

Child Safe Standards Risk Register

School name: Stott's College / Acknowledge Education

Date endorsed: 19/11/2025

Next review date: 28/02/2026 (Annually thereafter)

Responsible staff member: Craig Jones, CEO

Endorsed by: Board of Directors

File location: SharePoint Compliance Folder – 8. RISK

| RISK TITLE AND DESCRIPTION | RISK ASSESSMENT | | EXISTING CONTROLS | CONTROLS ASSESSMENT | NEW TREATMENTS AND WHO IS RESPONSIBLE? | BY WHEN? |
|---|---|---|--|---|--|--|
| <i>Provide a risk title and short description.</i> | <i>Describe the causes of the child safety risk.</i> | <i>Describe the consequences for children if the child safety risk happens</i> | <i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i> <i>Sample content is provided below</i> | <i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i> | <i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i> | <i>When will this be done?</i> |
| Child Safe Standard 1 – Aboriginal cultural safety | | | | | | |
| Risk Title: Culturally safe environments Description: There is a risk to Aboriginal children's safety if the school fails to establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and students are respected and valued Risk type: Situational, Organisational | <ul style="list-style-type: none"> Racism, discrimination and bullying not adequately managed and addressed Ignorance/lack of awareness Curriculum that doesn't include Aboriginal Australians An unwelcoming environment for Aboriginal children Policy development and review is not consultative | <ul style="list-style-type: none"> Aboriginal children experience physical and psychological harm or abuse because the environment is not culturally safe. Aboriginal children are less likely to trust school staff which may result in them being less likely to report harm or abuse by adults or peers, and make them more vulnerable to harm Aboriginal children do not feel welcome, safe, respected or valued for their diverse and unique identifies which may result in them being less likely to report harm or abuse by adults or peers and make them more vulnerable to harm | <ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy outlines the controls in place to establish a culturally safe environment and is implemented. Our Bullying Prevention Policy outlines our commitment to providing a safe and respectful learning environment where bullying will not be tolerated. Our Respecting Diversity and Facilitating Access and Equity Policy and Procedure and Inclusive Education and Accessibility Policy and Procedure underscore our commitment to a diverse, inclusive, and equitable learning environment, ensuring equal access and support for all students while promoting respect, awareness, and opportunity. Controls to address racism, discrimination and bullying are outlined in the Bullying Prevention Policy and the Student Wellbeing and Engagement Policy. | Yes | 1. Request AE First Nations Advisor to review policies, procedures & practices for establishing a culturally safe environment for ATSI students. | 1. HoS (July 2026) |
| Child Safe Standard 2 – School leadership, governance and culture | | | | | | |
| Risk Title: Leadership, governance and culture Description: There is a risk to children's safety if child safety and wellbeing is not embedded in the school's leadership, governance and culture Risk type: Organisational, Propensity | <ul style="list-style-type: none"> Children's safety is not prioritised Decision-making power is concentrated in one individual Unclear accountabilities Staff and volunteers are unaware of the school's expectations relating to their conduct and role in supporting child safety and wellbeing Culture of secret keeping Poor management of conflicts of interest Lack of leadership on child safety | <ul style="list-style-type: none"> Children experience physical harm or abuse because of leadership, governance and cultural failures Children are harmed or abused and it remains undetected or without an appropriate response because the school does not have a culture of child safety and reporting of child safety incidents or concerns Children are harmed or abused because staff and volunteer roles and responsibilities to prevent or report harm or abuse are not clearly communicated | <ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy outlines the controls in place to ensure a child safe culture is embedded across the school and is implemented Our Child Safety Code of Conduct is adopted and actively enforced by school leadership. Inconsistent staff, contractor or volunteer conduct is swiftly addressed. Our Guidelines to responding to incidents, disclosures and suspicions of child abuse outlines the actions staff must take to report concerns relating to child safety and our leaders ensure staff are aware of and follow these procedures. | Yes | 1. Develop a central register of all Child Safety training obligations across all stakeholder groups. 2. Engage an external Child Safety training organisation to conduct 2025/2026 round of training for teachers and other relevant support staff, Senior Leadership Team and Board members 3. Establish <i>Incidents, disclosures and suspicions of child abuse</i> secure folder in SharePoint for filing completed PROTECT template reports . | 1. HQR/HoS (Feb 2026) 2. Completed 3. HoS (Dec 2025) 4. CEO (Throughout 2026) 5. CEO (Throughout 2026) |



