



Safeguarding Risk Management Register

Risk Type	Risk	Risk Validation	Consequence	Likelihood	Risk Rating	Actions	Residual Risk	Verify and Responsibility	
1	General Safeguarding Issues: Behavioural, Reputational & Well-being	A person with a history of causing harm to Children is supervising or given access to Children and/or Adults at Risk	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk.	High	Low	Medium	Ensure you follow Flowchart: Screening of Workers Risk Assessments, Screening of workers Two supervisors always present	Low	Parish Priest and Safeguarding Office
2	General Safeguarding Issues: Behavioural, Reputational & Well-being	An employee, volunteer, contractor or religious appointee assault, or engages in inappropriate behaviour with a Child and/or Adult at Risk	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk.	High	Low	Medium	Ensure all persons working with Children and/or Adults at Risk attend Safeguarding and Child Protection Induction Training and read and sign the Code of Conduct for Working with Children and Adults at Risk so that they understand appropriate and acceptable behaviour is. Ensure you follow Flowchart: Reporting Safeguarding Complaints	Low	Parish Priest and Safeguarding Office
3	General Safeguarding Issues:	An employee, volunteer, contractor or religious	Staff changes may result in lack of	High	Low	Medium	Ensure Safeguarding and Child Protection Refresher Training is provided to all persons working with	Low	Parish Priest and Safeguarding Office

	Behavioural, Reputational & Well-being	appointee becomes aware of a Safeguarding matter and fails to action it appropriately and report	corporate knowledge.				<p>Children and Adults at Risk, so that they are reminded of their obligations to report Safeguarding Concerns.</p> <p>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.</p> <p>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.</p> <p>Make all persons working with Children and Adults at Risk aware of the Archdiocese's Flowchart: Reporting Safeguarding Complaints</p>		
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4	General Safeguarding Issues: Behavioural, Reputational & Well-being	Child and/or Adult may send inappropriate images or comments to other Children and/or Adults on social media	Previous incidents of inappropriate images and comments reported to the Safeguarding Office	High	Low	Medium	<p>Ensure Children and/or Adults at Risk are aware of rules for appropriate social media use.</p> <p>Ensure each staff member reads and complies with Fact Sheet: Use of Technology and Social Media to Communicate with Children and Adults at Risk.</p> <p>Introduce Children to the Archdiocese's Child-friendly resources such as the Behaviour Code for Young People and the Caring Code Journey.</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 Fact sheet: Cyberbullying.</p>	Low	Parish Priest
5	General Safeguarding Issues:	Photography of Children and/or Adults at Risk	Feedback from some parents who do not want	High	Low	Medium	Ensure a parent or guardian has provided written consent for their Child to be photographed.	Low	Parish Priest Event Coordinator

	Behavioural, Reputational & Well-being		their children's photographs being taken and shared				Follow Flowchart: When does my Parish need Consent to Film or Photograph Children at the Parish/Parish events. Display photography notice around venue where the event is being held.		
6	General Safeguarding Issues: Behavioural, Reputational & Well-being	Child becomes distressed during the Sacrament of Reconciliation	Previous history within parishes	High	Low	Medium	When celebrating the Sacrament of Reconciliation with Children ensure that clergy comply with the Archdiocese's guidelines: 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.	Low	Parish Priest
7	General Safeguarding Issues: Behavioural, Reputational & Well-being	An employee, volunteer, contractor or religious appointee contacts a Child using a form of technology or social media or an Adult at Risk	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk.	High	Low	Medium	Written consent from Child's parent or guardian is to be obtained before communicating with a Child using technology. When communicating with a Child using technology, the Child's parent or guardian needs to be	Low	Parish Priest

