



## Guide to completing a Risk Assessment for activities involving Children

Before you undertake any activity with Children, you must complete a Risk Assessment in accordance with the Policy. **All Risk Assessments need to be signed off by the Parish Priest.**

The following are some example risks and controls to consider when completing a risk assessment.

| Issue, activity or event    | Risks  | Possible controls to reduce the risk  |
|-----------------------------|--|---|
| General Safeguarding Issues | A person with a history of causing harm to children is supervising or given access to children   | Ensure you follow <b>Flowchart: Screening of Workers</b>  |
|                             | An employee, volunteer, contractor or religious appointee assaults, or engages in inappropriate behaviour with a child                               | <p>Ensure all persons working with Children attends Safeguarding and Child Protection Induction Training and reads and signs the <b>Code of Conduct for Working with Children</b> so that they understand appropriate behaviour with Children.</p> <p>Ensure you follow <b>Flowchart: Reporting Safeguarding Complaints</b></p>   |
|                             | An employee, volunteer, contractor or religious appointee becomes aware of a child protection matter and fails to action it appropriately and report | <p>Ensure Safeguarding and Child Protection refresher training is provided to all persons working with Children, so that they are reminded of their obligations to report Child protection concerns.</p> <p>Schedule regular catch ups or debriefs with persons working with Children, to provide them with an opportunity to raise issues they may not have raised initially.</p> <p>Consider other tools, such as monthly emails regarding Child protection issues, so that persons working with Children are reminded of their obligations to report Child protection concerns.</p> <p>Make all persons working with Children aware of the Archdiocese <b>Flowchart: Reporting Safeguarding Complaints</b></p> |
|                             | Child may send inappropriate images or comments to other Children on social media  | <p>Ensure Children are aware of rules for appropriate social media use.</p> <p>Ensure each staff member reads and complies with <b>Fact sheet: Use of Technology and Social Media to Communicate with Children</b></p> <p>Introduce Children to the Archdiocese child friendly resources such as the <b>Behaviour Code for Young People</b> and the <b>Caring Code Journey</b>.</p> <p>Ensure Children and staff are aware of the <b>Fact sheet: Cyberbullying</b>.</p>   |

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|                          | Photography of Children   | <p>Ensure parent or guardian has provided written consent for their Child to be photographed. Follow <b>Flowchart: When does my Parish need consent to film or photography children at the Parish/Parish events.</b></p> <p>Display photography notice around venue where the event is being held.</p>   |
|                          | Child become distressed during the Sacrament of Reconciliation  | <p>When celebrating the Sacrament of Reconciliation with Children ensure that clergy comply with the Archdiocese guidelines <b>Norms for the Place of Celebrating the Sacrament of Penance with Minors, and for the Configuration of confessionals in churches and Oratories with the Catholic Archdiocese of Sydney</b></p>   |
|                          | An employee, volunteer, contractor or religious appointee contacts a Child using a form of technology or social media | <p>Written consent from Child’s parent or guardian to be obtained before communicating with a Child using technology.</p> <p>When communicating with a Child using technology, the Child’s parent or guardian needs to be included in the communication.</p> <p>Ensure all persons working with Children attends Safeguarding and Child Protection Induction Training and reads and signs the <b>Code of Conduct for Working with Children</b> so that they understand appropriate behaviour with Children.</p> <p>Ensure all persons working with Children have read and understand the Archdiocese <b>Fact Sheet: Use of Technology and social media to communicate with Children.</b></p>   |
| Supervision generally    | Children may be unsupervised at times   | <p>Consider the level of supervision appropriate for the particular activity and environment. It is appropriate that 2 or more verified supervisors are on duty so that breaks can be taken. Environments that involve hazards or where it is difficult to have line of sight to all Children require additional verified supervisors to be present.</p> <p>Ensure each supervisor provides a Working With Children Check to the organiser of the event prior to commencing their supervisory role. Follow <b>Guidance document: Who must obtain a Working With Children Check?</b></p> <p>Ensure each supervisor reads and signs the <b>Code of Conduct for Working with Children</b> so that they understand they must arrive on time for activities where they are supervising Children.</p> <p>Ensure each supervisor has completed the appropriate Safeguarding and Child Protection Training before commencing their supervisory role.</p> <p>Arrange a meeting before supervising Children to ensure everyone understands the responsibilities of their role.</p> |