| RISK TITLE AND DESCRIPTION | RISK ASSESSMENT | | EXISTING CONTROLS | CONTROLS ASSESSMENT | NEW TREATMENTS AND WHO IS RESPONSIBLE? | BY WHEN? |
|--|--|--|---|---|---|---|
| <i>Provide a risk title and short description.</i> | <i>Describe the causes of the child safety risk.</i> | <i>Describe the consequences for children if the child safety risk happens</i> | <i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i> <i>Sample content is provided below</i> | <i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i> | <i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i> | <i>When will this be done?</i> |
| | <ul style="list-style-type: none"> Poor understanding of the foreseeable risks relating to harm or abuse Poor recordkeeping and information management practices Absence of or poor child safety messaging | <ul style="list-style-type: none"> Harm or abuse continues due to poor practices and understanding of information sharing obligation resulting in staff or volunteers not sharing important information to protect children from harm or abuse or conversely, sharing sensitive information inappropriately contributing to further harm to children. Poor records and record-keeping limits the ability of new principals to become aware of previous concerning staff behaviour Poor records and record-keeping practices contribute to delays or failures to identify and respond to child safety risks and incidents, causing obstructions to survivors seeking information about their time at the school and compromising the school's ability to monitor for systemic issues that required changes to policy, procedure or practice. | <ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy and Code of Conduct are publicly available and promoted in the school community This risk register is reviewed annually and after any significant child safety incident or concern Our Volunteers Policy supports volunteers to understand their obligations on information sharing and recordkeeping PROTECT posters and the Four Critical Actions are displayed around the school Records management obligations are met through adherence to the Records Management - School Records Policy and all staff and relevant volunteers understand their obligations on information sharing and record keeping through induction, training and support from leadership. | | <ol style="list-style-type: none"> Promote regular open discussion on child safety issues within the school community including at SLT meetings and staff meetings. Ensure Child Safety is a standing item of Board meetings in 2026. | |
| Child Safe Standard 3 – Children are safe, informed and actively participate | | | | | | |
| Risk Title: Student empowerment Description: There is a risk to children's safety if students are not empowered about their rights, able to participate in decisions affecting them or are not taken seriously Risk type: Vulnerability | <ul style="list-style-type: none"> Children don't know how to make a complaint or raise a concern or don't feel confident that they will be listened to Students don't understand their rights Student input in decision making is not supported or valued Student contributions or concerns are not taken seriously Students are not offered sexual abuse prevention education Students are coerced or silenced by adults at the school Lack of friendship or peer support Overseas students (EALD) may have difficulty accessing sexual abuse prevention programs not understand how to raise concerns or not have accessible avenues to do so | <ul style="list-style-type: none"> Children experience harm or abuse due to lack of knowledge and empowerment Children do not feel supported to participate in decisions that affect them and do not feel like they will be listened to, reducing the likelihood that students will seek help or report harm or abuse Children are not empowered with information about their rights, child safety risks, and sexual abuse prevention, which increases the risk of harm or abuse going unidentified and unspoken Children do not feel confident or empowered to raise a concern and are unwilling to report harm or abuse Children experience increased vulnerability to harm or abuse due to a lack of friendship or peer support Children don't feel confident to discuss safety concerns with their peers, making it more likely that harm or abuse will go unidentified and unspoken | <ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy outlines the controls in place to support child and student empowerment and is implemented Our Complaints and Appeals Policy and Procedures detail how students can raise complaints and concerns and is promoted widely to parents and students Our Student Wellbeing and Engagement Policy outlines the controls in place to ensure student wellbeing is supported and prioritised Students are educated about their rights at orientation Friendship and peer support are promoted through programs such as <i>Safe Schools</i>. | Yes | <ol style="list-style-type: none"> Review sexual abuse prevention programs and relevant related information, e.g., Resilience, Rights and Respectful Relationships teaching and learning materials to ensure they are EAL/D appropriate. Review and scope implementation of the Safe Schools program. Provide students with the opportunity to contribute to and provide feedback on decisions about school operations through the VCE Quality and Compliance Committee (and other forums as appropriate). | <ol style="list-style-type: none"> HoS (Mar 2026) HoS (Jun 2026) HoS (Throughout 2026) |
| Child Safe Standard 4 – Family engagement | | | | | | |
| Risk Title: Families and community involvement | <ul style="list-style-type: none"> Unwelcoming staff Lack of appreciation of the value of community consultation and engagement | <ul style="list-style-type: none"> Children experience harm or abuse due to an issue that may have been resolved if families and communities were engaged in child safety | <ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy outlines the controls in place to engage families and is implemented | Yes | <ol style="list-style-type: none"> Enhance open communication with families and the school community about our child safe approach, e.g., asking for input on policies and | <ol style="list-style-type: none"> HoS (Aug 2026) |

