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| **Risk Assessment Guide** | | | | | | | | | | | | | | Safe  Safe People Programs  Safe Places |
| **Parish / Community /**  **Agency:** |  | | | | | | | | | | | | |
| **Name of Activity:** |  | | | | | | | | | | | | |
| **Brief Description of**  **Activity:** |  | | | | | | | | | | | | |
| **Activity Date:** |  | **Activity Time:** |  | **Location:** |  | **Participants:** | Children (under 18) | **Type of Activity:** | Checkbox icon unchecked In person | **Activity Frequency:** | Single event | | |
| Combined adult and child | Checkbox icon unchecked Online | Reoccurring | | |
| **Workers Involved** (First name/last name) **Please attach a separate list if required:** |  | | | | | | | | | | | | |
| **Name and role of person completing risk**  **assessment:** |  | **Date:** |  | **Signature:** |  | **Approved by:**  (Name of Parish Priest/Chaplain/Agency Head) |  | **Date:** |  | **Signature:** |  | | |
| **Post Activity Review Date:** |  | **Reviewed by:** |  | | **Amendments have been noted/attached as necessary.** | | | | | | | | |
| **Risks** | | | | | | | | | | **Checklist** | | | **Actions to reduce risks and by**  **whom?** | **Useful Links** |
| **Yes** | **No** | **N/A** |
| **SAFE PEOPLE** | | | | | | | | | | | | | | |
| **Personnel** | | | | | | | | | | | | | | |
| Specific roles have been identified, allocated and communicated to workers in pre activity briefing? | | | | | | | | | | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *When will a pre-activity briefing be held?* * *Have workers been given adequate information and training for their*   *roles?*   * *How will role specific information be communicated to workers?* | [Fact Sheet: Office of the Children's Guardian 10](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Office-of-the-Childrens-Guardian-10-Child-Safe-Standards-as-at-29August2023.pdf)  [Child Safe Standards](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Office-of-the-Childrens-Guardian-10-Child-Safe-Standards-as-at-29August2023.pdf) |
| Do workers who require screening have a current and verified Working With Children Check (WWCC) and/or National Police History Check (NPHC)? | | | | | | | | | | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Workers will have a verified WWCC and/or NPHC.* * *This information will be recorded in CRAR.* | <https://wwccemployer.ocg.nsw.gov.au/Login> |
| [Overview of Archdiocese’s Safeguarding Policy](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/04/Overview-of-the-Archdioceses-Child-and-Adults-at-Risk-Safeguarding-Policy.pdf) |
| [Chart of Archdiocesan Safeguarding Roles and](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Chart-of-Archdiocesan-Safeguarding-Roles-and-Responsibilities-as-at-29August2023.pdf)  [Responsibilities.](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Chart-of-Archdiocesan-Safeguarding-Roles-and-Responsibilities-as-at-29August2023.pdf) |
| [Fact Sheet: Reporting Crimes to the NSW Police](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/04/FACT-SHEET-Reporting-Crimes-to-the-NSW-Police.pdf) |
| [Fact Sheet: Reportable Conduct Scheme](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Reportable-Conduct-Scheme-as-at-29August2023.pdf) |
| [Fact Sheet: Mandatory Reporting](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Mandatory-Reporting-as-at-29August2023.pdf) |
| [Fact Sheet: Keeping and Sharing Safeguarding](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Keeping-Sharing-Child-Safeguarding-Records-1.pdf)  [Records](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Keeping-Sharing-Child-Safeguarding-Records-1.pdf) |
| [Flowchart: Screening of Workers](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Flowchart-Screening-of-Workers.pdf) |
| [WWCC FAQ](https://sydneycatholicorg.sharepoint.com/:b:/s/IntranetDocuments/EZJOrWKIFv5OkSPBC-n6u5oBSCOWFm9KRtSEPAH5DtZ7Mg?e=GdloA8) |
| Have workers signed the Code of Conduct? | | | | | | | | | | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *All workers have been provided with and signed the Code of Conduct (CoC).* * *Where will signed CoC be filed?* * *Have recruitment procedures been followed prior to the workers engagement in the activity/event?* | [Code of Conduct](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/03/Code-of-Conduct-for-Working-with-Children-and-Adults-at-Risk.pdf) |
| Have workers completed safeguarding training? | | | | | | | | | | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Have workers completed safeguarding training applicable to their role?* * *Has the worker provided their training certificate?* * *Where has this information been recorded and filed?* | [Safeguarding Training Schedule](https://www.sydneycatholic.org/safeguarding-and-child-protection/safeguarding-resources/) |
