

# RISK ASSESSMENT: CHILD SAFETY

<b>Business area:</b>	Frankston Tech School	<b>Campus:</b>	Frankston	<b>Building/Room/Area:</b>	FR-F, Frankston Tech School	<b>Revision number:</b>	02
<b>Leader:</b> Diana Gilbert							
<b>Members:</b> Diana Gilbert, Jo Dudley, Josh Neal-Kent, Carys Martin, Samantha Blair							

**Purpose:**  
The purpose of this form is to assist in the identification, analysis, evaluation and treatment of risks to child safety that occur within Chisholm Institute operations.

## SECTION 1: ENTER INFORMATION ABOUT THE ACTIVITY

**Business Area:** 39 - Frankston Tech School

**Description of activity:** Frankston Tech School Learning Program

<b>Date of assessment:</b> 10 September 2025	<b>Details of person(s) completing this form:</b> Diana Gilbert
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## SECTION 2: RISK THRESHOLD

HAZARD / RISK SOURCE ELEMENT	THRESHOLD	DETAILS
Does the activity involve Chisholm Institute or any of its departments, subsidiaries, affiliated research centres or joint ventures or other third parties?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does the activity involve (or is it likely to involve) any person/s under the age of 18 years of age?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do all staff and volunteers (including Chisholm staff and volunteers) delivering the activity have a current Working With Children Check (WWCC)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	It is a condition of employment with Chisholm for all staff to have a valid WWCC. All FTS Facilitation staff are VIT registered.

## SECTION 3: RISK ASSESSMENT

### Risk Assessment for those hazards/risk elements which passed any of the thresholds in Section 2.

#### Guidance Notes

Refer to documents **QMS624 Child Safe Policy** and **QMS625 Child Safe Reporting** for information on Chisholm expectations from employees and workplace participants.

#### For each of the risks identified:

- Provide a short description of the risk, the cause and consequence.
- For each risk, determine the Inherent risk rating<sup>1</sup>, list all current controls that have been identified and the Residual risk rating<sup>2</sup>.
- Use the risk acceptance guide (see Attachment 1) to determine if the Residual risk rating is acceptable and justify this determination.
- If the residual risk rating is unacceptable, identify further controls to reduce the residual risk rating to an acceptable target risk rating<sup>3</sup>.  
Note: Further controls are risk treatments in addition to the current controls (refer to the Child Safety Risk Management Framework for treatment options). They should be time bound, have defined owners and clear outcomes. Further controls become current controls once implemented.
- Determine the Target Risk rating using the risk matrix. This Target risk rating takes into account the current and further controls.
- No further controls are required if the Residual risk rating is acceptable and the Target risk rating will be the same as this Residual risk rating.

<sup>1</sup> **Inherent risk rating:** Assessed risk before any mitigation or control actions have been applied.

<sup>2</sup> **Residual risk rating:** Assessed risk after mitigation or control actions are applied.

<sup>3</sup> **Target risk rating:** Acceptable risk attained after additional risk treatment is complete.

**Objective:** To protect children and young people by preventing and responding to any abuse

Risk Description	Cause	Consequences	Inherent Risk	Current Controls	Residual Risk	RR Acceptable? (Why?)	Further Controls	Target Risk
Staff member or volunteer (including students on placement, internship etc) commits abuse.	<p>Lack of supervision of staff member or volunteer in supervised workshop spaces.</p> <p>Lack of supervision of staff member or volunteer in unsupervised spaces (incl. toilets etc.).</p> <p>A non-compliant recruitment process.</p> <p>Lack of supervision of staff during online programs.</p> <p>Student details (incl. contact details) left on devices after digital programs.</p> <p>Teaching staff do not understand responsibilities regarding supervision.</p> <p>Staff member, volunteer or other minors using toilets behave inappropriately.</p> <p>Students are intentionally removed from supervision of school teaching staff.</p>	<p>Child safety incident occurs (or continues). Physical and/or psychological injury.</p> <p>Stress for all personnel involved, which could lead to occupational health and safety issues.</p> <p>Criminal penalties.</p> <p>Reputational damage to organisation.</p>	High	<p>No departmental staff member shall be permitted to be unaccompanied with a minor (including online programs).</p> <p>No volunteer staff member shall be permitted to be unaccompanied with a minor.</p> <p>Partnering schools are to provide the required number of accompanying staff members for supervision ratios to students.</p> <p>All members of staff are required to hold a WWCC, which is reviewed by an internal member of staff.</p> <p>Staff members are instructed to use separate toilet facilities to students.</p> <p>All students are instructed to notify teachers, and not departmental staff, when accessing toilets or other areas outside of workshop spaces.</p> <p>All learning spaces under the control of Frankston Tech School are to have direct visibility, internally.</p> <p>At no stage is a student ever required to provide any identifiable information, whether for the purposes of setting up an account or producing/saving work. This is communicated to students.</p> <p>Partner School teachers are instructed that they hold sole responsibility for supervision of students during break times.</p>	Med	<p>Yes.</p> <p>High visibility and extensive supervision provided by both Frankston Tech School staff and Partner School staff (1:20 staff/student ratio, with a minimum of 2 staff).</p> <p>Where students are intentionally not in direct line of sight, they are co-located and made aware of the Duty of Care.</p> <p>Under <a href="#">Department of Education Policy</a>, teachers hold Duty of Care over students during their visit to Frankston Tech School.</p>	Request Chisholm Security to increase visibility at Frankston Tech School.	Med

