**Safeguarding Guideline (Short Form) Risk Assessment**

# Safeguarding Risk Assessment Checklist

**** When planning an activity, Archdiocesan Agencies, Offices, Organisations, Ministries and Parishes should complete a risk assessment prior to commencement to identify any perceived safeguarding risks, the likelihood of them occurring and the consequences if they did occur.

can be used in the planning stage of an event or activity. It is not necessary to repeat this process for ongoing events or activities unless there are changes to the scope of the event or activity.

It is recommended that all Checklists be reviewed annually.

The Checklist is to be completed by key stakeholders - a representative from those organising and involved with the activity or event (e.g., Parish Priest, Directors, Managers, worker, parent/carer, child, or adult at risk).

The completed checklist is to be stored at the respective parish, agency, or office.

#  Activites

Activities for which risk management is required include, but are not limited to:

* Children’s Sacrament or Liturgy Classes
* Bible Studies/Prayer Group
* Youth Group Events
* After Mass Morning Tea
* Choir Rehearsal
* Home Visits
* Busy Bee
* Off-site activities
* Overnight stays/events
* activities or events
* Client/Participant
* Fete/Book Fair Festival

# Risks

**** Safeguarding risks include, but are not limited to:

## Physical abuse

Hitting, slapping, pushing, spitting, pinching, kicking

Physical punishment Inappropriate use of restraint

Involuntary isolation or confinement

## Emotional abuse

Verbal attacks or threats Bullying

Shaming Name-calling

Intentional isolation

Intimidation through power imbalance Cultural, racial or diversity discrimination Spiritual abuse

## Sexual abuse

Grooming Inappropriate touching Sexual abuse/assault

Exposing or involving a child in sexual activity Crossing professional boundaries

## Neglect

Not receiving adequate food, shelter, medical treatment, supervision, or care

## Online abuse

Grooming online – sending obscene images/content, singling a child or adult at risk out as a ‘special relationship’

Bullying – abusive texts or emails Sending inappropriate images or videos

## Accidental harm

Lack of supervision

Poor physical environment Lack of trained personnel

**Safeguarding Guideline (Short Form) Risk Assessment**

The Catholic Archdiocese of Perth is committed to providing a safe and secure environment for all, especially its children and adults at risk.

This document is a summary of risk management strategies, best practice guidance and response to potential safeguarding risks when planning events and activities.

**Areas of Risk**

**High-Level Risks**

Areas of risk include, but are not limited to:

## Personnel

Screening (WWCC, NPC, Personal Safeguarding Declaration)

Code of Conduct expectations including power imbalance

Leadership application

Policy and Guidelines adhered including safeguarding reporting

Trained workers (paid or voluntary) Safeguarding Inductions complete First Aid Officer appointed

Respond to disclosures of concerns and/or abuse

Record keeping and privacy policies

## Participants

Consent forms including social media and photography

Participation includes informed consent of children and adults at risk, especially those with a disability

Registration process includes identification of possible vulnerabilities E.G. Disability, CALD, Medical, and Mental Health.

Needs of children and adults with diminished capacity are considered Medical or emergency contacts Adequate supervision

Code of Conduct expectations

## Physical Environment

Clear line of sight for children’s activities Venue configuration and accessibility are considered

Risk Checklist completed

Transportation guidelines and provisions for licenses

Permits if required

## Online Environment and Communication

Consent forms

Social media and electronic communication guidelines Code of Conduct expectations

In the event the Checklist highlights High-Level Risks, it is suggested that a:

Full risk assessment be undertaken in consultation with your insurance company and/or the Archdiocesan Risk Manager Safety management plan be implemented

Safeguarding briefing occurs prior to an event Incident response plan and reporting protocols be developed

#  Information & Advice

For additional information please seek guidance from:

**Safeguarding Program Office** safeguarding@perthcatholic.org.au **or your supervisor**