| RISK TITLE AND DESCRIPTION | RISK ASSESSMENT | | EXISTING CONTROLS | CONTROLS ASSESSMENT | NEW TREATMENTS AND WHO IS RESPONSIBLE? | BY WHEN? |
|--|---|--|---|---|--|--|
| <i>Provide a risk title and short description.</i> | <i>Describe the causes of the child safety risk.</i> | <i>Describe the consequences for children if the child safety risk happens</i> | <i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i> <i>Sample content is provided below</i> | <i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i> | <i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i> | <i>When will this be done?</i> |
| Description: There is a risk to children's safety if their families and communities are not informed or involved in promoting child safety and wellbeing Risk type: Organisational | <ul style="list-style-type: none"> The school does not offer information to families and communities or avenues to contribute to policies and decisions relating to child safety and wellbeing Lack of staff training, cultural sensitivity or willingness to engage families and communities Lack of accessible information about the school's child safety practices for families from culturally and linguistically diverse communities | <ul style="list-style-type: none"> Children do not feel safe or able to actively participate in school life (see Child Safe Standard 1 and 3) because child safety and wellbeing practices were developed without input from families, resulting in practices that do not cover all the diverse needs of all students Children are not protected because families and communities are not engaged in child safety at the school and less likely to be able to support the school to reduce risk by keeping an eye out for unsafe behaviours and raising concerns Children are at increased risk of harm or abuse because families cannot help students identify harm or abuse Children who want to make a complaint are not supported by their families Children may be more vulnerable to harm or abuse due to children and their families being groomed by perpetrators seeking to obtain their trust, and families being unaware of the signs of grooming, harm or abuse | <ul style="list-style-type: none"> Our relevant policies and procedures are publicly available (e.g., on the Stott's College VCE webpage) and promoted in the school community (via induction & orientation, references in staff and student handbooks and via PD and training) Families are provided with a list of relevant policies and procedures upon their child's enrolment. | | procedures, holding family information sessions / webinars. | |
| Child Safe Standard 5 – Equity and diverse needs | | | | | | |
| Risk Title: Diversity and equity Description: There is a risk to children from diverse cohorts and their safety, if equity is not effectively upheld and diverse needs are not respected in policy and practice Risk type: Vulnerability | <ul style="list-style-type: none"> Diverse cohorts have not been identified for targeted support (such as students with disability, students who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer and asexual (LGBTIQ+), students in out of home care, international students and students who are culturally and linguistically diverse) Diverse cohorts not supported adequately Diverse cohorts feel unwelcome Lack of staff training on diversity and supporting and responding to vulnerable students Lack of respectful culture Incidents of discrimination or humiliation are not effectively addressed and managed | <ul style="list-style-type: none"> Children from diverse cohorts are more vulnerable to harm or abuse because their needs are not respected or accommodated Children from diverse cohorts do not feel safe, or are not adequately supported for their diverse and specific needs, experience greater risk of harm or abuse and harm and will be less able or willing to report their concerns Children experience discrimination which increases a child's vulnerability to harm or abuse and harm and can also mean they are less likely to ask for help or speak up if they have a concern | <ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy outlines the controls in place to support equity and diverse needs and is implemented. Our Respecting Diversity and Facilitating Access and Equity Policy and Procedure and Inclusive Education and Accessibility Policy and Procedure underscore our commitment to a diverse, inclusive, and equitable learning environment, ensuring equal access and support for all students while promoting respect, awareness, and opportunity. Controls to address discrimination and bullying are outlined in the Bullying Prevention Policy and the Student Wellbeing and Engagement Policy. Our Student Wellbeing and Engagement Policy outlines how the school pays particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex, queer and asexual (LGBTIQ+) students | Yes | <ol style="list-style-type: none"> Develop an action plan for implementation of the Respectful Relationships Initiative Review and scope implementation of the Safe Schools program. Develop and implement an incident register for central recording and monitoring of bullying incidents. | <ol style="list-style-type: none"> HoS (Mar 2026) HoS (Jun 2026) HoS (Jan 2026) |

