

CHILD SAFE RISK MANAGEMENT POLICY

Approving authority	Governing Board
Purpose	This policy has been developed to ensure appropriate child safe risk management practice are in place to meet the Victorian Child Safe Standards.
Responsible Officer	Executive Director
Next scheduled review	December 2023
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	<ul style="list-style-type: none"> • Risk Management Framework • Child Safety Policy and Procedures • Child Safe Risk Management Policy and Procedures • Younger Students Policy and Procedures • Critical Incident Policy and Procedures • Staff Recruitment and Selection Policy and Procedures • Staff Induction Policy and Procedures • Human Resources Policy

1. PRINCIPLES

Ozford Institute of Higher Education (OIHE) is a child safe organisation.

The child safety risk management strategy at Ozford Institute of Higher Education (OIHE) is a formal and structured approach to managing situational child safety risks associated within the Institute's learning environment.

This policy and associated procedures supports the Institute's Child Safety Policy and Procedures.

2. SCOPE

This policy and procedures applies to all Institute staff.

Staff is defined very broadly under the Victorian Child Safe Standards and includes the governing and leadership team members, staff, voluntary position holders, students, and volunteers at all times whilst engaged in the Institute's business or otherwise representing the Institute that may interact with underage students in any manner in online or physical environments.

This encompasses visitors, affiliates, contractors and consultants, appointed or engaged by the Institute, to perform functions and/or recognised for their contribution to the Institute and other persons that underage students may interact with on activities organised by the Institute.

3. DEFINITIONS

Child

A child as defined by the Child Wellbeing and Safety Act 2016 is a person who is under the age of 18 years.

Child abuse

Child abuse includes:

- Any act committed against a child involving a sexual offence or an offence or an offence under section 49M(1) of the Crimes Act 1958; and
- The infliction, on a child, of
 - o physical violent or
 - o serious emotional or psychological harm; and

- The serious neglect of a child

Child connected work

Work authorised by OIHE and performed by an adult in the OIHE environment where children are likely to be present or engaged.

Child safety

Child safety encompasses matters related to protecting all children from all forms of child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

ESOS National Code

The ESOS National Code refers to the National Code of Practice for Providers of Education and Training to Overseas Students 2018 established under the Education Services for Overseas Students Act 2000.

HES Framework

Higher Education Standards Framework (Threshold Standards) 2015.

Learning Environment

Learning environments means any physical or virtual place made available by the Institute for use by a child for teaching and learning, including:

- the campus;
- Online learning environments (including email and intranet systems); and
- Other locations provided by the Institute for the purpose of teaching and learning

Reportable Conduct

As listed in the Child Wellbeing and Safety Act 2005, “reportable conduct” include:

- sexual offences (against, with or in the presence of, a child)
- sexual misconduct (against, with or in the presence of, a child)
- physical violence (against, with or in the presence of, a child)
- behaviour that causes significant emotional or psychological harm
- significant neglect.

Underage student

A student under the age of 18 years.

4. POLICY

- 4.1 The OIHE has zero tolerance to child abuse and is committed to embed a culture of child safety within the organisation for protection and wellbeing of all children in its learning environment.
- 4.2 The Institute recognises the potential child safety risks and is committed to implement risk management strategies to minimise child safety risks in line with the Institute’s Risk Management Framework.
- 4.3 The Institute’s child risk management process includes risk identification, assessment, implementation of controls and a monitoring and review process to ensure the currency of the Child Safe risk management approach.
- 4.4 Effective child safe risk management strategies are dynamic and change over time as new risks arise and others may no longer be relevant.

- 4.5 Effective child safe 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.
- 4.6 In keeping with the Risk Management Framework, child safe risks will be identified, analysed, reviewed, treated and monitored by the Ozford Executive Management Team annually, recorded on the risk register and reported to the Governing Board, Academic Board and Audit and Risk Committee.
- 4.7 The risk register including child risk factors will be reviewed periodically as part of the strategic internal audit plan. The purpose of the reviews will be to gauge the effectiveness of risk management as a whole and of specific controls for critical activities and risks.

5. QUALITY ASSURANCE

To ensure that policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

7. ACKNOWLEDGEMENT

This policy has initially been developed based on good practice in other higher education providers.

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	December 2020	Initial issue	GB
Related legislation/ regulation/standard	The Child Safe Standards Child Wellbeing and Safety Act 2005 Children, Youth and Families Act 2005 Occupational Health and Safety Act 2004		