

## CHILD SAFE RISK MANAGEMENT PROCEDURES

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

### 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. PROCEDURES**

- 4.1 Ozford ensures that all Executive management team members and staff are trained in their child safe responsibilities and obligations. The guidance and training covers:
  - individual and collective obligations and responsibilities for managing the risk of child abuse
  - child abuse risks in the learning environment
  - the Institute's strategy and approach to implementation of the child safe standards.
- 4.2 In driving the risk culture within the organisation, the EMT will conduct child safety risk identification annually. All staff will be encouraged to report any identified child safety risk to the EMT.
- 4.3 Identifying risk involves compiling a list of child safe risks considering the learning environments and all staff. The process includes review of any previous incident reports.
- 4.4 The identified risks factors will be analysed and evaluated by the EMT in terms of the possible consequences and the likelihood of the risk occurring.
- 4.5 The EMT will discuss the required control and mitigation actions required for each risk factor and allocate appropriate staff with risk oversight and management responsibility.
- 4.6 The outcomes from the risk management activities will be recorded in the Risk register. The Risk Register records all the risk factors that have been identified in the learning environment, along with

the associated risks. It records how the Institute controls these risks and who has oversight of and responsibility for risk management activity.

- 4.7 The EMT will review the risk register annually to ensure that it includes all situational child abuse risks and monitoring the effectiveness of the controls as outlined in the policy.

## 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	EMT
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		