



FRANKSTON HIGH SCHOOL - Risk Register "Child Safety and Child Abuse" for International Students

School: Frankston High School

Supervising Teachers/Staff: Sharon Koning, Cathy Hogg

Program/Excursion: 'Child Safety and Child Abuse' Risk Register

Year Level (if relevant): All Year Levels

Dates: March 19, 2019

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment - with existing controls				Treatment	Target Risk Assessment - After Treatments		
			Effectiveness of Existing Controls <i>How effective are the current controls we have in place? (choose one)</i>	Current Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Current Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Current Risk Rating <i>What is the current risk level based on the risk rating matrix?</i>		Target Risk Consequence <i>(choose one)</i>	Target Risk Likelihood <i>(choose one)</i>	Target Risk Rating <i>What is the target risk level based on the risk rating matrix?</i>
<p><b>Risk Title</b> School Culture: Child Safety</p> <p><b>Risk Short Description</b> There is a risk the school does not develop a culture of child safety</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Lack of an effective child safety risk management strategy</li> <li>Fail to ensure that appropriate guidance and training is provided to the individual members of the school council and school staff about child safety</li> <li>School fails to monitor who is on the premises</li> <li>Lack of reporting procedures</li> <li>Lack of understanding of roles and responsibilities in relation to child safety</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage</li> </ul>	<ul style="list-style-type: none"> <li>Implement child safety risk management strategy (<a href="#">Child Safety Standard 6, Requirement 1, page 2</a>)</li> <li>Adopt and apply risk management procedures to identify, assess, evaluate, treat, monitor, review and report child safety risks (<a href="#">Child Safety Standard 6, requirements 2, 3 &amp; 4, pages 3, 4 &amp; 5</a>)</li> <li><a href="#">Child Safety Policy and Statement of Commitment</a>.</li> <li>Child safety <a href="#">Code of Conduct</a>.</li> <li>Adopt practices as outlined in the VRQA <a href="#">Strategies to Embed an Organisational Culture of Child Safety</a></li> <li>Appointment of a child safety officer/champion for the school.</li> <li>Child safety a standard discussion item on School Leadership Team meetings and all staff meetings.</li> <li>Staff, volunteers, visitors and contractors' induction regarding the school's current child safety standards and practices.</li> </ul>	Acceptable	High	Unlikely	Low	<ul style="list-style-type: none"> <li>Develop and deliver training to the School Council and staff about:               <ul style="list-style-type: none"> <li>individual and collective obligations and responsibilities for managing the risk of child abuse;</li> <li>child abuse risks in the school environment; and</li> <li>the school's current child safety standards (<a href="#">Child Safety Standard 6, Requirement 5, page 5</a>).</li> </ul> </li> <li>The School Council will develop strategies to deliver appropriate education about:               <ul style="list-style-type: none"> <li>standards of behaviour for students attending the school;</li> <li>healthy and respectful relationships (including sexuality);</li> <li>resilience; and</li> <li>child abuse awareness and prevention, (<a href="#">Ministerial Order No. 870 - Child Safe Standards, Part 2, Section 13 [1] &amp; [2]</a> – see Child Safe Standards Resources (VRQA) – <a href="#">Empowerment and Participation of Children</a>).</li> </ul> </li> <li>Inclusion of child safety obligations in staff position descriptions.</li> <li>Develop and distribute regular school bulletins containing material related to child safety to inform the school community.</li> <li>Conduct periodic reviews of the effectiveness of the child safety risk management strategies put into practice and, if considered appropriate, revise those strategies utilising the following resources:               <ul style="list-style-type: none"> <li><a href="#">Child Safe Standards Resources</a> (DHHS)</li> <li><a href="#">Child Safe Standards Resources</a> (VRQA)</li> </ul> </li> </ul>	Minor	Unlikely	Low