| Will clergy, lay ministers and/or external visitors be visiting to publicly minister or provide a service at the activity? How will this information be recorded? | | | | | | | | | | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Visiting clergy register is completed and information sent back to the*   *Chancery.*   * *How will external visitor information be collected and filed?* | [Protocols for Faculties, Ministry Cards,](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Protocol-Visiting-Clergy.pdf)  [Safeguarding Statements and ACMR ID Numbers](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Protocol-Visiting-Clergy.pdf) |
| [Form: Priests visiting from a Diocese within](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Form-Priests-visiting-from-a-diocese-within-Australia.pdf)  [Australia](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Form-Priests-visiting-from-a-diocese-within-Australia.pdf) |
| [Form: Priests visiting from Overseas](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Form-Priests-visiting-from-overseas.pdf) |
| [Fact Sheet: Dealing with volunteers and](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Dealing-with-volunteers-and-contractors.pdf)  [contractors](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Dealing-with-volunteers-and-contractors.pdf) |
| [Protocol: Dealing with volunteers and contractors](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Protocol-Dealing-with-Volunteers-and-contractors.pdf) |
| Have requirements and expectations of roles been communicated to workers? | | | | | | | | | | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Ensure each worker has completed the appropriate Safeguarding*   *Training before commencing their role.*   * *Arrange a pre-activity briefing to ensure everyone understands the*   *responsibilities of their role.*   * *Ensure workers been given adequate information and training for their*   *roles.* |  |

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| **Care of children** | | | | | |
| Has adequate supervision of participants has been considered? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Will carers be required to supervise their children/youth?* * *What are the ages of the children/youth involved?* * *Younger children may require additional supervision dependent on the activity.* * *Additional verified workers are required in environments that involve*   *hazards or where line of sight is limited.*   * *Supervision by a minimum of two verified adult workers is required at all times.* * *Have you considered breaks for workers and supervision needs?* * *Arrange a pre activity briefing prior to the activity to ensure everyone*   *understands the responsibilities of their role.* |  |
| Have emergency contact details of participants been collected, collated and communicated to the relevant people in case of an emergency? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Who will collate emergency contact details?* * *Who will share emergency contact details?* * *Who will have access to this information during the activity?* * *Where will these details be kept?* | [Fact Sheet: Keeping and Sharing Safeguarding](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Keeping-Sharing-Child-Safeguarding-Records-1.pdf)  [Records](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Keeping-Sharing-Child-Safeguarding-Records-1.pdf) |
| Where possible, is there separate bathroom facilities for children and adults? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Allow parent or guardian to take their own child to the toilets, if a parent/guardian is not available, then a minimum of two verified supervisors are to accompany participants to the bathroom and wait outside.* * *Designate separate male and female bathroom facilities.* * *Have you planned toilet breaks during the activity?* * *Will there be sufficient hand washing facilities?* * *Will there be public access to bathrooms?* * *Is signage required to direct people to facilities?* * *Are sanitary bins required?* |  |
| Is there a system in place for ensuring safety in isolated areas including toilets and/ or out of bounds areas? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Is additional signage required?* * *For children who are too young to read have they been provided with*   *verbal instruction?*   * *Is additional supervision or lighting required to improve safety?* * *Are isolated /out of bounds areas able to be closed off?* * *Is frequent checking of these areas required?* * *How will you ensure safety of participants when moving between*   *activities and/or sites?*   * *Do you have CCTV?* |  |