| RISK TITLE AND DESCRIPTION | RISK ASSESSMENT | | EXISTING CONTROLS | CONTROLS ASSESSMENT | NEW TREATMENTS AND WHO IS RESPONSIBLE? | BY WHEN? |
|--|---|--|---|---|--|--|
| <i>Provide a risk title and short description.</i> | <i>Describe the causes of the child safety risk.</i> | <i>Describe the consequences for children if the child safety risk happens</i> | <i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i> <i>Sample content is provided below</i> | <i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i> | <i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i> | <i>When will this be done?</i> |
| | | | <ul style="list-style-type: none"> Child safety information, support and complaints processes are culturally safe, accessible and easy to understand | | | |
| Child Safe Standard 6 – Suitable staff and volunteers | | | | | | |
| <p>Risk Title: Suitable staff (including contractors engaged by the school in child-related work)</p> <p>Description: There is a risk to children's safety if staff are not suitable to work with children or effectively supported to uphold child safety and wellbeing in practice</p> <p>Risk type: Organisational, Propensity</p> | <ul style="list-style-type: none"> Poor recruitment and pre-employment screening processes Provision of false information during recruitment Poor management of conflicts of interest Insufficient induction on commencement of working at school Inappropriate behaviour by other adults is not called out due to lack of empowerment or awareness of behaviours of concern Insufficient promotion of the school's commitment to child safety Lack of child safety culture Insufficient supervision Performance management does not focus on or address concerns relating to child safety and wellbeing | <ul style="list-style-type: none"> Children experience harm or abuse due to unsuitable staff being appointed at the school Children are harmed because the school does not sufficiently promote its commitment to child safety during recruitment processes, which fails to deter potential predators from seeking employment Children are harmed because during recruitment, history and behaviours of concern relating to suitability to work with children are not identified Children are harmed because conflicts of interests in recruiting staff means child safety is not responded to in an objective manner Children are harmed because staff are not provided with sufficient child safety induction and ongoing child safety training which means staff fail to identify child safety risks and signs of harm, and are unable to respond and report appropriately when they form a reasonable belief that harm has occurred Children are harmed because the school provides insufficient supervision of teaching practice and performance management for existing staff Children are harmed because the school takes inadequate steps to address concerning staff behaviour Children are harmed because staff do not understand their role and responsibilities in promoting and supporting child safety | <ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy outlines the controls in place: <ul style="list-style-type: none"> for child safe recruitment and screening practices for staff. to ensure staff are provided with an appropriate induction in the school's child safety policies and practices. to ensure ongoing supervision and management of staff is focused on child safety and wellbeing All actions and strategies outlined in our Child Safety and Wellbeing Policy are implemented Our Volunteer Policy outlines the processes that Stott's College will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment. Our Supervision Policy outlines staff supervision responsibilities to support student safety, wellbeing, and the College's duty of care. Our relevant policies and procedures are publicly available (e.g., on the Stott's College VCE webpage) and promoted in the school community (via induction & orientation, references in staff and student handbooks and via PD and training). | Yes | <ol style="list-style-type: none"> In addition to teachers, support staff and the Board, expand Child Safety Training to all Senior Leadership Team members and senior academics, e.g., DLT and Dean to contribute to child safe culture. Update Child Safety and Wellbeing Policy to reflect our requirement that ALL staff employed at the Melbourne (Exhibition St) campus, irrespective of whether they are engaged in child-related work, are required to hold a current WWCC. Review recruitment activities including advertising, applicant screening, job interviews, and referee checks to ensure consistency with Ministerial Order 1359 requirements. | <ol style="list-style-type: none"> Completed Completed HoS (Mar 2026) |
| <p>Risk Title: Suitable Volunteers</p> <p>Description: There is a risk to children's safety if volunteers are not suitable to work with children or effectively supported to uphold child safety and wellbeing in practice</p> | <ul style="list-style-type: none"> Screening processes lack sufficient strength to reveal histories and behaviours of concern Systems, processes, policies and culture do not demonstrate sufficient strength and transparency to deter potential perpetrators from attempting predatory behaviours | <ul style="list-style-type: none"> Children experience harm or abuse due to unsuitable volunteers being appointed at the school Children are harmed because the school does not sufficiently promote its commitment to child safety, which fails to deter potential predators from volunteering at the school Children are harmed because volunteers are not provided with sufficient child safety induction which means staff fail to identify | <ul style="list-style-type: none"> Currently AE does not engage volunteers. However, the following controls are in place should we begin to do so: Our Volunteer Policy outlines the controls in place to ensure volunteers are suitable to work with children including screening, induction, and ongoing management and supervision Volunteers engaged in activities where additional access to students is possible will be asked to undertake additional screening processes | Yes | <ol style="list-style-type: none"> In the event that volunteers are engaged, we will implement our Volunteer Policy and arrange a dedicated Child Safety induction that is appropriate to the nature of the role and addresses our relevant Child Safety policies and procedures. | <ol style="list-style-type: none"> HoS (as required) |