		is contacted inappropriately.					included in the communication. Ensure all persons working with Children attend Safeguarding and Child Protection Induction Training and reads and signs the Code of Conduct for Working with Children and Adults at Risk so that they understand appropriate behaviour with Children and/or Adults at Risk. Ensure all persons working with Children and/or Adults at Risk have read and understood the Archdiocese's Fact Sheet: Use of Technology and Social Media to Communicate with Children and Adults at Risk .		
8	General Safeguarding Issues: Behavioural, Reputational & Well-being	An Adult at Risk may have diminished capacity	Research shows that additional safeguarding strategies need to be engaged to	High	Low	Medium	Consider if the Adult at Risk has impaired decision-making capacity. Consider if the Adult at Risk has a carer who assists the	Low	Parish Priest Event Coordinator

			ensure dignity of care is provided to Adults at Risk				Adult at Risk with decision making. 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 diminished capacity whilst recognising their dignity to make informed decisions and choices.		
9	General Supervision	Children may be unsupervised at times	Previous experience of managing complex events	High	Low	Medium	Consider the level of supervision appropriate for the particular activity and environment. It is appropriate that two 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. Ensure each supervisor provides a Working with Children Check to the organiser of the event prior to commencing their supervisory role. Follow	Low	Parish Priest, Event Coordinator, Event Leaders

							<p>Guidance Document: Who must Obtain a Working With Children Check?</p> <p>Ensure each supervisor reads and signs the Code of Conduct for Working with Children and Adults at Risk 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>		
10	General Supervision	Toilets may be isolated or out of sight	Past incidents and the Royal Commission show perpetrators of abuse will find situations	High	Low	Medium	<p>Plan toilet breaks so Children can go in groups with a supervisor.</p> <p>Allow parents or guardian to take their own Child to the toilets, if a</p>	Low	Parish Priest, Event Coordinator, Supervisors

			to isolate Children and Adults at Risk in order to harm them.				parent/guardian is not available, then a minimum of two verified supervisors are to accompany Children to the bathroom and wait outside. Ensure supervisors have completed the Archdiocese's recruitment process before commencing supervisory role.		
11	General Supervision	Children may wander away	Previous events have evidenced that children may wander away if not appropriately supervised.	High	Low	Medium	Ensure Children understand that they must always stay with the group. 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. Prior to commencement of activity, ensure all parent/guardian contact details have been obtained. Ensure all supervisors are	Low	Event Coordinator, Leaders

							<p>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>		
12	General Supervision	An employee, volunteer, contractor or religious appointee takes an inappropriate interest in a Child and/or Adult at Risk	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk	High	Low	Medium	<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 Code of Conduct for Working with Children and Adults at Risk 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. Ensure all persons working with Children and Adults at Risk</p>	Low	Parish Priest

							read the Fact Sheet: Behaviours to encourage and Avoid: Do's and Don'ts.		
13	General Supervision: Altar Servers	Altar servers vesting in the Sacristy	Past incidents and Royal Commission findings show the Sacristy as a high risk area for perpetrators of abuse target	High	Low	Medium	<p>An altar server is allowed to vest alone with no one else present but should not be in the sacristy for more than 10 minutes on his or her own. If there is another child priest present as they are both vesting in the same room (Sacristy), then there needs to be two adults present as well. The adults can be a parent and another person such as a sacristan who has provided their WWCC and completed the Safeguarding and Child Protection Training and have read and signed the Code of Conduct for Working with Children and Adults at Risk</p> <p>Children are not required to remove clothing whilst preparing for Mass.</p> <p>Lines of sights into areas where children are</p>	Low	Parish Priest

							preparing are to be clear and visible.		
14	General Supervision: Altar Servers	Participation in altar server training	Past incidents and Royal Commission findings show the Sacristy as a high risk area for perpetrators of abuse target	High	Low	Medium	<p>Training is conducted by the Altar Server Coordinator (who has WWCC) or Priest or Deacon in an open venue and who has provided their WWCC and completed the Safeguarding and Child Protection Training and have read and signed the Code of Conduct for Working with Children and Adults at Risk</p> <p>There must be one other adult present (parent and/or others with WWCC) in addition to the Priest or Deacon or Altar Server Coordinator. The ratio being one adult (in addition to the Parish priest) to ten children (primary age) and two adults to twenty children (secondary age).</p> <p>The Parish office is always advised in advance of any training and will need to record the date, venue and</p>	Low	Parish Priest Altar Server Coordinator