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment - With Existing Controls				Treatment	Target Risk Assessment - After Treatments		
			Effectiveness of existing controls <i>How effective are the current controls we have in place? (choose one)</i>	Current Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Current Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Current Risk Rating <i>What is the current risk level based on the risk rating matrix?</i>		Target Risk Consequence <i>(choose one)</i>	Target Risk Likelihood <i>(choose one)</i>	Target Risk Rating <i>What is the target risk level based on the risk rating matrix?</i>
<p>Define the risk event including a risk title and a short description <i>What can go wrong?</i></p>	<p>Describe the risk event cause/s and consequence/s. <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i></p>	<p>Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i></p>					<p>Describe the actions to be undertaken for those risks requiring further treatments. <i>What will be done? Who is accountable? When will it happen?</i></p>			
<p><b>Risk Title</b> Non Reporting of Child Safety</p> <p><b>Risk Short Description</b> There is a risk that the school does not report child safety issues</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Lack of reporting protocols</li> <li>Staff not aware of reporting protocols</li> <li>Staff not aware of their reporting obligations</li> <li>Familiarity of relationships</li> <li>Poor child safety culture</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Inappropriate behaviour not reported</li> <li>Child safety incident occurs/continues</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Child Safety Policy and Statement of Commitment.</a></li> <li>Child safety <a href="#">Code of Conduct.</a></li> <li>Reporting protocols developed and implemented.</li> <li>Sample <a href="#">Incident Report</a> readily available to all staff.</li> <li>Child safety standard discussion item on School Leadership Team meetings and all staff meetings.</li> <li>Performance management procedures</li> </ul>	Effective	High	Unlikely	Low	<ul style="list-style-type: none"> <li>Train students and staff to detect inappropriate behaviour</li> <li>Develop and deliver training to staff, volunteers and regular contractors regarding <a href="#">What to do when an allegation of child abuse is made?</a>.</li> <li>Inclusion of child safety obligations in staff position descriptions.</li> </ul>	Minor	Unlikely	Low
<p><b>Risk Title</b> Unsupervised Child at School</p> <p><b>Risk Short Description</b> There is the risk of a child safety incident when a child is unsupervised including during recreational or other activities</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>School fails to monitor who is on the premises</li> <li>Lack of student supervision</li> <li>Lack of appropriate risk management practices in place for recreational or other activities</li> <li>Inappropriate building design</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage</li> </ul>	<ul style="list-style-type: none"> <li>Implement <a href="#">Human Resources Practices for Child Safe Organisations</a></li> <li>Organised 'Yard duty' for teachers before, during and after school</li> <li><a href="#">Staff: Student Ratios</a> are observed.</li> <li>Visitor and contractor sign-in process, perimeter control (SPAG – <a href="#">Visitors In Schools</a>).</li> <li>Child safety standard discussion item on School Leadership Team meetings and all staff meetings.</li> <li>Adopt <a href="#">Child Safety Risk Management Strategies</a> as appropriate.</li> <li>Regular reminders to staff on this risk during School Leadership Team meetings and all staff meetings.</li> </ul>	Effective	High	Unlikely	Low	<ul style="list-style-type: none"> <li>Develop and implement policy and procedures to eliminate any situation where a child may be unsupervised including during recreational or other activities</li> <li>Clear windows in walls to enable visibility of occupants</li> <li>Non-lockable doors in hot spots</li> <li>Assessment of new or changed physical environments for child safety risks</li> </ul>	Minor	Unlikely	Low
<p><b>Risk Title</b> Unsupervised Child at Homestay</p> <p><b>Risk Short Description</b> There is the risk of a child safety incident when a child is unsupervised at the Homestay</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Homestay fails to monitor student by not being at home</li> <li>Lack of student supervision</li> <li>Lack of appropriate risk management practices in place for supervision of student</li> <li>Leaving student at home in the evening/at night</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage</li> </ul>	<ul style="list-style-type: none"> <li>Implement Child Safety Code of Conduct.</li> <li>Adopt <a href="#">Child Safety Risk Management Strategies</a> as appropriate.</li> <li>Child safety standard discussion item as part of Homestay induction</li> <li>Regular reminders to Homestay hosts on this risk of leaving students on their own especially at night.</li> <li>Regular reminders to homestay hosts of the <a href="#">Homestay Responsibility Agreement</a></li> </ul>	Effective	High	Unlikely	Low	<ul style="list-style-type: none"> <li>Develop and implement policy and procedures to eliminate any situation where a child may be unsupervised in the house, especially in the night</li> <li>Non-lockable doors in hot spots</li> <li>Assessment of new or changed physical environments for child safety risks</li> </ul>	Minor	Unlikely	Low

