



This **Child Safety Risk Management Policy and Procedures (Policy)** outlines how Balcombe Grammar School's risk management strategies and practices identify, prevent and mitigate risks related to the safety and wellbeing of our students. It has been developed in accordance with the Victorian Child Safe Standards and Ministerial Order 1359, *Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises*, made under the *Education and Training Reform Act 2006* (Vic).

This Policy is publicly available on our website, along with other child safety and wellbeing policies and procedures. This includes our **Child Safety Dictionary**, which lists the key definitions used in these policies and procedures.

If you would like a paper copy of this policy, or are a non-English speaker who needs help to understand this Policy, please contact Natalie Kurelja – Head of Faith & Wellbeing.

Objectives

Balcombe Grammar School is committed to ensuring the safety, wellbeing, and participation of all children and young people under our care. We have zero tolerance for child abuse.

Balcombe Grammar School manages a broad range of risks associated with our activities and operations, including risks relating to child safety and wellbeing. 'Risk' basically means the possibility of something bad happening and 'risk management' refers to the general process of identifying and assessing risks and applying resources to mitigate, monitor, and control their probability and impact.

Whilst child safety risks within our operations can never be completely eliminated, Balcombe Grammar School places the utmost importance on the development and implementation of effective risk management strategies and practices as a vital element in providing School environments where our students are safe and feel safe.

Balcombe Grammar has zero tolerance for child abuse. Child safety and wellbeing are embedded in our leadership, governance and culture. We ensure staff and others engaged in child-connected work (e.g. Volunteers and Contractors) are provided with training and information about how to identify, prevent and mitigate child safety and wellbeing risks without compromising students' rights to privacy, access to information, social connections and learning opportunities.

Scope

This Policy applies to all:

- Staff, Volunteers and Contractors and all adults within our School community – **everyone shares responsibility for identifying and managing child safety risks.**
- School environments, including physical, virtual and online places on-site and off-site, including locations provided by Balcombe Grammar School through a third party provider for a student to use (e.g. extra-curricular activities such as sport and other programs, camps and excursions, interstate and overseas travel).

In this Policy, when we refer to 'child safety risks', this also includes risks to student wellbeing.

Roles and Responsibilities

Roles and responsibilities for child safety are set out in our **Child Safety and Wellbeing Policy**. Additionally, under this Policy, the following people have particular responsibilities:

Role	Responsibilities
Principal	<p>The Principal is responsible for implementing this Policy and the day to day management of child safety risks, including ensuring that:</p> <ul style="list-style-type: none">• a child safety risk management culture is promoted at Balcombe Grammar School• the necessary resources are provided for the School to meet its child safety legal and regulatory obligations• our child safety risk management strategies are effective and risk controls are regularly monitored and evaluated

CHILD SAFETY RISK MANAGEMENT POLICY AND PROCEDURES



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Role	Responsibilities
	<ul style="list-style-type: none"> appropriate guidance, information and training is provided to Staff, and relevant Volunteers and Contractors, about how to identify, prevent and mitigate child safety risks in the School's environment there is open and honest communication and advice provided to the CSV Board in relation to: <ul style="list-style-type: none"> child safety risk management at Balcombe Grammar School any instances of non-compliance with the School's child safety legal and regulatory requirements any breakdown in child safety risk controls, systems or processes identifying child safety risks (including new and emerging risks) relevant to the School and the steps taken (or that should be taken) to mitigate these risks.
Executive Team	<p>The Executive Team is responsible for:</p> <ul style="list-style-type: none"> promoting a child safe risk management culture supporting the Principal in the practical application of the School's child safety risk management strategies, systems, policies and procedures in consultation with the Principal, reviewing the effectiveness of our child safety risk management strategies, child safety program and Child Safety Risk Register identifying and reporting to the Principal any instances of non-compliance with the School's child safety legal and regulatory obligations and any breakdowns in child safety risk controls.
Child Safety Committee	<p>Our Child Safety Committee, comprising the Executive Leadership Team and Head of Faith & Wellbeing, is responsible for:</p> <ul style="list-style-type: none"> promoting a child safe risk management culture ensuring that the School communicates its commitment to child safety, its operations are consistent with that commitment, and child safety legal and regulatory compliance receiving and reviewing child safeguarding risk reports supporting, advising and assisting the Principal and the Executive Team in relation to effective child safety risk management.
Staff, Volunteers and Contractors	<p>Staff and relevant Volunteers and Contractors are responsible for undergoing child safety induction and training, including about this Policy, and for complying with this Policy.</p> <p>For more information, refer to our Child Safety Training and Supervision Policy and Procedures and the 'Breach' section below.</p>

Policy

Risk Management Processes

Balcombe Grammar School implements child safety risk management processes based on:

- the nature of all our school environments (physical, online and off-campus)
- the operational profile of our School
- the activities our students undertake (including the provision of services by Contractors or outside the School's physical environment)
- the characteristics and needs of all of our students, including age, gender mix, Aboriginal and Torres Strait Islander Students, students from culturally and linguistically diverse backgrounds, and students with disability.

