

EAST PRESTON ISLAMIC COLLEGE'S STUDENT SAFETY RISK REGISTER

Risk Category, Title and Description	Risk Causes and Consequences	Controls	Who is responsible?	Risk Matrix		
Define the risk event including a risk title and a short description <i>What can go wrong?</i>	Describe the risk event cause(s) and consequence(s). <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i>	<i>Identify who is responsible for identifying risks and implementing controls</i>	Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Risk Rating <i>What is the current risk level based on the risk rating matrix? (choose one)</i>
<p>Risk category Student safety</p> <p>Risk title Student safe culture</p> <p>Risk short description Student safety and wellbeing issue eventuates because the College does not have an organisational culture of student safety</p>	<p>Causes</p> <ul style="list-style-type: none"> Lack of strategies to embed a culture of student safety Lack of understanding of roles and responsibilities in relation to student safety Failure to inform the College community about the strategies, and allocated roles and responsibilities Failure to support, encourage and enable staff, parents and students to understand, identify, discuss and report student safety issues Failure to monitor and supervise who is on the College premises Failure to put student safety strategies into practice, and inform the College community about these practices Failure to periodically review the effectiveness of student safety strategies put into practice or, if considered appropriate, revise those strategies Failure to ensure the College environment is culturally safe for all students (including those who have needs or are otherwise vulnerable) <p>Consequences</p> <ul style="list-style-type: none"> Risk of child abuse or reportable conduct Physical, emotional or psychological injury Stress for all involved Complaints Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Making adjustments to ensure equal protection for vulnerable students Adequate information sharing, recordkeeping and reporting in line with Public Office Victoria Recordkeeping Standards Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Inclusion of student safety duties in position descriptions Communicate key student safety policies to the College community and seek input from families and communities in their development and review Champion a student safe culture across all levels of the College (from the top down and bottom up) Public commitment to student safety Board members, staff and volunteers receive induction, training and briefings regarding the College's current student safety standards and practices Staff and volunteers receive training and briefings on Aboriginal culture, culturally sensitive issues, including using culturally appropriate language, and how to identify and address incidences of racism in a manner that involves the affected student and their families Student safety a standard discussion item on Board meetings, College Leadership Team meetings and staff meetings The risks associated with student safety are considered with regard to particular groups of students and their differing needs Seek ideas from students and parents via emails and feedback sessions to improve the College's student safe culture Regular training Periodic review of controls 	<p align="center">Board Principal</p>	<p>(Pre-control) Catastrophic Major Moderate Minor Insignificant</p> <p>(Post-control) Catastrophic Major Moderate Minor Insignificant</p>	<p>(Pre-control) Almost certain Likely Possible Unlikely Rare</p> <p>(Post-control) Almost certain Likely Possible Unlikely Rare</p>	<p>(Post-control) Extreme High Moderate Low</p>

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<p>Risk category Student safety</p> <p>Risk title Recruitment and Employment Practices</p> <p>Risk short description Student safety and wellbeing issue eventuates because the College recruits a staff member (including a contractor or volunteer) who is not suitable for child-connected work</p>	<p>Causes</p> <ul style="list-style-type: none"> • Failure to ensure entitlement to engage in child-connected work (including, if relevant, teaching) • Failure to ensure suitability for child-connected work • Inadequate recruitment practices • Prospective staff member circumvents normal recruitment procedure • Failure to recognise indicators of harm <p>Consequences</p> <ul style="list-style-type: none"> • Risk of child abuse or reportable conduct • Physical, emotional or psychological injury • Stress for all involved • Complaints • Regulatory action • Litigation • Reputation damage 	<ul style="list-style-type: none"> • Strategies developed to embed student safety in the culture, leadership and governance of the College • Adequate information sharing, recordkeeping and reporting in line with Public Office Victoria Recordkeeping Standards • Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) • Student safety framework generally • Protecting Children – Mandatory Reporting and other Obligations Module • Student Safety Recruitment and Selection Policy • Appointment of Student Safety Officers • Clear statements in job advertisements regarding student safety • Clear statements in position descriptions regarding essential or relevant qualifications, experience or attributes in relation to student safety • Clear recruitment process, including face-to-face interviews (in so far as it is reasonable to do so) and legislative screening requirements in accordance with legislation • Clear file notes from interviews with prospective applicants, which identify that the applicant has student safe attributes, or conversely, identifies factors that may indicate a risk to student safety – such as a reluctance to undergo a National Police Check • Processes which seek to identify a prospective applicant's prior conduct which may be relevant to student safety, including disciplinary action, investigations, findings of improper or unprofessional conduct made by a previous employer, law enforcement agency or relevant statutory body • Inform staff and volunteers about the College's record keeping processes in relation to student safety and information sharing and reporting obligations • Pre-employment declaration to be signed as part of recruitment process • Reasonable efforts to gather, verify and record information regarding Working with Children Check (or similar) and Victorian Institute of Teaching registration of all staff 	<p style="text-align: center;">Board Principal</p>	<p>(Pre-control) Catastrophic Major Moderate Minor Insignificant</p> <p>(Post-control) Catastrophic Major Moderate Minor Insignificant</p>	<p>(Pre-control) Almost certain Likely Possible Unlikely Rare</p> <p>(Post-control) Almost certain Likely Possible Unlikely Rare</p>	<p>(Post-control) Extreme High Moderate Low</p>

