



AUSTRALIAN INTERNATIONAL ACADEMY

# CHILD SAFE RISK MANAGEMENT POLICY

Advancement  
Determination  
Faith

# AUSTRALIAN INTERNATIONAL ACADEMY CHILD SAFE RISK MANAGEMENT POLICY

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## **BACKGROUND INFORMATION:**

The Ministerial Order No 870 is a key part of the Victorian Government's response to the recommendations of the Victorian Parliamentary Inquiry into the Handling of Child Abuse by Religious and other Non-Government Organisations. The Inquiry's Betrayal of Trust report made a number of recommendations aimed at protecting children from all forms of abuse and neglect. In particular, Recommendation 12.1 of the Betrayal of Trust report recommended that the government implement minimum standards for maintaining 'child-safe environments' for all organisations with direct and regular contact with children.

The new minimum Child Safe Standards which aim to create child safe cultures and environments in organisations that work with children were released by the Government. These standards are required to be implemented and enforced in Victorian schools. The Ministerial Order provides what the Child Safe Standards mean in a school environment, and demonstrates the Government's "zero tolerance" for child abuse in Victorian schools.

Child abuse includes any act committed against a child involving:

- a sexual offence
- a grooming offence; or
- the infliction on a child of physical violence, serious emotional or psychological harm or serious neglect.

## **THE CHILD SAFE STANDARDS ARE:**

1. strategies to embed an organisational culture of child safety, including through effective leadership arrangements
2. a child safe policy or statement of commitment to child safety
3. a code of conduct that establishes clear expectations for appropriate behaviour with children
4. screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
5. processes for responding to and reporting suspected child abuse
6. strategies to identify and reduce or remove risks of child abuse
7. strategies to promote the participation and empowerment of children

## **AIA COMMITMENT**

Australian International Academy (AIA) will comply with Ministerial Order 870 and commits to child safety. AIA child safe policy applies to all school environments, which includes physical and online environments.

AIA has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.

## **RISK MANAGEMENT**

AIA like all schools have an important responsibility for keeping children safe. AIA always considered health, safety and wellbeing of all children in all aspects of schooling and decisions concerning children. This policy and strategies will ensure that AIA's risk management strategies improve upon existing strategies and meet all the child safety requirements set out in Ministerial Order No. 870.

Child safety standard 6 (clause 12 of the Ministerial Order) requires the school governing authority to develop, implement, monitor and evaluate risk management strategies to ensure child safety in school environments.

### **What is child safety risk and child abuse?**

A risk is anything that can cause harm to a child or abuse of a child. A child is defined as a person under 18 years. This policy also applies to all students including those who are over 18 years of age.

Child abuse includes any act committed against a child involving:

- a sexual offence
- a grooming offence; or
- the infliction on a child of physical violence, serious emotional or psychological harm or serious neglect.

### **Purpose:**

Risk Management is identifying and assessing all potential sources of harm and taking steps to decrease the likelihood that harm will occur.

This section addresses child safety standard 6 - the strategies to identify and reduce or remove risks of child abuse.

In the implementation the following requirements will be met to address standard 6.

1. The school governing authority must develop and implement risk management strategies regarding child safety in school environments.
2. The school's risk management strategies regarding child safety must identify and mitigate the risk(s) of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment (including

the provision of services by contractors or outside organisations), and the characteristics and needs of all children expected to be present in that environment.

3. If the school governing authority identifies risks of child abuse occurring in one or more school environments the authority must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls).
4. As part of its risk management strategy and practices, the school governing authority must monitor and evaluate the effectiveness of the implementation of its risk controls.
5. At least annually, the school governing authority must ensure that appropriate guidance and training is provided to the individual members of the school governing authority and school staff about:
  - individual and collective obligations and responsibilities for managing the risk of child abuse;
  - child abuse risks in the school environment; and
  - the school's current child safety standards.

### **Child Safety Risks**

Following child safety risks are identified as possible risks at AIA Melbourne campuses.

- 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
- Lack of adequate supervision at internal or external activities
- Ad-hoc contractors on the premises (eg maintenance)
- Unknown people and environments at excursions and camps
- Inappropriate staff/student ratio at excursions or camps
- False allegations
- Staff and volunteers not aware of their responsibilities re: child safety and reporting of suspected abuse.

### **Child safety Risk Management Strategies:**

Following policies or procedures are available for staff, students and visitors to minimise risk and reduce the possibilities to harm or abuse children.

- Child safety policy
- Child safety code of conduct
- VIT code of conduct
- Use of Incident Reporting Form
- Mandatory Reporting Policy
- Thorough processing of all completed incident reports.
- Induction for all visitors, staff, volunteers and contractors
- Annual workshops re: Child safe policy and reporting obligations
- No contact between children and contractors
- Annual training of students and staff to detect inappropriate behaviour
- Regular monitoring of staff and students
- Empowering students to detect and report inappropriate behaviour
- Job descriptions to include child safety and reporting obligations
- Counselling and other resources
- Clear windows in walls to enable visibility of occupants

- No locked doors with students in certain areas of school (E.g offices, secluded rooms)
- Excursion and Camps planner
- Assessment of new or changed physical environments for child safety risks
- Supervision or monitoring of activities
- Online searches (Google, Facebook etc)
- Staff appraisal to include awareness and understanding of child safety and reporting obligations.
- Pre-employment reference checks that include checking for child safety
- Criminal history checks and confirming currency of WWCC/VIT registration

## Risk Assessment:

In the following table risks are identified and child safety risk management strategies are documented. Risk rating matrix (see below) is used for initial risk assessment and residual risk assessment.

