safety incidents are not investigated</li> <li>• No oversight</li> <li>• Responsibility not taken / buck passing</li> <li>• Breach of duty of care/organisational duty of care / litigation / adverse court rulings / financial penalties</li> <li>• Failure to Report or Failure to Protect charges</li> <li>• Reputation damage (School/CES Ltd)</li> <li>• Community distrust over perceived child safety predation or neglect</li> <li>• Drop in enrolments</li> </ul>	<ul style="list-style-type: none"> <li>• Grooming / unsupervised and inappropriate contact / breach of trust</li> <li>• Physical injury to students / pain / disability / abuse</li> <li>• Psychological injury to students / trauma / mental illness / self-harm / suicide</li> <li>• Abuse continuation / disempowerment</li> </ul>	<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<p><b>Risk Title:</b> Students</p> <p><b>Description:</b> There is the risk that if the school or school boarding premises fails to offer adequate support and education to students, they will be at risk of abuse.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>• Students lack of awareness of risks</li> <li>• Rights not known by students</li> <li>• Vulnerable cohorts not identified <ul style="list-style-type: none"> <li>- Culturally and Linguistically Diverse students</li> <li>- Aboriginal and Torres Strait Islanders</li> <li>- LGBTQI+</li> <li>- Students with disability</li> <li>- Students with mental illness</li> <li>- Students who have difficulty communicating (due to age or disability)</li> <li>- Students who have additional responsibilities at home</li> <li>- Students who are living away from home / foster care</li> <li>- Experiencing homelessness or living in unstable accommodation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Peer-to-peer abuse</li> <li>• Grooming / unsupervised and inappropriate contact / breach of trust</li> <li>• Physical injury to students / pain / disability / abuse</li> <li>• Psychological injury to students / trauma / mental illness / self-harm / suicide</li> </ul>	<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				

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	<ul style="list-style-type: none"> <li>- Social isolation / rural or regional location</li> <li>- Other family stressors (poverty, addiction, mental illness, contact with justice system)</li> <li>• Vulnerable cohorts not supported adequately</li> <li>• Lack of friendship or peer support</li> <li>• Inappropriate student behaviour</li> <li>• Students replicate abusive behaviour</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Child safety incident occurs</li> <li>• Students unable to identify abuse and fail to report</li> <li>• Students unwilling to report abuse</li> <li>• Students feel unsupported and alone</li> <li>• Students become abusers</li> </ul>						
<p><b>Risk Title:</b> Policy and Procedures</p> <p><b>Description:</b> There is the risk that poorly expressed or inadequately designed policies and procedures will result in an unsatisfactory response to abuse, or abuse continuation.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>• Policy is not adapted to school local context and community</li> <li>• Policy is unclearly written</li> <li>• Policy is not publicly available / transparent</li> <li>• Staff and volunteers are not aware of policy or procedures</li> <li>• Policy lacks detailed reporting procedures</li> <li>• Policy assumes prior knowledge</li> <li>• Procedures are ill-designed or inadequate to address child safety incidents</li> <li>• Policy fails to assign clear roles and responsibilities in relation to child safety</li> <li>• Policy's definition of child safety is narrow</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Documented processes do not result in abuse being discontinued</li> <li>• Child safety incidents are not reported to the correct people / agencies</li> <li>• Child safety incidents are not investigated properly</li> <li>• Child safety incidents are not recognised</li> <li>• Responsibility is not taken to keep students safe</li> <li>• No consequences for abusers</li> <li>• Records are incomplete or are not kept</li> <li>• Penalties under the Reportable Conduct Scheme</li> <li>• Physical injury to students / pain / disability</li> <li>• Psychological injury to students / trauma / failure to thrive / depression / self-harm / suicide</li> </ul>	<ul style="list-style-type: none"> <li>• Abuse not identified</li> <li>• Abuse not reported</li> <li>• Inadequate or inappropriate response to incidents of abuse</li> <li>• Physical injury to students / pain / disability / abuse</li> <li>• Psychological injury to students / trauma / mental illness / self-harm / suicide</li> <li>• Abuse continuation / disempowerment</li> </ul>	<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				

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<p><b>Risk Title:</b> Training</p> <p><b>Description:</b> There is the risk that due to lack of training or poorly designed training, staff and volunteers will fail to identify and stop abuse.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Staff don't undertake training at commencement of employment</li> <li>Training not refreshed or content forgotten</li> <li>Volunteers are not required to undertake training</li> <li>Homestay providers are not required to undertake training</li> <li>Training does not cover all necessary topics</li> <li>Training is poorly facilitated</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Inability to identify safety risks to students</li> <li>Underreporting of child safety incidents to relevant authorities</li> <li>Inappropriate behaviour not reported within school</li> <li>Staff don't know what to do</li> <li>No action taken to protect students</li> <li>Responsibility not taken</li> <li>Inappropriate action taken</li> <li>Privacy breach</li> <li>Breach of duty of care/organisational duty of care</li> </ul>	<ul style="list-style-type: none"> <li>Physical injury to students / pain / disability</li> <li>Psychological injury to students / trauma / mental illness / self-harm / suicide</li> <li>Abuse continuation / disempowerment</li> </ul>	<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<p><b>Risk Title:</b> School staff, homestay providers and volunteers</p> <p><b>Description:</b> There is the risk that adults who have a sexual interest in children, anti-social tendencies, or have engaged in sexual misconduct or abuse may work or volunteer at the school and perpetrate abuse.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Circumvention of proper pre-employment procedures, including no background/suitability checks</li> <li>A non-compliant recruitment process</li> <li>Non-compliance with relevant policies and procedures including <a href="#">conflict of interest policy</a></li> <li>Unethical behaviour</li> <li>Lack of child safety culture</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incidents</li> <li>Underreporting of child safety incidents to relevant authorities</li> </ul>	<ul style="list-style-type: none"> <li>Physical injury to students / pain / disability</li> <li>Psychological injury to students / trauma / mental illness / self-harm / suicide</li> <li>Abuse continuation / disempowerment</li> <li>Grooming / unsupervised and inappropriate contact / breach of trust</li> </ul>	<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<p><b>Risk Title:</b> Third-party individuals on school property</p> <p><b>Description:</b> There is the risk that schools may fail to appropriately vet or oversee these providers.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>School fails to monitor who is on the premises</li> <li>Lack of supervision</li> <li>Lack of school oversight of third-parties</li> <li>Lack of knowledge of child safety by third-parties</li> <li>Contractors, third-party providers and visitors not aware of school policies or processes for suspected abuse</li> </ul>	<ul style="list-style-type: none"> <li>Physical injury to students / pain / disability</li> <li>Psychological injury to students / trauma / mental illness / self-harm / suicide</li> </ul>	<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				



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	<ul style="list-style-type: none"> <li>Lack of suitability checks on contractors or third-party providers</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incidents</li> <li>Underreporting of child safety incidents to relevant authorities</li> </ul>	<ul style="list-style-type: none"> <li>Grooming / unsupervised and inappropriate contact / breach of trust</li> </ul>					
<p><b>Risk Title:</b> Work experience, homestays, camps and excursion environments</p> <p><b>Description:</b> XXX</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>School fails to monitor who is in vicinity of work experience / school camps / excursions</li> <li>Lack of supervision</li> <li>Lack of oversight of work experience, camp and excursion providers</li> <li>Lack of knowledge of child safety by third-parties</li> <li>Work experience, camp and excursion providers are not aware of school policies or processes for suspected abuse</li> <li>Lack of suitability checks work experience, camp and excursion providers</li> <li>Lack of awareness of local conditions (unknown people and environments)</li> <li>Old building infrastructure (pre-building code such as doors without observation panels, building design creates high risk areas)</li> <li>Stairs (narrow stair treads, or high stair rises, lack of height-appropriate balustrades on staircases, barriers absent or inadequate)</li> <li>Adventure activities (climbing walls, rope courses)</li> <li>Dark or difficult to supervise areas (stairwells, storerooms, sleeping quarters)</li> <li>Spaces that require privacy (change rooms, toilets)</li> <li>Inadequately fenced or unfenced areas, out-of-bounds areas</li> <li>Failure to consider child safety risks</li> <li>Lack of appropriate risk management practices in place for recreational or other activities</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Students leave the site without detection</li> </ul>	<ul style="list-style-type: none"> <li>Physical injury to students / pain / disability</li> <li>Psychological injury to students / trauma / mental illness / self-harm / suicide</li> <li>Grooming / unsupervised and inappropriate contact / breach of trust</li> </ul>	<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				
<p><b>Risk Title:</b> School physical environment</p> <p><b>Description:</b> There is the risk that in a poorly thought-out physical</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Old building infrastructure (pre-building code such as doors without observation panels, building design creates high risk areas)</li> </ul>	<ul style="list-style-type: none"> <li>Physical injury to students / pain / disability</li> <li>Psychological injury to students /</li> </ul>	<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational				



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<i>Provide a risk title and short description.</i>	<i>Describe the causes and consequences of the risk.</i>	<i>Identify the harm to students that may occur if the risk eventuates.</i>	<i>Categorise the risk type (select all that apply).</i>	<i>Describe the existing controls you have in place to mitigate the risk.</i>	<i>Describe any new controls you will implement to mitigate the risk.</i>	<i>Who is responsible for implementing these controls?</i>	<i>When the new controls be in place?</i>
environment, students may be injured or abused.	<ul style="list-style-type: none"> <li>Stairs (narrow stair treads, or high stair rises, lack of height-appropriate balustrades on staircases, barriers absent or inadequate)</li> <li>Dark or difficult to supervise areas (stairwells, storerooms, pick-up/drop-off areas)</li> <li>Spaces that require privacy (change rooms, toilets)</li> <li>Inadequately fenced or unfenced areas, out-of-bounds areas</li> <li>Unplanned areas (spaces created without design thought, such as spaces hidden by placement of relocatable classrooms, or temporary structures such as building site offices)</li> <li>Lack of cultural safety, or an unwelcoming environment</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Accidental injury</li> <li>Abuse</li> <li>Truancy</li> <li>Students don't feel safe to raise their concerns</li> </ul>	<ul style="list-style-type: none"> <li>trauma / mental illness / self-harm / suicide</li> <li>Grooming / unsupervised and inappropriate contact / breach of trust</li> </ul>					
<p><b>Risk Title:</b> Online environment</p> <p><b>Description:</b> There is the risk that in a poorly managed online environment, children may be targeted or abused.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Students are not aware of online safety risks</li> <li>Students offer personal information</li> <li>Students offer private images</li> <li>Uncontrolled virtual environment (lack of content filtering or site management)</li> <li>Lack of policies to outline acceptable use</li> <li>Online safety support fails to adapt to emerging technologies</li> <li>Lack of supervision</li> <li>Online predation (scams, grooming, recruitment/radicalisation)</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Cyberbullying / trolling</li> <li>Digital surveillance / keylogging</li> <li>Inappropriate sharing of images</li> <li>Phishing /data theft</li> <li>Viruses / malevolent software (malware)</li> <li>Exposure to age-inappropriate content</li> <li>Grooming</li> </ul>	<ul style="list-style-type: none"> <li>Grooming / unsupervised and inappropriate contact / breach of trust</li> <li>Trauma and emotional distress to individuals</li> <li>Abuse</li> <li>Damage to IT infrastructure</li> <li>Loss of data</li> <li>Financial loss</li> <li>Reputational harm, embarrassment, or shame for individuals</li> <li>Invasion of privacy</li> <li>Identity theft</li> <li>Radicalisation</li> </ul>	<input type="checkbox"/> Situational <input type="checkbox"/> Vulnerability <input type="checkbox"/> Propensity <input type="checkbox"/> Organisational	<ul style="list-style-type: none"> <li>Online code of conduct</li> <li>Mobile phone policy</li> </ul>			