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Define the risk event including a risk title and a short description <i>What can go wrong?</i>	Describe the risk event cause/s and consequence/s. <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i>	Effectiveness of existing controls <i>How effective are the current controls we have in place? (choose one)</i>	Current Risk Consequence <i>How big would the impact of this risk be if it occurred? (choose one)</i>	Current Risk Likelihood <i>How likely is this risk to occur? (choose one)</i>	Current Risk Rating <i>What is the current risk level based on the risk rating matrix?</i>	Describe the actions to be undertaken for those risks requiring further treatments. <i>What will be done? Who is accountable? When will it happen?</i>	Target Risk Consequence <i>(choose one)</i>	Target Risk Likelihood <i>(choose one)</i>	Target Risk Rating <i>What is the target risk level based on the risk rating matrix?</i>
<p><b>Risk Title</b> Visitors at Homestay</p> <p><b>Risk Short Description</b> There is the risk that homestay have visitors staying with them for a period of time. School has not been informed of visitors</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Homestays fail to inform school of visitors staying at their home</li> <li>Homestays fail to monitor behavior of visitors</li> <li>Lack of supervision from homestay of visitors interactions with student</li> <li>Lack of background checks on visitors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved</li> <li>Litigation/adverse court ruling</li> <li>Reputation damage for school</li> </ul>	<ul style="list-style-type: none"> <li>Implement and follow <a href="#">Homestay Policy and Procedures Endorsed by School Council</a></li> <li>School must be informed of long term visitors</li> <li>WWCC for visitors</li> <li>Regular reminders to homestay hosts of the Homestay Responsibility Agreement</li> <li>Adopt <a href="#">Child Safety Risk Management Strategies</a> as appropriate.</li> </ul>	Effective	High	Unlikely	Low	<ul style="list-style-type: none"> <li>Continue to raise topic in conversations with homestays</li> <li>Continue to check on visitors to ensure they have WWCC</li> <li>Awareness sessions for students and homestays.</li> </ul>	Minor	Unlikely	
<p><b>Risk Title</b> Recruitment of Inappropriate Homestay Host</p> <p><b>Risk Short Description</b> There is the risk of recruiting unsuitable homestay hosts</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Lack of appropriate screening/interview of homestay hosts</li> <li>Homestay site visits not conducted adequately</li> <li>Homestay provider profiles not adequately scrutinized</li> <li>Inadequate appraisal of suitability for child connected work</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Physical or psychological injury</li> <li>Stress for all personnel involved</li> <li>Reputation damage for school</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Child Safety Policy And Statement of Commitment.</a></li> <li>Child Safety <a href="#">Code of Conduct.</a></li> <li>Homestay host must have WWCC before placing student at their home</li> <li>Undertake procedures for checking suitability of homestays before student arrives example screening of homestay and site visits.</li> </ul>	Acceptable	High	Unlikely	Low	<ul style="list-style-type: none"> <li>Training of ISP staff to ensure they have expertise in recruiting appropriate homestay hosts.</li> <li>Screening of homestay hosts must be vigorously carried out before placement of students.</li> <li>Ensure all homestay hosts and children over the age of 18 have WWCC before placement of students at their home.</li> </ul>	Minor	Unlikely	Low
<p><b>Risk Title</b> Personal Issues</p> <p><b>Risk Short Description</b> There is the risk of a child safety incident occurring due to unknown personal issues of homestay and their families</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Natural trust of homestays (who may have developed issues over time)</li> <li>Stress e.g. gambling, addiction, self-esteem, unemployment, financial woes</li> <li>Mental health issues</li> <li>Domestic issues e.g. relationship break ups, domestic violence</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved</li> <li>Litigation/adverse court ruling</li> <li>Reputation damage for school</li> </ul>	<ul style="list-style-type: none"> <li>Implement <a href="#">Human Resources Practices for Child Safe Organisations</a></li> <li>Regular meetings with homestay hosts</li> <li><a href="#">Manager Assist</a> telephone advisory service</li> <li><a href="#">Homestay Duty of Care</a></li> <li>Adopt <a href="#">Child Safety Risk Management Strategies</a> as appropriate.</li> <li><b>Remove student from homestay</b></li> </ul>	Effective	High	Unlikely	Low	<ul style="list-style-type: none"> <li>Ongoing monitoring and review of homestay behaviours for 'warning signals'</li> <li>Ongoing conversations with students regarding events happening at their home environment.</li> </ul>			