							the names of those attending		
15	General Supervision: Home visitations	Children may be present when visiting homes on behalf of the Parish	The Royal Commission provided evidence that children were harmed in their own homes by members of the Catholic Church visiting parents.	High	Low	Medium	<p>All Personnel who visit homes on behalf of the Parish 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/or Adults at Risk have completed the Safeguarding and Child Protection Training and have read and signed the Code of Conduct for Working with Children and Adults at Risk prior to engaging in Child and Adult at Risk Related Work, so that they understand appropriate professional boundaries.</p> <p>All Personnel are to register their visit with the Parish office including dates/times, names and addresses of people being visited. This would be recorded in the Parish visits Log.</p>	Low	Parish Priest

16	Children and Adults at Risk wellbeing	Children and Adults at Risk may suffer from a medical condition or allergic reaction	Previous events	High	Low	Medium	<p>Ensure the parent/guardian of the Child provides personnel working with Children with 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. 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 Fact Sheet: Alcohol, Tobacco, and Other Drugs.</p> <p>Ensure that staff are trained in how to respond to a medical emergency.</p> <p>The Child's emergency contact details should be</p>	Low	Parish Priest, Event Coordinator, Event Leaders
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							<p>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 the local medical centre or hospital details are readily available.</p> <p>Ensure catering staff are notified of any food allergies.</p>		
17	Children and Adults at Risk wellbeing	A Child and/or Adult at Risk may feel isolated or lonely	Previous events and feedback from children	High	Low	Medium	<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>	Low	Parish Priest
18	Children and Adults at Risk wellbeing	A Child and/or Adult at Risk may disclose that someone close to them abuses them	Previous disclosures	High	Low	Medium	<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</p>	Low	Parish Priest, Event Coordinator, Event Leaders, Safeguarding Office

							Adult may be at risk of harm or abuse. Ensure all personnel have read Fact Sheet: When is a Child at Risk of Significant Harm? As well as Fact Sheet: Managing Safeguarding Matters. Ensure all personnel are aware and understand how to report disclosures appropriately. Ensure a copy of Flowchart: Reporting Safeguarding Complaints is readily available to all personnel		
19	Visiting performer, teacher or similar	The visitor or performer has a history of causing harm to Children and/or Adults at Risk	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk	High	Low	Medium	Ensure you follow Flowchart: Screening Workers 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	Low	Parish Priest, Safeguarding Office
20	Visiting performer, teacher or similar	Children and/or Adults at Risk are frightened	Past incidents and Royal Commission show	High	Low	Medium	Ensure Children are always supervised by a verified member of staff when they	Low	Parish Priest, Event Coordinator, Leaders

		of the visitor or performer	perpetrators of abuse target Children and Adults at Risk			<p>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 Working with Children Check to the organiser of the activity prior to arriving. Ensure visitors or performers have signed the Code of Conduct for Working With Children and Adults at Risk 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</p>	
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							<p>badges with their organisation's logo clearly identifiable.</p> <p>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>		
21	Excursion to another site	Children and/or Adults at Risk may injure themselves on hazards.	Children have been injured whilst on excursions to another site.	High	Low	Medium	Before the excursion, visit the site to ensure it is free of potential hazards, or that potential hazards can be avoided.	Low	Parish Priest, Event Coordinator, Leaders, supervisors

							<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>		
22	Excursion to another site	Children and/or Adult at Risk may be exposed to sun or other outdoor risks	Children have experienced sun exposure whilst attending an activity	High	Low	Medium	<p>Ensure that Children wear sunscreen, hats, and other coverage appropriate to the activity and climate.</p> <p>Ensure Children stay</p>	Low	Supervisors

