

# Preschool risk assessment

This risk assessment can be used by preschools to identify any risks to the safety, health or wellbeing of children while being educated and cared for at a preschool and specify how they will be managed and minimised.

Background information			
Preschool name:	Rosebery Preschool	Date:	26/1/2026
Title of assessment:	Digital Safety in preschool	Name of person conducting assessment:	Imogen McIlwaine

	Risk identified	Risk assessment (use matrix)	Elimination or control measures	Who	When
1	Preschool staff using personal mobile phone	Significant - Possible (HIGH)	<ul style="list-style-type: none"> <li>Educators actively supervised children at all the time.</li> <li>Not operating their personal devices when children around them.</li> <li></li> </ul>	Preschool Staff	All day
2	Parents using their personal mobile phone	Significant - Possible (HIGH)	<ul style="list-style-type: none"> <li>Educators remind parents about Digital safety policy</li> <li>Provide visual posters for parents</li> <li>Provide information on RPS's FB page and through Seesaw</li> </ul>	All educators	Drop off Pick up In the preschool classroom

3	Parents using their personal devices during assembly or any of the school event	Significant - Possible (HIGH)	<ul style="list-style-type: none"> <li>Classroom teachers need to provide information to the parents</li> <li>Assembly organisers remind parents use of digital devices throughout the assembly.</li> <li>Sports day organisers and classroom teachers remind parents use of digital devices throughout the sports event.</li> </ul>	Parents and other family members	Before/During assembly and any of the school events.
4	Educators taking photos during assembly	Moderate - Unlikely (MODERATE)	<ul style="list-style-type: none"> <li>Educators must know which student has media release on permission</li> <li>Communicate with classroom teacher to gain information regarding media release permission</li> </ul>	Whole school staff	During any assembly
5	Students take photos during the day	Moderate - Unlikely (MODERATE)	<ul style="list-style-type: none"> <li>Students are required to use the iPads provided by the class or hub.</li> <li>Teachers and SESAs must continuously supervise students while they are using the iPads.</li> <li>Teachers must review and approve all posts before they are published for parents to see.</li> </ul>	Students Teachers SESAs	During the school days

The risk matrix is used to assess the level of the risk by considering the likelihood of the risk against the severity of the consequence. The mitigation strategy should be commensurate with the level of the risk.

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

#### Likelihood

Descriptor	Definition
Rare	May occur somewhere, sometime, for example, once in a lifetime or once in 100 years
Unlikely	May occur somewhere within the Department of Education over an extended period of time
Possible	May occur several times across the Department of Education or in a region over a period of time
Likely	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost certain	Prone to occur regularly It is anticipated for each repetition of the activity or event

#### Consequence

Descriptor	Definition
Insignificant	No injury
Minor	No injury
Moderate	Injury or ill health requiring medical attention
Major	Injury or ill health requiring hospital admission
Catastrophic	Fatality