



## Guide to Completing a Risk Assessment for Activities Involving Children and Adults at Risk

Before you undertake any activity or event with Children and/or Adults at Risk, you must complete a Risk Assessment in accordance with the **Policy**. **All Risk Assessments need to be signed off by the Parish Priest or Agency Heads.**

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 and/or Adults at Risk	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 and/or Adult at Risk	Ensure all persons working with Children and/or Adults at Risk attend Safeguarding and Child Protection Induction Training and read and sign the <b>Code of Conduct for Working with Children and Adults at Risk</b> so that they understand appropriate and acceptable behaviour is.  Ensure you follow <b>Flowchart: Reporting Safeguarding Complaints</b>
	An employee, volunteer, contractor or religious appointee becomes aware of a Safeguarding matter and fails to action it appropriately and report	Ensure Safeguarding and Child Protection Refresher Training is provided to all persons working with Children and Adults at Risk, so that they are reminded of their obligations to report Safeguarding Concerns.  Schedule regular catch ups or debriefs with persons working with Children and/or Adults at Risk, to provide them with an opportunity to raise issues they may not have raised initially.  Consider other tools, such as monthly emails regarding Safeguarding issues, so that persons working with Children and Adults at Risk are reminded of their obligations to report Safeguarding Concerns.  Make all persons working with Children and Adults at Risk aware of the Archdiocese's <b>Flowchart: Reporting Safeguarding Complaints</b>
	Child and/or Adult may send inappropriate images or comments to other Children	Ensure Children and/or Adults at Risk are aware of rules for appropriate social media use.  Ensure each staff member reads and complies with <b>Fact Sheet: Use of Technology and Social Media to Communicate with Children and Adults at Risk.</b>

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	and/or Adults on social media	<p>Introduce Children to the Archdiocese’s Child-friendly resources such as the <b>Behaviour Code for Young People</b> and the <b>Caring Code Journey</b>.</p> <p>Ensure Adults at Risk are aware of adult support resources available and where to find them.</p> <p>Ensure Children, Adults, Volunteers and Workers are aware of the <b>Fact sheet: Cyberbullying</b>.</p>
	Photography of Children and/or Adults at Risk	<p>Ensure a 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 Photograph Children at the Parish/Parish events</b>.</p> <p>Display photography notice around venue where the event is being held.</p>
	Child becomes distressed during the Sacrament of Reconciliation	<p>When celebrating the Sacrament of Reconciliation with Children ensure that clergy comply with the Archdiocese’s guidelines: <b>Norms for the Place of Celebrating the Sacrament of Penance with Minors, and for the Configuration of Confessionals in Churches and Oratories within 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 or an Adult at Risk is contacted inappropriately.	<p>Written consent from Child’s parent or guardian is 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 attend Safeguarding and Child Protection Induction Training and reads and signs the <b>Code of Conduct for Working with Children and Adults at Risk</b> so that they understand appropriate behaviour with Children and/or Adults at Risk.</p> <p>Ensure all persons working with Children and/or Adults at Risk have read and understood the Archdiocese’s <b>Fact Sheet: Use of Technology and Social Media to Communicate with Children and Adults at Risk</b>.</p>
	An Adult at Risk may have diminished capacity	<p>Consider if the Adult at Risk has impaired decision-making capacity.</p> <p>Consider if the Adult at Risk has a carer who assists the Adult at Risk with decision making.</p> <p>Consult with the Adult at Risk and/or carer/s to consider, on an individual basis, how to best support an Adult at Risk with</p>

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		diminished capacity whilst recognising their dignity to make informed decisions and choices.
General Supervision	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 a line of sight to all Children require additional verified supervisors to be present.</p> <p>Ensure each supervisor provides a <b>Working with Children Check</b> 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 and Adults at Risk</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>
	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 a parent/guardian is 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’s recruitment process before commencing supervisory role.</p>
	Children may wander away	<p>Ensure Children understand that they must always stay with the group.</p> <p>Ensure adequate amount of supervision for the Children during the activity. If there is a large number 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/guardian contact details have been obtained. Ensure all supervisors are aware of the Local Police Area Command Number.</p>

