



St. Mary's School Inglewood

Learning Today, Wisdom Tomorrow

RISK MANAGEMENT POLICY and PROCEDURES

Identity Statement

St Mary's Catholic School, Inglewood, is a community of learners, inspiring all to be people of light, in the footsteps of the Presentation Sisters.

Vision Statements

- Model and teach the message of Jesus in our relationships with each other, our God and our world.
- Build and value collaborative partnerships with students, staff and parents, the Parish and wider community.
- Create a positive and stimulating environment in which each person can academically, spiritually, emotionally, physically and socially reach their full potential.
- To foster a love of learning in a safe and respectful environment.

RATIONALE

This policy was written to demonstrate the strong commitment of the whole school community of St. Mary's School, Inglewood leaders, staff, volunteers and students to ensure that students remain safe at all times, both within and out of the school property. Risk Management is an important way to protect your staff and students, while at the same time complying with the law. It helps us to focus on the risks that really matter in your workplace – the ones with potential to cause real harm. The mental, physical, spiritual and emotional wellbeing of children and young people are essential preconditions for successful learning. School camps and excursions are valuable life experiences in which all children should have the opportunity to participate in. They provide opportunities for children to experience different environments and acquire skills appropriate to these environments. Such opportunities enhance a student's knowledge and social skill development. Where possible, all excursions, camps and other significant school initiatives and events will be reflective and/or support the learning within the curriculum at that time.

COMMITMENT TO CHILD SAFETY

St. Mary's Primary School is committed to the safety and welfare of all children, within a secure environment. All children have a right to be treated with respect and to be protected from abuse and harm.

IMPLEMENTATION

Risk Assessment Google Form

The Risk Assessment google form/s is to be used by staff during the planning of excursions, camps and other significant school initiatives and events (Caritas Ks, swimming, athletics). Staff should spend time in considering what the activity or event will involve, and in what ways the safety of children may be at risk, from both Occupational Health and Safety and Child Safe perspectives.

[Day Excursion Forms](#)

[Camps / Overnight Forms](#)

These forms are required to be submitted to the Principal approximately 3 weeks prior to the event taking place. The following considerations must be taking into account when planning any excursions, camps or other significant school initiatives and events:

- Please ensure that all staff / student ratios are met (see Appendix 1)
- Visit the intended location to conduct a pre visit inspection if required.
- Events may require extra adult supervision, depending on the students involved.
- All volunteers who are participating in the event, are required to hold and provide a copy to the school of a current WWC in accordance with our [Working With Children Policy](#).
- All teachers and volunteers will participate in a child safety briefing prior to the commencement of the event.
- In the event that there is an excess of parent helpers, a solution will be discussed by the principal and relevant staff.
- Parents can be asked to assist with events if a student has a medical or special need that needs to be catered for.

[Occupational Health and Safety / Child Safe Risk Assessments](#)

Consideration needs to be given to the potential risks involved in any event. Risks need to be rated according the Risk Rating Matrix.

RISK RATING MATRIX

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Low	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Each of these identified risks are to be listed and additional rows may need to be added for some activities/events/initiatives. Where there are hazards or a similar nature, they do not need to be listed individually. Occupational Health and Safety risks include, but are not limited to, physical surroundings, medical requirements, student safety, required teacher/student ratios, professional training required, etc. Child Safety risks include, but are not limited to, the use of volunteers, appropriate training, use of public spaces, the needs of a particular cohort of students, etc.

Based on the risk rating, risk control recommendations needs to be made to eliminate, reduce and/or manage the risk. These may include additional equipment, changes to practices/activities, additional checks or staffing, training, supervision, written instructions, etc.

A copy of this form will need to be uploaded to the Risk Assessment Google Form on submission to the Principal.

Communication With Parents

Please arrange with administration for the creation of parent permission forms. A copy of this form will need to be uploaded to the Risk Assessment Google Form on submission to the Principal.

SUBMISSION AND APPROVAL

Once all forms, risk assessments and parent permission forms have been completed, submit this information to the Principal for approval. Once approved, an email of notification will be sent to the teacher in charge of the event. A copy will be retained at the school for future reference.

POLICY REVIEW

This policy is reviewed every three years and we undertake to seek feedback from students, parents, carers, staff and volunteers.

Reviewed: May 2019
Ratified: May , 2019
Due for Review: May 2022

APPENDIX 1

A Guide to Staff / Student Ratios

This is a guide only to establish the **MINIMUM** number staff required.

Schools should not plan for a number of adults based only on these recommended minimum ratios. In many instances, additional staff will be needed – after an analysis of the particular requirements of the particular group and excursion is conducted.

The analysis will need to take into account a wide range of factors. Examples of these factors include:

- the qualifications and experience of the staff
- the numbers and experience of non-teaching adults present
- the numbers and experience of instructors present
- the experience of the adults at the venues and the activities involved
- the age, stage of development and experience of the students
- known behaviour patterns of the particular group of students
- the activities planned, together with the venues and equipment
- the known behaviour of the particular group of students
- the particular abilities of the students
- time of year and expected weather conditions
- etc.

Different groups undertaking the same excursion will often require different ratios.

Day Excursions (not involving adventure activities)	1:20
Overnight excursions (not involving adventure activities)	
· base camps in residential premises or under canvas	1:10
· study camps	1:15
· excursions, including interstate excursions	1:15
· overseas excursions	1:10
Boating activities	

· Canoeing	1:6
· Dinghy sailing	
· enclosed waters	1:8
· open waters	1:6
· open waters with stronger wind	1:4
· Rafting	1:6
· Rowing	1:9
· Sailboarding	
· beginners	1:3
· semi experienced	1:5
· Sea kayaking	1:3
· Water skiing	
· in tow	1:1
· in tow, if students are highly experienced	1:2
Swimming based activities	
· Recreational swimming	

· swimming pools and confined, shallow, natural water	1:10
· open deep water	1:10
· surf beaches	1:5
· Scuba diving	
· confined water not subject to wind, swell, and waves	1:8
· open water (two buddy pairs)	1:4
· Snorkel swimming	
· beginners	1:6
· training situations in clear confined water, with wind, swell or waves	1:12
· semi experienced in calm water not exceeding 10 metres	
· Snorkel diving	
· training situations in clear confined water, with wind, swell or waves	1:12
· semi experienced in open water	1:6
· experienced in open water	1:8

· Surfing	1:8
Other adventure activities	
· Bushwalking	
· day walks	1:10
· overnight	1:5
· Cycling	1:10
· Horse riding	
· beginners	1:1
· inexperienced	1:5
· semi experienced	1:8
· Orienteering	
· city or town parklands with defined boundaries	1:20
· streets and small areas of bushland with well defined boundaries	1:15
· larger and more remote areas of bushland	1:10
· Rock climbing and abseiling	

· beginners	1:1
· semi experienced	1:3
· non active climber	1:10
· Shooting	
· beginners	1:1
· semi experienced	1:5
· Skiing	
· ski village areas for alpine and cross country skiing	
· one day visit	1:10
· overnight stay	1:8
· non ski village areas, day and overnight	1:5
· Snow activities (non ski)	1:10