Risk Event	Existing Management strategies or internal controls	Likelihood	Consequence	Initial Risk assessment	New risk management controls or internal controls	Responsibility & Residual Risk (RR)
Natural trust of long term/older employees	Child safety code of conduct, embedding culture of child safety	Possible	Major	High	Staff induction and annual awareness training, inclusion of obligation in staff position descriptions, policy and procedure for managing child safety, Staff appraisal, reporting procedures	Campus & Assistant Heads, PD Coord RR: Low
Children alone with one other person unsupervised	Child safety code of conduct, embedding culture of child safety	Possible	Severe	Extreme	Child safety code of conduct, Staff induction and annual awareness training, inclusion of obligation in staff position descriptions, policy and procedure for managing child safety, unlocked doors, room visibility, windows not blocked. Monitoring of staff and volunteers	Academy Head, Campus Head, Senior Coordinators RR: Low
Recruitment of an inappropriate person	VIT registration or WWCC	unlikely	Major	Medium	VIT check/copy of VIT card, online searches, reference checks, multiple interviews, asking relevant child safety questions at interview.	Academy Head, Campus Head, Assistant Head, Faculty Coord. RR: Low
Inappropriate behaviour not reported	Child safety code of conduct, embedding culture of child safety	Possible	Severe	Extreme	Staff induction and annual awareness training, inclusion of obligation in staff position descriptions, policy and procedure for managing child safety, Staff appraisal, reporting procedures (incident reporting form). Explanation of legal requirements under Mandatory reporting.	Academy Head, Campus Head, Senior Coordinators RR: Low

Harassment via email, SMS or other media	Child safety code of conduct, VIT code of conduct, embedding culture of child safety	Possible	Severe	Extreme	Staff induction and annual awareness training, inclusion of obligation in staff position descriptions, policy and procedure for managing child safety. Explanation and understanding of child safety code of conduct.	Academy Head, Campus Head, Assistant Head RR: Low
Lack of adequate supervision at internal or external activities	Excursion and Camps policy, Child safety code of conduct, VIT code of conduct.	rare	major	medium	Staff induction and annual awareness training of relevant policies, Risk assessment of venue and external staff at venue – making certain that they hold WWCC. inclusion of obligation in staff position descriptions, policy and procedure for managing child safety. Explanation and understanding of child safety code of conduct.	Campus Head, Assistant Head, School organiser & Senior coordinators RR: Low
Ad-hoc contractors on the premises (eg maintenance)	Visitors sign in book.	unlikely	major	medium	Regular checking of signing in book by all visitors or contractors. All staff to be informed of external workers at Campus (Number of workers and duration). External workers to be monitored and kept away from children.	Campus Head, Assistant Head, School organiser & Office staff RR: Low
Unknown people and environments at excursions and camps	Excursion and Camps policy.	likely	major	extreme	Staff induction and annual awareness training of relevant policies. Risk assessment of venue and external staff at venue – making certain that they hold WWCC. Designated camp and excursion leader and adequate supervision of children at all times.	Campus Head, Assistant Head, School organiser & Year Level coordinators RR: Low
Inappropriate staff/student ratio at excursions or camps	Excursion and Camps policy.	rare	major	medium	Staff induction and annual awareness training of relevant policies, Risk assessment of venue and external staff at venue. Inclusion of obligation in staff position descriptions, policy and procedure for managing child safety. Explanation and understanding of child safety code of conduct. Checking of excursion and camp planner by senior staff.	Campus Head, Assistant Head, School organiser & Year Level coordinators RR: Low

False allegations	Incident Reporting form, Serious matters dealt by Academy Head & Heads	Possible	Severe	Extreme	Staff induction and annual awareness training, policy and procedure for managing child safety, reporting procedures (incident reporting form). Explanation of legal requirements under Mandatory reporting. Regular training of staff and students re: Abuse and harm, and how to report based on evidence.	Academy Head, Campus Head, RR: Low
Not all Staff and volunteers aware of their responsibilities re: child safety	Annual training of staff & volunteers re: policies	Possible	major	High	Staff induction and annual awareness training, inclusion of obligation in staff position descriptions, policy and procedure for managing child safety, Staff appraisal, reporting procedures (incident reporting form). Explanation of legal requirements under Mandatory reporting.	Academy Head, Campus Head, Senior Coordinators RR: Low
Member of public on school grounds without permission	Visitors sign in book.	Possible	Major	High	Regular checking of signing in book by all visitors. All staff to be informed of external visitors at Campus. External visitors to be monitored. If there is a threat to safety, then they should be asked to leave or if necessary police should be contacted.	Academy Head, Campus Head, Senior Coordinators, Staff on duty RR: Low

**Risk Rating Matrix:** Following matrix is used to for initial risk assessment and residual risk assessment.

RISK RATING		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium