

CHILD SAFE RISK MANAGEMENT POLICY AND PROCEDURES

Approving authority	Executive Management Team (EMT)
Purpose	This policy and procedure has been developed to meet the Victorian Child Safe Standards and Ministerial Order 870 – Child Safe Standards - Managing the risk of child abuse in schools.
Responsible Officer	Academic Director/Principal
Associated documents	<ul style="list-style-type: none"> • Child Safety Policy and Procedures • Child Safe Risk Management Policy and Procedures • Younger Students Policy and Procedures • Mandatory Reporting Policy • Responding to and reporting allegations of suspected child abuse policy and procedures • Student Support & Services Policy & Procedures • Homestay Policy and Procedures • Human Resources Policy

1. RATIONALE

This policy and procedure has been developed to ensure Ozford has appropriate child safe risk management practices.

Ozford's child safety risk management strategy is a formal and structured approach to managing situational child safety risks associated with Ozford's environments.

This policy supports Ozford's Child Safety Policy and procedures (including the Child Safe Code of Conduct).

2. SCOPE

This policy and procedures applies to any Ozford staff, contractors, volunteers, parents, students and the wider community.

All Ozford staff are responsible for identifying and for managing child safe risk within their areas of responsibility.

This policy and procedures applies to all Ozford school environments. School environments means any physical or virtual place made available or authorized by the school governing authority for use by a child during or outside school hours, including:

- A campus of the school;
- Online school environments including email, educational software and intranet systems; and
- Other locations provided by the school including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events.
- Homestay/carer environments and activities during school breaks where students do not return home.

3. POLICY

- 3.1 Ozford has zero tolerance to child abuse and is committed to the protection and wellbeing of all children in its school environment.
- 3.2 Ozford is committed to provide a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.
- 3.3 Ozford recognizes the potential child safety risks and is committed to implement risk management strategies to minimise child safety risks.

- 3.4 Oxford's risk management process includes Child Safe risk identification, assessment, implementation of controls and a monitoring and review process to ensure the currency of the Child Safe risk management approach.
- 3.5 Effective child safe risk management strategies are dynamic and change over time as new risks arise and others may no longer be relevant.
- 3.6 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.
- 3.7 This policy including any child safe risks (nominated and new risks) will be identified, analysed, reviewed, treated and monitored by the Oxford Executive Management Team annually and recorded on the Child Safe risk register.
- 3.8 The Child Safe risk register will be reviewed annually. 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.

4. PROCEDURES

- 4.1 Oxford ensures that all Executive management team members and staff are trained in their 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 school environment
 - the school's strategy and approach to implementation of the child safe standards.
- 4.2 The EMT will identify, analyse, review, discuss control and mitigation and child safe risk monitoring actions.
- 4.3 Identifying risk involves compiling a list of child safe risks considering all school environments and all staff. The process includes review of any previous incident reports.
- 4.4 The identified risks factors will be analysed and evaluated in terms of the possible consequences and the likelihood of the risk occurring.
- 4.5 The EMT will discuss 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 Child Safe Risk register. The Child Safe Risk Register records all the risk factors that have been identified in the school environment, along with the associated risks. It records how the College 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. FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.