



Together we Grow

## SOUTH GIPPSLAND SPECIALIST SCHOOL RISK ASSESSMENT

South Gippsland Specialist School is located on the Leongatha Education Precinct. This is a 22 hectare site shared with Leongatha Primary School, Leongatha Secondary College and Federation Training. The current student enrolment is 48 students, with 32 ES and Teaching staff members working at the school. Our student enrolment includes children with a disability, Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse and gender diverse backgrounds.

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
Inappropriate behaviour noticed by a school community member is not reported and addressed.	Child safety code of conduct.  Clear child safety reporting procedures.	Possible	SEVERE	EXTREME	Assessment of new or changed environments for child safety risks.  Ensure Code and strategies apply in all school contexts.  Regular training for staff and volunteers, and induction for new staff and volunteers.	Principal  School Council President	LOW
No organisational culture of child safety –	Child safety code of conduct.	Possible	SEVERE	EXTREME	Strategies to embed organisational culture of	Principal  School Council President	LOW

lack of leadership, public commitment and frequent messaging	Strategies developed to embed culture of child safety.				<p>child safety are reviewed annually, or after an incident has occurred.</p> <p>Statement of commitment to child safety, child safety policy and mandatory reporting policies are available on the school's website.</p> <p>The Principal is identified as the Child Safety Officer for the school.</p>		
Students is unaware of who to report issues to or how to report them.	<p>Child safety code of conduct.</p> <p>Strategies developed to embed culture of child safety.</p>	Possible	SEVERE	HIGH	<p>Strategies to embed organisational culture of child safety are reviewed.</p> <p>Statement of commitment to child safety is publicly available.</p> <p>Students are informed about how to report concerns at assemblies.</p> <p>PROTECT posters are displayed on student notice boards.</p>	Principal School Council President	LOW

Inappropriate behaviour is not reported and addressed	Child safety code of conduct. Clear child safety reporting procedures.  Performance management procedures.	Unlikely	SEVERE	HIGH	Strategies to embed organisational culture of child safety are reviewed.  Refresher training for staff – see eLearning mandatory reporting module. Staff are required to do this at the beginning of each school year. The Principal will keep records of staff completion.	Principal School Council President	LOW
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety.  Clear child safety reporting procedures.	Possible	SEVERE	HIGH	Refresher training for staff – see eLearning mandatory reporting module.  Staff are reminded of the Code of Conduct at the beginning of each year, and are required to read and follow these expectations.	Principal School Council President	LOW
Recruitment of an inappropriate person.	WWCC or Victorian Institute of Teaching	Unlikely	MAJOR	MEDIUM	Processes updated to require:	Principal	LOW

	registration checks.				<p>Criminal history search</p> <p>Pre-employment reference check includes asking about child safety.</p> <p>Graduates, and staff new to the school, are appointed a mentor.</p>	School Council President	
Engagement with children online	<p>Child safety code of conduct .</p> <p>Strategies developed to embed culture of child safety.</p>	Possible	MODERATE	MEDIUM	<p>Train students and staff to detect inappropriate behaviour.</p> <p>Ensure appropriate settings on all student technologies.</p> <p>Ensure appropriate controls on school I.T. infrastructure.</p> <p>Acceptable Use Policy must be read and signed by all staff and students. This policy is sent home to all families entering the school.</p>	<p>Principal</p> <p>School Council President</p>	LOW
Unknown visitors on site	<p>Child safety code of conduct.</p> <p>Strategies developed</p>	Possible	MODERATE	MEDIUM	<p>Ensure Code and strategies apply in all school contexts.</p>	<p>Principal</p> <p>School Council President</p>	LOW

	<p>to embed culture of child safety.</p> <p>Clear child safety reporting procedures.</p>				<p>Ensure sign-in procedures are followed &amp; visitors passes are issued.</p> <p>Ensure staff are trained to question visitors about sign-in and ask for visitors pass.</p>		
<p>Unknown people and environments at excursions and camps</p>	<p>Child safety code of conduct.</p> <p>Strategies developed to embed culture of child safety.</p> <p>Clear child safety reporting procedures.</p>	Unlikely	MODERATE	MEDIUM	<p>Ensure Code and strategies apply in all school contexts.</p> <p>Assessment of new or changed environments for child safety risks.</p> <p>Students will be educated about protective behaviours.</p>	<p>Principal</p> <p>School Council President</p>	LOW
<p>New contractors on site for first time or visit site infrequently.</p>	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and</p>	Possible	MODERATE	MEDIUM	<p>Refresher training for frequent contractors.</p> <p>Ensure sign-in procedures are followed &amp; visitors</p>	<p>Principal</p> <p>School Council President</p>	LOW

	contractors. Adequate monitoring.				passes are issued.  Induction procedures will ensure that current WWCC are sighted where applicable.		
Four different Educational Institutions share the Leongatha education Precinct site. (South Gippsland Specialist School Leongatha Secondary College, , Leongatha Primary School, Federation Training, LLEN).	Each precinct partner to develop their own policies and procedures to ensure Child Safety:  WWCC and VIT registration checks.  Child safety code of conduct.  Strategies developed to embed culture of child safety.  Clear child safety reporting procedures.	Possible	MODERATE	MEDIUM	Child Safety to be a standing agenda item for precinct meetings. Each institution to share their policies and code of conduct.  Precinct partners to support each other in meeting Child Safety expectations through precinct meetings.	Principals  School Council President  CEO/Director of Federation Training.	LOW
A culture of safety for all students, including individuals from at risk communities, is not	Strategies developed to embed culture of child safety.	Likely	MODERATE	MEDIUM	Support groups such as the LGBTI group established by students.		LOW

adequately embedded at South Gippsland Specialist School.	Child safety code of conduct.				<p>Ensuring that Aboriginal and Torres Strait Islander flags are flown alongside the Australian flag.</p> <p>Celebration of cultural events relevant to school population.</p> <p>Statement of commitment to child safety is publicly available.</p> <p>PROTECT posters are displayed on student notice boards.</p> <p>Annual review of Risk Assessment Policy to ensure a continued culture of safety for all students.</p>		
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**Evaluation:**

The risk assessment policy will be reviewed in anticipation of changes to the school environment or student enrolments (eg. prior to a class starting a community project or prior to a student enrolling with complex needs not currently addressed by these strategies), in response to an incident and annually by school council.

**This risk assessment was last ratified by School Council on October 2019 and will be reviewed annually**