Risk Management Strategies



We use the following risk management strategies to identify and mitigate our child safety risks:

- **Risk Management Program:** The School has a comprehensive risk management program that was drafted in accordance with International Standards, *ISO 31000, Risk Management – Guidelines*, for managing all risks relating to its operations, including child safeguarding risks.
- **Risk Assessments:** We conduct risk assessments of our School environment, activities and characteristics, taking into account the needs of students and applicable control measures (such as systems, policies and procedures), at least annually to ensure that all child safety risks are identified and that there aren't gaps in our child safety strategies and systems that a person motivated to harm or abuse students could exploit.
- **Child Safety Risk Register:** We identify and record all reasonably foreseeable risks of child abuse and other harm in our School environment, as well as all other risks relevant to child safety in our Child Safety Risk Register. Balcombe Grammar School assesses these risks with regard to the likelihood of the risk event occurring and the potential consequences if it were to occur.
- **Child Safety Risk Register Annual Reviews:** The Child Safety Risk Register is reviewed at least annually by the Executive Team. These reviews include:
 - reviewing the effectiveness of child safety risk control measures and evaluating the overall risk rating for all child safety risks
 - analysing child safety incidents that may indicate a breakdown in risks controls
 - analysing any instances of non-compliance with child safety legal and regulatory requirements and the systems and procedures that should be put in place to avoid any further non-compliance
 - considering the need to implement risk treatments to further control risks.
- **Child Safety Program:** Balcombe Grammar School has a child safety program, which includes a comprehensive range of child safety and wellbeing policies and procedures including (but not limited to):
 - our **Child Safety Code of Conduct** and **Child Safety and Wellbeing Policy**
 - policies, procedures and guidance on identifying risks of child abuse and other harm in our school environment, legal obligations, responsibilities for managing these risks and as set out in our **Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures**
 - our **Child Safety Complaints Management Policy and Procedures**
 - a **Working with Children Checks Policy and Procedures** and **Child Safety Recruitment Policy and Procedures** to assess the suitability of people to work and volunteer at Balcombe Grammar School and discourage inappropriate people from working and engaging with our students.
- **Child Safety Training and Information:** The School provides child safety induction and annual refresher training for all staff and other as appropriate (e.g. Volunteers and Contractors engaged in child-connected work) as set out in our **Child Safeguarding Training and Supervision Policy and Procedures**.
- **Child Safety Officers:** To champion child safety, Balcombe Grammar School has designated Child Safety Officers who are the first point of contact to provide advice and support to students, parents and carers, staff, Contractors and Volunteers regarding the safety and wellbeing of our students and to take action when any child safety concerns are raised or complaints made, including providing support to affected members of our School community.
- **Approvals for specific contexts and activities:** Balcombe Grammar School has approval and ongoing risk management process for certain contexts and activities (as set out in 'Procedures' below), requiring a specific risk assessment be undertaken and provided either to the Principal (or their delegate) or relevant management committee for consideration.
- **Reporting:** The Executive Team receives regular reports regarding child safety risk management and any instances of non-compliance with our policies and with legal and regulatory requirements. Information is also provided about any concerns or incidents that may suggest a breakdown in child safety systems, procedures and risk controls.
- **Continuous improvement:** Balcombe Grammar School is committed to a continuous improvement process which involves regular review of our child safety program and child safety risks to identify areas for improvement.

Risk Appetite

We regard any non-compliance with legal and regulatory requirements related to child safety and wellbeing as unacceptable and requiring immediate rectification.

Balcombe Grammar School has no appetite for:

- any increases to our child safety risk ratings
- implementing any new programs or initiatives that may increase our child safety risks or result in a breakdown of the School's existing child safeguarding risk controls and their effectiveness.

Procedures

Risk Assessment, Risk Evaluation and Risk Treatment

Assessment of risk includes consideration of the effectiveness of risk controls (our current policies, procedures, systems and work practices), the likelihood of the risk happening and the consequence if the risk were to occur. Risks are then evaluated and matched to a risk matrix to determine the risk rating. The risk rating defines the level of governance oversight required and whether any additional measures ('risk treatments') are required to reduce or remove the risk.

The risk assessment methodology used at Balcombe Grammar School is:

- Staff member in charge of excursion/incursion or camp completes the risk forms
- This is then by the Daily Organiser and the Head of Daily Operations
- Head of Daily Operations would assess the schools risk appetite and escalate to Principal if required
- Parents must provide consent through Operoo.

The risk evaluation methodology we use is:

- The excursion risk management and evaluation is overseen by the Head of School Operations
- Operoo is used to identify individual students with any medical risks
- The risk assessment is used to evaluate risks and mitigation of these risks.

Risk treatments are implemented using the following methodology:

[insert details here].

