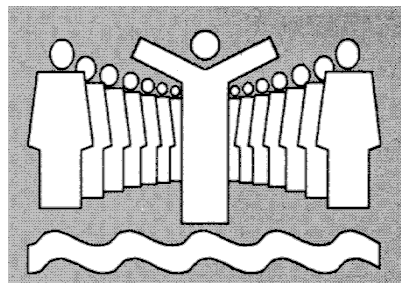




**ALL SAINTS
ALBANY CREEK**

**PARISH GUIDE TO A
CHILD SAFE ENVIRONMENT**



Issued April, 2007

Mark 10: 14-16

Jesus said to them, ***“Let the little children come to me; do not stop them: for it is to such as these that the kingdom of God belongs. Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it.”***

And Jesus took them up in his arms, laid his hands on them, and blessed them.

As a Catholic community within the Archdiocese of Brisbane we are committed to providing safe environments for those who may be vulnerable to the risk of harm, injury or abuse. We value the participation of children and young people and seek to ensure they are protected, respected and cared for appropriately whilst participating in our various activities. Legislation also espouses a duty of care for children and young people.

OBJECTIVES

- Demonstrate a commitment to promote the wellbeing of children and to protect them from harm by taking reasonable steps to prevent foreseeable risk of harm or abuse to a child.
- Where there is risk of harm to a child who is either a client, volunteer or participant, ensure legislative responsibilities are followed through to protect the child. For example:
 - i. Carry out risk assessment processes and working with children check (blue card)
 - ii. Co-operate with authorities (e.g. Queensland Police and Department of Child Safety) in the investigation of suspected cases of harm and abuse.
 - iii. Train and educate employees and volunteers who work with children and young people in child protection policies and procedures.
- When confronted with disclosures of harm to children and young people, All Saints Parish will respond in the best interests of the child or young person subjected to the harm.
- An allegation or suspicion of harm that involves an offence against a child or young person will be taken seriously and responded to in an appropriate timely manner.

POLICY

All Saints Parish acknowledges that it has both moral and legal responsibilities for the wellbeing of children in their care. To safeguard the welfare of the vulnerable, it supports a Risk Management Strategy for Children and Young People that highlights the responsibility each person within Church must play to create a child friendly environment.

The strategy consists of appropriate policies, procedures and practices that, once implemented, are intended to safeguard and minimise the risk to children while in All Saints Parish's care. The strategy acknowledges that risk assessment processes are needed to identify risks; implement control measures minimising such risks; and respond in an appropriate manner to suspected and/or reported cases of harm in an efficient and timely manner.

In doing so, it is acknowledged children and young people are involved not only as a recipient of varied services but also as a client, volunteer and/or church member.

Further, there is an obligation on All Saints Parish to appropriately respond to suspected and/or reported cases of harm in an efficient and timely manner. To create a child friendly

environment collaboration must exist between the Archdiocese, its employees, volunteers and families in ensuring the interests of the children and young people is upheld.

SCOPE

All Saints Parish will interact with children in a variety of contexts. These provisions apply to staff and volunteers who are responsible for securing a safe environment for children in the care of All Saints Parish.

ROLES AND RESPONSIBILITIES

Parish Priest/Supervisor/Parish Pastoral Council

People in supervisory and management roles play a key role in modelling expected behaviour and the training of staff and volunteers. People in supervisory positions can minimise risk to children and young people by:

- Supporting and encouraging a safe and friendly environment;
- Adopting a positive and proactive response to inappropriate behaviour by staff and young people;
- Monitoring and supervising subordinates' performance;
- Ensuring staff and volunteers are trained appropriately in working with children and young people and their obligations;
- Ensuring that complaints, suspicions and/or allegations are responded to in a prompt and professional manner;
- Ensuring that victimisation is not tolerated; and
- Ensuring that staff and volunteers who undertake activities with children and young people have clearly articulated and documented role descriptions.

Families

Families can support All Saints Parish's risk management and child friendly approach by:

- Providing children with required support to participate in the various activities;
- Where appropriate take part in the planning, management and delivery of activities;
- Reporting where a child may be experiencing bullying or harassment whilst participating in an activity/service; and
- Reporting where there is a suspicion that a child or young person is being harmed whilst participating in an activity/service.

