

## Sharing Knowledge

**“We want every activity and every place in the church to be completely safe for minors. The best results and the most effective resolution, will occur when the church commits itself to personal and collective conversion, the humility of learning, listening, assisting and protecting the most vulnerable” - (Pope Francis' closing address at global four-day summit on child protection in the Catholic Church - Vatican February 2019)**



### Sharing Knowledge Resource 2.

## Back to Basics - Organising Children's Activities and Events

Every Parish, Agency and Chaplaincy Community has a duty to safeguard Children and Young People in their care. This includes making sure that all Children and Young People who attend your events and activities are kept safe, whether they are regular or one-off. Examples of some events and activities are children's liturgy, sacramental programs, altar servers, youth ministry groups, youth camps and retreat days.

### Important safeguarding measures to remember and consider

#### **Safeguarding Risk Assessments:**

It is a requirement of the Archdiocese that whenever activities or events are arranged in Parishes, Chaplaincy Communities or Agencies that involve Children, a Safeguarding Risk Assessment is completed. Risk Assessments are developed and used to help identify and mitigate risks to Children who may be involved in activities and events. A comprehensive 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 or event involving Children takes place and that all Workers involved in the activity or event have been provided with a copy.

#### **Working With Children Checks:**

Working With Children Checks (WWCC) must be obtained and verified before Workers can assist with any activity or event that involves Children. Parishes, Chaplaincy Communities and Agencies can face substantial fines of up to \$5,500 for an individual (i.e. 50 penalty units) or \$11,000 for a corporation (i.e. 100 penalty units) if they engage a Worker who is required to obtain a WWCC but know or have reasonable cause to believe, that the person does not hold one.

#### **Safeguarding Training:**

It is a requirement of the Archdiocese that Workers complete Safeguarding Induction Training before assisting with activities or events that involve Children. Through the completion of Safeguarding Training, all Workers throughout the Archdiocese can help to keep Children, Young People and our communities safe.

#### **Consent Forms:**

Signed consent forms should be obtained from a Child's parent/guardian in a number of circumstances for example before a Child engages in a activity or event, before photographing/filming a Child and before allowing another adult to transport a Child. Consent forms not only provide information about the activity or event but they should also contain emergency contact information, medical/allergy information and additional needs.

For more information on the above topics visit the [Safeguarding Website](#).