



## Policy: Risk Assessment Policy Guidelines

### 1. Risk Assessments

It is a requirement of the Archdiocese that whenever activities or events are arranged in its Parishes or Agencies that involve Children, a Safeguarding Risk Assessment must be completed. Safeguarding Risk Assessments are developed and used to help identify and mitigate risks to Children who may be involved in activities and events.

The Archdiocese understands that it is necessary to identify and take steps to avoid or reduce any risks to Children that might be involved in activities or events that are arranged or conducted by the Archdiocese, its Parishes or Agencies.

A comprehensive Safeguarding Risk Assessment will involve identifying the relevant risks and implementing strategies to remove or mitigate those risks. If a risk cannot be removed or mitigated, consideration should be given as to whether the event or activity should proceed.

It is essential that Safeguarding Risk Assessments are completed before the activity involving Children takes place.

### 2. Approval

Parish Priests and Agency Heads are responsible for final sign-off/approval of the Safeguarding Risk Assessments in relation to Parish or Agency activities or events involving Children.

This policy should be distributed to all who assist with the event so they can have an understanding and awareness of the importance of Safeguarding Risk Assessments.

Parish Priests, Agency Heads, Employees, Volunteers, contractors, Clergy and Religious Appointees, should seek advice from the Safeguarding Office if they have any questions or concerns about conducting a Safeguarding Risk Assessment for an activity or event at which Children may be present

### 3. Record Keeping

After the event has taken place, a copy of the finalised Safeguarding Risk Assessment must be stored. You can refer to the Safeguarding and Ministerial Integrity Office's fact sheet, [Fact Sheet: Keeping and Sharing Safeguarding Records](#), to assist with keeping your records.

### 4. Evaluation

In addition to this, an evaluation of the activity must take place to assess how effective the mitigation of risks were and to determine if changes need to take place or improvements made for future activities. Please refer to the following document [Template: Evaluation and Continuous Improvement](#).