CHILD SAFETY

RISK ASSESSMENT FORM

Purpose:	
The purpose of this form is to assist in the identification, analysis, evaluation and treatment of risks to child safety that occur within the University's operations.	
Guidance and instructions for use:	

1. For guidance on potential child safety risks, refer to Attachment A of the Child Safety Risk Management Framework
2. Person (or persons) completing this form should have responsibility for delivering the activity and be suitably familiar with the operational aspects of the activity and the controls
3. Please respond to each question in Sections **1** and **2.** Only if you answer "Yes" to any of them, proceed to **Section 3**
4. The risk assessment requires approval from a supervisor, manager, associate director/director, or other senior officer with oversight of the activity or program at **Section 4**
5. Once approved, the form must be forwarded to the Risk and Compliance team (Legal and Risk) via the Risk and Compliance request form in ServiceNow

SECTION 1 – ENTER INFORMATION ABOUT THE ACTIVITY

Business unit/school/portfolio/division: Chancellery / Strategy & Culture / Museums & Collections / Science & Academic Engagement	**Date(s) Jan-Dec of activity:** 2025
Description of activity: Delivering educational workshops, forums and seminars for school-aged students, across UoM venues and Melbourne Connect Mezzanine Floor associated with the STEM Centre of Excellence and the Museums & Collections Learning Experiences program.	
Date of assessment: 02 Feb 2024 and updated 7 August 2025	**Details of person(s) completing this form:** Bridgette Van Leuven, Head of Learning Experiences, Museums and Collections, University of Melbourne, b.vanleuven@unimelb.edu.au (0438 1438 42)

SECTION 2: RISK THRESHOLD

HAZARD / RISK SOURCE ELEMENT	THRESHOLD	DETAILS
Child Safety		
Does the activity involve the University of Melbourne or any of its departments, subsidiaries, affiliated research centres or joint ventures or other third parties?	☒ Yes ☐ No	Provide details of all business units, departments, entities, or other third parties involved in the activity.
Does the activity involve (or is it likely to involve) any person/s under the age of 18 years of age?	☒ Yes ☐ No	Provide numbers/estimate of how many children under 18 years of age will be involved
Do all staff and volunteers (including non-UoM staff and volunteers) delivering the activity have	☒ Yes	Describe processes in place to validate and monitor

a current Working With Children Check (WWCC)?	☐No	WWCCs of staff and volunteers working on the project

> **❗ Did you hit a threshold? ❗**
> (i.e. answer Yes for any particular hazard/risk source elements above?)
>
> <mark>x</mark>   Yes - a risk assessment for the activity will need to be completed – complete **Section 3: Risk Assessment** (below)
> ☐ No - no risk assessment required

SECTION 3: RISK ASSESSMENT

Risk assessment for those hazards/risk elements which passed any of the thresholds in section 2.

> 💡 **Guidance notes:**
>
> Refer to Attachment 2 of the Child Safety Risk Framework for specific risk factors to consider when completing this risk assessment form. Refer to Attachment 3 for an example completed Child Safety Risk Assessment form.
>
> For each of the risks identified:
> - Provide a **short description** of the risk, its **cause** and **consequence**
> - For each risk, determine the **inherent risk rating**[1], list all **current controls** that have been identified and the **residual risk rating**[2]
> - 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**[3]. 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.

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[1] **Inherent risk rating**: Assessed risk before any mitigation or control actions have been applied
[2] **Residual risk rating**: Assessed risk after mitigation or control actions are applied
[3] **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 (incl. students on placement, internship etc.), commits abuse.	Lack of supervision of staff member or volunteer in supervised workshop spaces. Lack of supervision of staff member or volunteer in unsupervised spaces (incl. toilets, foyers etc.). A non-compliant recruitment process. Lack of supervision of staff during online programs. Student details (incl. contact details) left on devices after digital programs.	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.	High	No departmental staff member shall be permitted to be unaccompanied with a minor (incl. online programs). No volunteer staff member shall be permitted to be unaccompanied with a minor. Partnering schools are to provide the required number of accompanying staff members for supervision ratios to students. All members of staff are required to hold a WWCC, which is reviewed by an internal member of staff. Staff members are instructed to use separate toilet facilities (to students). All students are instructed to notify teachers, and not departmental staff, when accessing toilets or other areas outside of workshop spaces. All learning spaces under the control of M&C Learning Experiences Team department are to have direct visibility, internally. 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. 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 departmental staff and participating school staff (high teacher:student ratios). Under Department of Education policy, teachers hold duty of care over students during their visit.	Instruct UoM security to rotate bathroom corridor air-lock camera 180 degrees to increase visibility at SGM Venue (Matthew Dau, 01 March 2024).	Med.
Member of the public commits abuse during on-site visits. And/or Children (in programs) commit abuse during on-site visits.	Lack of supervision of public in supervised workshop spaces. Lack of supervision of public in supervised gallery spaces. Lack of supervision of public in unsupervised spaces (incl. toilets, foyers etc.). Shared facility spaces (incl. toilet, gallery etc.) with Telstra creator space.	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.	High	Partnering schools are to provide the required number of accompanying staff members for supervision ratios. All members of staff are required to hold a WWCC, which is reviewed by an internal member of staff. Facilitation Staff are trained to identify signs of child safety risk factors. All students are instructed to notify teachers, and not departmental staff, when accessing toilets or other areas outside of workshop spaces. Mediators (gallery supervisors) are trained to identify signs of child safety risk factors. High mediator presence in gallery space. 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	Med.	Yes. High visibility and extensive supervision provided by both departmental staff and participating school staff (high teacher:student ratios). Under Department of Education policy, teachers hold duty of care over students during their visit.	As above.	Med.