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		<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> <p>Ensure all persons working with Children and/or Adults at Risk have completed the Safeguarding and Child Protection Training and have read and signed the <b>Code of Conduct for Working with Children and Adults at Risk</b> prior to engaging in Child and Adult at Risk Related Work, so that they understand appropriate professional boundaries.</p> <p>All persons working with Children and Adults at Risk need to follow the Archdiocese’s recruitment process prior to engaging in any Child and Adult at Risk Related Work.</p> <p>Ensure all persons working with Children and Adults at Risk read the <b>Fact Sheet: Behaviours to encourage and Avoid: Do’s and Don’ts</b>.</p>
Children and Adults at Risk wellbeing	Children and Adults at Risk may suffer from a medical condition or allergic reaction	<p>Ensure the parent/guardian of the Child 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. A First Aid kit should be available and appropriately stocked.</p> <p>Ensure that staff do not administer any medication to a Child and/or Adult at Risk without the consent of the Adult at Risk or the child’s parents/guardians’ consent. Refer to <b>Fact Sheet: Alcohol, Tobacco, and Other Drugs</b>.</p> <p>Ensure that staff are trained in how to respond in a medical emergency.</p> <p>The Child’s emergency contact details should be obtained prior to the commencement of any activity in case of an emergency. If appropriate, also have the Adult at Risk’s emergency contact details available.</p> <p>Ensure local medical centre or hospital details are readily available.</p> <p>Ensure catering staff are notified of any food allergies.</p>
	A Child and/or Adult at Risk may feel isolated or lonely	<p>Ensure activities are planned to be inclusive.</p> <p>Actively monitor Children and/or Adult at Risk to determine how they are responding.</p>

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	<p>A Child and/or Adult at Risk may disclose that someone close to them abuses them</p>	<p>Ensure all persons working with Children and/or Adults at Risk have attended Safeguarding and Child Protection Training prior to working with Children and/or Adults at Risk so that they understand the circumstances in which a Child may be at Risk of Significant Harm or an Adult may be at risk of harm or abuse.</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 Safeguarding 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>
<p>Visiting performer, teacher or similar</p>	<p>The visitor or performer has a history of causing harm to Children and/or Adults at Risk</p>	<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 and/or Adults at Risk are not permitted to have access to Children and/or Adults at Risk through the activities or events being conducted</p>
	<p>Children and/or Adults at Risk are frightened of the visitor or performer</p>	<p>Ensure Children are always supervised by a verified member of staff when they are in the presence of the visitor or performer.</p> <p>Ensure each Child’s parent/guardian provides written consent allowing their Child to interact with the visitor or performer.</p> <p>Ensure visitors or performers have provided their <b>Working with Children Check</b> 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 and Adults at Risk</b> and have completed Safeguarding and Child Protection Induction Training.</p> <p>Visitors or performers should be known to the organisation 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 organisation’s logo clearly identifiable. Visitors or performers need to sign a visitors log before commencing their visit or performance.</p> <p>Engage with Children and/or Adults at Risk in planning for visitors or performers.</p> <p>Ensure there is adequate space between the visitor or performer and Children and/or Adults at Risk</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>

