

## Child Safe Risk Management Policy and Procedures

### 1. Rationale

This policy has been developed to meet the Victorian Child Safe Standards and Ministerial Order 870 – Child Safe Standards.

This policy has been developed to ensure Oxford has appropriate child safe risk management practices. Oxford's child safety risk management strategy is a formal and structured approach to managing risks associated with child safety. Oxford's Child Safety Policy and procedures (including the Child Safe Code of Conduct) clearly outline Oxford's commitment to implementing the seven standards for child safety as outlined in the Ministerial Order No. 870.

Risk is the effect of uncertainty on objectives

- An effect is a deviation from the expected - positive and/or negative.
- Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product and process).
- Risk is often characterised by reference to potential events and consequences or a combination of these.
- Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood of occurrence.

Oxford's process includes risk assessment, implementation of controls and a monitoring and review process to ensure the currency of the risk management approach.

### 2. Scope

This policy applies to any Oxford staff, contractors, volunteers, parents, students and the wider community. Staff are specifically responsible for identifying and for managing risk within their areas of responsibility.

This policy applies to all Oxford school environments. School environments means any physical or virtual place made available or authorized by Oxford 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.

### 3. Policy

3.1 Oxford 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 has identified the following potential child safety risks and risk management strategies.

### Risks

- Lack of an organisational culture of child safety
- Familiarity breeding a culture of not reporting issues
- Natural trust of long term employees (who may have developed issues over time)
- Children alone with one other person unsupervised
- Recruitment of an inappropriate person
- Inappropriate behaviour not reported
- Harassment via email, SMS or other media
- Unsupervised recreational, educational, sporting or other activities
- Ad-hoc contractors on the premises (e.g. maintenance)
- Vulnerability of staff and students due to unknown personal issues
- Unknown people and environments at excursions and camps
- False allegations

### Risk Management Strategies

- Implement an effective child safety risk management strategy
- Child safety code of conduct
- Child safety reporting procedures
- Induction for all visitors, staff, volunteers and contractors
- Train staff to detect inappropriate behaviour
- Counselling and other resources
- Clear windows in walls to enable visibility of occupants
- Assessment of new or changed physical environments for child safety risks
- Supervision or monitoring of activities
- Management procedures
- Pre-employment reference checks that include checking for child safety, identification and confirming currency (e.g. WWCC)

## 4. Implementation

- 4.1 The objective of this policy is to protect children and reduce any opportunities for child abuse or harm to occur.
- 4.2 While risk management assessments and strategies will vary for each risk, managing risk typically involves the following steps and considerations.
  - 4.2.1 Identify the child safety risks across the range of school environments (including excursions, camps, online).
  - 4.2.2 Identify any existing risk mitigation measures or internal controls.
  - 4.2.3 Assess and rate the school's child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.

- 4.2.4 If the risk rating is more than the ‘acceptable level’, identify further risk management strategies through additional controls or other prevention, detection or mitigation strategies and then reassess the risk.
- 4.3 Effective risk management strategies are dynamic and change over time as new risks arise and others may no longer be relevant.
- 4.4 Effective 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.
- 4.5 This policy including the nominated risks will be reviewed by the Oxford Management Team annually. The purpose of these reviews will be to gauge the effectiveness of risk management as a whole and of specific controls for critical activities and risks.

## 5. Other related policies and procedures

Refer to Child Safety Policy and procedures, Mandatory Reporting and Responding to and reporting allegations of suspected child abuse Policy and Procedures for responding to incidents or allegations of child abuse.