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		<ul style="list-style-type: none"> Reasonable efforts to gather, verify and record proof of personal identity and any professional or other qualifications Reasonable efforts to gather, verify and record prospective staff members' history of work involving children and young people (including appropriate references) Use of a probation period to assess a new staff member's performance and suitability to work with children and young people Clear processes to ensure that a staff member's ongoing suitability to engage in child-connected work is assessed throughout their employment or engagement at the College Professional advice Periodic review of controls 				
<p>Risk category Student safety</p> <p>Risk title Training (Board and staff)</p> <p>Risk short description Student safety and wellbeing issue eventuates because Board members and staff do not understand their College's obligations, policies and procedures regarding student safety</p>	<p>Causes Failure to ensure that, at least annually, appropriate guidance and training is provided to the Board and staff about:</p> <ul style="list-style-type: none"> Individual and collective obligations and responsibilities for managing the risk of child abuse Child abuse risks in the school environment The College's current student safety standards <p>Consequences</p> <ul style="list-style-type: none"> Risk of child abuse or reportable conduct Physical, emotional or psychological injury Stress for all involved Complaints Failure to protect Failure to report Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Adequate information sharing, recordkeeping and reporting in line with Public Office Victoria Recordkeeping Standards Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Comprehensive inductions for all incoming staff regarding the College's student safety strategies, practices, policies and procedures Professional development programs delivering regular training to the Board, staff and volunteers regarding student safety issues (including individual and collective obligations and responsibilities) Awareness that different risk controls may be necessary for particular groups of students Updates in bulletins and newsletters to educate students and their families that student safety is everyone's responsibility Periodic review of controls 	Board Principal	<p>(Pre-control) Catastrophic Major Moderate Minor Insignificant</p> <p>(Post-control) Catastrophic Major Moderate Minor Insignificant</p>	<p>(Pre-control) Almost certain Likely Possible Unlikely Rare</p> <p>(Post-control) Almost certain Likely Possible Unlikely Rare</p>	<p>(Post-control) Extreme High Moderate Low</p>

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<p>Risk category Student safety</p> <p>Risk title Training (contractors)</p> <p>Risk short description Student safety and wellbeing issue eventuates because contractors engaged by the College do not understand their and the College's obligations, policies and procedures regarding student safety</p>	<p>Causes Failure to ensure that appropriate guidance and training is provided to contractors about:</p> <ul style="list-style-type: none"> Individual and collective obligations and responsibilities for managing the risk of child abuse Child abuse risks in the College environment The College's current student safety standards <p>Consequences</p> <ul style="list-style-type: none"> Risk of child abuse or reportable conduct Physical, emotional or psychological injury Stress for all involved Complaints Failure to protect Failure to report Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Where contractors are individuals who are involved in child-related work at or for the College on a regular and systematic basis, provide inductions regarding the College's student safety strategies, practices, policies and procedures Ensure requirements for Working with Children Check have been met A register of preferred contractors is maintained Periodic review of controls 	<p>Board Principal</p>	<p>(Pre-control) Catastrophic Major <u>Moderate</u> Minor Insignificant</p> <p>(Post-control) Catastrophic Major Moderate <u>Minor</u> Insignificant</p>	<p>(Pre-control) Almost certain <u>Likely</u> Possible Unlikely Rare</p> <p>(Post-control) Almost certain Likely Possible <u>Unlikely</u> Rare</p>	<p>(Post-control) Extreme High Moderate <u>Low</u></p>
<p>Risk category Student safety</p> <p>Risk title Child abuse or reportable conduct (Staff)</p> <p>Risk short description Staff engage in child abuse or reportable conduct</p>	<p>Causes</p> <ul style="list-style-type: none"> Lack of standards about the ways in which staff are expected to behave with students Misplaced trust in long-term and senior staff A culture that endorses subtle yet inappropriate behaviours, including behaviours which, regardless of their intention, cross professional boundaries Failure to ensure that appropriate supervision or support arrangements are in place to induct new staff into the College's policies, codes, practices and procedures governing student safety and child-connected work Failure to ensure that appropriate supervision or support arrangements are in place in relation to monitoring and assessing staff's continuing suitability for child-connected work Failure to implement practices that enable the Board to be satisfied that people engaged in child-connected work perform appropriately in relation to student safety <p>Consequences</p>	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Adequate information sharing, recordkeeping and reporting in line with Public Office Victoria Recordkeeping Standards Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Board members, staff and volunteers receive induction regarding the College's current student safety standards and practices Communicate effectively with families and communities about how to raise student safety concerns with the College, and how such concerns will be responded to (eg. seriously and in a culturally safe manner) 	<p>Board Principal</p>	<p>(Pre-control) Catastrophic <u>Major</u> Moderate Minor Insignificant</p> <p>(Post-control) Catastrophic <u>Major</u> Moderate Minor Insignificant</p>	<p>(Pre-control) Almost certain Likely Possible <u>Unlikely</u> Rare</p> <p>(Post-control) Almost certain Likely Possible Unlikely <u>Rare</u></p>	<p>(Post-control) Extreme High <u>Moderate</u> Low</p>