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Excursion to another site	Children and/or Adults at Risk 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 the Child’s parent/guardian, for the Child to participate in the excursion.</p> <p>Ensure the Child’s and if appropriate. the Adult at Risk’s emergency contact details have been obtained before the 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 the excursion.</p> <p>Ensure Children are always supervised and kept away from potential hazards.</p> <p>Ensure staff and volunteers are equipped with appropriate training for each activity.</p>
	Children and/or Adult at Risk 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 that Children are wearing the correct clothing and footwear for the activity.</p> <p>Ensure Children are always supervised by a verified supervisor.</p> <p>Ensure all participants take regular breaks under cover to avoid long exposure to the sun.</p> <p>Encourage Adults at Risk to care for themselves in relation to suitable coverage and hydration. If the Adult at Risk requests help, assist in a suitable and appropriate manner.</p> <p>Ensure the site has appropriate facilities to refill water bottles for Children, Adults at Risk, Volunteers and Workers</p>
	Children and/or Adults at Risk may be exposed to extreme weather conditions	<p>Check weather forecast prior to excursion. If weather is not suitable inform parent/guardian of the Children and the Adult at Risk that the excursion has been cancelled</p>
	Children and/or Adults at Risk may be exposed to a fire	<p>Ensure Children, Adults at Risk and all persons 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 attention of all participants.</p> <p>Ensure supervisors are aware of who the fire marshal is and where they are located.</p>

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	<p>Children may run or wander away or Adults at Risk may become separated from the group</p>	<p>Ensure all participants understand they must always stay with the group and in the case of Adults at Risk, notify the organiser of their intention to leave.</p> <p>Ensure an adequate amount of supervision for Children during an activity. If there is a large number 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/guardian contact details have been obtained. If appropriate, also ensure contact details for carers of Adults at Risk.</p> <p>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> <p>Ensure all Adults at Risk are with the group before moving to the next location and before departure</p>
	<p>Strangers may behave inappropriately with Children and/or Adults at Risk while travelling between places</p>	<p>Ensure Children are always supervised by a verified supervisor or helper.</p> <p>Ensure Children understand they must always stay with the group.</p> <p>Ensure Children understand they must not talk to strangers.</p> <p>Ensure written consent has been given by the Child's parent/guardian before travelling.</p> <p>Ensure Child's emergency contact information is readily available, or Adult at Risk's carer details are available if necessary.</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>
<p>Transportation</p>	<p>Children and/or Adults at Risk are injured while being transported to an event by a Volunteer driver</p>	<p>Ensure written consent has been given by Child's parent/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, Adults at Risk or other adults should always be a minimum of 21 years of age, with the preferred minimum age being 25 years of age.</p>

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		<p>All drivers must hold a valid NSW driving license and be fully licensed (not a "P" plate driver) and a copy of their driver's license is to be provided to the supervisor.</p> <p>All drivers must have comprehensive insurance to drive the vehicle before transporting Children and/or Adults at Risk.</p> <p>Before transporting Children and/or Adults at Risk, all drivers are to provide documentation to the 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 and/or Adults at Risk 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 and/or Adults at Risk have completed the Safeguarding and Child Protection Training and have read and signed the <b>Code of Conduct for Working with Children and Adults</b> at Risk prior to driving.</p> <p>All drivers transporting Children are to provide a valid <b>Working with Children Check</b> which will need to be verified by organiser.</p>
	Children and/or Adults at Risk are injured in the Car Park	<p>Ensure that Children are supervised by either a parent or guardian or supervisor when near a car park.</p> <p>Gates to a car park are to be locked during events being run by the Parish.</p> <p>The supervisor is to make volunteers aware of where the keys to the gate are kept in case of an emergency.</p>
Overnight trip	Children may get upset about being away from home	<p>Discuss with parents/guardians whether their Children are prepared for an overnight trip away.</p> <p>Set an age limit for Children who can participate, i.e. no participants under 12 years of age.</p> <p>Ensure parent/guardian contact information is readily available to supervisors.</p>
	Sleeping arrangement for Children, Adults at Risk and other participants	<p><b>NO</b> Adults should be in rooms with Children unless there is an emergency, then two Adults of the same gender may enter the room.</p> <p>Allocate rooms to Children and/or Adults at Risk prior to the overnight trip. Ensure that parents/guardians or carer of an Adult at Risk (if appropriate) are aware of whom the Child or Adult at Risk will be sharing a room with.</p> <p>All males and females are to sleep in separate rooms.</p>