							<p>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>		
23	Excursion to another site	Children and/or Adults at Risk may be exposed	As above	High	Low	Medium	Check weather forecast prior to excursion. If weather is not suitable	Low	Event Organiser, Leaders, supervisors

		to extreme weather conditions					inform parent/guardian of the Children and the Adult at Risk that the excursion has been cancelled		
24	Excursion to another site	Children and/or Adults at Risk may be exposed to a fire	As above	High	Low	Medium	<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>	Low	Event Organiser, Leaders, supervisors
25	Excursion to another site	Children may run or wander away or Adults at Risk may become separated from the group	Previous history shows children can get separated from the group	High	Low	Medium	<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</p>	Low	Event Organiser, Leaders, supervisors

							<p>groups with adequate supervision.</p> <p>Ensure all supervisors are aware of the Local Police Area Command Number. 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>		
26	Excursion to another site	Strangers may behave inappropriately with Children and/or Adults at Risk while travelling between places	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk.	High	Low	Medium	<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. Ensure written consent has been given by the Child's parent/guardian before travelling.</p>	Low	Leaders, supervisors

							<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>		
27	Transportation	Children and/or Adults at Risk are injured while being transported to an event by a Volunteer driver	Children and Adults have been injured whilst on excursions	High	Low	Medium	<p>Ensure written consent has been given by Child's parent/guardian before travelling.</p> <p>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,</p>	Low	Parish Priest, Leaders, supervisors

							<p>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> <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</p>		
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							<p>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 Code of Conduct for Working with Children and Adults at Risk prior to driving.</p> <p>All drivers transporting Children are to provide a valid Working with Children Check which will need to be verified by organiser.</p>		
28	Transportation	Children and/or Adults at Risk are injured in the Car Park	Children are harmed on a far too regular basis by adults reversing out of the drive and running them over	High	Low	Medium	<p>Ensure that Children are supervised by either a parent, 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>	Low	Parish Priest

							The supervisor is to make volunteers aware of where the keys to the gate are kept in case of an emergency.		
29	Overnight trip	Children may get upset about being away from home	Young children experience separation anxiety	High	Low	Medium	<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>	Low	Leaders, Supervisors
30	Overnight trip	Sleeping arrangement for Children, Adults at Risk and other participants	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk.	High	Low	Medium	<p>NO 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.</p> <p>Ensure that parents/guardians or carer of an Adult at Risk (if appropriate) are aware of</p>	Low	Event Organiser

							<p>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> <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 are required in regard to sleeping arrangements that is suitable to support the needs, requirements and requests of Adults at Risk.</p>		
31	Overnight trip	A volunteer, employee or religious appointee becomes intoxicated	It was once common practice to allow supervisors to consume alcohol when taking children away	High	Low	Medium	<p>Ensure each staff member reads and complies with Fact Sheet: Use of Alcohol, Tobacco and other Drugs.</p> <p>Ensure staff members read and sign the Code of Conduct for Working with Children and Adults at Risk</p>	Low	Event Organiser, Supervisor

							<p>Ensure all staff members have completed Safeguarding and Child Protection Training prior to the overnight trip.</p> <p>Put appropriate strategies in place prior to overnight trip i.e., stating that there will be consequences for those who do not adhere to the Code of Conduct for Working with Children and Adults at Risk</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>		
32	Overnight trip	Toileting Facilities for Children, Adults at Risk and other participants	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk.	High	Low	Medium	<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>	Low	Event Organiser, Supervisor

							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.		
33	Sporting and other physical activities	Inappropriate physical contact with Children and/or Adults at Risk	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk.	High	Low	Medium	<p>Ensure personnel read and sign the Code of Conduct for Working with Children and Adults at Risk so that they understand appropriate boundaries for physical contact with Children and/or Adults at Risk.</p> <p>Ensure all personnel have read Fact Sheet: Behaviours to Encourage and Avoid: Do's and Don'ts</p> <p>Ensure all personnel have completed Safeguarding and Child Protection Training prior to working with Children and/or Adults at Risk.</p>	Low	Parish Priest, Event Organiser, Supervisor