| RISK TITLE AND DESCRIPTION | RISK ASSESSMENT | | EXISTING CONTROLS | CONTROLS ASSESSMENT | NEW TREATMENTS AND WHO IS RESPONSIBLE? | BY WHEN? |
|---|--|--|--|---|---|--|
| <i>Provide a risk title and short description.</i> | <i>Describe the causes of the child safety risk.</i> | <i>Describe the consequences for children if the child safety risk happens</i> | <i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i> <i>Sample content is provided below</i> | <i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i> | <i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i> | <i>When will this be done?</i> |
| Risk type: Organisational, Propensity | <ul style="list-style-type: none"> Conflict of interest Lack of child safety culture Insufficient induction and training Insufficient supervision | child safety risks and signs of harm, and are unable to respond and report appropriately when they form a reasonable belief that harm has occurred <ul style="list-style-type: none"> Children are harmed because volunteers receive insufficient supervision Children are harmed because the school takes inadequate steps to address concerning behaviour (for example removing volunteer from duties or otherwise ensuring the volunteer does not demonstrate further behaviours of concern) | including proof of identity (where this has not already been established), and references addressing suitability for working with children. <ul style="list-style-type: none"> Volunteers that are working with children or that may have access to students in unsupervised or high-risk settings will always be supervised by a member of school staff Volunteer behaviour that is inconsistent with the school's child safety and wellbeing policies and practices will be addressed by school staff swiftly and with a focus on child safety and wellbeing. | | | |
| Child Safe Standard 7 – Complaints processes | | | | | | |
| Risk Title: Complaints processes Description: There is a risk to children's safety if processes for complaints and concerns: - are not designed to be child focused and cannot be readily accessed, understood and used by children and the school community; - do not provide clear guidance on responding to complaints and concerns, including reporting to relevant authorities. Risk type: Organisational, Vulnerability | <ul style="list-style-type: none"> The complaints process is not publicly available Complaints processes are not written in simple plain English Children, parents and carers do not trust the process, or find the complaints process culturally unsafe or incompatible with their culture or religious practices Children, parents and carers do not feel supported to make complaints or raise concerns Children's input in decision making is not valued Children, parents and carers concerns/complaints are not taken seriously Staff child safety responding and reporting obligations are not clearly described and communicated The school's complaints process is not child-friendly or easy to follow | <ul style="list-style-type: none"> Children experience harm or abuse because complaints processes are not able to be used by children Children and their families do not report behaviours of concern, harm or abuse because the complaints process is inaccessible, culturally unsafe, incompatible or unable to be understood Children do not feel safe to report behaviours of concern, harm or abuse Children experience additional harm because the actions in the complaints process are inappropriate or result in insufficient action being taken to protect children Children experience harm or abuse because safety policies and procedures are not effectively documented or are difficult to understand, resulting in staff (particularly new staff) being unaware of their child safety obligations, roles and responsibilities Children are exposed to an increased level of danger due to a person who uses violence in their household (family violence) being made aware of an incident, suspicion or disclosure of harm or abuse being communicated by the school without consideration of safety in the home environment | <ul style="list-style-type: none"> Our Complaints and Appeals Policy and Procedures outline the controls in place to ensure students (and their families) are provided with accessible, culturally safe and easily understood information on raising a complaint or concern Our Guidelines to responding to incidents, disclosures and suspicions of child abuse outline the procedures for responding to complaints or concerns relating to harm or abuse Our Complaints and Appeals Policy and Procedures and Child Guidelines to responding to incidents, disclosures and suspicions of child abuse are publicly available on the school website and referenced in relevant communications, e.g., email, handbooks and via the LMS. Our Child Safety and Wellbeing Policy sets out all recordkeeping, privacy and information sharing obligations that must be met when responding to complaints and concerns. All complaints and concerns are managed in accordance with employment law obligations and our school seeks legal advice when dealing with complaints and concerns relating to harm or abuse by a member/former member of staff or school council employee or contractor. | Yes | <ol style="list-style-type: none"> Enhance complaints and appeals reporting through the development of a Power BI Report that will provide real time data and insights on received complaints and appeals. Review Complaints and Appeals Policy, Procedures and forms to ensure they are written in plain English. Develop and display a clear Complaints and Appeals flowchart on campus. Circulate updated Complaints and Appeals Policy and Procedures to students and families and provide support with understanding how and when they might consider lodging a complaint. | <ol style="list-style-type: none"> HOO (Jun 2026) HOO (Jun 2026) HOO (Jun 2026) HOO (Sep 2026) |
| Child Safe Standard 8 – Child safety knowledge, skills and awareness | | | | | | |
| Risk Title: Knowledge, skills and awareness Description: There is a risk to children's safety if | <ul style="list-style-type: none"> Child safety and wellbeing training not provided to staff and school council annually Child safety and wellbeing training is not refreshed or | <ul style="list-style-type: none"> Children experience harm or abuse due to staff and volunteers being inadequately equipped with the knowledge and skills to prevent harm or abuse or identify and | <ul style="list-style-type: none"> Our Child Safety and Wellbeing Policy outlines the controls in place to ensure school council and school staff receive appropriate annual guidance and training on child safety and is implemented | Yes | <ol style="list-style-type: none"> Engage external Child Safety Training organisation, e.g., <i>Child Safe</i> to deliver Board training for the new Board directors commencing in 2026. | <ol style="list-style-type: none"> HQR (Mar 2026) |