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|                          | Toilets may be isolated or out of sight  | <p>Plan toilet breaks so Children can go in groups with a supervisor.</p> <p>Allow parent or guardian to take their <b>own</b> Child to the toilets, if parent/guardian not available then a minimum of 2 verified supervisors are to accompany Children to the bathroom and wait outside.</p> <p>Ensure supervisors have completed the Archdiocese recruitment process before commencing supervisory role.</p>   |
|                          | Children may wander away   | <p>Ensure Children understand they must stay with the group at all times.</p> <p>Ensure adequate amount of supervision for the Children during the activity. If there is a large amount of Children it would be appropriate to break Children into smaller groups with adequate supervision.</p> <p>Prior to commencement of activity, ensure all parent or guardian contact details have been obtained. Ensure all supervisors are aware of the Local Police Area Command Number.</p> <p>Roll calls for the Children should be conducted by supervisors on arrival, before breaks, when moving to a different location and on departure.</p> |
|                          | An employee, volunteer, contractor or religious appointee takes an inappropriate interest in a Child | <p>Ensure all persons working with Children have completed the Safeguarding and Child Protection Training and have read and signed the <b>Code of Conduct for Working with Children</b> prior to engaging in child related work, so that they understand appropriate professional boundaries.</p> <p>All persons working with Children need to follow the Archdiocese recruitment process prior to engaging in any Child related work.</p> <p>Ensure all persons working with Children read the <b>Fact Sheet: Behaviours to encourage and Avoid: Do's and Don'ts</b></p>   |
| Children's wellbeing     | Children may suffer medical condition or allergic reaction   | <p>Ensure the parent or guardian of the Children provides personnel working with Children any information about their Child's allergies, including an up to date action plan for anaphylaxis signed by a doctor.</p> <p>Ensure that a trained First Aid Officer has been identified for the activity and is aware of any allergies. First Aid kit should be available and appropriately stocked.</p> <p>Ensure that staff do not administer any medication to a Child without their parents or guardians' consent, follow <b>Fact Sheet: Alcohol, Tobacco and Other Drugs.</b></p>  |

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|  |  | <p>Ensure that staff are trained to how to respond in a medical emergency. Child’s emergency contact details should be obtained prior to the commencement of activity in case of a emergency.</p> <p>Ensure local medical centre or hospital details are readily available.</p> <p>Ensure to notify catering staff of any food allergies.</p>   |
|  | A Child may feel isolated or lonely                                | <p>Ensure activities are planned to be inclusive</p> <p>Actively monitor Children to determine how they are responding</p>  |
|  | A Child may disclose that their parent abuses them                 | <p>Ensure all persons working with Children have attended Safeguarding and Child Protection Training prior to working with Children so that they understand the circumstances in which a Child may be at risk of significant harm.</p> <p>Ensure all personnel have read <b>Fact Sheet: When is a Child at Risk of Significant Harm?</b> As well as <b>Fact Sheet: Managing Child Protection Matters.</b></p> <p>Ensure all personnel are aware and understand how to report disclosures appropriately. Ensure a copy of <b>Flowchart: Reporting Safeguarding Complaints</b> is readily available to all personnel</p>  |
| Visiting performer, teacher or similar | The visitor or performer has a history of causing harm to Children | <p>Ensure you follow <b>Flowchart: Screening Workers</b> and that visitors, performers, teachers or other persons who pose a risk of harm to Children are not permitted to have access to Children through the activities or events being conducted.</p>  |
|  | Children are frightened of the visitor or performer                | <p>Ensure Children are supervised by a verified member of staff at all times when they are in the presence of the visitor or performer.</p> <p>Ensure each Child’s parent or guardian provides written consent allowing their Child to interact with the visitor or performer.</p> <p>Ensure visitors or performers have provided their Working With Children Check to the organiser of the activity prior to arriving.</p> <p>Ensure visitors or performs have signed the <b>Code of Conduct for Working With Children</b> and completed Safeguarding and Child Protection Induction Training.</p> <p>Visitors or performers should be known to the organisations or at least have been referred to the organisation by another well known organisation.</p> <p>Visitors or performers must wear identifiable name badges with their organisations logo clearly identifiable. Visitors or performers need to sign a visitors log before commencing visit or performance.</p> |

