



RISK ASSESSMENT POLICY

Established in 1916, Bittern Primary School is located five kilometres west of Hastings, in a semi-rural setting. It is part of the Western Port cluster of schools.

Bittern Primary School is a community school of 152 students nestled in Portsmouth Road, Bittern. The school is well established and is one of the main meeting places for the Bittern community. The School Family Occupation index is 0.56 and whilst this is an increase from the previous Strategic Plan, this factor has remained fairly consistent in the previous few years. The school presents as a semi-rural setting with a large sports recreation reserve and centre at the back of the school. A council reserve running down the length of the school is also used by the general public. Bittern PS has a varied combination of facilities including a now well established Building the Education revolution [BER] centre that has open learning spaces being consistently utilised.

Bittern Primary School aims to provide a caring and challenging learning environment in which students feel safe and supported to achieve their best and to equip students with the skills, abilities and knowledge to become valued members of the community.

The school is focused on improving students' outcomes in Literacy and Numeracy and there is a strong sense of connectedness for the students in the school, with a focus on student leadership and a healthy Student Representative Council.

Bittern Primary School strives to create a dynamic community partnership fostering lifelong learners enabled by the skills, values and attitudes necessary for success in a changing world. The values of the school are embedded in the culture of the school, including - Respect, Trust, High Expectations, Professional Attitude and Teamwork.

Bittern Primary School is committed to building a culture of shared belief and collective responsibility for whole school improvement and building an environment where all staff, students and leaders are enabled by the skills, values and attitudes necessary for success in a changing world.

The school offers an Out of School Care Program to families and this is used regularly by many of the families at the school from 7.00-8.45am and from 3.15 to 6.00pm. This is held in the Art Room. The Out of School Care Program is a school council run program. A qualified coordinator is employed to oversee the program and to ensure it meets the Victorian Government Qualifications and Standards for Out of School Care Programs.

The school has visiting staff and service providers that work on a regular basis in the school. These include a Lunch Program Provider (run by parents on Fridays), 2 Instrumental music teachers one day per week providing private tuition, a community volunteer worker one day per 3-4 weeks. We also have a range of Student Support Services staff who work directly with students and other outside consultants who may be required to work on-site. The risks of visitors to the school involves the possibility of persons entering the school who do not have appropriate checks or qualifications in place. The school has developed a Code of Conduct which must be in place for all visitors, contractors, external providers of programs, non-school based services/staff who are on-site. Regular visitor and workers will hold a current Working with Children Check. The school will ensure that all delivery people and workers onsite are supervised by a school staff member.

The school has a range of incursions and school visitors throughout the year. Students and staff go off-site for a range of activities including sports events and excursions. The middle and senior school (Years 3-6) attend a school camp for two to three days every second year. Teachers and parents organising Camps and Excursions and Incursions are aware of the procedures for ensuring these external venues provide a copy of their own Child Safety Policy as well as being provided with a copy of our Child Safety Policy, Code of Conduct and Mandatory Reporting guidelines.

All school staff are responsible if there are changes to risk events. Risk events will be reviewed after any incident to review strategies in place with the intention of decreasing the occurrence or likelihood of further incidents.

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
No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	Child safety code of conduct Strategies developed to embed culture of child safety Clear child safety reporting procedures Statement of commitment	Possible	Severe	High	<ul style="list-style-type: none"> Statement of commitment to child safety is publicly available * develop and deliver training to the school council and staff about individual and collective obligations and responsibilities for managing the risk of child abuse risks in the school environment and the schools current child safety standards * Regularly review current child safe practices and obligations * Child safety to be a standing item at staff, school leadership and council meetings 	Principal, School Council Chair	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Performance management procedures	Possible	Severe	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Refresher training for staff – see eLearning mandatory reporting module * Statement of commitment to child safety is publicly available 	Principal, School Council Chair	Low
External provider on site eg: SSS, OT, Speech, outside agencies	Child safe environments Information and awareness for all parties applicable Report to the office to sign in and out	Possible	Moderate	Medium	<ul style="list-style-type: none"> All workers to be provided with and sign school code of conduct <p>Ensure WWCC cards are copied and kept on file</p>	Principal Office staff	Low

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
Unsafe situations in the playground	Teachers on duty	Possible	Moderate	Medium	<ul style="list-style-type: none"> Staff to be aware of Duty of Care and Playground supervision responsibilities Ensure regular checks of toilets and other hidden areas and school boundary 	Students taught expected behaviours through BPS and receive protective behaviour training	Low
Unknown vehicles and persons stopping and entering the school and/or talking with students	Teachers on Duty	Possible	Moderate	Medium	<ul style="list-style-type: none"> Staff to be aware of Duty of Care and Playground supervision responsibilities Ensure regular checks of front and back of school Teach students about stranger danger approaching the school during BPS lessons 	Principal and teachers	Low
Children on site out of official supervision times (8:30am to 8:45am and 3:15 to 3:35pm)	Students are required to be in OHSC or sent to the front office	Possible	Moderate	Medium	<ul style="list-style-type: none"> Parents to be advised of supervision times in Newsletter, web site, social media and school handbooks 	Students out of hours are either supervised in the office or placed into OHSC	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	<p>Processes updated to require:</p> <ul style="list-style-type: none"> Criminal history search Pre-employment reference check includes asking about child safety <p>* Job advertisement to contain information about child safety commitment</p> <p>* Referee checks to ask if there are any Child safe concerns</p>	Principal, School Council Chair Business manager Selection panel members	Low

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
Engagement with children online	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Train students and staff to detect inappropriate behaviour as part of e-learning • Ensure appropriate settings on all student technologies 	<p>Principal, School Council Chair</p> <p>ICT Teacher</p> <p>Classroom teachers</p>	Low
Unknown people and environments at excursions and camps	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p> <p>Risk management template completed prior to excursions and/or camps</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • Assessment of new or changed environments for child safety risks • Ensure Code and strategies apply in all school contexts * Exchange of child safety policies with external provider, schools code of conduct given to provider, receipt of providers mandatory reporting policy 	<p>Principal</p> <p>Organising teacher/s</p>	Low
Ad-hoc contractors on the premises (eg. maintenance)	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>All contractors and visitors report to office to sign in and out</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • Refresher training for frequent contractors * Contractors and visitors working with students to sign school code of conduct * Ad-hoc contractors to be inline of sight of staff 	<p>Principal</p> <p>Business manager</p>	Low
Traffic and/or Bus accident outside of school	<p>Traffic management strategies in place for school carpark</p>	Possible	Major	Medium	<ul style="list-style-type: none"> • Review traffic movement and car park strategies each term and advise parents through 	<p>Principal</p> <p>School Council President</p>	Low

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					newsletter and electronic media * Teach students safety in school carpark as part of Bittern PS lessons * Ensure that traffic management strategies are in place when students are entering and exiting the all vehicles	All staff	
Inappropriate volunteers onsite	Volunteers required to have current WWCC Volunteers to work in line of sight of teaching staff	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Ensure WWCC check cards are copied and kept on file Volunteers to be provided with and sign school code of conduct	Principal Office staff	Low

REVIEW CYCLE

DATE IMPLEMENTED	1 st December 2018
AUTHOR	Margaret Dolan and Kayla Farrugia
APPROVED BY	Margaret Dolan
APPROVAL AUTHORITY (SIGNATURE AND DATE)	
ENDORSED BY SCHOOL COUNCIL PRESIDENT (SIGNATURE AND DATE)	
DATE FOR REVIEW	Term 4 2019
RESPONSIBLE FOR REVIEW	Margaret Dolan and Kayla Farrugia