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	<ul style="list-style-type: none"> • Risk of child abuse or reportable conduct • Physical, emotional or psychological injury • Stress for all involved • Complaints • Failure to protect • Regulatory action • Litigation • Reputation damage 	<ul style="list-style-type: none"> • Annual performance reviews, performance management and disciplinary procedures • Ongoing supervision of staff regularly to ensure they understand their role and to confirm the types of behaviour towards students (regardless of intent) that are inappropriate • Monitoring to ensure that all staff have evidence of a valid Working with Children Check (or similar) clearance, or Victorian Institute of Teaching registration • Student safety a standard discussion item on Board meetings, Leadership Team meetings and staff meetings • Professional development programs delivering regular training to the Board and staff regarding student safety issues (including individual and collective obligations and responsibilities) • Comply with reporting obligations to relevant authorities (regardless of legal obligation to report) • Educate Board, staff, students and parents about detecting, responding to and reporting inappropriate behaviour • Cooperate with law enforcement agencies regarding complaints and concerns • Periodic review of controls 				
Risk category Student safety Risk title Child abuse or reportable conduct (Contractors) Risk short description Contractors engage in child abuse or reportable conduct	Causes <ul style="list-style-type: none"> • Lack of standards about the ways in which contractors are expected to behave with students • Misplaced trust in longstanding contractors • A culture that endorses subtle yet inappropriate behaviours, including behaviours which, regardless of their intention, cross professional boundaries • Failure to ensure that appropriate supervision or support arrangements are in place to induct new contractors into the College's policies, codes, practices and procedures governing student safety and child-connected work • Failure to ensure that appropriate supervision or support arrangements are in place in relation to monitoring and assessing contractors' continuing suitability for child-connected work • Failure to implement practices that enable the Board to be satisfied that people engaged in child- 	<ul style="list-style-type: none"> • Strategies developed to embed student safety in the culture, leadership and governance of the College • Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) • Student safety framework generally • Protecting Children – Mandatory Reporting and other Obligations Module • Student Safety Recruitment and Selection Policy • Appointment of Student Safety Officers • Verifying and recording that current Working with Children Checks (or similar) or Victorian Institute of Teaching registration held by all contractors involved in child-related work, identifying when credentials are due to expire (if applicable) and seeking updated evidence • Briefing contractors on obligation to comply with the College's student safety policies (publicly available) 	Board Principal	(Pre-control) Catastrophic Major Moderate Minor Insignificant (Post-control) Catastrophic Major Moderate Minor Insignificant	(Pre-control) Almost certain Likely Possible Unlikely Rare (Post-control) Almost certain Likely Possible Unlikely Rare	(Post-control) Extreme High Moderate Low