							Ensure the Archdiocese's recruitment and screening process have been followed for all personnel working with Children and/or Adults at Risk.		
34	Sporting and other physical activities	A volunteer, employee or religious appointee picks on or uses degrading comments towards a Child and/or Adult at Risk	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk.	High	Low	Medium	Ensure all persons working with Children and/or Adults at Risk attend Safeguarding and Child Protection Training and read and sign the Code of Conduct for Working with Children and Adults at Risk so that they understand appropriate professional boundaries.	Low	Parish Priest
35	Sporting and other physical activities	Inappropriate activities/events for Children and/or Adults at Risk	Perpetrators of abuse are known to engage children in inappropriate activities to gain control and access to them	High	Low	Medium	Ensure that all activities are age-appropriate for Children. Ensure parent/guardian has provided written consent for their Child to participate in activities. Ensure that the Parish Priest has approved activities and the risk assessment prior to engaging in the activity/event.	Low	Event Organiser

36	Sporting and other physical activities	Children and/or Adults at Risk may start being aggressive towards each other		High	Low	Medium	<p>Introduce Children to the Archdiocese's Child-friendly resources such as the Behaviour Code for Young People and the Caring Code Journey.</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 sign the Code of Conduct for Working with Children and Adults at Risk.</p>	Low	Event Organiser, Supervisors
37	Sporting and other physical activities	Children and/or Adults at Risk may sustain injuries from falling or other accidents		High	Low	Medium	<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</p>	Low	Event Organiser, Supervisors

							<p>parent/guardian prior to commencing an activity. 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>		
38	Online environment	Poorly managed online environment, children may be targeted or abused.	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk.	High	Low	Medium		Low	Parish Priest
39	Online environment	Children and/or Adults at Risk may be targeted or abused online.	Past incidents and Royal Commission show perpetrators of abuse target Children and Adults at Risk.	High	Low	Medium		Low	Parish Priest
40	Online environment	Inappropriate engagement	Research shows this is	High	Low	Medium	Ensure all persons working with Children and/or Adults	Low	Parish Priest

		with children and adults at risk online and breaching the Code of Conduct	an area of growing concern				at Risk attend Safeguarding and Child Protection Training and read and sign the Code of Conduct for Working with Children and Adults at Risk		
41	Online environment	The risk of someone's personal information provided to a third party without consent		High	Low	Medium	The Parish is required to have a Privacy Policy which needs to be adhered to by all Personnel.	Low	Parish Priest
42	Sacramental	The risk of 'unsanctioned' ministries advertised in the parish bulletin		High	Low	Medium	If the ministry is being conducted by visitors from outside the Archdiocese, clearance is required from the Parish Priest. The ministry or event cannot be advertised or conducted until this clearance is granted.	Low	Parish Priest
43	Sacramental	Opportunistic 'grooming' when a group of parents and children are together during preparation for Sacraments (e.g., Reconciliation)		High	Low	Medium	For all facilitators to have 'an abundance of caution' when there is a group of parents and children together. Being aware of this is the only feasible management of the risk.	Low	Parish Priest, Sacramental Coordinator

44	Sacramental	Predators coming into the Church and noting the names and photos of children who are preparing for the Sacraments		High	Low	Medium	Avoid placing photos of children with their names around the Church	Low	Parish Priest, Sacramental Coordinator
45	Sacramental	Inadequate supervision of children preparing for sacraments		High	Low	Medium	Ensure there is adequate supervision by adults or parents.	Low	Parish Priest, Sacramental Coordinator
46	Visiting parishioners in their homes	Abuse of adults at risk through visits by Church Personnel who visit their homes (to bring Holy Communion, parish bulletins, to check on well-being, social)		High	Low	Medium	All Personnel visiting adults at home need to have their visits recorded by the Parish office. Personnel are to understand and sign the Parish Code of Conduct which specifically details the boundaries involved with adults at risk. Personnel are not permitted to book medical appointments or conduct financial transactions for the housebound adults without the express permission in writing of the adults' family or Powers of Attorney.	Low	Parish Priest