Reporting Child Safety Risks

All staff and adults engaged in child-connected work (e.g. Volunteers and Contractors) at Balcombe Grammar School are required to be aware of our child safety risk management practices and to report to the Principal or a Child Safety Officer any:

- incidents, issues or concerns that may indicate a breakdown in our child safety risk controls
- new or perceived child safety risks.

Risk Assessments for Specific School Contexts and Activities

The Executive Team (and any staff members who have or who have been delegated the required level of responsibility) must ensure that child safety risks are considered and reviewed when there are changes to our operational profile or when new activities, buildings and facilities are planned and operating.

As part of Balcombe Grammar School's approvals and ongoing risk management processes, the following contexts and activities require specific risk assessments to be undertaken and provided to the Principal (or their delegate) or a relevant management committee for consideration:

- **Physical Environment**

Ongoing, periodic reviews must be undertaken of all physical School environments, to eliminate physical isolation risks such as solid classroom doors or rooms with no windows, and of any procedural controls where elimination is not possible, including random checks of obstructed or out-of-the-way locations.

- **Online Environment**
Regular monitoring, and ongoing periodic reviews must be undertaken of the online School environment and electronic communications, to identify and eliminate online child safeguarding risks such as access controls, inappropriate sharing of information, data security, online grooming, and breaches of our **Child Safety Code of Conduct** and use of media policies and procedures.
- **Excursions and Camps**
We have specific policies and procedures relating to excursions and camps ensuring that child safety risks specific to excursions and overnight stays are identified and controls are put in place. We use the Safe Excursions online excursion management system to identify and manage these risks.
- **Student Work Experience**
We have specific policies and procedures relating to work experience placements, including the completion of the **Student Work Experience Checklist** that outlines key child safety requirements.
- **Sport and Extra-Curricular Activities**
We specific policies and procedures to manage child safety risks specific to the variety of sporting and other extra-curricular activities at Balcombe Grammar School. These risks include the use of casual staff, Contractors and Volunteers, maintaining professional boundaries, appropriate demonstration techniques and supervision, both on School grounds, and in off-site locations.

Assurance System

Balcombe Grammar School has implemented CompliSpace Assurance as one strategy to manage the risk of child abuse and other harm in our School environment.

CompliSpace Assurance is an online risk and compliance workflow management tool that integrates with our Child safety program to provide a system of risk management, compliance and continuous improvement based on international standards.

Through this system, key risks and compliance obligations are captured, documented and converted into plain English questions that are assigned via email to responsible individuals for action. Each individual is provided with a calendar view of their compliance performance via an online browser.

Unactioned tasks are escalated and reported to allow the School to monitor and record its compliance performance in real time. We also use this risk management system as a method of evaluating and reviewing the ongoing effectiveness of the implementation of our risk measures and controls.

Child Safe Risk Register

Our commitment to student safety and wellbeing cannot be achieved without effectively managing child safety risks. As a result, Balcombe Grammar School has developed a Child Safety Risk Register to actively monitor child safety risks and their mitigation.

The Child Safeguarding Risk Register ensures that our Executive Team has clear visibility and oversight of child safety risks at Balcombe Grammar School to enable us to effectively manage our legal and regulatory child safety obligations, including under Ministerial Order 1359.

Our Child Safety Risk Register is reviewed at least annually, as well as following any child safety incidents, by the Executive Team. This includes reviewing the assessed child safety risks in the Register and the effectiveness of risk controls for each risk. Where new child safety risks are identified, these are discussed and added to the Child Safety Risk Register and risk controls for the new risks are identified and implemented.

Breach

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Compliance with this Policy is monitored and enforced by Balcombe Grammar School. Any instances of non-compliance are investigated and reviewed. This may result in a range of measures being taken, including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Review

Balcombe Grammar School is committed to the continuous improvement of our child safety and wellbeing policies and procedures.

We review this Policy at least every two years or earlier if required, such as due to changes in legislation or after any significant child safety incident. This includes seeking input from students, parents and carers and the Balcombe Grammar School community.

Related Policies and Procedures

- Child Safety Dictionary
- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Training and Supervision Policy and Procedures
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures
- Child Safety Complaints Management Policy and Procedures
- Working with Children Checks Policy and Procedures
- Child Safety Recruitment Policy and Procedures
- Regular Review and Continuous Improvement Policy and Procedures

Related Forms and Documents

- Child Safety Risk Register
- Student Work Experience Checklist

References and Resources

- ISO 31000, *Risk Management – Guidelines*
- Victorian Registration and Qualifications Authority, [Child Safety Risk Management Strategies](#)
- Department of Health and Human Services, [Resource 6: Strategies to identify and reduce or remove risks of child abuse](#)

Policy Administration

Status	Approved by the Board on 8 February, 2023
Person Responsible	The Principal
Approver(s)	The CSV Board is responsible for approval of the Policy and ensuring it is reviewed and updated as needed.
Approval Date	8 February, 2023
Version Number	1.0
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Review Frequency	At least every 2 years or earlier if required.
Next Review Date	January 2024
Risk Rating	High
Location	CompliSpace