				before their visit.				
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.	High	Partnering schools are to provide the required number of accompanying staff members for supervision. Any routes to be undertaken are communicated to school staff with sufficient time before the program. 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 departmental staff and participating school staff (high teacherstudent ratios). Under Department of Education policy, teachers hold duty of care over students during their visit.		Med.
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 (incl. the possibility for students to encounter online abuse). Inappropriate content produced by generative A.I.	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.	High	Partnering schools are to provide the required number of accompanying staff members for supervision student ratios. Workshop programs are created with specific though to how students will use digital devices (esp. to limit any instances where students use platforms that could be used for communication with external parties). This, along with details instructions is communicated to students. Participant-to-participant chat is restricted or turned off when possible. This policy is communicated to all departmental staff. 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 in workshops. Teachers are instructed that they hold sole responsibility for supervision of students at all times including when using digital technologies. This risk assessment, in addition to a suite of other risk documentation, is issued to teachers no less than 2 weeks before their visit. The use of A.I. in programs is informed by the Victorian Department of Education's Generative Artificial Intelligence Policy. Where generative A.I. is used in a program, schools are advised as to how it will be used. Participants will be advised not to upload any personal information (e.g. names, contact details, photos) of themselves, or others, into generative A.I. tools. Participants will not be required to provide personal information to register or login to a generative A.I. tool for	Med.	Yes. High visibility and extensive supervision provided by both departmental staff and participating school staff (high teacher: student ratios). Under Department of Education policy, teachers hold duty of care over students during their visit.		Med.

				the Science Gallery Melbourne learning programs. Participants will be directed to use generative A.I. tools appropriately. This includes NOT using the tool to generate malicious content. For example, depictions of other people with the intent to cause harm. Participants will not be permitted to generate artifacts that mimic a cultural tradition in a way that is disrespectful or offensive. During programs that use video conferencing software (e.g., Zoom, Teams) students must be supervised by a registered teacher in the room at all times whether the program occurs onsite at Science Gallery, at their school, or internationally. This requirement is clearly communicated to teachers taking part in the program. Duty of care remains with the students' classroom teacher. Teachers will confirm by email that there will be a teacher physically supervising the students at all times before the commencement of the program. If breakout rooms are used during the program a Science Gallery staff member will monitor these breakout rooms. This does not remove the requirement for a teacher to physically supervise students while the online program is taking place. If the facilitator becomes aware that adequate teacher supervision is not being met, a member of the Science Gallery team will contact the teacher immediately. If students are in breakout rooms, the facilitator will bring all students back to the main room to re-establish that they are adequately supervised by a registered teacher.				
Children 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.	High	Partnering schools are to provide the required number of accompanying staff members for supervision student ratios and will be instructed by security and front of house 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.	Med.	Yes. High visibility and extensive supervision provided by both departmental staff and participating school staff (high teacher:student ratios). Under Department of Education policy, teachers hold duty of care over students during their visit.	Escalation and security response procedures are in place in regard to any onsite activity.	Med.

Public Toilets Students will be required to use public facilities accessible to the general public.	Lack of supervision of minors in toilet spaces. School teacher does not understand responsibilities regarding supervision. General public, staff or other minors 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.	High	Staff members are instructed to use separate toilet facilities (to students). School teachers will always be advised by staff, of the requirement to supervise students on toilet breaks. Security cameras document entry to all toilets if incidents occur for review. 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 departmental staff and participating school staff (high teacher:student ratios). Under Department of Education policy, teachers hold duty of care over students during their visit.		Med.
Public Lift(s)	School students access public lifts, gaining access to areas without teacher supervision. Lack of supervision of minors in lift spaces.	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.	High	School visitors using lift should have a teacher and SCoE staff member to assist navigation. Lift access to non-general public areas is only accessible with a staff card. An alarm button and speaker is inside the lift to talk directly to security.	Med.	Yes. A supervisory plan is detailed and communicated to school teachers. This plan is enforced by departmental staff. Under Department of Education policy, teachers hold duty of care over students during their visit.		Med.
Recording and photographing of students	A student without a UoM media release form is photographed by mistake, and their image is published. School staff have not identified/confirmed any students not to be included in photography. Photograph or personal information of a student, or students, is made publicly accessible. Poor or insufficient data storage and use policies (or poor following of policies). A student is photographed by a member of the general public.	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.	High	Departmental policies and procedures have been created and communicated to all staff and external contractors, including: - SCoE staff will familiarize 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. - School staff are responsible for the management of all UoM media release forms and will submit them to SCoE staff before, or on the day of the event. - 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. - All media release forms are secured following UoM data policy requirements. -Staff are not to take photos during programs on their personal devices. Every photograph of a child must be taken on a University owned and managed device. -Only students with UoM media consent may be captured. Students without consent must not have their image	Low	Yes. Detailed policies and procedures have been created and communicated to ensure compliance with UoM AV release policies, and to reduce possible instances of child safety breaches.		Low.

