



ALEXANDRA SECONDARY COLLEGE

RESPECT, PERSONAL BEST & INTEGRITY

Private Bag 1
ALEXANDRA
Victoria 3714

Principal: Nigel Lyttle

www.asc.vic.edu.au

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety	Possible	Major	High	<ul style="list-style-type: none"> • Refresher training for staff – see eLearning mandatory reporting module 	Principal,	Low
	Code of Conduct signed annually						
	Clear child safety reporting procedures						
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> • Pre-employment reference check includes asking about child safety using specific proforma 	Principal, Business Manager	Low
Engagement with children online	Child safety code of conduct	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Train students and staff to detect inappropriate behaviour • Ensure appropriate settings on all student technologies 	Principal, IT Leading Teacher	Low
	Strategies developed to embed culture of child safety						
Unknown people and environments at excursions and camps	Child safety code of conduct	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	Low
	Strategies developed to embed culture of child safety						
	Clear child safety reporting procedures						
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • All contractors required to sign "code of conduct" • Refresher training for frequent contractors 	Principal, Business Manager	Low
	Adequate monitoring						