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<p>Define the risk event including a risk title and a short description <i>What can go wrong?</i></p>	<p>Describe the risk event cause/s and consequence/s. <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i></p>	<p>Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i></p>					<p>Describe the actions to be undertaken for those risks requiring further treatments. <i>What will be done? Who is accountable? When will it happen?</i></p>			
<p><b>Risk Title</b> Online Environment</p> <p><b>Risk short description</b> There is the risk of a child safety incident in an online environment</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>On line child safety issues via media services: <ul style="list-style-type: none"> <li>email</li> <li>Facebook, Instagram, Twitter and other social media</li> <li>YouTube</li> <li>mobile phone SMS messages and other mobile messaging media</li> <li>telephone, Skype and other media for making voice calls</li> <li>photography and videography</li> <li>any other electronic media.</li> </ul> </li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Psychological injury (stress / bullying)</li> <li>Stress for staff dealing with incident</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage for school</li> </ul>	<ul style="list-style-type: none"> <li>School online policy and procedures.</li> <li>Use of school 'Acceptable Use of ICT Agreement'.</li> <li>Use of an internet filter (see <a href="#">School Internet Management - SPAG</a>).</li> <li>Adoption of <a href="#">Cyber Teach Toolkit</a></li> <li><a href="#">Use of School Code of Conduct</a></li> <li>Appropriate supervision for all online activities.</li> <li>Response protocols implemented</li> <li>Ongoing awareness of the school's online policies and procedures.</li> </ul> <p>Ongoing review of control effectiveness and improvements instigated as required.</p>	Effective	Medium	Possible	Medium	<ul style="list-style-type: none"> <li>Continue to train students and staff to detect inappropriate behaviour</li> <li>Continue to prepare curriculum plans that explicitly teach safe, responsible and ethical online behaviours.</li> <li>Continue to share newsletters for parents with information and links to protect their children in the online environment e.g. <a href="#">Cybersmart for Parents</a>.</li> <li>Ensure appropriate settings on all student technologies</li> </ul>	Minor	Possible	Low
<p><b>Risk Title</b> Contractor(s) on the Premises</p> <p><b>Risk short description</b> There is the risk that contractors do not report to reception before commencing work on school grounds e.g. maintenance.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>School fails to monitor who is on the premises</li> <li>Lack of supervision</li> <li>Contractors not aware of school arrangements</li> <li>Lack of background checks on contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage for school</li> </ul>	<ul style="list-style-type: none"> <li>Follow <a href="#">Recruitment Practices for Child Safe Organisations</a>.</li> <li>Visitor and contractor sign-in process, perimeter control (SPAG - <a href="#">Visitors in Schools</a>).</li> <li>All contractors supervised whilst on school grounds.</li> <li>Signage at school office clearly directing visitors to reception.</li> <li>Adopt <a href="#">Child Safety Risk Management Strategies</a> as appropriate.</li> </ul>	Acceptable	Medium	Unlikely	Low	<ul style="list-style-type: none"> <li>Continue to raise topic in staff meetings.</li> <li>Awareness sessions for students.</li> </ul>	Minor	Unlikely	Low
<p><b>Risk Title</b> Student staying out late at night</p> <p><b>Risk Short Description</b> There is the risk of a child safety incident when a student is out late into the night unsupervised.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Student does not inform homestay hosts or ISP staff where student is at night or with whom the student is out with</li> <li>Student does not answer the phone when homestay hosts or ISP staff try to contact student</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved</li> <li>Litigation/adverse court ruling</li> <li>Reputation damage for school</li> </ul>	<ul style="list-style-type: none"> <li>Implement Child Safety Code of Conduct.</li> <li>Adopt <a href="#">Child Safety Risk Management Strategies</a> as appropriate.</li> <li>Child safety standard discussion item as part of student induction and orientation.</li> <li>Regular reminders to students of the risk of staying out late at night</li> <li>Regular reminders to students of the <a href="#">Homestay Student Responsibility Agreement</a></li> </ul>	Effective	High	Possible	Low	<ul style="list-style-type: none"> <li>Continue to raise the danger of staying out late into the night with students and homestay.</li> <li>Continue to monitor students' movements during the weekends and holidays, especially activities students are involved in</li> </ul>	Minor	Possible	Medium