| Are there sign in and sign out procedures in place? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Does the consent form state who will drop off and pick up the participants?* * *During the activity, who will ensure sign in/sign out procedures occur?* | [Form: Consent for children and youth taking part](https://parish.sydarch.org.au/resource/consent-form-children-young-people-involved-in-ministry/)  [in Ministry Activities](https://parish.sydarch.org.au/resource/consent-form-children-young-people-involved-in-ministry/) |
| How will behavourial expectations be communicated to participants and their caregivers? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Will the consent form include a set of expected standards of*   *behaviour?*   * *Will the consent form provide details of what will occur should there be*   *unsuitable behaviours?* | [Fact Sheet: Behaviours to Encourage and Avoid](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/02/Fact-Sheet-Behaviours-to-Encourage-Avoid.pdf) |
| [Poster: Behaviour Code for Young People](https://www.sydneycatholic.org/casys/wp-content/uploads/2019/11/Behaviour-Code-for-Young-People.pdf) |
| Is there a system in place supporting a participant to raise a concern? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *How will participants and parents know who to raise a concern with?* * *Written consent from participant’s carer is to be obtained before*   *communicating with the participant using technology.* | Reporting Any Concerns |
| [Poster: Someone Will Listen To You](https://www.sydneycatholic.org/safeguarding-and-child-protection/information-for-children/#listen) |
| [Overview of Archdiocese’s Safeguarding Policy](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/04/Overview-of-the-Archdioceses-Child-and-Adults-at-Risk-Safeguarding-Policy.pdf) |
| [Flowchart: Reporting Safeguarding Complaints](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Flowchart-Reporting-Safeguarding-Complaints.pdf) |
| [Fact Sheet: Managing Safeguarding Complaints](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Managing-Safeguarding-Complaints.pdf) |
| [Support Services](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/11/Support-Services-List-as-at-11-Nov-2024.pdf) |
| Will workers wear high visibility clothing and / or name tags to be easily identified by participants? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *How will the participants be able to identify workers at the activity?* | [Fact Sheet: Relevant Government Agencies](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Relevant-Government-Agencies-as-at-29August2023.pdf) |
| **Consent** | | | | | |
| Have consent forms have been completed and returned by caregivers for participants attendance and involvement at the event/activity? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | *Consent forms have been modified to include (but not limited to): -*   * *Attendance and participation, transportation, behavioural expectations, online interaction, to include other adults to sign in or out their child, involvement in activities provided by external contractors, permission to administer medications, photography, videoing and other media and emergency contact details.* * *Where will consent forms with confidential information be filed?* | [Form: Consent for children and youth taking part](https://parish.sydarch.org.au/resource/consent-form-children-young-people-involved-in-ministry/)  [in Ministry Activities](https://parish.sydarch.org.au/resource/consent-form-children-young-people-involved-in-ministry/) |
| [Fact Sheet: Keeping and Sharing Safeguarding](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Keeping-Sharing-Child-Safeguarding-Records-1.pdf)  [Records](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Keeping-Sharing-Child-Safeguarding-Records-1.pdf) |
| Has consent has been provided and returned for photography, video, and audio recordings? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Will your event be using a professional photographer who will provide*   *their own consent forms via an order form system?*   * *Will additional signage be required at the event to advise participants*   *of photography/video and CCTV?*   * *Display photography /videography notice around venue where the*   *event is being held.* | [When does my Parish need Consent to Film or](https://www.sydneycatholic.org/casys/wp-content/uploads/2020/11/When-does-my-Parish-need-Consent-to-Film-or-Photograph-Children-at-the-Parish-Parish-Events.pdf)  [Photograph Children at Parish/Parish Events?](https://www.sydneycatholic.org/casys/wp-content/uploads/2020/11/When-does-my-Parish-need-Consent-to-Film-or-Photograph-Children-at-the-Parish-Parish-Events.pdf) |
| [Notice: General Consent Form to Film or](https://parish.sydarch.org.au/resource/cas-pro-forma-general-consent-form-to-film-or-photograph-notice/)  [Photograph Notice](https://parish.sydarch.org.au/resource/cas-pro-forma-general-consent-form-to-film-or-photograph-notice/) |
