

## CHILD SAFE STANDARD 6: RISK ASSESSMENT TEMPLATE FOR INTERNATIONAL STUDENTS

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. An example is provided below. Risk assessment resources form part of the [School Policy & Advisory Guide: Risk Management Policy](#). An example is provided below to assist schools in their risk assessment. This information should be used in conjunction with the host school's policy and procedures. Schools must add any other international student risks to the template which apply specifically to their school.

Each school will be different and must undertake their school specific assessment.

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
Homestay host is not clear on Child Safe requirements and mandatory reporting procedure (Reportable Conduct Scheme)	Child safe policy provided to all homestays. Expectations and procedure for reporting any abuse are discussed with homestay hosts as part of the induction process. Mandatory reporting of child abuse procedure sheet provided to homestays.	Possible	High	High	<ul style="list-style-type: none"> <li>Child safety policies and mandatory reporting procedures discussed with homestay providers at every scheduled homestay check.</li> </ul>	ISC	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
Recruitment of an inappropriate homestay host	WWCC or Victorian Institute of Teaching registration. Homestay Checklist and Visits	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> <li>• Pre-employment reference check includes asking about child safety</li> <li>• Personal identification verified</li> </ul>	Principal, School Council Chair	Low
Engagement with children online in homestays or external environments eg. recreational activities, shopping centres, after hours teaching or other services etc	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>• Train students, homestay providers and staff to identify inappropriate behaviour</li> <li>• Ensure appropriate settings on all student technologies</li> <li>• Provide overseas students with culturally and linguistically appropriate information about online and personal safety during Orientation.</li> </ul>	Principal, School Council Chair  ISC	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
Unknown people and environments at excursions and camps	Child safety code of conduct Strategies developed to embed culture of child safety Clear child safety reporting procedures	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Assessment of new or changed environments for child safety risks</li> <li>Ensure Code and strategies apply in all school contexts</li> </ul>	Principal, School Council Chair	Low
Visitors to homestays	Promotion of child safe environments Homestay Agreements WWCC for frequent visitors	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Emphasise importance of establishing a child safe environment at every scheduled homestay check and training</li> </ul>	Principal, ISC	Low
Inappropriate behaviour by homestay hosts  <i>Note: This includes not adequately supervising students and personal issues such as stress, financial issues, mental health issues, gambling/alcohol/drug addiction or domestic violence that arise after</i>	School child safe policy provided to hosts. Ensuring all homestay providers have a current WWCC. Regular communication with students to obtain	Unlikely	Major	Low	<ul style="list-style-type: none"> <li>Check WWCC numbers on DOJR WWCC check data base once a term.</li> <li>Include a section on Child safe standards and reportable conduct on homestay checklist and discuss this</li> </ul>	Principal and ISC	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
<i>recruitment or even WWCC is revoked</i>	feedback on homestay environment				<ul style="list-style-type: none"> <li>with at every scheduled homestay visit</li> <li>• Provide and explain international students with the Easy English Protect Factsheet to identify reportable conduct and how to report it.</li> <li>• Continue to educate international students on child safety and protective behaviours.</li> </ul>		
Parent of International student not clear on how to report child abuse	Child Safe policies and Reportable Conduct Scheme policies available on school website	High	High	High	<ul style="list-style-type: none"> <li>• Provide the factsheet (attach translated copy available on the Education website) and the school's child safety documentation to parents in the Pre-Departure Pack.</li> </ul>	ISC	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
International Student not clear on how to make a report if feeling unsafe or if there is an incident of child abuse to them or others	Information on Child abuse and reporting it provided to students in Orientation.  Definition of child abuse and how to report it discussed with International students.	Likely	High	Medium	<ul style="list-style-type: none"> <li>• Provide student with Easy English Factsheet during Orientation.</li> <li>• Discuss Child safe standards and reportable conduct with student at regular catch ups.</li> </ul>	ISC Principal	Low
International Student is out late and/or unable to be contacted	Orientation program includes expected behaviour, communication, emergency contacts and importance of all contact details to be kept up to date	Likely	High	Medium	<ul style="list-style-type: none"> <li>• Discuss Child safe standards and reportable conduct with student at regular catch ups.</li> </ul>	ISC Principal	Low