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				<p>Partner School teachers will always be advised by staff, of the requirement to supervise students on toilet breaks.</p> <p>Security cameras document entry to all toilets if incidents occur for review.</p> <p>This risk assessment, in addition to a suite of other risk documentation, is issued to Partner School teachers no less than 2 weeks before their visit.</p> <p>Where students are intentionally removed from direct supervision of Partner School teaching staff, they are under the supervision, and duty of care, of trained and registered VIT teachers (as well as at least one other staff member). In these instances, students will be co-located in rooms with immediate access and opportunities for line of sight. They will also be informed of the change in duty of care, from Partner School teaching staff to Frankston Tech School facilitators.</p> <p>All Frankston Tech School staff have completed the Chisholm Child Safety training module.</p>				

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Risk Description	Cause	Consequences	Inherent Risk	Current Controls	Residual Risk	RR Acceptable? (Why?)	Further Controls	Target Risk
Member of the public commits abuse during on-site visits. And/or Students (in programs) commit abuse during on-site visits.	Lack of supervision of public in supervised workshop spaces. Lack of supervision of public in unsupervised spaces (including toilets, foyers etc). Members of the public using toilets behave inappropriately.	Child safety incident occurs (or continues). Physical and/or psychological injury. Stress for all personnel involved, which could lead to Occupational Health and Safety issues. Criminal penalties. Reputational damage to organisation.	High	This risk assessment, in addition to a suite of other risk documentation, is issued to teachers no less than 2 weeks before their visit.	Med	Yes. High visibility and extensive supervision provided by both Frankston Tech School staff and Partner School staff (1:20 staff/student ratio, with a minimum of 2 staff). Under <a href="#">Department of Education Policy</a> , teachers hold duty of care over students during their visit to Frankston Tech School.	Request Chisholm Security to increase visibility at Frankston Tech School.	Med
Member of the public commits abuse during on-site visits, whilst in transit between venues. And/or Children (in programs) commit abuse during on-site visits, whilst in transit between venues.	Lack of supervision of public on route. Lack of supervision of student on route.	Child safety incident occurs (or continues). Physical and/or psychological injury. Stress for all personnel involved, which could lead to Occupational Health and Safety issues. Criminal penalties. Reputational damage to organisation.	High	Partner Schools are to provide the required number of accompanying staff members for supervision ratios as per <a href="#">Department of Education Guidance</a> (1:20 staff/student ratio, with a minimum of 2 staff). Any routes to be undertaken are communicated to school staff with sufficient time before the program. Partner School teachers are instructed that they hold sole responsibility for supervision of students during break times. This risk assessment, in addition to a suite of other risk documentation, is issued to teachers no less than 2 weeks before their visit.	Med	Yes. High visibility and extensive supervision provided by both Frankston Tech School staff and Partner School staff (1:20 staff/student ratio, with a minimum of 2 staff). Under <a href="#">Department of Education Policy</a> , teachers hold duty of care over students during their visit to Frankston Tech School.		Med.