| [Form: General Consent Form to Film or](https://parish.sydarch.org.au/resource/cas-pro-forma-consent-to-film-or-photograph-a-child-general-form/)  [Photograph Notice](https://parish.sydarch.org.au/resource/cas-pro-forma-consent-to-film-or-photograph-a-child-general-form/) |

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| **First Aid** | | | | | |
| Have first aid personnel identified, and certificates sighted and recorded? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *List names of personnel with current first aid certificate* * *How and who will ensure first aid personnel have current and relevant*   *qualifications?* |  |
| Is the first aid kit checked, stocked and available, clearly signposted and easily accessible? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Who will ensure the First Aid kit is stocked and available?* * *Where will the First Aid kit be kept during the activity?* |  |
| Have medical response plans for participants with known medical conditions (eg. anxiety, asthma, epilepsy, diabetes, anaphylaxis) been received and shared with the first aid responder? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Consideration is given to how to manage major medical conditions in*   *consultation with the carers.*   * *Is there a process in place to respond to physical injuries?* | [Fact Sheet: Use of alcohol, tobacco, and other](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/04/Fact-Sheet-Use-of-Alcohol-Tobacco-Other-Drugs.pdf)  [drugs](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/04/Fact-Sheet-Use-of-Alcohol-Tobacco-Other-Drugs.pdf) |
| **Emergency Management** | | | | |  |
| Is there a nominated person in charge? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Consider how workers and participants will be advised of the person in*   *charge of the activity or event.*   * *Consider having a pre-briefing with workers to ensure they are aware of their responsibilities as mandatory reporters and how to escalate concerns or incidents.* * *Who will be responsible for ensuring an incident report is completed, a child protection report is made, the safeguarding team has been consulted, or police should be notified?* |  |
| Have workers been informed of incident procedures? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Conduct a pre-briefing with workers to inform them of incident*   *procedures.* |  |
| **SAFE PLACES** | | | | | |
| **Online space** | | | | | |
| Are workers adequately trained to host online activities and skilled in implementing strategies to ensure respectful online behaviour? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Have screening and recruitment processes been followed - WWCC, CoC*   *signed, training completed and suitability to the role in an online space?*   * *Are workers suitably skilled to ensure respectful online behaviour?* * *Consideration given to managing cyberbullying and inappropriate*   *contact between participants.*   * *Ensure Children and/or Adults at Risk are aware of rules for*   *appropriate social media use.* | [Fact Sheet: Use of Technology and Social Media to](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Protocol-Use-of-Technology-Social-Media-to-Communicate-with-Children-and-Adults-at-Risk.pdf) |
| [Communicate with Children and Adults at Risk](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Protocol-Use-of-Technology-Social-Media-to-Communicate-with-Children-and-Adults-at-Risk.pdf) |
| [Fact Sheet: Information for Young People about](https://www.sydneycatholic.org/casys/wp-content/uploads/2020/05/Fact-sheet-Information-for-young-people-about-online-safety.pdf)  [Online Safety](https://www.sydneycatholic.org/casys/wp-content/uploads/2020/05/Fact-sheet-Information-for-young-people-about-online-safety.pdf) |
| [Fact Sheet: Behaviours to Encourage and Avoid](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/02/Fact-Sheet-Behaviours-to-Encourage-Avoid.pdf) |
| [Behaviour Code for Young People](https://www.sydneycatholic.org/casys/wp-content/uploads/2019/11/Behaviour-Code-for-Young-People.pdf) |
| [Fact Sheet: Cyberbullying](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Cyberbullying.pdf) |
| [Poster: Online Safety](https://www.sydneycatholic.org/casys/wp-content/uploads/2020/09/Poster-Online-Safety-Journeyv4.0.pdf) |
| Is there a system in place for moderating content? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Ensure that there is a minimum of two workers moderating and*   *checking content on any online forum.*   * *Disable comments and direct messaging where applicable.* * *How will content be moderated?* * *How will online activities be chosen and approved?* | [Fact Sheet: Use of Technology and Social Media to](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Protocol-Use-of-Technology-Social-Media-to-Communicate-with-Children-and-Adults-at-Risk.pdf) |