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	<p>connected work perform appropriately in relation to student safety.</p> <p>Consequences</p> <ul style="list-style-type: none"> • Risk of child abuse or reportable conduct • Physical, emotional or psychological injury • Stress for all involved • Complaints • Failure to protect • Regulatory action • Litigation • Reputation damage 	<ul style="list-style-type: none"> • Where contractors are individuals who are involved in child-related work at or for the College on a regular and systematic basis, provide inductions regarding the College's student safety strategies, practices, policies and procedures • Where practicable, contractors are scheduled to perform works outside school hours and/or during non-term time • Supervision of contractors while on College grounds • Continuous supervision of contractors who need to be engaged at short notice to perform works on College grounds (e.g. emergency maintenance), where normal screening/briefing/induction procedures may not be practicable • Student safety a standard discussion item on Board meetings, Leadership Team meetings and staff meetings • Educate Board, staff, students and parents about detecting, responding to and reporting inappropriate behaviour • Periodic review of controls 				
<p>Risk category Student safety</p> <p>Risk title Unsupervised student</p> <p>Risk short description Student safety and wellbeing issue eventuates because a student is unsupervised</p>	<p>Causes</p> <ul style="list-style-type: none"> • Lack of student supervision • Lack of staff training • Lack of appropriate risk management practices for external or recreational activities <p>Consequences</p> <ul style="list-style-type: none"> • Risk of child abuse or reportable conduct • Physical, emotional or psychological injury • Stress for all personnel involved • Complaints • Failure to protect • Regulatory action • Litigation • Reputation damage 	<ul style="list-style-type: none"> • Strategies developed to embed student safety in the culture, leadership and governance of the College • Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) • Student safety framework generally • Protecting Children – Mandatory Reporting and other Obligations Module • Student Safety Recruitment and Selection Policy • Appointment of Student Safety Officers • Organised supervision (including 'yard duty') before, during and after school • Appropriate staff:student ratios • Visitor and contractor sign-in process, and clear signage • Strategies to encourage staff and students to speak up and make a report if person is on the College grounds without signing in or clear identification • Regular reminders to staff on this risk during Leadership Team meetings and all staff meetings. • CCTV for unsupervised areas, where appropriate 	<p>Board Principal</p>	<p>(Pre-control) Catastrophic Major <u>Moderate</u> Minor Insignificant</p> <p>(Post-control) Catastrophic Major <u>Moderate</u> Minor Insignificant</p>	<p>(Pre-control) Almost certain Likely <u>Possible</u> Unlikely Rare</p> <p>(Post-control) Almost certain Likely <u>Possible</u> Unlikely Rare</p>	<p>(Post-control) Extreme High <u>Moderate</u> Low</p>

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		<ul style="list-style-type: none"> • Clear windows in walls, where appropriate, to enable visibility of occupants • Non-lockable doors, where appropriate • Educate the Board, staff, volunteers, students and parents about detecting, responding to and reporting inappropriate behaviour • Periodic review of controls 				
Risk category Student safety Risk title Staff member alone with a student Risk short description Student safety and wellbeing issue eventuates because a student is alone with a staff member	Causes <ul style="list-style-type: none"> • Failure to maintain professional boundaries and practices • Lack of safe areas for staff to meet with students • Lack of staff training or understanding of professional boundaries and practices Consequences <ul style="list-style-type: none"> • Risk of child abuse or reportable conduct • Physical, emotional or psychological injury • Stress for all personnel involved • Complaints • Failure to protect • Regulatory action • Litigation • Reputation damage 	<ul style="list-style-type: none"> • Strategies developed to embed student safety in the culture, leadership and governance of the College • Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) • Student safety framework generally • Protecting Children – Mandatory Reporting and other Obligations Module • Student Safety Recruitment and Selection Policy • Appointment of Student Safety Officers • Organised supervision (including ‘yard duty’) before, during and after school • Appropriate staff:student ratios • Visitor and contractor sign-in process, and clear signage • Empowering students to raise awareness and concern if they feel uncomfortable by the actions of staff, whether as a result of meeting alone or otherwise • Regular reminders to staff on this risk during College Leadership Team meetings and all staff meetings. • CCTV for unsupervised areas, where appropriate • Clear windows in walls, where appropriate, to enable visibility of occupants • Non-lockable doors, where appropriate • Educate the Board, staff, volunteers, students and parents about detecting, responding to and reporting inappropriate behaviour • Periodic review of controls 	Board Principal	(Pre-control) Catastrophic Major Moderate Minor Insignificant (Post-control) Catastrophic Major Moderate Minor Insignificant	(Pre-control) Almost certain Likely Possible Unlikely Rare (Post-control) Almost certain Likely Possible Unlikely Rare	(Post-control) Extreme High Moderate Low
Risk category Student safety Risk title Online environment	Causes <ul style="list-style-type: none"> • Online courses • Online networking • Remote learning (for example, during a pandemic) 	<ul style="list-style-type: none"> • Strategies developed to embed student safety in the culture, leadership and governance of the College • Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, 	Board Principal	(Pre-control) Catastrophic Major Moderate Minor	(Pre-control) Almost certain Likely Possible Unlikely	(Post-control) Extreme High Moderate Low