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|                           |   | <p>Engage Children in the planning of visitors or performers. If possible provide photos of the visitors or performers to the Children beforehand.</p> <p>Ensure there is adequate space between the visitor or performer and Children.</p> <p>Ensure you understand what activities or performance will be delivered by the visitor or performer so you can form a view about whether they are appropriate.</p>  |
| Excursion to another site | Children may injure themselves on hazards             | <p>Before the excursion, visit the site to ensure it is free of potential hazards, or that potential hazards can be avoided.</p> <p>Ensure consent has been given by Child’s parent or guardian, giving consent for the child to participate in the excursion.</p> <p>Ensure all Children’s emergency contact details have been obtained before excursion.</p> <p>Ensure a First Aid Officer has been identified before the excursion. The First Aid kit needs to be available and appropriately stocked for excursion.</p> <p>Ensure Children are supervised at all times and kept away from potential hazards. Ensure staff and volunteers are equipped with appropriate training per activity.</p> |
|                           | Children may be exposed to sun or other outdoor risks | <p>Ensure that Children wear sunscreen, hats and other coverage appropriate to the activity and climate. Ensure Children stay hydrated throughout the day/activity.</p> <p>Ensure Children are supervised at all times by a verified supervisor.</p> <p>Ensure that children are wearing the correct clothing and footwear for the activity.</p> <p>Ensure Children take regular breaks under cover to avoid long exposure to the sun.</p> <p>Ensure the site has appropriate facilities to refill water bottles for Children and staff members.</p>  |
|                           | Children may be exposed to extreme weather conditions | <p>Check weather forecast prior to excursion. If weather is to dangerous inform parent or guardian of the Children that the excursion has been cancelled.</p>   |
|                           | Children may be exposed to a fire                     | <p>Ensure Children and all persons working with Children are aware of the fire evacuation plan and are aware of the emergency fire exits.</p> <p>Ensure there are clear exits signs that have been brought to the Children and supervisors attention.</p> <p>Ensure supervisors are aware of who the fire Marshall is and where they are located.</p>   |

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|                          | Children may run or wander away  | <p>Ensure Children understand they must stay with the group at all times.</p> <p>Ensure adequate amount of supervision for the Children during the activity. If there is a large amount of Children it would be appropriate to break Children into smaller groups with adequate supervision.</p> <p>Prior to commencement of activity, ensure all parent or guardian contact details have been obtained. Ensure all supervisors are aware of the Local Police Area Command Number.</p> <p>Roll calls for the Children should be conducted by supervisors on arrival, before breaks, when moving to a different location and on departure.</p>  |
|                          | Strangers may behave inappropriately with Children while travelling between places | <p>Ensure Children are supervised at all times by a verified supervisor or helper.</p> <p>Ensure Children understand they must stay with the group at all times.</p> <p>Ensure Children understand they must not talk to strangers.</p> <p>Ensure written consent has been given by Child's parent or guardian before travelling. Ensure Child's emergency contact information is readily available.</p> <p>Arrange appropriate transportation such as a private bus hire company. If catching public transport look at timetables and consider travelling in non peak hours of the day.</p> <p>Report any inappropriate behaviour displayed by a stranger to the local Police.</p>  |
| Transportation           | Children are injured while being transported to a event by a volunteer driver      | <p>Ensure written consent has been given by Child's parent or guardian before travelling. Ensure Child's emergency contact information is readily available.</p> <p>A minimum of two verified adults to accompany children while being transported.</p> <p>A volunteer driver who is transporting Children and/or other adults should always be a minimum of 21 years of age, with the preferred minimum age being 25 years of age.</p> <p>All drivers must hold a valid NSW driving license and be fully licensed (not a "P" plate driver) and a copy of their drivers license is to be provided to the supervisor being taking Children.</p> <p>All drivers must have comprehensive insurance to drive the vehicle before transporting Children.</p> |

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|                          |   | <p>Before transporting Children all drivers are to provide documentation to supervisor ensuring that their vehicle is fit for purpose, roadworthy and registered.</p> <p>All drivers are to maintain a transportation log while transporting Children that includes: time/date, route taken and the names of the driver/s and the people being transported.</p> <p>Ensure all drivers that are transporting Children have completed the Safeguarding and Child Protection Training and have read and signed the <b>Code of Conduct for Working with Children</b> prior to driving. All drivers are to provide a valid Working With Children Check which will need to be verified by organiser.</p> |
|                          | Children are injured in the Car Park              | <p>Ensure that Children are supervised by either parent or guardian or supervisor when near a car park.</p> <p>Gates to car park are to be locked during events being run by the parish. Supervisor is to make volunteers aware of where the keys to the gate is kept in case of an emergency.</p>   |
| Overnight trip           | Children may get upset about being away from home | <p>Discuss with parents and/or guardians whether their Children are ready for an overnight trip away.</p> <p>Set a lower age limit for Children to participate, ie no participants under 12 years of age.</p> <p>Ensure parent or guardian contact information is readily available to supervisors.</p>  |
|                          | Sleeping arrangement for Children and adults      | <p><b>NO</b> adults should be in rooms with children: Unless there is a emergency then two adults of the same gender may enter into the room.</p> <p>Delegate rooms to Children prior to overnight trip. Ensure that parents' or guardians' are aware of who their Child will be sharing a room with.</p> <p>Males and females are to sleep in separate rooms.</p> <p>Adult supervisors and helpers are to sleep one spare room away from Children.</p> <p>Clergy are to sleep in a separate area away from Children.</p>  |
|                          | Children may fall ill during the night            | <p>Ensure a properly stocked First Aid kit is available.</p> <p>Ensure at least one person supervising the Children has appropriate First Aid qualifications.</p> <p>Ensure parents' or guardians' contact details are readily available</p> <p>Ensure that staff do not administer any medication to a Child without their parent's or guardian's written consent. Ensure staff read <b>Fact Sheet: Use of Alcohol, Tobacco and other Drugs.</b></p>  |

