

Nathalia Primary School

Risk Management Analysis – Child Safe

Risk management strategies at Nathalia Primary School are in place to identify, assess and take steps to minimise child abuse risks, which include risks posed by physical environments and on-line environments.

– “Nathalia Primary School Child Safe Policy”

Area of Risk	Risk Mitigation / Existing Controls	Rate of Risk	Management Strategies
School Environment			
Classrooms	<ul style="list-style-type: none"> ▪ Children are only permitted in classrooms with teacher or approved adult supervision. ▪ All visitors to the school are required to use the sign in register in the school office. ▪ When working one-on-one with a student the preferred option is to have the access door open. 	Low	<ul style="list-style-type: none"> ▪ Teacher or education support supervision of students in the classroom is an expectation. ▪ People in the school who work directly with children are required to have completed a Working With Children Check.
Isolated rooms including withdrawal rooms, staffroom and offices	<ul style="list-style-type: none"> ▪ Where possible, the door is to remain open. ▪ If the door is closed for personal privacy, a second member of staff is to be notified. Eg. Change of colostomy bag, change of clothes etc. ▪ A record is kept when speaking in confidence with a student with a closed door. 	Acceptable	<ul style="list-style-type: none"> ▪ Teachers and support staff will be informed regularly regarding best practice.
Student Toilets	<ul style="list-style-type: none"> ▪ Children are not permitted to play in the toilets or in the breezeway near the toilets. ▪ There are two access points to the toilets area. ▪ Staff on yard duty regularly walk past the toilet area. ▪ When visiting the toilets during class time, students must ask for teacher permission and their time out of the classroom is noted. 	Acceptable	<ul style="list-style-type: none"> ▪ Children are regularly reminded about not playing in the toilets. ▪ The gate on the south side of the breezeway must remain unlocked during school times. ▪ Staff are regularly reminded to supervise the toilet area. ▪ Teachers are to mentally note the students who are out of class visiting the toilets.
The playground	<ul style="list-style-type: none"> ▪ The school has clearly defined out of bounds areas. ▪ Teachers are assigned to playground supervision at playtimes, before school and at dismissal. ▪ Children are discouraged from speaking to people who are outside the school boundary. ▪ Students are not permitted to leave the school grounds during school times without teacher or parent consent. ▪ Children participate in the Alannah and Madeleine Foundation program “Bravehearts”. 	Acceptable	<ul style="list-style-type: none"> ▪ Students are regularly reminded of the out of bounds areas in the school. ▪ Teachers are reminded to be vigilant when on yard duty and to supervise all areas of the playground. ▪ Children are reminded in the classroom and at assembly the principles of stranger danger and how to report and who they should speak to.
Changing students’ clothes and colostomy bags.	<ul style="list-style-type: none"> ▪ Students who need to have their clothing removed in order to be cleaned have the right of privacy and this will be done in a private room. The staff member who is completing this task will inform another staff member of their work. ▪ Only female staff members remove students’ clothing in order to restore hygiene. 	Acceptable	<ul style="list-style-type: none"> ▪ Staff members are required to make another member of staff aware when dealing with a student’s personal hygiene.

Online	<ul style="list-style-type: none"> ▪ Children complete the Acceptable Use Agreement in reference to working with information technology. ▪ The school complies with the Education Department's firewall and IT security protocols. ▪ The school has its own computers for student use and these must remain on the school grounds. 	Acceptable	<ul style="list-style-type: none"> ▪ Students are regularly reminded in the classroom of safe internet practices. ▪ Children who breach internet protocols have their access to the technology removed for a period of time.
Outside the School Environment			
Camps, Excursions, Sporting Activities.	<ul style="list-style-type: none"> ▪ Department guidelines regarding staff: student ratios are adhered to. ▪ High levels of supervision is an expectation. ▪ Planning for activities includes completing a risk assessment. ▪ Students get changed at school prior to the swimming program. ▪ The school completes the School Activity Locator prior to excursions. ▪ Class lists, consent forms and medical details are taken with the group on excursions. ▪ Digital technologies such as mobile phones and digital cameras are not permitted to be taken on camps and excursions with students. 	Acceptable	<ul style="list-style-type: none"> ▪ Risk assessment prior to camps and excursions will reference Department guidelines including ratios, consent forms and School Activity Locator. ▪ School Council endorsement is required.
Local Excursions within the town boundary.	<ul style="list-style-type: none"> ▪ Department guidelines regarding staff: student ratios are adhered to. ▪ Planning for activities includes completing an informal risk assessment. 	Acceptable	<ul style="list-style-type: none"> ▪ Teachers must inform the principal of excursions within the town boundary. This includes visits to the town library, GRAIN Store, Barwoo etc.
Transporting Students – School Bus	<ul style="list-style-type: none"> ▪ Students travelling on the school bus service must comply with the Conditions of Travel policy. ▪ The bus company video records students during the bus journey. ▪ Parents are notified when breaches of conduct occur on the school bus. ▪ Students are regularly reminded of acceptable behaviour on the school bus. 	Acceptable	<ul style="list-style-type: none"> ▪ The Conditions of Travel policy is provided with letters to parents regarding poor conduct on the school bus.
Transporting Students – Private Vehicle	<ul style="list-style-type: none"> ▪ Students travel in staff members' cars for activities such as meals on wheels or to some sporting and cultural events. Where possible, there should be more than one student in the vehicle. ▪ Parent consent forms must be obtained stating who the driver of the vehicle is. ▪ The school complies with the Department's Private Car Use policy. 	Acceptable	<ul style="list-style-type: none"> ▪ Teachers are to avoid transporting students in their private vehicles where possible.
School Council			
<ul style="list-style-type: none"> ▪ School Council will be informed of all excursions and activities and will be provided with a risk analysis prior to the activity. 			