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Risk short description Student safety and wellbeing issue eventuates in the College's online environment	<ul style="list-style-type: none"> Failure by staff to maintain professional boundaries with students Failure by students to abide by the College's procedures for online learning Consequences <ul style="list-style-type: none"> Risk of child abuse or reportable conduct Physical, emotional or psychological injury Stress for all involved Complaints Failure to protect Regulatory action Litigation Reputation damage 	and Responding to Student Safety Concerns Policy (publicly available) <ul style="list-style-type: none"> Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers EPIC ICT Policy EPIC e-smart Policy Privacy Policy Age-appropriate education for all students Ensure appropriate settings on all student technologies Educate staff, students and parents about the College's online policies and procedures, and student-safe practices Educate the Board, staff, students and parents about detecting, responding to and reporting inappropriate behaviour Enable students to leave an online environment if they feel uncomfortable or unsafe Educate students and staff that standards of behaviour on the College grounds equally apply to a virtual classroom or online environment Actively promote the appropriate use of social media and online environments through College newsletters, community announcements and bulletins Communications between the Board and the Principal about the College's expectations and risks of an online learning environment (particularly during the COVID-19 pandemic) Periodic review of controls 		Insignificant (Post-control) Catastrophic Major Moderate <u>Minor</u> Insignificant	Rare (Post-control) Almost certain Likely Possible <u>Unlikely</u> Rare	
Risk category Student safety Risk title Off-campus risks Risk short description Student safety and wellbeing issue eventuates because staff do not consider or manage student safety risks when students are	Causes <ul style="list-style-type: none"> Fail to consider student safety risks Lack of awareness of local conditions (unknown people and environments) College fails to monitor who is in vicinity of off-campus activities Lack of supervision Lack of appropriate risk management practices Consequences <ul style="list-style-type: none"> Risk of child abuse or reportable conduct 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy 	Board Principal	(Pre-control) Catastrophic Major <u>Moderate</u> Minor Insignificant (Post-control) Catastrophic Major <u>Moderate</u>	(Pre-control) Almost certain Likely <u>Possible</u> Unlikely Rare (Post-control) Almost certain Likely Possible	(Post-control) Extreme High <u>Moderate</u> Low

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<p>Define the risk event including a risk title and a short description <i>What can go wrong?</i></p>	<p>Describe the risk event cause(s) and consequence(s). <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i></p>	<p>Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i></p>	<p><i>Identify who is responsible for identifying risks and implementing controls</i></p>			
<p>off-campus (eg camps, excursions, sports and other activities)</p>	<ul style="list-style-type: none"> Physical, emotional or psychological injury Stress for all involved Failure to protect Complaints Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Appointment of Student Safety Officers Risk management plans for off-campus activities (including online excursion application forms and incident reporting) Excursion organisation and planning for staff Assessment of new or changed environments for student safety risks Appropriate staff:student ratios Use of volunteers or parents with appropriate student safety screening requirements to assist with supervision of students Regular student head counts Educate the Board, staff, students and parents about detecting, responding to and reporting inappropriate behaviour Educate students and staff that standards which apply within the College also apply to off-site events Periodic review of controls 		<p>Minor Insignificant</p>	<p>Unlikely Rare</p>	
<p>Risk category Student safety Risk title Reports and investigations Risk short description Student safety and wellbeing issue eventuates because the College does not become aware of, report or properly investigate student safety issues</p>	<p>Causes</p> <ul style="list-style-type: none"> Board members, staff, parents and students do not understand, identify, discuss and report student safety matters Board members and staff are not aware of their reporting obligations Failure to have a clear procedure or set of procedures for responding to allegations of suspected child abuse or reportable conduct promptly and thoroughly in accordance with Ministerial Order No. 1359 and other legal obligations Failure to ensure any procedure is sensitive to the diversity characteristics of the school community; made publicly available; and accessible to students, school staff, and the wider community <p>Consequences</p> <ul style="list-style-type: none"> Risk of child abuse or reportable conduct Physical, emotional or psychological injury Stress for all involved Complaints Failure to protect Failure to report 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Adequate information sharing, recordkeeping and reporting in line with Public Office Victoria Recordkeeping Standards Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Educate the Board, staff, students and parents about detecting, responding to and reporting inappropriate behaviour Age-appropriate education for students regarding appropriate and inappropriate behaviours in the school environment both in person and online Empowering students to raise awareness and concern if they feel uncomfortable by the actions of staff, contractors, other students or others attending the College premises 	<p>Board Principal</p>	<p>(Pre-control) Catastrophic Major Moderate Minor Insignificant</p> <p>(Post-control) Catastrophic Major Moderate Minor Insignificant</p>	<p>(Pre-control) Almost certain Likely Possible Unlikely Rare</p> <p>(Post-control) Almost certain Likely Possible Unlikely Rare</p>	<p>(Post-control) Extreme High Moderate Low</p>

