East Preston Islamic College

C H I L D

S A F E T Y

R I S K

M A N A G E M E N T

P O L I C Y

UPDATED SEPTEMBER 2017

RISK MANAGEMENT

East Preston Islamic College is committed to identifying, monitoring and reducing or removing risks of child abuse. As part of its risk management strategy and practices, East Preston Islamic College will monitor and evaluate the effectiveness of the implementation of its risk controls. The governing body of East Preston Islamic College, have identified the following risks in regards to child safety and has identified ways in which the school will take steps to reduce or remove the risks.

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?
At risk and child safety concerns are not reported	Child safety code of conduct Strategies developed to embed culture of child safety EPIC mandatory reporting policy EPIC Discipline and welfare policy	Unlikely	Severe	low	Strategies to embed organisational culture of child safety are reviewed DEECD mandatory reporting training module Regular staff refresher training about child safety and concerns.	EPIC Wellbeing team, VP and the principal
Inappropriate behaviour towards student-student Student-Teachers	Child safety code of conduct EPIC child safety policy EPIC mandatory reporting policy Mandatory reporting policy EPIC staff handbook	Possible	severe	low	Strategies to embed organisational culture of child safety are reviewed Teacher refresher session on legal rights and responsibilities. DEECD mandatory reporting training module	EPIC governing body, Principal, VP, wellbeing team, College counsellor and all staff
Contractors, volunteers and maintenance staff on the premise unsupervised	Strategies developed to embed culture of child safety Clear child safety reporting procedures Child safety policy Visitor/contractor sign in book at the administration office	Possible	Major	low	Refresher training for staff – eLearning mandatory reporting module.	EPIC governing body, School council, Principal, VP, maintenance manager

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Recruitment of an inappropriate staff members	Victorian Institute of Teaching registration (VIT) AISV	Unlikely	Major	Medium	Check staff recruitment policy to update: -Criminal history search -Pre-employment reference check includes asking about child safety	EPIC governing body including HR, Principal and VP
Engagement with children online- social media	Child safety code of conduct Strategies developed to embed culture of child safety EPIC e-smart policies and procedures	Possible	Moderate	Medium	Provide training for students and staff to detect inappropriate behaviour online. Ensure appropriate settings on all stud	Principal, VP, wellbeing team, College counsellor, E-smart coordinator
Access to inappropriate websites/Pornography, Extremist websites	Web-filters are in place to block inappropriate websites filtering system- light speed	Possible	Minor	Low	IT administration staff to check and audit regularly Annual information sessions for staff regarding online issues	IT system administrator, IT technicians, EPIC governing body
Unsupervised activities- during yard duty, excursions/incursion, Camp, lunch and recess, prayer time etc.	Child safety code of conduct Clear child safety reporting policies and procedures	Likely	Moderate	Medium	Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts	Principal, VP, school, EPIC wellbeing team, Teaching staff
Trespassers/vandalism	CCTV, monitored alarm systems, flood lights are installed in the perimeter of the school.	Likely	Moderate	Medium	Assessment of safety protocols ensure staff are aware of safety strategies in place regular maintenance checks by maintenance staff	EPIC governing body, Principal, VP, Maintenance staff
Issues with surrounding neighbouring properties	CCTV, monitored alarm systems, flood lights installed in the perimeter of the school. College Caretaker Electronically monitored gates	Likely	Moderate	Low	Assessment of safety protocols ensure staff are aware of safety strategies in place regular maintenance checks by maintenance staff inform Darebin council of any neighbourhood issues	EPIC governing body, Principal, VP, Admin staff Maintenance manager and staff

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Theft of school property by outsiders	CCTV, monitored alarm systems, flood lights installed in the perimeter of the school. College Caretaker Electronically monitored gates	Likely	Moderate	Medium	Assessment of safety protocols ensure staff are aware of safety strategies in place regular maintenance checks by maintenance staff	EPIC governing body, Principal, VP, Admin staff Maintenance staff,
Predatory animals (bush area and creek at the back of the college): venomous snakes, spiders, rodents	Clear instructions to staff and teachers regarding out of bounds areas. First aid policies and practises in place	Likely	Major (especially during summer months)	Medium	Assessment of safety protocols Pest control (every 6 months) ensure staff are aware of safety strategies in place regular maintenance checks by maintenance staff	EPIC governing body, Principal, VP, Admin staff Maintenance manager and staff
College bus – pick up and drop offs	All EPIC bus drivers maintain their working with children's check. Students are given clear instructions about safety on school bus RACV transport safety information sessions for students. Regular maintenance checks for buses- Krupic Mechanics (4 times per year) Regular auditing and checks by VIC ROADS	Likely	Minor	Low	Ensure safe transport strategies are in place Inform all staff regarding safe transport protocols	Maintenance manager and Maintenance staff, VP, Principal
Unsafe disposing of waste- paper and oil (canteen)	disposal of oil from the canteen Clearway (oil disposed monthly) VISY- (disposal of paper) Regular auditing of dispose items by maintenance staff	Unlikely	Minor	Low	Ensure all maintenance staff are practising proper disposing/handling techniques Ensure staff are trained on correct procedures to follow when dealing with disposal.	Maintenance manager and Maintenance staff, VP, Principal

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Unsafe fire hydrants and fire services equipment	FES equipment services (checked twice a year)	Likely	Severe	medium	Maintenance manager and Maintenance staff to conduct regular checks to ensure FES equipment are in good working order. Ensure maintenance staff are trained in proper handling and checking of FES equipment.	Maintenance manager and Maintenance staff, VP
Live animals on site	Scientific procedures premises licence Regular maintenance and checks followed by Lab technician and science department	Likely	Minor	Low	Lab technician and maintenance staff to conduct regular checks	College lab technician, Maintenance staff, VP
Asbestos containing building materials and components	Asbestos auditing and reporting has been manifested. Clear building procedures outlined for builders and contractors are followed by maintenance staff refer to division 6 report. Maintenance staff are given clear instructions and are aware about the potential hazards when dealing with asbestos containing building material.	Likely	Severe	Medium	Regular checks by maintenance staff	VP, Maintenance Manager and maintenance staff
Visitors coming into the mosque for Friday Prayer	Child safe environment Information and awareness for parents, visitors, staff, volunteers and contractors. Inform the school community via website and newsletter.	likely	Moderate	Medium	Refresher training for administration staff	Principal, VP, school, EPIC wellbeing team, Teaching staff and admin staff
Science Lab- contact, storage and spillage of dangerous and hazardous chemicals	Chemicals and other hazardous materials are disposed by a chemical disposal service Regular maintenance by lab technicians	Likely	Minor	Low	Regular checks and audits by lab technician 2 times a year	Science Lab technician, Science teachers and maintenance staff

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Canteen- Contamination/poor food handling and hygiene issues	College canteen- current owners operate with safe food handling cert 1&2 Darebin council- safe food handling auditing EPIC Health and Nutrition Policy	Possible	Severe	Medium	Regular training for canteen staff Regular auditing of food handling procedures and policies	EPIC governing body, Principal, VP, Canteen Manager and staff, Head of Wellbeing

BREACHES OF POLICY

The School expects that any employees who become aware of a breach of these policies will advise the Vice Principal without delay to enable remedial action to be taken.

EVALUATION

This policy will be reviewed by the EPIC governing body as part of our 3-year cycle.

NEXT REVIEW

Next review date is 30th June 2020.