# Darul Ulum College of Victoria

## CHILD SAFETY RISK MANAGEMENT POLICY

**Rationale**

Darul Ulum College of Victoria recognises that it needs to ensure the safety of all students and staff while on school premises and during school events to the best of its capability. To ensure that risks are mitigated in an effective manner, the College employs a detailed risk assessment and management procedure.

This policy must be read in conjunction with the Protecting Children_ Mandatory Reporting of Child Abuse Policy, Critical Incident Policy, Code of Conduct for Staff and Others Who Interact with Students Policy and Staff Guidelines for Safe and Responsible Use of Web Tools and Electronic Publishing.

**Aims**

The objectives of this policy are to:
- outline the College's approach to risk management;
- establish the roles and responsibilities of staff in risk management;
- support effective decision-making that is guided by the College's Mission and Vision statements;
- ensure a consistent and effective approach to risk management;
- monitor and evaluate risk management strategies to ensure child safety in the College environments; and
- describe the processes involved in risk assessment, implementation of controls, and a monitoring and review process to ensure the currency of the risk management approach.

**Scope**

Risk management is incorporated into all areas of the College's operations. Risk management measures are identified by the Board of Directors to facilitate the effective implementation at every level and for staff and visitors to recognise their shared responsibility of safeguarding the wellbeing of children and adults and to protect the school's tangible and intangible assets.

**Implementation**

1. A structured and documented approach must be employed to identify child safety risks.
2. Risk assessment processes should involve relevant, knowledgeable and qualified people such as registered teachers, support staff, students and parents.

3. Risk assessment processes must take into consideration issues relating to students of different age groups and the diversity of the student cohort, including but must not be limited to children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.
4. The risk assessment process must rank risks using specific criteria and taking into consideration the likelihood of the risk and its possible consequences. Likewise, existing management strategies or internal controls, consequences, new improved risk management controls or internal controls should all be considered. Consequences of the risk may range from insignificant to severe while likelihood may range from rare to almost certain. To ease this process of risk assessment, the Risk Assessment Template and Risk Rating Matrix should be used.
5. Internal controls to manage child safety risks must be utilised and their effectiveness should be duly considered.
6. Risk management strategies encompass a variety of risks such as predatory, opportunistic and situational environment risks.
7. All risk assessment strategies must be endorsed by the College's leadership team before implementation.
8.  A Risk Management Plan must be attached to the Excursion/Incursion Form by the organising teacher. The teacher must seek advice from the service provider in relation to their risk management plans to be incorporated in the plan submitted by the teacher. The plan must meet the College's expectation in relation to child safety.
9. Upon completion of the event, the teacher must assess and comment on the effectiveness (or lack thereof) of the Risk Management Plan and report to the Principal for possible improvements.
10. All risk management processes must take into consideration times and places with a greater probability of when and where children may be harmed.
11. Reviews of new and changed physical environments on and off campus must be done periodically to ensure mitigation of child safety risks.
12. All personnel on the school premises who will come in contact with children must be screened by the College's comprehensive recruitment procedures which include Working with Children Checks, criminal background checks and reference checks.
13. All individuals on the school premises must be monitored using the College's visitor and contractor sign-in process and security procedures.
14. Risk management processes must consider risks present on all school premises before, during and after hours.
15. Risk management procedures must encompass online environment as deemed practicable including email, social media, communication devices and other electronic media.

16. All personnel with whom students may come into contact with on the school premise or school-based activities, including but not restricted to teachers, non-teaching staff, volunteers and visitors must be considered in the risk management process. This includes external support agencies who work with children such as speech therapists and the like whereby they will be required to sign the Code of Conduct.
17. All identified child safety risks must be documented and recorded along with all possible strategies and actions for their removal or mitigation.
18. Actions implemented to mitigate risks should decrease the likelihood of the recurrence of abuse, increase the likelihood of detection of inappropriate and/or abusive behaviour, remove triggers for inappropriate and/or abusive behaviour and reduce permissibility of inappropriate behaviour.
19. All expectations concerning adherence to the Child Safety Policy must be communicated and understood by every individual on the school premises.
20. All strategies and practices implemented to reduce child safety risks must be monitored and evaluated for their effectiveness and efficiency.
21. Implementation of the child risk management strategies in a timely manner must be ensured and any delay or inaction must be reviewed.
22. All individual members of the school will be trained and educated annually about individual and collective obligations and responsibilities for managing the risk of child abuse, child abuse risks in the school environment as well as the school's current child safety standards.
23. Subsequent to an incident, outcomes of the risk assessment will be made available to all relevant people such as staff, students, parents, in line with best practice approaches to increase transparency of the school's compliance with the child safe standards.

| Date of Review | Next Review |
|---|---|
| Term 2, 2022 | Term 2, 2024 |

**Principal's Endorsement:** _A. Cekluh_