| RISK TITLE AND DESCRIPTION | RISK ASSESSMENT | | EXISTING CONTROLS | CONTROLS ASSESSMENT | NEW TREATMENTS AND WHO IS RESPONSIBLE? | BY WHEN? |
|--|--|--|--|---|--|---|
| <i>Provide a risk title and short description.</i> | <i>Describe the causes of the child safety risk.</i> | <i>Describe the consequences for children if the child safety risk happens</i> | <i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i> <i>Sample content is provided below</i> | <i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i> | <i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i> | <i>When will this be done?</i> |
| <p>staff and volunteers are not equipped with the knowledge, skills and awareness to keep children and students safe through ongoing education and training</p> <p>Risk type: Organisational</p> | <p>updated where policy, practice or law has changed</p> <ul style="list-style-type: none"> Volunteers are not required to undertake child safety training that is appropriate to the nature of their role Training does not cover all necessary topics Training is poorly facilitated <p>Also refer to Child Safe Standard 6 risks above</p> | <p>respond to instances of harm or abuse if they occur</p> <ul style="list-style-type: none"> Children experience harm because staff and volunteers do not know how to identify child safety risks including inappropriate behaviour and signs of harm Children experience harm because the school's child safety and wellbeing policies and practices are poorly understood by staff and volunteers Children are exposed to continued harm due to lack of staff knowledge, skills and awareness to stop harm or abuse from occurring | <ul style="list-style-type: none"> Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school. Our Volunteers policy provides information on training for volunteers. Volunteers engaged in activities where additional access to students is possible will be asked to undertake additional screening processes including proof of identity (where this has not already been established), and references addressing suitability for working with children. Currently AE does not engage volunteers. We facilitate Child Safety training across a wider range of stakeholder groups in addition to the Board and teaching/support staff, such as the Senior Leadership Team and senior academics, including the Director of Learning and Teaching and Dean. This contributes to creating a child safe culture at Stott's College. | | | |
| Child Safe Standard 9 – Physical and online environments | | | | | | |
| <p>Risk Title: School physical environment</p> <p>Description: There is a risk to children's safety if the school's physical environment is not safe, or if risks in this environment are not managed or eliminated effectively</p> <p>Risk type: Situational</p> | <ul style="list-style-type: none"> Areas of child safety risk in the school buildings or grounds are not identified, appropriately supervised or managed. | <ul style="list-style-type: none"> Children experience harm or abuse because the school physical environment is unsafe Harm or abuse (either by adults or other students) occurs on school grounds or buildings because the school fails to identify and manage areas of risk in the school's physical environment Children experience harm on school grounds because the school's built environment does not provide for adequate supervision, line of sight or visibility Children are groomed, harmed or abused by adults connected to the school because the school environment limits supervision or visibility of staff-student interactions | <ul style="list-style-type: none"> Our Supervision Policy outlines supervision processes and requirements with a focus on child safety Child safety and wellbeing policies, procedures and practices are in place to enable staff and volunteers to identify and mitigate risks in the physical school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities, including our Child Safety and Wellbeing Policy and Child Safety Code of Conduct We require visitors and contractors to sign-in at reception on level 9 Fire escape exits are monitored by security guards Lift access to levels 4 and 5 (VCE classes) is restricted to staff with an appropriate security swipe card. Our Emergency Management Plan (EMP) provides a detailed plan of how Stott's College will prepare and respond to emergencies and critical incidents that may impact on student and/or staff health, safety and well-being and/or school operations. | Yes | <ol style="list-style-type: none"> Conduct a risk-assessment and update EMP when plans for renovations at Exhibition Street campus are confirmed. Communicate with students, staff, families and all relevant staff about risks to child safety posed by the altered physical environment. Ensure adequate controls are in place to mitigate risk while the renovations are underway. | <ol style="list-style-type: none"> HOO (as required) |



