**Risk Management Checklist for *[insert parish name]***

**ENSURING THE SAFETY AND WELLBEING OF CHILDREN IN OUR CARE**

**Pursuant to the Victorian Child Safe Standards,**

**our parish is required to develop, implement, monitor and evaluate risk management strategies to ensure the safety of our children.**

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| --- | --- | --- | --- | --- | --- | --- |
| **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** | * Physical obstructions - carpet edges, sharp corners of furniture
* When Church not in public use - visibility, access for vulnerable people and children
 |  |  |  |  |  |
| **Sacristy** | * Visibility
* Public access while children preparing for alter serving?
* Dark, unwelcoming space?
 | * ensure supervision by adult with current WWCC while children are preparing before Mass
* restrict access to the sacristy
* ensure adequate lighting
 |  |  |  |  |
| **Altar Servers** | * training sessions
* changing in the sacristy
* children unattended in the sacristy
 | * ensure supervision by an adult with a current WWCC
 |  |  |  |  |
| **Children’s Liturgy** | * physical appropriateness of the space
* location to the church
* emergency situation during session
* lack of appropriate supervision
 | * review the space annually
* leaders to accompany children
* update emergency contact details
* mobile phone and emergency contact information easily accessible
* ensure leader plus 1 in calling range at all times
 |  |  |  |  |
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| **Parish fundraising events** |  |  |  |  |  |  |
| **New Parents’ group** |  |  |  |  |  |  |
| **Communion Visitation** * **To private homes**
* **To nursing homes**
 | * Safety of children in the home visited
 | * WWCC required
 |  |  |  |  |
| **Parish/school hall use e.g.*** **Funeral celebrations**
* **Elderly citizens’ club**
 | * Potential access to school premises that cannot be restricted if also an emergency exit
 |  |  |  |  |  |
| **Church cleaning, flower arranging, altar preparation** | * Unanticipated access by unaccompanied children
 | * Ensure volunteers work in teams unless WWCC is held by the volunteer
* Ensure workers sign in and out with parish staff. Staff to check up if unusual delay and generally supervise
 |  |  |  |  |
| **Dropping off meals to families in need** | * Safety of children in the home visited
 | * Boundaries clearly defined and explained
* Current WWCC
* visit in pairs
* Do not enter premises if child/ren are home without adult supervision
 |  |  |  |  |
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| **Parish events held externally e.g. parish picnics** | * Suitability of workers
* Suitability of venue chosen
* Food hygiene
* Emergency situations e.g.
	+ Food allergies
* Sun protection
* Taking and public posting of images of children without consent
 | * WWC required
* screening of all volunteers
* Previous discussion of behaviour expected of volunteers and participants
* conduct risk assessment
* Ratio of participant: supervisor
* Parental consents obtained
* Emergency contingencies previously discussed
* Clear advice on parish’s expectations
* Permission from parents of photography expected
* Clear message to children and leaders that photography only in groups, no posting without parents’ permission
* Message delivered in a manner to take account of diversity of children
* Clear policy on drugs and alcohol
 |  |  |  |  |
| **Specific groups with special needs*** **Aboriginal/Torres Strait Islanders**
* **Culturally and/or linguistically diverse backgrounds**
* **People with a disability**
 | * Sight impairment
* Hearing impairment
* mobility
 | * Consultation where possible
* Translator if necessary
* lighting; larger print when required
* hearing loop in church
* ramps for easy access; adequate bathroom facilities?
* Convenient space in church when crowded for easy access to altar-Distribution of communion to be taken to the person? Child’s preference to be considered
 |  |  |  |  |
| **Online environment** |  |  |  |  |  |  |

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