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<p>Define the risk event including a risk title and a short description <i>What can go wrong?</i></p>	<p>Describe the risk event cause/s and consequence/s. <i>What would cause it to go wrong? (causes)</i> <i>What are the impacts if it does go wrong? (consequences)</i></p>	<p>Describe any existing policy, procedure, practice or device that acts to minimise the risk <i>What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?</i></p>					<p>Describe the actions to be undertaken for those risks requiring further treatments. <i>What will be done? Who is accountable? When will it happen?</i></p>			
<p><b>Risk Title</b> Excursions and Camps</p> <p><b>Risk Short Description</b> There is a risk that staff do not consider child safety matters whilst preparing for and/or whilst on excursions and camps.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Lack of awareness of local conditions (unknown people and environments)</li> <li>School fails to monitor who is in vicinity of school camps / excursions</li> <li>Lack of supervision</li> <li>Fail to consider child safety risks</li> <li>Lack of appropriate risk management practices in place for recreational or other activities</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Disruption to excursion / camp</li> <li>Stress for all personnel involved</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage for school</li> </ul>	<ul style="list-style-type: none"> <li>Team Leader(s) upon arrival at commercial camp sites to conduct briefing with authorities to confirm site arrangements or any updates regarding local conditions.</li> <li>Team Leader(s) following briefing with authorities brief teaching / support staff of any updates.</li> <li>Staff and volunteers conduct area familiarity upon arrival at venue.</li> <li><a href="#">Staff: student ratios</a> are observed.</li> <li>Regular student head counts.</li> <li>Ensure at least one staff member at the camp or excursion has been trained in <a href="#">What to do when an allegation of child abuse is made</a>.</li> <li>Ensure access to an <a href="#">Incident Report</a> is readily available.</li> <li>Adopt <a href="#">Child Safety Risk Management Strategies</a> as appropriate.</li> <li>Appropriate school approvals for excursions/camps including risk assessment</li> </ul>	Effective	High	Rare	Low	<ul style="list-style-type: none"> <li>Team Leader(s) to conduct an end day (each day) debrief to identify any issues arising and to lead the development of treatment solutions.</li> </ul>	Minor	Unlikely	Low
<p><b>Risk Title</b> Overnight Stay</p> <p><b>Risk Short Description</b> There is the risk of a child safety incident when a student stays overnight without the permission of the school and parents.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Student stays overnight and does not inform homestay hosts or ISP staff where the student is spending the night and with whom the student is staying</li> <li>Student does not leave contact details with homestay and school</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Stress for all personnel involved</li> <li>Litigation/adverse court ruling</li> <li>Reputation damage for school</li> </ul>	<ul style="list-style-type: none"> <li>Implement Child Safety Code of Conduct.</li> <li>Adopt <a href="#">Child Safety Risk Management Strategies</a> as appropriate.</li> <li>Child safety standard discussion item as part of student induction and orientation.</li> <li><b>Regular reminders to students of the risk of staying overnight without the permission of the school</b></li> <li><b>Regular reminders to students of the <a href="#">Homestay Student Responsibility Agreement</a></b></li> <li><b><a href="#">Overnight Stay register</a> to record students staying overnight</b></li> </ul>	Effective	High	Low	Low	<ul style="list-style-type: none"> <li>Continue to raise the danger of staying overnight without permission from the school and parents.</li> <li>Use the Overnight Stay Register to monitor students staying overnight.</li> <li></li> </ul>	Minor	Unlikely	Low