| RISK TITLE AND DESCRIPTION | RISK ASSESSMENT | | EXISTING CONTROLS | CONTROLS ASSESSMENT | NEW TREATMENTS AND WHO IS RESPONSIBLE? | BY WHEN? |
|--|--|---|--|---|--|--|
| <i>Provide a risk title and short description.</i> | <i>Describe the causes of the child safety risk.</i> | <i>Describe the consequences for children if the child safety risk happens</i> | <i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i> <i>Sample content is provided below</i> | <i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i> | <i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i> | <i>When will this be done?</i> |
| Risk Title: Online environment Description: There is a risk to children's safety if the school's online environment is not safe, or if risks in this environment are not managed or eliminated effectively Risk type: Situational | <ul style="list-style-type: none"> Child safety risks in the school's online environment are not identified and appropriately managed. Students are not provided with education about online risks and appropriate online behaviours. Online safety measures fail to adapt to emerging technologies and child safety risks Online communication channels between adults working in the school and students are not monitored or have insufficient safeguards to prevent inappropriate one to one communication | <ul style="list-style-type: none"> Children experience harm or abuse because the school's online environment is unsafe Children experience harm if policies, procedures and practices fail to identify and manage areas of risk in the school's online environment Children are groomed online Children are harmed or abused as a result of undetected grooming Children are harmed by other students as a result of the school environment not providing for adequate boundaries, supervision and oversight of online school activities | <ul style="list-style-type: none"> Our ICT Policy outlines the controls in place for online conduct and online safety and is implemented Our ICT Policy includes Acceptable Use Agreements which are enforced Child safety and wellbeing policies, procedures and practices are in place to enable staff and volunteers to identify and mitigate risks in the online school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities, including our Child Safety and Wellbeing Policy and Child Safety Code of Conduct Our Child Safety Code of Conduct outlines appropriate and inappropriate interactions between staff and students online to reduce the risk relating to inappropriate online communications channels between staff and students. | Yes | 1. Strengthen communication channels with parents / carers / guardians about the role they can play in monitoring their child's device use to ensure online safety. | 1. HoS (Jun 2026) |
| Risk Title: Off-site school activities and use of third-party providers Description: There is a risk to children's safety if the school's child safety policies, procedures and practices do not adequately address and manage the risk of harm or abuse at school activities off-site and/or school activities involving third party providers. Risk type: Situational, Organisational, Propensity, Vulnerability | <ul style="list-style-type: none"> School staff fail to identify and manage risks of harm or abuse occurring during off-site school activities School staff fail to identify and manage risks of harm or abuse by third-party providers engaged by the school School does not consider child safety during procurement processes School does not consider child safety during procurement processes | <ul style="list-style-type: none"> Children experience harm or abuse because the school does not adequately manage safety with third-party providers Children are harmed because policies, procedures and practices fail to identify and manage areas of risk for off-site school activities and school activities that involve third-party providers Children experience harm or abuse because they are transported by adults connected with the school in private vehicles without appropriate oversight from school leadership | <ul style="list-style-type: none"> Our Excursions Policy outlines policies and procedures in place for ensuring the safety and welfare of students during excursions. For off-site school activities and school activities engaging a third-party provider, we identify and assess the risks of harm or abuse that are specific to that activity and ensure appropriate controls are in place. The Head of Operations is responsible for collecting child safety compliance information about third party providers. | Yes | 1. Establish a plan for all 2026 excursions and provide to the Board and CEO for review and approval in line with the Excursions Policy. 2. Circulate the Excursions Policy to all teachers and support staff involved in an excursion in 2026. | 1. HoS (Jan 2026) 2. HoS (Feb 2026) |
| Child Safe Standard 10 – Review of child safety practices | | | | | | |
| Risk Title: Review and improvement Description: There is a risk to children's safety if the implementation of the | <ul style="list-style-type: none"> Failure to regularly review child safety policies, procedures and practices (every 2 years) or following any significant child safety incident | <ul style="list-style-type: none"> Children are harmed because safety policy, procedures and practices are out of date with any new laws or guidance on good child safety practice Children are harmed because child safety policy, procedures and practices no longer | <ul style="list-style-type: none"> A register of the school's policies relating to the child safe standards, including approvers and review cycles is used to support staff to maintain and update our policies. Policy review is overseen by the Quality Office. | Yes | 1. Increase staffing to the Quality Office to ensure robust monitoring of policy review and approval cycles. 2. Enhance complaints and appeals reporting through the development of a | 1. HQR (Mar 2026) 2. HOO (Jun 2026) |