Risk Category, Title and Description	Risk Causes and Consequences	Controls	Who is responsible?	Risk Matrix		
Define the risk event including a risk title and a short description <i>What can go wrong?</i>	Describe the risk event cause(s) and consequence(s). <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i>	<i>Identify who is responsible for identifying risks and implementing controls</i>	Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Risk Rating <i>What is the current risk level based on the risk rating matrix? (choose one)</i>
	<ul style="list-style-type: none"> Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Student safety a standard discussion item on Board meetings, College Leadership Team meetings and staff meetings Investigations (where required) are conducted in accordance with principles of procedural fairness and good practice Input from families and communities will be considered when making decisions impacting children and young people Ensuring student safety risks are managed when student safety concerns arise, including by standing down staff the subject of alleged child abuse or reportable conduct where required or as is otherwise appropriate. Professional development programs delivering regular training to the Board and staff regarding student safety issues (including individual and collective obligations and responsibilities) Professional advice Periodic review of controls 				
<p>Risk category Student safety</p> <p>Risk title Failure to support</p> <p>Risk short description Student safety and wellbeing issue eventuates because the College does not support students affected by student safety issues</p>	<p>Causes</p> <ul style="list-style-type: none"> College fails to support or assist students who disclose child abuse or reportable conduct, or who are otherwise linked to suspected cases <p>Consequences</p> <ul style="list-style-type: none"> Significant neglect Physical, emotional or psychological injury Stress for all involved Complaints Failure to protect Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Adequate information sharing, recordkeeping and reporting in line with Public Office Victoria Recordkeeping Standards Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Compassionate and supportive communications when dealing with students affected by student safety issues (and, where appropriate, their families) with regard to the students cultural or additional needs Awareness that different risk controls may be necessary for particular groups of students Counselling support services Periodic review of controls 	<p>Board Principal</p>	<p>(Pre-control) Catastrophic Major Moderate Minor Insignificant</p> <p>(Post-control) Catastrophic Major Moderate Minor Insignificant</p>	<p>(Pre-control) Almost certain Likely Possible Unlikely Rare</p> <p>(Post-control) Almost certain Likely Possible Unlikely Rare</p>	<p>(Post-control) Extreme High Moderate Low</p>

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Define the risk event including a risk title and a short description <i>What can go wrong?</i>	Describe the risk event cause(s) and consequence(s). <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i>	<i>Identify who is responsible for identifying risks and implementing controls</i>	Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Risk Rating <i>What is the current risk level based on the risk rating matrix? (choose one)</i>
Risk category Student safety Risk title False allegations Risk short description Vexatious allegation of child abuse or reportable conduct against a staff member	Causes <ul style="list-style-type: none"> Malicious complaints Parents and students do not understand student safety matters Parents and students do not have other methods for raising concerns not related to student safety matters Consequences <ul style="list-style-type: none"> Risk of child abuse or reportable conduct Physical, emotional or psychological injury Stress for all involved Failure to protect offence Failure to report offence Complaints Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Communicate with and educate students and parents about the meaning of child abuse and reportable conduct, and the process for making complaints and raising concerns Professional advice Periodic review of controls 	<p>Board Principal</p>	<p>(Pre-control) Catastrophic Major <u>Moderate</u> Minor Insignificant</p> <p>(Post-control) Catastrophic Major Moderate <u>Minor</u> Insignificant</p>	<p>(Pre-control) Almost certain Likely Possible Unlikely <u>Rare</u></p> <p>(Post-control) Almost certain Likely Possible Unlikely <u>Rare</u></p>	<p>(Post-control) Extreme High Moderate <u>Low</u></p>