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Risk Description	Cause	Consequences	Inherent Risk	Current Controls	Residual Risk	RR Acceptable? (Why?)	Further Controls	Target Risk
Member of the public commits abuse during digital programs, or when using digital devices. And/or Children (in programs) commit abuse during digital programs, or when using digital devices.	Lack of supervision of online activities undertaken by students (including the possibility for students to encounter online abuse).	Child safety incident occurs (or continues). Physical and/or psychological injury. Stress for all personnel involved, which could lead to occupational health and safety issues. Criminal penalties. Reputational damage to organisation.	High	This risk assessment, in addition to a suite of other risk documentation, is issued to teachers no less than 2 weeks before their visit.	Med	Yes. High visibility and extensive supervision provided by both Frankston Tech School staff and Partner School staff (1:20 staff/student ratio, with a minimum of 2 staff). Under <a href="#">Department of Education Policy</a> , teachers hold duty of care over students during their visit to Frankston Tech School.	Request Chisholm Security to increase visibility at Frankston Tech School.	Med
Students witness onsite negative responses and hate speech.	Lack of security and front of house management for onsite incident.	Child safety incident occurs onsite due to lack of supervision or management of removing children from scene. Physical and/or psychological injury. Stress for all personnel involved, which could lead to Occupational Health and Safety issues. Criminal penalties. Reputational damage to organisation.	High	Partner Schools are to provide the required number of accompanying staff members for supervision ratios as per <a href="#">Department of Education Guidance</a> (1:20 staff/student ratio, with a minimum of 2 staff) and will be instructed of the escalation plan.  This risk assessment, in addition to a suite of other risk documentation, is issued to teachers no less than 2 weeks before their visit.  All Frankston Tech School staff have completed the Chisholm Child Safety training module.	Med	Yes. High visibility and extensive supervision provided by both Frankston Tech School staff and Partner School staff (1:20 staff/student ratio, with a minimum of 2 staff). Under <a href="#">Department of Education Policy</a> , teachers hold duty of care over students during their visit to Frankston Tech School.	Escalation and security response procedures are in place in regard to any onsite activity.	Med

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Recording and photographing of students during programs.	<p>A student without a Media Release form is photographed by mistake, and their image is published.</p> <p>School staff have not identified/confirmed any students not to be included in photography.</p> <p>Photograph or personal information of a student, or students, is made publicly accessible.</p> <p>Poor or insufficient data storage and use policies (or poor following of policies).</p> <p>A student is photographed by a member of the general public.</p>	<p>Child safety incident occurs (or continues).</p> <p>Physical and/or psychological injury.</p> <p>Stress for all personnel involved, which could lead to Occupational Health and Safety issues.</p> <p>Criminal penalties.</p> <p>Reputational damage to organisation.</p>	High	<p>Departmental policies and procedures have been created and communicated to all staff and external contractors, including: Frankston Tech School will familiarise themselves with students who have not returned an appropriate AV release form, on the day, using a sticker system. This will be communicated to all parties.</p> <p>Partner School staff are responsible for the management of all Frankston Tech School media release forms and will submit them to Frankston Tech School before, or on the day of the event.</p> <p>All video recordings and photographs will be checked by school staff before release to ensure all non-media release approved students are not recorded or photographed for public viewing.</p> <p>All media release forms are secured following Chisholm policy requirements.</p> <p>Frankston Tech School staff are trained to identify signs of child safety risk factors.</p> <p>All Frankston Tech School staff have completed the Chisholm Child Safety training module.</p>	Low	<p>Yes.</p> <p>Detailed policies and procedures have been created and communicated to ensure compliance with Chisholm media release policies, and to reduce possible instances of child safety breaches.</p>		Low

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Risk Description	Cause	Consequences	Inherent Risk	Current Controls	Residual Risk	RR Acceptable? (Why?)	Further Controls	Target Risk
Risk that child safety concerns are not reported.	Lack of staff awareness and/or training in: - Reporting protocols - Reporting obligations.	Child safety incident occurs (or continues). Underreporting of child safety incidents to relevant authorities. Criminal penalties: - Failure to Report - Failure to Protect offence. Reputational damage to organisation.	High	Staff are trained in QMS624 Chisholm Child Safety Policy. Policies and procedures specific to departmental actions are developed and communicated to all staff. Child safety is a discussion item in staff meetings. All university staff have completed the University of Melbourne Child Safety training module.	Med	Yes. All staff in at Frankston Tech School have received sufficient training in child safety reporting protocols.	Ongoing training opportunities are provided to staff.	Med
Students viewing inappropriate content on devices.	Unrestricted internet access and unsupervised access to Frankston Tech School technology.	Child safety incident occurs (or continues). Physical and/or psychological injury. Stress for all personnel involved which could lead to Occupational Health and Safety issues. Criminal penalties. Reputational damage to the organization.	High	Students are reminded of expectations surrounding use of devices during their time at Frankston Tech School and any associated programs. Devices periodically have their data deleted to ensure any offending material is inaccessible by other students using the devices. Child safety and processes surrounding inappropriate material are discussed during onboarding and in staff meetings. Students are monitored during their use of devices and should not be left alone with the devices.	Med	Yes. Students are continuously monitored to discourage access of inappropriate material. If an incident occurs, there is a follow-up process to mitigate the potential impact of the inappropriate content.	Periodic maintenance of laptops to remove any data on devices.	Med



