

## Kerrimuir Primary School Risk Assessment (Including International Students)

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
No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Severe	Extreme	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed</li> <li>Statement of commitment to child safety is communicated to the parents via COMPASS and the newsletter and using translators to the international students and their families.</li> </ul>	School leadership, School Council Chair	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Performance management procedures	Unlikely	Severe	High	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed</li> <li>Refresher training for staff – see eLearning mandatory reporting module</li> </ul>	School leadership, School Council Chair	Low
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures	Possible	Major	High	<ul style="list-style-type: none"> <li>Refresher training for staff – see eLearning mandatory reporting module</li> </ul>	School leadership, School Council Chair	Low
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"> <li>Criminal history search</li> <li>Pre-employment reference check includes asking about</li> </ul>	School leadership, School Council Chair	Low

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					child safety		
Engagement with children online	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 and staff to detect inappropriate behaviour including inclusion in CALC</li> <li>Ensure appropriate settings on all student technologies</li> </ul>	School leadership I, School Council Chair	Low
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>	School leadership, School Council Chair	Low
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Refresher training for frequent contractors conducted yearly</li> </ul>	School leadership Assistant Principal, School Council Chair	Low

# **International Students – Procedures to Reduce the Risk of Child Abuse**

## **Rationale:**

In the interests of all of our students and in compliance with Child Safe Legislation, Kerrimuir Primary School has developed policies that oversee the wellbeing and safety of all children in our care. Hence, Kerrimuir Primary School is committed to providing a safe school environment for all students and staff, and in particular for our International Students. The school has zero tolerance for child abuse.

Kerrimuir Primary School recognizes that International Students are likely to require additional assistance and support with regard to Child Safe measures, because they may be living away from home (i.e. with other relatives) and through cultural and/or language misunderstandings may interpret the intentions or actions of others. Thus, in the interests of the wellbeing and safety of international students, the School has established processes and protocols for dealing with child abuse issues. These protocols and procedures are to be read in conjunction with the following Kerrimuir Primary School Policies: Child Safety Code of Conduct, Complaints, Child protection and Reporting, Duty of Care, and the Volunteer Policy.

## **Scope of Procedures and Protocols**

These protocols apply to all International Students of Kerrimuir Primary School and all staff members of the School are familiarized with the expectations included in this document.

## **Procedures put in place by Kerrimuir Primary School to promote International Student Safety**

- Kerrimuir Primary School has strict Child Safety Policies, which require that all staff have a current WWCC and up-to-date Police Checks.
- All visitors to Kerrimuir Primary School are required to sign in at Reception to indicate that they have read and agreed to our Child Safe Standards.
- All Kerrimuir Primary School Staff regularly complete online Mandatory Reporting Training.
- With regards to International Students of Chinese Background, Kerrimuir Primary School has two staff on site that can speak Mandarin or Cantonese. These staff members are accessible to the international students.
- Kerrimuir Primary School has first aid officers on site and they can be accessed by students during the school day.
- Kerrimuir Primary School has a part time Counsellor who can be accessed by students during the school day (Wednesday and Thursday).
- International Students are closely monitored in terms of attendance, academic performance and socialization with others. If the student appears unsettled or it appears that there is cause for concern this will be followed up by the class teacher.
- The school ensures that all charter buses and public transport buses that service the school are adequately manned; all drivers are required to have a current WWCC and a Police Checks.
- The school has a Child Safe Policy that has been endorsed by the school council. The school has identified and addressed the risks of child abuse associated with overseas students in its child safe practices and its risk register.
- All international students are provided the contact details for school staff designated as emergency contacts. These are:

Name	Mobile phone
Sherrin Strathairn	0439 501 568
Shelley Lu (Mandarin)	0431 478 690

- Parents are provided with a copy of the School Child Safe Policy, Child Safe Code of Conduct and training in the school's child safe practices including how to report a critical incident including actual or suspected physical or sexual abuse.
- Students are provided with age appropriate information encouraging them to speak up about child abuse and on how to report an incident or allegation of sexual or physical abuse.

- When a new international student is enrolled, the Principal reviews the Child safe risk register to ensure that any risks that may apply to the new student is added to the register and measures to reduce those risks are put into place. eg potential cultural tensions between students from one country/religion and another, language barriers, etc.
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### **Expectations of Parents/Guardians**

- It is the responsibility of the Parent/Guardian to arrange for safe transport to and from the School on a daily basis.
- It is expected that the Parent/Guardian will ensure that the school is notified of any daily absences of an International Student (in particular), as a safety measure to ensure that the school is aware that the student is legitimately absent.
- Parents/Guardians are expected to attend all Student-Teacher-Parent/Guardian interviews at the school, which are held twice per year.

### **International Student Support Services**

Each international student and family is provided an orientation which includes:

- information on the school,
- academic programs,
- requirements for course attendance and course progress,
- support services,
- special programs,
- student/parent handbook,
- parent reporting and other contact procedures,
- cultural information ([www.movingtoaustralia.com.au/australian-culture/](http://www.movingtoaustralia.com.au/australian-culture/)),
- information about the local area (e.g. shops and services, transport between school and home) ([www.ptv.vic.gov.au/](http://www.ptv.vic.gov.au/)), and
- information about relevant legal services ([www.australia.gov.au/information-and-services/public-safety-and-law/legal-aid](http://www.australia.gov.au/information-and-services/public-safety-and-law/legal-aid), <https://www.accc.gov.au/consumers/consumer-protection>)
- general health care and personal safety ([www.vicroads.vic.gov.au/safety-and-road-rules/pedestrian-safety/children-and-pedestrian-safety](http://www.vicroads.vic.gov.au/safety-and-road-rules/pedestrian-safety/children-and-pedestrian-safety) [www.healthcareaustralia.com.au/](http://www.healthcareaustralia.com.au/)), and
- complaints and appeals procedures

All international students are provided with information on safety and awareness information relevant to life in Australia.( <https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety> )

### **Process to follow if you are worried about your child/student:**

#### **Did something happen at school that is worrying you or your child?**

#### **What should you do?**

1. Your child can tell a staff member at school if they feel scared, uncomfortable or worried about something. This could be the class teacher, the office staff or anyone they feel comfortable with on staff.
2. If your child comes home and tells you something, but has not spoken to staff, you can call the school or make an appointment to see the teacher, or another staff member.

Once we know something has happened, we can begin to work towards solving the issue.