Risk	Cause	Consequence	Inherent	Current controls	Residual	Controls adequate?	Further actions	Target
				captured, even if their face is not visible. Facilitation Staff are trained to identify signs of child safety risk factors.				
Venue Exhibition Content	School staff do not follow exhibition risk assessment advice and content warnings, leading to exposure of students to inappropriate content or situations.	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.	Med.	An exhibition risk assessment and teachers notes are sent to all teachers responsible for the students attending the event.	Low	Yes. Significant documentation outlining exhibition and workshop content is provided to school staff. Content warnings are located at relevant works.		Low.
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.	High	Staff are trained in UoM's 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 (incl. Onboarding).	Med.	Yes. All staff in the Learning Experiences team (incl. those who are not child-facing), have received sufficient training in child safety reporting protocols.	Ongoing training opportunities are provided to staff. (B Van Leuven to coordinate with OHS, ongoing).	Med.

SECTION 4: APPROVAL

Name: Rose Hiscock	**Title/position:** Director, Museums and Collections

Business unit/school/portfolio/division: Global Culture and Engagement Museums and Collections

Approval:
In approving this risk assessment, I confirm the following:
- I have oversight responsibility for the activity or program being carried out
- I am aware that the current controls as documented above are in place and any further controls identified will be implemented
- I acknowledge that the residual and target risk ratings as documented above are acceptable

Date of approval: 15.8.25	**Signature:**

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 ratings	Suggested tolerance and action	
Very High	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 controls to reduce the risk to a risk rating of medium. Continue monitoring, reviewing and documenting 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 MATRIX

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				
Core Business	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.
Reputation	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.
Health, Safety and Wellbeing	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.
Legal and Regulatory	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.

Likelihood	Insignificant	Minor	Moderate	Major	Severe
Very likely > 80% Occurs regularly or expected to occur	Medium	High	High	Very High	Very High
Likely 60% - 80% Has occurred before and will occur in most circumstances	Medium	Medium	High	Very High	Very High
Possible 40% - 60% Not uncommon and can be reasonably expected to occur	Low	Medium	Medium	High	Very High
Unlikely 20% - 40% May occur but not anticipated	Low	Low	Medium	High	High
Very unlikely < 20% Unusual, infrequent or rare	Low	Low	Low	Medium	High

ATTACHMENT 3: EXAMPLE RISK ASSESSMENT FORM

The below is an **example** risk assessment form provided as guidance.

Risk description	Cause	Consequences	Inherent risk (IR)	Current controls	Residual risk (RR)	RR acceptable? Why / why not?	Further controls, implementation dates & control owners	Target Risk (TR)
Risk that the university does not report child safety concerns	• Lack of reporting protocols • Staff not aware of reporting protocols • Staff not aware of reporting obligations • Poor child safety culture at the university	• Child safety incident occurs • Underreporting of child safety incidents to relevant authorities	High	• UoM's Child safety standard policy	High	No - Residual rating is still too high in terms of potential consequences	• Train volunteers and staff to identify inappropriate behaviour and indicators of abuse and escalate concerns (**Owner:** xxxxx, **Implemented by:** 30/4/2022) • Inclusion of child safety obligations in staff position descriptions (**Owner:** xxxxx, **Implemented by:** 30/4/2022) • Child safety is a discussion item in staff meetings (**Owner:** xxxxx, **Implemented by:** 30/4/2022)	Medium
Risk that a staff member or volunteer commits abuse	• Circumvention of proper pre-employment procedures, including no background/suitability	• Child safety incident occurs • Underreporting of child safety incidents to relevant authorities • Inappropriate behavior not reported within the University	High	• Sound staff member recruitment processes • All staff members and	High	No - Residual rating is still too high in terms of potential consequences	• Improve new staff induction process (**Owner:** xxxxx, **Implemented by:** 30/4/2022) •	Medium

Risk description	Cause	Consequences	Inherent risk (IR)	Current controls	Residual risk (RR)	RR acceptable? Why / why not?	Further controls, implementation dates & control owners	Target Risk (TR)
	checks • A non-compliant recruitment process • Non-compliance with relevant policies and procedures including conflict of interest policy • Unethical behavior • Lack of child safety culture	• Physical or psychological injury • Stress for all personnel involved, which could lead to occupational health and safety issues • Criminal penalties: o Failure to Report and/or Failure to Protect offence		volunteers must have current Working With Children Checks				