

# ENSURING THE SAFETY AND WELLBEING OF CHILDREN IN OUR CARE

## risk Management Checklist for *Saint Columbas*

Pursuant to the Victorian Child Safe Standards, risk Management Checklist for *Saint Columbas* Pursuant to the Victorian Child Safe Standards, monitor and evaluate risk management strategies to ensure the safety of our children.

Parish Activity/Ministry/Space	Potential risk identified	Action required after considering likelihood of risk eventuating, consequences of the risk eventuating and anticipated cost of preventative measures	Urgency given potential for harm and likelihood of risk eventuating- specify date by when rectification is needed	Person responsible	Date action needed is completed	Reviewed by Parish Council
Church	<ul style="list-style-type: none"> <li>Physical obstructions - carpet edges, sharp corners of furniture</li> <li>When Church not in public use - visibility, access for vulnerable people and children</li> </ul>	Church to be locked when not in use				
Sacristy	<ul style="list-style-type: none"> <li>Visibility</li> <li>Dark, unwelcoming space?</li> </ul>	<ul style="list-style-type: none"> <li>ensure supervision by adult with current WWCC/or parent while children are preparing before Mass</li> <li>ensure adequate lighting</li> </ul>				
Altar Servers	<ul style="list-style-type: none"> <li>training sessions</li> <li>changing in the sacristy</li> <li>children unattended in the sacristy</li> <li>Public access while children preparing for altar serving?</li> </ul>	<ul style="list-style-type: none"> <li>ensure supervision by an adult with a current WWCC</li> <li>restrict access to the sacristy</li> <li>altar servers parent to be present while robing/disrobing</li> </ul>				

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<b>Children's Liturgy sacramental program</b>	<ul style="list-style-type: none"> <li>physical appropriateness of the space</li> <li>location to the church</li> <li>emergency during session</li> <li>lack of appropriate supervision</li> </ul>	<ul style="list-style-type: none"> <li>review the space annually</li> <li>leaders to accompany children</li> <li>update emergency contact details</li> <li>mobile phone and emergency contact information easily accessible</li> <li>ensure leader plus 1 always</li> <li>leaders to have WWCC or VIT accreditation</li> </ul>				
<b>Communion Visitation</b>	<ul style="list-style-type: none"> <li>Safety of children in the home visited</li> </ul>	<ul style="list-style-type: none"> <li>WWCC required</li> </ul>				
<b>Church cleaning, flower arranging, altar preparation</b>	<ul style="list-style-type: none"> <li>Unanticipated access by unaccompanied children</li> </ul>	<ul style="list-style-type: none"> <li>Ensure volunteers work in teams unless WWCC is held by the volunteer</li> <li>Ensure workers sign in and out with parish staff. Staff to check up if unusual delay and generally supervise</li> </ul>				

N.B. The above table is intended as a guide only; it is certainly not to be used as an exhaustive list of possible risks in the parish environment. Other types of issues to be considered include:

- Familiarity breeding a culture of not reporting issues
- Natural trust of long-term parish workers
- Unsupervised recreational or other activities on parish premises
- Ad-hoc contractors on the premises
- Vulnerability of staff and children due to unknown personal issues
- Unknown people on parish premises out of supervised times e.g. Mass times and immediately before or afterwards