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|--|--|--|
|  |  | Ensure the number of the local medical centre or hospital is readily available.  |
|  | Children may misbehave or leave their rooms during the night                                       | <p>Ensure Children understand they must stay in their rooms throughout the night.</p> <p>Put appropriate supervisory measures in place i.e. hire of security guard for the night.</p> <p>Introduce Children to the Archdiocese child friendly resources such as the <b>Behaviour Code for Young People</b> and the <b>Caring Code Journey</b>.</p>   |
|  | A volunteer, employee or religious appointee becomes intoxicated after Children have gone to sleep | <p>Ensure each staff member reads and complies with <b>Fact sheet: Use of Alcohol, Tobacco and other Drugs</b></p> <p>Ensure staff members read and sign the <b>Code of Conduct for Working with Children</b></p> <p>Ensure all staff members have completed Safeguarding and Child Protection Training prior to overnight trip.</p> <p>Put appropriate strategies in place prior to overnight trip i.e. stating that there will be consequences for those who bring alcohol. Remind all staff members that children are still in their care even when asleep.</p> |
|  | Toileting Facilities for Children and adults   | <p>No adult or Child are to have the same toileting facilities.</p> <p>Male and female children are to have separate toileting facilities. If separate toileting facilities are not available, ensure there is a roster in place for when males and females can use the facilities.</p> <p>Male and female supervisors and helpers are to have separate toileting facilities. If separate toileting facilities are not available, ensure there is a roster in place for when males and females can use the facilities.</p>   |
| Sporting and other physical activities | Inappropriate physical contact with Children   | <p>Ensure personnel read and sign the <b>Code of Conduct for Working with Children</b> so that they understand appropriate boundaries for physical contact with Children</p> <p>Ensure all personnel have read <b>Fact Sheet: Behaviours to Encourage and Avoid: Do's and Don'ts</b></p> <p>Ensure all personnel have completed Safeguarding and Child Protection Training prior to working with Children.</p> <p>Ensure the Archdiocese recruitment and screening process has been followed for all personnel working with Children.</p>                          |



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|--------------------------|--|---|
|                          | A volunteer, employee or religious appointee picks on or uses degrading comments towards a Child | Ensure all persons working with Children attend Safeguarding and Child Protection Training and read and sign the <b>Code of Conduct for Working with Children</b> so that they understand appropriate professional boundaries.  |
|                          | Inappropriate activities for Children  | Ensure that all activities are age appropriate for Children.<br>Ensure parent or guardian has provided written consent for their Child to participate in activities. Parish Priest has approved activities prior to engaging in the activities .  |
|                          | Children may start fighting with each other  | Introduce Children to the Archdiocese child friendly resources such as the <b>Behaviour Code for Young People</b> and the <b>Caring Code Journey</b> .<br><br>Ensure Children understand they must keep their hands to themselves and be respectful and cooperative with others.<br><br>Ensure all persons working with Children attend Safeguarding and Child Protection Training and read and sign the <b>Code of Conduct for Working with Children</b> .   |
|                          | Children may sustain injuries from falling or other accidents                                    | Before commencing an activity with Children, ensure the site is free of potential hazards, and adequate supervision is in place to manage any hazards.<br><br>Ensure written consent is obtain from Children’s parent or guardian prior to commencing in activity.<br><br>Ensure a properly stocked First Aid kit is available. Ensure at least one person supervising the Children has appropriate First Aid qualifications.<br><br>Ensure Children wear appropriate clothing and footwear for the activity. |