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		<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> <p>Consideration and consultation is required in regard to sleeping arrangements that is suitable to support the needs, requirements and requests of Adults at Risk.</p>
	<p>Children and/or Adults at Risk may fall ill during the night</p>	<p>Ensure a properly stocked First Aid kit is available.</p> <p>Ensure at least one person in has appropriate First Aid qualifications.</p> <p>Ensure parents', guardians' or carer contact details are readily available.</p> <p>Ensure that staff do not administer any medication to a Child and/or Adult at Risk without the consent of the Adult or parent/guardian's written consent or the consent of the Adult at Risk.</p> <p>Ensure staff read <b>Fact Sheet: Use of Alcohol, Tobacco, and other Drugs.</b></p> <p>Ensure the number of the local medical centre or hospital is readily available.</p>
	<p>Children may misbehave or leave their rooms during the night</p>	<p>Ensure Children understand they must stay in their rooms throughout the night.</p> <p>Put appropriate supervisory measures in place i.e. the hire of a security guard for the night.</p> <p>Introduce Children to the Archdiocese's Child-friendly resources such as the <b>Behaviour Code for Young People</b> and the <b>Caring Code Journey.</b></p>
	<p>A volunteer, employee or religious appointee becomes intoxicated</p>	<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 and Adults at Risk</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 don't adhere to the <b>Code of Conduct for Working with Children and Adults at Risk</b></p> <p>Remind all staff members that they remain responsible for suitable care and supervision for Children and/or Adults at Risk, even when asleep.</p>

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	Toileting Facilities for Children, Adults at Risk and other participants	<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 and/or Adults at Risk	<p>Ensure personnel read and sign the <b>Code of Conduct for Working with Children and Adults at Risk</b> so that they understand appropriate boundaries for physical contact with Children and/or Adults at Risk.</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 and/or Adults at Risk.</p> <p>Ensure the Archdiocese's recruitment and screening process have been followed for all personnel working with Children and/or Adults at Risk.</p>
	A volunteer, employee or religious appointee picks on or uses degrading comments towards a Child and/or Adult at Risk	<p>Ensure all persons working with Children and/or Adults at Risk attend Safeguarding and Child Protection Training and read and sign the <b>Code of Conduct for Working with Children and Adults at Risk</b> so that they understand appropriate professional boundaries.</p>
	Inappropriate activities/events for Children and/or Adults at Risk	<p>Ensure that all activities are age-appropriate for Children.</p> <p>Ensure parent/guardian has provided written consent for their Child to participate in activities.</p> <p>Ensure that the Parish Priest has approved activities and the risk assessment prior to engaging in the activity/event.</p>
	Children and/or Adults at Risk may start be aggressive towards each other.	<p>Introduce Children to the Archdiocese's Child-friendly resources such as the <b>Behaviour Code for Young People</b> and the <b>Caring Code Journey</b>.</p> <p>Ensure both Children and/or Adults at Risk understand they must be respectful and cooperative with others.</p> <p>Ensure all persons working with Children and/or Adults at Risk attend Safeguarding and Child Protection Training and read and</p>

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	Children and/or Adults at Risk may sustain injuries from falling or other accidents	<p>sign the <b>Code of Conduct for Working with Children and Adults at Risk.</b></p> <p>Before commencing an activity with Children and/or Adults at Risk, ensure the site is free of potential hazards, and adequate supervision is in place to manage any hazards.</p> <p>Ensure written consent is obtained from Children’s parent/guardian prior to commencing an activity.</p> <p>Ensure a properly stocked First Aid kit is available.</p> <p>Ensure at least one person has appropriate First Aid qualifications.</p> <p>Encourage Adults at Risk and ensure Children, wear appropriate clothing and footwear for the activity.</p>