#### SECTION 4: APPROVAL

<b>Name:</b> Diana Gilbert	<b>Title/position:</b> Director (Interim)
<b>Business Area:</b> 39 Frankston Tech School	
<b>Approval:</b> In approving this risk assessment, I confirm the following: <ul style="list-style-type: none"><li>• I have oversight responsibility for the activity or program being carried out</li><li>• I am aware that the current controls as documented above are in place and any further controls identified will be implemented</li><li>• I acknowledge that the residual and target risk ratings as documented above are acceptable</li></ul>	
<b>Date of approval:</b>  <b>10 September 2025</b>	<b>Signature:</b> 

#### ATTACHMENT 1: RISK RATINGS ACCEPTANCE GUIDE

The following table can be used as a guide when determining whether to accept a residual risk rating or not. This is a guide only and your own judgement based on the activity should take precedence.

Risk Rating Priority for Action	Risk acceptance guide	Action
Extreme	Not acceptable	Cease activity or isolate the risk away from children. Implement further measures to decrease the risk to an acceptable level and continue monitoring, reviewing and documenting the risk.
High	Generally (in most circumstances) not acceptable	Implement risk controls if reasonably practicable Monitor, review and document the risk.
Medium	Generally (in most circumstances) acceptable	Implement controls to reduce the risk to a risk rating of medium. Continue monitoring, reviewing and documenting the risk.
Low	Acceptable	Risk has been accepted as tolerable. Monitor and review the risk for any changes and document as needed.

## ATTACHMENT 2: RISK RATINGS

A **risk matrix** helps to analyse the significance of a risk by assessing the **likelihood** and **consequence** of its occurrence. For example, if the likelihood of a risk is Unlikely, and the consequence is “moderate”, then the risk has an associated “Medium” risk rating.

	Consequence				
<b>Core Business</b>	Operational impact with low level of disruption and/ or cost.	Adverse impact on the delivery of a few key divisional strategic priorities with minimal impact to the University.	Material adverse impact to the achievement of divisional strategic objectives and has some flow on effect to the University strategy.	Significant adverse impact to the achievement of divisional strategic objectives and affects a few major University strategic priorities.	Inability to execute the divisional strategy and has substantial, widespread and/ or sustained impact on the delivery of the University strategy.
<b>Reputation</b>	Temporary issue resolved with routine management.	Short term disrepute with short term adverse publicity.	Significant damage to our relationships with one or more stakeholders and /or minimal impact to UoM's brand.	Damage to relationship with one or more key stakeholders lasting more than 12 months and/or has a material impact to UoM's brand	Enduring and significant damage to UoM's brand, affecting social licence to operation and relationships with multiple key stakeholder groups.
<b>Health, Safety and Wellbeing</b>	Injuries involving first aid, medical treatment and/or mild counselling.	Injuries requiring short term hospitalisation, surgery or moderate counselling.	Permanent injuries requiring long term treatment, hospitalisation and/or rehabilitation and/or moderate involvement of psychological treatment.	Single fatality or serious permanent injuries of up to ten individuals and/or significant psychiatric intervention.	Multiple fatalities and/ or serious permanent injuries involving more than ten individuals and/or serious psychiatric intervention.
<b>Legal and Regulatory</b>	Minor non-compliance/ breach. Litigation with a low level estimated liability.	Non-compliance/ breach involving investigation, warning and low level penalty. Litigation with moderate estimated liability.	Non-compliance/ breach involving a major investigation or review by a regulator/ authority and material penalty. Litigation with material estimated liability.	Significant and/ or multiple non-compliances/ breaches with significant penalties, fines and/ or imprisonment of responsible officer(s). Complex litigation incurring significant estimated liability.	Serious and/or multiple non-compliances/ breaches that could result in multiple fines, penalties, imprisonment of officer(s) and/ or the loss of licence or prohibition to operate. Highly complex and protracted litigation with extreme level of estimated liability.

		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Very Likely	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	High	High
	Very Unlikely	Low	Low	Low	Medium	High

Likelihood
Almost certain – will occur in most circumstances when the activity is undertaken (greater than 80% chance of occurring)
Likely - will probably occur in most circumstances when the activity is undertaken (60 to 90% chance of occurring)
Possible – not uncommon and might occur when the activity is undertaken (40 to 60% chance of occurring)
Unlikely – could happen at some time when the activity is undertaken (20 to 40% chance of occurring)
Very Unlikely – may happen only in exceptional circumstances when the activity is undertaken (less than 20% chance of occurring. Unusual, frequent or rare)