Risk Category, Title and Description	Risk Causes and Consequences	Controls	Who is responsible?	Risk Matrix		
Define the risk event including a risk title and a short description <i>What can go wrong?</i>	Describe the risk event cause(s) and consequence(s). <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i>	<i>Identify who is responsible for identifying risks and implementing controls</i>	Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Risk Rating <i>What is the current risk level based on the risk rating matrix? (choose one)</i>
<p>Risk category Student safety</p> <p>Risk title Third parties on premises</p> <p>Risk short description Student safety and wellbeing issue eventuates, perpetrated by a third party being on College premises (e.g. visitors, infrequent contractors, or volunteers who do not directly engage in child-connected work)</p>	<p>Causes</p> <ul style="list-style-type: none"> College fails to monitor who is on the premises Lack of supervision Contractors or volunteers who are not aware of school arrangements <p>Consequences</p> <ul style="list-style-type: none"> Risk of child abuse or reportable conduct Physical, emotional or psychological injury Stress for all involved Complaints Failure to protect Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Visitor and contractor sign-in process, and clear signage Encouraging staff and students to speak up and make a report if a person is on the College grounds without signing in or clear identification Contractors and volunteers supervised whilst on College grounds Contractors and volunteers must outwardly display College visitor badge whilst on school grounds Organised supervision (including ‘yard duty’) before, during and after school CCTV for unsupervised areas, where appropriate Clear windows in walls, where appropriate, to enable visibility of occupants Non-lockable doors, where appropriate Educate the Board, staff, students and parents about detecting, responding to and reporting inappropriate behaviour Professional advice Periodic review of controls 	<p>Board Principal</p>	<p>(Pre-control) Catastrophic Major Moderate Minor Insignificant</p> <p>(Post-control) Catastrophic Major Moderate Minor Insignificant</p>	<p>(Pre-control) Almost certain Likely Possible Unlikely Rare</p> <p>(Post-control) Almost certain Likely Possible Unlikely Rare</p>	<p>(Post-control) Extreme High Moderate Low</p>
<p>Risk category Student safety</p> <p>Risk title Students with personal issues</p> <p>Risk short description Student safety and wellbeing issue eventuates due to a failure to appropriately</p>	<p>Causes</p> <ul style="list-style-type: none"> Domestic child abuse Incapacity or failure by families to protect their child(ren) Failure by the College and its staff to recognise mandatory reporting issues <p>Consequences</p> <ul style="list-style-type: none"> Risk of child abuse or reportable conduct Physical, emotional or psychological injury 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Adequate information sharing Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module 	<p>Board Principal</p>	<p>(Pre-control) Catastrophic Major Moderate Minor Insignificant</p> <p>(Post-control) Catastrophic Major Moderate</p>	<p>(Pre-control) Almost certain Likely Possible Unlikely Rare</p> <p>(Post-control) Almost certain Likely Possible</p>	<p>(Post-control) Extreme High Moderate Low</p>

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Define the risk event including a risk title and a short description <i>What can go wrong?</i>	Describe the risk event cause(s) and consequence(s). <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i>	<i>Identify who is responsible for identifying risks and implementing controls</i>	Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Risk Rating <i>What is the current risk level based on the risk rating matrix? (choose one)</i>
support students dealing with personal issues	<ul style="list-style-type: none"> Stress for all personnel involved Complaints Failure to protect offence Failure to report offence Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Mandatory reporting and related obligations Educate students on managing and reporting personal issues Compassionate and supportive communications when dealing with students affected by personal issues (and, where appropriate, their families) with regard to the students cultural or additional needs Educate the Board and staff about detecting, responding to and reporting students with personal issues Student surveys to identify and assess student wellbeing Wellbeing framework Counselling services Professional advice Periodic review of controls 		Minor Insignificant	Unlikely Rare	
Risk category Student safety Risk title Risk management strategies Risk short description Student safety and wellbeing issue eventuates because the College fails to develop and implement risk management strategies	Causes <ul style="list-style-type: none"> Failure to take into account the nature of the College environment, the activities to be conducted in that environment (including the provision of services by contractors or outside organisations), and the characteristics and needs of all students expected to be present in that environment Failure to identify and record risks and specify actions the College will take to reduce or remove those risks (risk controls) Failure to monitor and evaluate the effectiveness of the implementation of its risk controls Consequences <ul style="list-style-type: none"> Risk of child abuse or reportable conduct Physical, emotional or psychological injury Stress for all involved Complaints Failure to protect Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Adequate information sharing, recordkeeping and reporting in line with Public Office Victoria Recordkeeping Standards Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Student Safety Risk Register Student safety a standing Board and Leadership Team agenda item Annual review of Student Safety Risk Register Regular review of its student protection framework and associated student protection policies Regular analysis of complaints, concerns and safety incidents to identify causes and systemic failures to inform continuous improvement Periodic review of controls 	Board Principal	(Pre-control) Catastrophic Major Moderate Minor Insignificant (Post-control) Catastrophic Major Moderate Minor Insignificant	(Pre-control) Almost certain Likely Possible Unlikely Rare (Post-control) Almost certain Likely Possible Unlikely Rare	(Post-control) Extreme High Moderate Low

