**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