



SPRMS Appendix 7:

## ***RISK MANAGEMENT STRATEGY - STUDENT PROTECTION***

***(INSERT NAME OF SCHOOL)***

**DATE:**

**TO BE REVIEWED:**

**Recent changes to the *Commission for Children and Young People and Child Guardian Act 2000* requires those carrying on regulated businesses or employing someone in regulated employment (i.e. in those categories screened under this Act) to implement an annual Risk Management Strategy for child protection.**

**The following process and Risk Management Strategy is in compliance with the requirements of the *Commission for Children and Young People and Child Guardian Act 2000*.**

**The Risk Management Strategy in Catholic Education in the Diocese of Toowoomba has two levels.**

**LEVEL 1 - Diocesan Risk Management Strategy.**

**LEVEL 2 - (Insert name of individual college)**

### **LEVEL 1**

The Catholic Education Office, Diocese of Toowoomba has policies and strategies in place to minimise the risk of harm to students attending Catholic Education Office Schools and Colleges in the Diocese. At Diocesan Level the following Policies and strategies are in place:

- *Catholic Education Board Policy – Child and Youth Protection* (internal audits conducted)
- Diocesan Student Protection Policy and practice accredited by the Non-State Schools Accreditation Board
- Appointment of three Diocesan Student Protection Officers who are responsible for managing Child and Youth Protection in the Diocese and ensuring compliance to the Diocesan Student Protection Policy and practice and the Diocesan Risk Management Strategy. This includes the following:
  - Reporting obligations
  - Conducting one day Student Protection Education for all staff every 2 years.
  - Conducting training each year for the School Student Protection Contacts. There are at least two contacts in each school and three in the larger schools.
  - Supervision of the School Student Protection Contacts.
  - Managing and maintaining a central Student Protection Education database.
  - Managing and maintaining a central Screening database.
  - Managing and maintaining a central complaints database and relevant Report Forms and files.
  - Managing Risk Management Strategy in the Diocese, including yearly reviews.

**LEVEL 2:****STEP 1: Establish the context.**

**What are the school objectives? Consider criteria to achieve objectives:- membership, success, safety, financial viability  
pastoral care, image and reputation.**

**What are the strengths and needs of students who attend the school?**

<b>STRENGTHS</b>	<b>NEEDS</b>

**Who are the Stakeholders?**

**What activities make up the work of the school?**



<b>STEP 2:</b>	<b>Identify the Risks</b>	<b>What can happen?</b>	<b>How can it happen?</b>
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<b>Environmental</b>	<b>Human</b>	<b>Equipment</b>

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**STEP 3: Analyse the risks.** For risk identified, assess the level of risk based on the likelihood they will occur and consequences for children, young people, their families / caregivers and the organisation.

<b>Activity</b>	<b>Description of risks</b> Source of risk, likely effect of the problem	<b>Existing Control</b>	<b>Likelihood of risk occurring.</b> almost certain, likely, possible, unlikely, rare	<b>Consequences</b> catastrophic, major, moderate, minor, insignificant	<b>Level of Risk</b> extreme, high, moderate, low

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**STEP 4: Evaluate the risks.**  
planning and allocation of resources.

Prioritise risks to minimise impact, to focus efforts in treating identified risks and to guide action

**STEP 5: Treat the risks.** Consider options for reducing the likelihood and / or consequences of each risk, eg. stop the activity, eliminate the risk, minimise harm or transfer liability. Choose the best option, plan action, communicate and review.

**CHOOSE THE BEST OPTION FOR TREATING EACH OF THE IDENTIFIED RISKS.**

**ACTION PLAN FOR TREATING AND MINIMISING IDENTIFIED RISKS**

<b>Description</b>	<b>Risk Management current controls.</b>	<b>Treatment Action (after assessment of options and cost/benefit analysis)</b>	<b>Further action required.</b>	<b>Responsible staff member.</b>	<b>Completion date.</b>

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**NOTE:** This Risk Management Strategy is an on-going process and will be adjusted according to identified risks.