

Risk Management Checklist for *St Brigid's Parish Gisborne*

Pursuant to the Victorian Child Safe Standards,
our parish is required to develop, implement, monitor and evaluate risk management strategies to ensure the safety of our children.

Parish Activity/Ministry/Space	Potential risk identified	Action required after considering likelihood of risk eventuating, consequences of the risk eventuating and anticipated cost of preventative measures	Urgency given potential for harm and likelihood of risk eventuating- specify date by when rectification is needed	Person responsible	Date action needed is completed	Reviewed by Parish Council
Church	<ul style="list-style-type: none"> • Physical obstructions - carpet edges, sharp corners of furniture • When Church not in public use - visibility, access for vulnerable people and children 					
Sacristy	<ul style="list-style-type: none"> • Visibility • Public access while children preparing for altar serving? • Dark, unwelcoming space? 	<ul style="list-style-type: none"> • ensure supervision by adult with current WWCC while children are preparing before Mass • restrict access to the sacristy • ensure adequate lighting 				
Altar Servers	<ul style="list-style-type: none"> • training sessions • changing in the sacristy • children unattended in the sacristy 	<ul style="list-style-type: none"> • ensure supervision by an adult with a current WWCC 				
Children's Liturgy	<ul style="list-style-type: none"> • physical appropriateness of the space • location to the church • emergency situation during session • lack of appropriate supervision 	<ul style="list-style-type: none"> • review the space annually • leaders to accompany children • update emergency contact details • mobile phone and emergency contact information easily accessible • ensure leader plus 1 in calling range at all times 				

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Parish fundraising events	•	•				
New Parents' group	•	•				
Communion Visitation • To private homes • To nursing homes	• Safety of children in the home visited	• WWCC required				
Parish/school hall use e.g. • Funeral celebrations • Elderly citizens' club • •	• Potential access to school premises that cannot be restricted if also an emergency exit	•				
Church cleaning, flower arranging, altar preparation	• Unanticipated access by unaccompanied children	• Ensure volunteers work in teams unless WWCC is held by the volunteer • Ensure workers sign in and out with parish staff. Staff to check up if unusual delay and generally supervise				
Dropping off meals to families in need	• Safety of children in the home visited	• Boundaries clearly defined and explained • Current WWCC • visit in pairs • Do not enter premises if child/ren are home without adult supervision				

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<p>Parish events held externally e.g. parish picnics</p>	<ul style="list-style-type: none"> • Suitability of workers • Suitability of venue chosen • Food hygiene • Emergency situations e.g. <ul style="list-style-type: none"> ○ Food allergies • Sun protection • Taking and public posting of images of children without consent 	<ul style="list-style-type: none"> • WWC required • screening of all volunteers • Previous discussion of behaviour expected of volunteers and participants • conduct risk assessment • Ratio of participant: supervisor • Parental consents obtained • Emergency contingencies previously discussed • Clear advice on parish's expectations • Permission from parents of photography expected • Clear message to children and leaders that photography only in groups, no posting without parents' permission • Message delivered in a manner to take account of diversity of children • Clear policy on drugs and alcohol 				
<p>Specific groups with special needs</p> <ul style="list-style-type: none"> • Aboriginal/Torres Strait Islanders • Culturally and/or linguistically diverse backgrounds • People with a disability 	<ul style="list-style-type: none"> • • • Sight impairment • Hearing impairment 	<ul style="list-style-type: none"> • Consultation where possible • Translator if necessary • lighting; larger print when required • hearing loop in church 				

	<ul style="list-style-type: none"> • mobility 	<ul style="list-style-type: none"> • ramps for easy access; adequate bathroom facilities? • Convenient space in church when crowded for easy access to altar-Distribution of communion to be taken to the person? Child's preference to be considered 				
Online environment	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 				

N.B. The above table is intended as a guide only; it is certainly not to be used as an exhaustive list of possible risks in the parish environment. Other types of issues to be considered include:

- Familiarity breeding a culture of not reporting issues
- Natural trust of long-term parish workers
- Unsupervised recreational or other activities on parish premises
- Ad-hoc contractors on the premises
- Vulnerability of staff and children due to unknown personal issues
- Unknown people on parish premises out of supervised times e.g. Mass times and immediately before or afterwards