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<p>Risk category Student safety</p> <p>Risk title Student empowerment and participation</p> <p>Risk short description Student safety and wellbeing issue eventuates because the College fails to develop strategies for student empowerment and participation</p>	<p>Causes</p> <ul style="list-style-type: none"> Failure to develop strategies to deliver appropriate education about standards of behaviour for students attending the College, healthy and respectful relationships (including sexuality), resilience, child abuse awareness and prevention Failure to promote the student safe standards in ways that are readily accessible, easy to understand, and user-friendly to students <p>Consequences</p> <ul style="list-style-type: none"> Risk of child abuse or reportable conduct Physical, emotional or psychological injury Stress for all involved Complaints Failure to protect Regulatory action Litigation Reputation damage 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers Adopt a public commitment to student safety Promote student safety across all levels of the College Educate Board, staff, students and parents about student empowerment and participation Age-appropriate education for students regarding appropriate and inappropriate behaviours in the school environment both in person and online Empowering students to raise awareness and concern if they feel uncomfortable by the actions of staff, contractors, other students or others attending the College premises Promote, respect and support the cultural safety of all students (including those with needs or who are otherwise vulnerable) through cultural training, classroom practices and implementation of the College’s policies Discuss student empowerment and participation at Board, College Leadership Team and staff meetings Periodic review of controls 	<p>Board Principal</p>	<p>(Pre-control) Catastrophic Major <u>Moderate</u> Minor Insignificant</p> <p>(Post-control) Catastrophic Major Moderate <u>Minor</u> Insignificant</p>	<p>(Pre-control) Almost certain Likely <u>Possible</u> Unlikely Rare</p> <p>(Post-control) Almost certain Likely Possible Unlikely <u>Rare</u></p>	<p>(Post-control) Extreme High Moderate <u>Low</u></p>
<p>Risk category Student safety</p> <p>Risk title Students from culturally or linguistically diverse backgrounds</p> <p>Risk short description Student safety and wellbeing issue eventuates because the College fails to identify and act on student safety</p>	<p>Causes</p> <ul style="list-style-type: none"> Failure to properly train College staff to identify and respond to student safety concerns that involve students from culturally or linguistically diverse backgrounds Failure to ensure procedures are sensitive to the diversity characteristics of the College community; 	<ul style="list-style-type: none"> Strategies developed to embed student safety in the culture, leadership and governance of the College Student safety policies – including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct, and Responding to Student Safety Concerns Policy (publicly available) Student safety framework generally Protecting Children – Mandatory Reporting and other Obligations Module Student Safety Recruitment and Selection Policy Appointment of Student Safety Officers 	<p>Board Principal</p>	<p>(Pre-control) Catastrophic Major Moderate <u>Minor</u> Insignificant</p> <p>(Post-control) Catastrophic Major Moderate <u>Minor</u> Insignificant</p>	<p>(Pre-control) Almost certain Likely <u>Possible</u> Unlikely Rare</p> <p>(Post-control) Almost certain Likely Possible <u>Unlikely</u> Rare</p>	<p>(Post-control) Extreme High Moderate <u>Low</u></p>

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concerns due to cultural or linguistic factors	<p>made publicly available; and accessible to students, College staff, and the wider community</p> <ul style="list-style-type: none"> • Failure by the College and its staff to recognise mandatory reporting issues due to cultural or linguistic factors • Failure to reduce barriers to inclusion <p>Consequences</p> <ul style="list-style-type: none"> • Risk of child abuse or reportable conduct • Physical, emotional or psychological injury • Stress for all personnel involved • Complaints • Failure to protect offence • Failure to report offence • Regulatory action • Litigation • Reputation damage 	<ul style="list-style-type: none"> • Mandatory reporting and related obligations • Incorporating communications with Aboriginal and Torres Strait Islander, culturally and linguistically diverse and LGBTQIA+ students, as a specific item in annual student safety training administered to Board, staff and volunteers • Staff and volunteers receive training and briefings on Aboriginal culture, culturally sensitive issues and how to identify and address incidences of racism in a manner that involves the affected student and their families • Ensure staff and volunteers understand and respect students individual circumstances and support those who are vulnerable • Support students to express their culture • Ensure the College’s policies and processes create a culturally safe and inclusive environment for all students (including Aboriginal and Torres Strait Islander students) • Educate students about managing and reporting personal issues • Educate students and provide them with access to information about complaints processes and obtaining support in a manner that is culturally accessible, safe and easy to understand • Educate the Board and staff about detecting, responding to and reporting students with personal issues • Professional advice • Periodic review of controls 				