



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 management strategies, best practice guidance and response to potential safeguarding risks when planning events and activities.



✓ 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.

A **Safeguarding Risk Assessment Checklist** 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.

✓ Activities

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
- Client/Participant activities or events
- 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





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Areas of Risk

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

High-Level Risks

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