| [Communicate with Children and Adults at Risk](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Protocol-Use-of-Technology-Social-Media-to-Communicate-with-Children-and-Adults-at-Risk.pdf) |
| Has parental consent been obtained stating that their child is allowed to interact and communicate with other participants and workers on social media platforms? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Consider adding specific activity based information to the consent form outlining clearly what the digital interaction and communication will be.* * *Consider providing a link to e-safety commission for parents to make*   *their own enquiries.*   * *Consider providing information to parents on online safety that they*   *can discuss with their children prior to the activity.* | [Fact Sheet: Information for Young People about](https://www.sydneycatholic.org/casys/wp-content/uploads/2020/05/Fact-sheet-Information-for-young-people-about-online-safety.pdf)  [Online Safety](https://www.sydneycatholic.org/casys/wp-content/uploads/2020/05/Fact-sheet-Information-for-young-people-about-online-safety.pdf) |
| <https://www.esafety.gov.au/> |
| Is there a system in place supporting a participant or their caregiver to raise a concern? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *How will participants and parents know who to raise a concern with?* * *Written consent from participant’s carer is to be obtained before*   *communicating with the participant using technology.* | Reporting Any Concerns |
| [Poster: Someone Will Listen To You](https://www.sydneycatholic.org/safeguarding-and-child-protection/information-for-children/#listen) |
| [Flowchart: Reporting Safeguarding Complaints](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Flowchart-Reporting-Safeguarding-Complaints.pdf) |
| [Fact Sheet: Managing Safeguarding Complaints](https://www.sydneycatholic.org/casys/wp-content/uploads/2023/09/Fact-Sheet-Managing-Safeguarding-Complaints.pdf) |
| [Support Services](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/11/Support-Services-List-as-at-11-Nov-2024.pdf) |
| **Site requirements and amenities** (You may wish to attach your WHS risk assessment to this Safeguarding risk assessment) | | | | | |
| Have site requirements been identified, including but not limited to; power, water, internal and external lighting, electrical – test & tagging, kitchen, other equipment, toilets, parking, entry and exit points and  emergency assembly points? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Have you completed a site visit?* * *Has WHS assessment been completed for relevant site?* * *Consider contacting WHS should you need further advice and*   *guidance.* |  |
| Has a site plan/map been made available with clear directions on where amenities and emergency assembly points are? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Attach emergency assembly points for the event/activity.* |  |
| Are there enough toilets and hand washing facilities to cater for anticipated participants? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Will additional facilities be required?* |  |
| If required, has an amenities cleaning and maintenance plan been prepared to ensure that amenities are kept clean throughout the activity? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Who will ensure the facilities are maintained throughout the activity?* * *How has this been communicated?* |  |

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| Has disability access been considered (lifts, ramps, etc)? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Have you considered your participants access needs?* * *How will these needs be managed?* |  |
| Are there suitable and safe parking areas? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Consider the need to have disability parking.* * *Will a person be required to manage traffic or parking issues?* * *How will you ensure safety in the parking area?* |  |
| Have adequate rubbish and recycling bins been provided? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Who will ensure the bins are available throughout the activity?* * *How has this been communicated?* |  |
| **Hospitality/Catering** | | | | | |
| Have food requirements been clearly articulated with caterers? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Ensure caterers are advised of food allergies and/or dietary*   *requirements.* |  |
| Are adequate hygiene supplies available, including gloves, hand soap, antibacterial gel, etc.? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Who will provide the hygiene supplies?* * *Where will the hygiene supplies be kept?* |  |