Children and Young People

Children and young people themselves contribute to their environment by:

- Showing respect towards other children, young people and adults
- Not placing themselves at risk of harm and keeping themselves safe
- Reporting where they may experience or observe inappropriate behaviour or unsafe situations.

Preparation of Staff and Volunteers Working with Children and Young People

Volunteers and Staff need to be screened, prepared, nurtured and supported to undertake their ministry and/or agency activities (Refer ASF009 Volunteer Consent and Application – Working with Children; ASF011 Review of Volunteer Application – Working with Children; ASP002 – Volunteer and Blue Card Register; and ASP007 – Policy for Assessing Volunteers – Working with Children)

There is an expectation that staff and volunteers who work with children and young people will:

- Report issues, activities, equipment and policies that are unsafe and potential areas of risk;
- Not engage in inappropriate behaviour;
- Use appropriate language and interactions that empower children and young people;
- Provide the highest standard of service provision;
- Participate in professional training and development; and
- Understand the requirements of their role with children and young people.

To achieve the above outcomes volunteers and staff members will need to participate in:

- A recruitment and selection process;
- An induction into the organisation;
- Training in the role; and
- Performance feedback or an appraisal system (as required)

(Aids for these purposes are available from the HR Advisor (Director Employment Relations) Office.)

RISK MANAGEMENT

The Commission for Children and Young People and Child Guardian have developed a framework for Risk Management (Refer Appendix B) that comprises three key elements:

1. Commitment for a Parish/Agency to a child safe culture;
2. Capacity of people, including staff, volunteers, families and children to prevent harm;
and
3. Consistent procedures for selecting and managing staff and guiding activities.

The Commission for Children and Young People and Child Guardian Act 2000 requires a Parish/Agency to undertake risk assessments of activities and services provided. As part of the overall risk management strategy, assessing any potential risks is critical in minimising any harm to a child or young person.

A risk is anything that can cause harm or loss to a child or young person.

In assessing any activity or service provision within All Saints Parish it is important to consider how harm might occur; why harm might occur and when harm could occur.

In the planning of Parish based activities that involve children and young people those in management and planning roles must consider:

- What risks are involved?
- What risks could arise?
- How likely is it that these risks could occur?
- Are there policies? How well are these understood and implemented in practice?
- Are new policies required?
- Are there legislative requirements that change the way the service operates or activities are provided?

This manual aims to address Risk Management within All Saints Parish when working with children and young people.

All Saints Parish has prepared policies and templates to assist in the management of risk associated with activities for children/young people. Risk management templates and forms are provided as Appendices to this document and/or are referred to within the text of this document.

After risks have been identified for an activity or service provision, the level of risk, including the likelihood and subsequent consequences, must be determined using a risk calculator (Refer Appendix B). Once the level of risk is determined, the risks can be prioritised and options for treatment can be considered. (Refer ASF001 Activity/Service Risk Assessment Sheet).

In examining how to treat the risk, all possible options must be identified, the cost effectiveness and feasibility determined. Then there is the process of developing and implementing strategies to minimise the risk.

Risk assessments must be conducted on all activities and services provided within the All Saints Parish that involve children and young people. The completed risk assessments are to be listed in the Risk Management Plan/Register. (Refer ASR001 Risk Management Plan/Register – Working with Children).

PLANNING FOR CHILDREN AND YOUNG PEOPLE’S ACTIVITIES

There are a number of basic principles that must be considered when planning activities for children (Refer to ASF002 General Activity Planning Checklist), these include:

- Ensuring the activity supports the interest of children and young people;
- Ensuring children and young people are not left unattended and knowing where children and young people are at all times;
- Providing constant adult supervision;
- Ensuring children and young people are supervised appropriately and adequately by adults (depending on numbers, age of children and activity);
- Ensuring children and young people do not wilfully place the health and safety of others and/or themselves at risk;
- Ensuring that safe walking in groups is practiced (Refer ASP011 – Policy on Safe Walking in Groups)

Special Events Planning

Under the auspice of All Saints Parish there may be occasions where children and young people participate in activities with or conducted by other organisations. In these cases, additional risks may present that the All Saints Parish will have little or no control over. Where risks are identified it is imperative that a risk assessment is undertaken and that a decision to proceed with the activity is based on the best interests and wellbeing of the children and young people involved. ASF003 Special Events Planning Checklist is a checklist of issues to be considered for these special events.