| RISK TITLE AND DESCRIPTION | RISK ASSESSMENT | | EXISTING CONTROLS | CONTROLS ASSESSMENT | NEW TREATMENTS AND WHO IS RESPONSIBLE? | BY WHEN? |
|---|--|---|---|---|--|---|
| <i>Provide a risk title and short description.</i> | <i>Describe the causes of the child safety risk.</i> | <i>Describe the consequences for children if the child safety risk happens</i> | <i>Describe the existing child safety and wellbeing controls you have in place to mitigate the child safety risk</i> <i>Sample content is provided below</i> | <i>Taken together, are the controls adequate to reduce the risk and harms to a tolerable level?</i> | <i>If controls need to be strengthened, describe any new controls you will implement to mitigate the child safety risk and who is responsible for the new treatments?</i> | <i>When will this be done?</i> |
| Child Safe Standards is not regularly reviewed and improved Risk type: Organisational | <ul style="list-style-type: none"> Failure to use analysis of complaints, concerns and safety incidents to inform possible improvements to child safety policies, procedures and practices Failure to inform families and communities of the outcome of reviews of child safety policies, procedures and practices | meet the needs of the local school community <ul style="list-style-type: none"> Children are harmed because child safety policy, procedures and practices are not improved as a result of analysis of past complaints, concerns and safety incidents, reducing the school's ability to protect students from harm or abuse and to respond appropriately to complaints and concerns | <ul style="list-style-type: none"> A working group (led by the child safety champion) is established to review child safety policies and procedures. We determine the causes of child safety incidents and monitor for repeat issues or systemic failures, updating any child safety policy, procedure or practice where gaps or improvements are identified. We have a log of complaints and concerns to allow us to monitor areas for improvement in our child safety policies, procedures and practices. Child Safety is a standing agenda item in staff and school leadership meeting | | Power BI Report that will provide real time data and insights on received complaints and appeals. 3. Promote regular open discussion on child safety issues within the school community including at SLT meetings and staff meetings. 4. Ensure Child Safety is a standing item of Board meetings in 2026. 5. Engage external reviewers for Child Safety policy suite | 3. CEO (Throughout 2026) 4. CEO (Throughout 2026) 5. HQR (Sep 2026) |
| Child Safe Standard 11 – Implementation of child safety practices | | | | | | |
| Risk Title: Policies and procedures Description: There is a risk that policies and procedures do not effectively document how the organisation is safe for children and students and are not effectively implemented by staff and volunteers. Risk type: Organisational | <ul style="list-style-type: none"> Policies and procedures are developed, but not implemented by school staff Policies and procedures do not address all actions and measures required under the Child Safe Standards Policies and procedures are not informed by best practice models and family and community engagement Staff and relevant volunteers are not provided with an adequate induction or ongoing training and are not properly supported to implement the policies and procedures due to lack of modelling and support from leaders Policies and procedures are difficult to understand Policies and procedures are not realistic or feasible Policies and procedures are unsuitable and may cause additional harm or danger to children | <ul style="list-style-type: none"> Children experience harm or abuse because child safety policies and procedures are not implemented effectively or at all Children will experience harm because child safety policies and procedures fail to address all aspects of the Child Safe Standards, result in gaps in protection of children and increased risk of harm or abuse Children are exposed to inappropriate behaviour, groomed, harmed or abused because the school failed to induct, train and support staff and relevant volunteers to implement child safety policies and procedures properly If child safety policies and procedures are not effectively documented or are difficult to understand it may result in staff (particularly new staff) being unaware of their child safety obligations, roles and responsibilities increasing the risk of harm or abuse If child safety policies and procedures are not informed by best practice or family and community engagement it may compromise the school's ability to protect children from harm or abuse. | <ul style="list-style-type: none"> Our suite of child safety and wellbeing policies and procedures address all aspects of the Child Safe Standards Our staff and relevant volunteers are inducted and trained on our child safety and wellbeing policies, procedures and practices and are supported to implement them Our school leaders champion and model our child safety policies, procedures and practices and address any performance concerns relating to staff conduct or implementation Our Child Safety Champion regularly reviews <u>PROTECT guidance</u> and other relevant policies to ensure our own local child safety policies, procedures and practices are informed by best practice and updated where required. | Yes | 1. All actions as above. 2. Engage external reviewers for Child Safety policy suite | 1. All – per above 2. HQR (Sep 2026) |