| Is proper food storage/food handling equipment available (fridge, oven warmers, bain maries, tongs, double walled coffee cups for hot drinks, etc)? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Who will provide food handling/ storage equipment?* * *Consider safe storage of food ie. Refrigeration.* |  |
| Is alcohol to be served? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Name of person and evidence of Responsible Service of Alcohol licence*   *required.*   * *How will participants be supervised around alcohol?* * *How will alcohol affected people be managed?* |  |
| **Weather** | | | | | |
| Have contingencies been considered for unexpected or extreme weather conditions? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Is there adequate shelter in the event of extreme weather?* * *Has consideration for additional water and sunscreen been factored?* * *Consider checking the weather forecast in the days leading to the*   *event to be prepared?* |  |
| **Security** | | | | | |
| Is security necessary? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Consider the type of event and potential numbers of participants –*   *will paid security be required.*   * *Workers in the role of security will require a pre activity briefing to*   *discuss sign in and out procedures, de-escalation techniques, limitations* |  |
| Have you considered how money will be handled? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Consider how money will be managed and stored securely.* |  |
| **Technical/IT/Audio** | | | | | |
| Have technical requirements been identified and tested, including but not limited to data projector & screen, laptops, USBs, presentations, specific cables and dongles, microphones, speakers and PA? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Ensure equipment is checked prior to the event.* * *Who will check the equipment?* |  |
| **SAFE PROGRAMS** | | | | | |
| Is the language appropriate, inclusive and suitable? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Language should be free from judgement and shame.* * *Do not use offensive language or language that could be perceived as*   *rude.*   * *Consider appropriate use of humour.* * *Consider cultural norms.* | [Togetherness - Celebrating Diversity and Inclusion](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/08/Togetherness-Celebrating-Diversity-and-Inclusion.pdf) |
| Is a pre briefing for participants required? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *How will behavioural expectations be communicated to participants?* * *Consider whether the resources are suitable for the activity.* * *How will information regarding appropriate clothing and footwear be*   *communicated - consider weather and activity.*   * *Are activities inclusive of all ages and ability levels?* | [Fact Sheet: Behaviours to Encourage and Avoid](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/02/Fact-Sheet-Behaviours-to-Encourage-Avoid.pdf) |
| Has the content of the activities been reviewed and approved by the appropriate person? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Participants are always supervised by two verified workers.* * *Ensure each participant’s carer provides written consent to participate*   *in the activity.*   * *Ensure you understand what activities or performance will be delivered by the visitor - who will be reviewing the content to decide on appropriateness?* * *Who will approve external visitor?* |  |
| Has the content provided by external visitors and/or presenters been reviewed and approved? | Checkbox icon unchecked | Checkbox icon unchecked | Checkbox icon unchecked | * *Participants are always supervised by a verified worker when they are*   *in the presence of the visitor.*   * *Ensure each participant’s carer provides written consent to interact*   *with the visitor.*   * *If a Third Party Agreement is not in place:-* * *verified the visitor's Working With Children Check* * *ensure the visitor has signed the Code of Conduct* * *ensure the visitor has completed Safeguarding Training* * *Visitors need to sign a visitors log before commencing their visit or*   *performance.*   * *Ensure you understand what activities or performance will be* | [Code of Conduct](https://www.sydneycatholic.org/casys/wp-content/uploads/2024/03/Code-of-Conduct-for-Working-with-Children-and-Adults-at-Risk.pdf) |

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| **Please Note:** Risk Assessment for overnight activities - Please contact Safeguarding Office for further guidance. |
| Additional information on Safeguarding and Risk Management can be found here |
| <https://www.sydneycatholic.org/safeguarding-and-child-protection/> |
| Tip: To return a line or paragraph, click on ALT + Return key. |