Activities in a Private Home / External Venue

The environment needs to be kept free of obstacles or risk of damage to personal property in event of accident. A check of the area being used for the activity should be carried out just to move any items out of the way to prevent accidental damage.

Children should not be accessing areas of the home other than the space being used for Parish Activity and amenities.

Where the Venue is not a Private Home, the organisers must use the parish form for Assessing External Venues (Refer ASF004 Assessing External Venues Planning Checklist – Working with Children).

There should be appropriate ratios of children to adults.

Guest Speakers

When inviting Guest speakers to children or youth activities, it is imperative that any suitability card requirements are met. Details of must be provided to the Youth Worker/Group Leader prior to an event, including a clear copy of the current blue card.

The Youth Worker/Group Leader must be clear of the purpose of the speaker and the content of what the guest speaker will be presenting.

It is the responsibility of the leader to ensure that the content of the guest speaker is appropriate to the demographic of the children (including age appropriateness, language appropriateness).

Youth Worker/Group Leader is responsible for ensuring the guest speaker acts in appropriate and responsible manner in the company of the children.

Content of Programs

Activities need to be planned according to the needs of the children and youth in the group. Programs need to be an opportunity for young people to be inclusive in our Parish life. This needs to be kept in mind when considering the content of activities and not seen as a time for “babysitting” or “gap filling”.

Activities need to be inclusive for all children in the group. This means being aware of and taking into account the cultural, religious and socio economic background of the children and youth in the group. Activities should not exclude children based on gender, physical or intellectual abilities. Children and youth should feel comfortable participating in the activity. Content of activities need to be age and language appropriate to the children and youth involved.

Appropriate permission and indemnity form needs to be obtained for activities involving children and youth (Refer ASF005 Participant’s Consent Form).

Where there is an activity at an external venue or being conducted by another organisation a separate permission and indemnity form (Refer ASF006 – Consent Form for External Venue) should be sent for each such activity and contain:

- Program details
- Emergency contact details
- Medical information relevant to activity
- Any risks associated with the activity
- Transport method (by private vehicle, coach)

Parents and carers are to know where their child is at all times and what activities they are participating in. They need to be fully informed to give permission for their child to participate in any activity.

Facilitators of Activities

- Facilitators/leaders of activities need to have the skills and ability to conduct the activity in an appropriate and responsible manner.
- Leaders should be trained or mentored where they are new to an activity. Leaders, where required, should have a first aid certificate.
- Leaders need to be clear on behaviour management guidelines of All Saints Parish (Refer to ASP001 Policy - Behaviour Management – Working with Children).
- Leaders need to be mindful of their own and others workplace health and safety.
- Where a leader is experiencing difficulty or is uncomfortable facilitating an activity, this should be expressed to the Youth Worker/Group Leader or Parish Priest.
- Leaders should be presenting age appropriate and language appropriate material to children or young person.
- Leaders should be mindful of the requirements of their role and not take on additional roles that they not qualified to do (eg counselling).
- When planning activities, facilitators/leaders should take into consideration ratios between facilitators/leaders and number of children in their care (Refer ASP008 – Policy on Facilitator/Leaders –v- Children Ratios)

Transport of Children

It is important if children are transported as part of a Parish activity their safety is of highest consideration and the following guidelines are adhered to:

- Drivers need to have a roadworthy and insured vehicle and a current driver's licence.
- The decision of who should transport children should be at the discretion of the Youth Worker / Group Leader and must have completed an All Saints ASF007 Use of Private Vehicle Declaration
- If a vehicle does appear unsafe or unroadworthy and may place at risk the safety of a child, the Youth Worker / Group Leader should deny the use of the vehicle.
- When children and young people are being transported in a private vehicle, the supervision of that child whilst travelling in the vehicle and during rest stops lies with the driver of the vehicle.
- During long trips drivers must ensure they take appropriate rest breaks.
- Drivers should take precautions to protect themselves from situations that may give rise to an allegation inappropriate behaviour. It is recommended that there is more than one passenger in a vehicle during activities. If a group of children are being dropped home regularly it is recommended that who is dropped home last is varied among the group members.
- When travelling on public transport, leaders should not abdicate their supervision responsibilities to the driver. This should always remain with the Youth Worker / Group Leader.
- When hiring transport such as taxi and coaches, there should be an appropriate ratio of adults to children for supervision and safety. Leaders should ensure the driver acts in an appropriate manner.

