

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"> Child safety policies and mandatory reporting procedures discussed with homestay providers at every scheduled homestay check. | 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"> • Pre-employment reference check includes asking about child safety • Personal identification verified | 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"> • Train students, homestay providers and staff to identify inappropriate behaviour • Ensure appropriate settings on all student technologies • Provide overseas students with culturally and linguistically appropriate information about online and personal safety during Orientation. | 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"> Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts | 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"> Emphasise importance of establishing a child safe environment at every scheduled homestay check and training | 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"> Check WWCC numbers on DOJR WWCC check data base once a term. Include a section on Child safe standards and reportable conduct on homestay checklist and discuss this | Principal and ISC | Low |

Department of Education and Training CRICOS Provider Code: 00861K

| 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"> with at every scheduled homestay visit • Provide and explain international students with the Easy English Protect Factsheet to identify reportable conduct and how to report it. • Continue to educate international students on child safety and protective behaviours. | | |
| 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"> • 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. | 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"> • Provide student with Easy English Factsheet during Orientation. • Discuss Child safe standards and reportable conduct with student at regular catch ups. | 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"> • Discuss Child safe standards and reportable conduct with student at regular catch ups. | ISC Principal | Low |

Department of Education and Training CRICOS Provider Code: 00861K