Guidelines For Food Preparation

Care should be taken when preparing food for group activities. Food allergies of participants must be considered when planning for food based activities. If a leader is aware of a group participant who has had an allergic reaction to a type of food in the past, this should also be considered in the planning and preparation stages.

It is important for allergy information to be obtained from a parent/caregiver of a child when registering for Parish based activities. Any reported allergies are contained in the parish youth group database.

All volunteers should refer to ASP002 Policy for Food Handling.

Injury / Incident / Illness Reporting

Where a child experiences an incident that may result in an illness, injury and/or serious injury whilst participating in All Saints Parish activities a form must be completed (Refer ASF008 Injury/Incident/Illness Report). The form is then to be given to the Parish Secretaries in the Parish Office who hold and maintain an Injury/Incident/Illness Register, which contains all information pertaining to the injury/incident/illness and actions taken to minimise the risk to others.

Legislative obligations apply to All Saints Parish when serious injury is experienced by a child and/or young person (e.g. where injury requires medical treatment or an overnight stay in hospital). All Saints Parish has implemented procedures encompassing these requirements and meet obligations under Workplace Health and Safety. (further reference may be made to the Archdiocesan Workplace Health and Safety Manual for more information regarding legislative obligations).

Working with Children Check – Blue Card

The Commission for Children and Young People and Child Guardian Act 2000 requires the development and implementation of an annual risk management strategy that takes into account screening requirements for volunteers and paid staff including those who:

- Have begun employment pending outcome of Blue Card
- Hold a Blue Card
- Are not required to hold a Blue Card
- Are having a Blue Card reassessed.

The working with children check or better known as the Blue Card, is a national check of a person's criminal history. Disciplinary information held by certain professional organisations or information from police investigations into allegations of serious child related sexual offences will also be considered.

The Commission for Children and Young People and Child Guardian Act 2000 prescribes child related regulated employment categories in which the working with children check is mandatory. Where a person submits an application and it is approved, a positive notice (letter) and Blue Card will be issued. If an application is refused a negative notice is issued, prohibiting the person from working in regulated employment categories as defined by the Act. For more information and application forms refer to www.bluecard.qld.gov.au

The work and activities undertaken with children and young people within All Saints Parish either in a paid or voluntary capacity is governed by this legislative requirement. **Therefore, staff and volunteers working with children and young people must apply for and obtain a Blue Card.** It is the responsibility of the staff member and/or volunteers to ensure that their Blue Card is maintained and current. As part of All Saints Parish Risk Management Strategy, a Blue Card Register is kept and maintained by the parish office (Refer ASR002 Blue Card Register).

Exemptions

There are some exemptions under the Act. These include:

- Children under 18 years of age who are volunteers (except students required to work in regulated employment as part of their studies)
- Parents volunteering their services at the school that their child/children attends so long as the child is under 18 years of age.
- Parents volunteering their services or conducting activities through a church, club or association where their child/children is involved in the same or similar activity.

However, it is a requirement of All Saints Parish that **all** persons working with children in All Saints Parish apply for and obtain a Blue Card.

Paid Staff

All paid employees working with children are required to hold a Blue Card where they work:

- Eight consecutive days or more;
- Once a week or more, each week over four weeks;
- Once a fortnight or more, each fortnight over eight weeks; or
- Once a month or more, each month over six months.

An employee can work whilst awaiting the outcome of a Blue Card but All Saints Parish will ensure safeguards are implemented to minimise any risk. Safeguards may include such things as:

- Regular supervision of the worker;
- The employee is rostered on shift only when there are other staff members on duty; and
- The staff member must only work in a group scenario with children and young people.

Volunteers

All Saints Parish welcomes and invites people to volunteer their time to support individual ministries/activities involving children. It is All Saints Parish's responsibility to ensure that a volunteer is appropriate for the role (Refer ASF0009 Volunteer Consent and Application Form – Working with Children and ASF011 – Review of Volunteer Application – Working with Children).

Consistent with legislative obligation All Saints Parish will ensure that a volunteer holds a Blue Card before they can begin working with children and young people, regardless of how often they come into contact with them.

Record Keeping

Sign in and Sign out Register

All Saints Parish and its representatives must be able to account at all times for the whereabouts/presence of a child/young person in their care. This is critical in high risk times such as where there is an emergency situation requiring the evacuation of a building or on an excursion where there is a high volume of children and young people. Sign in and sign out systems must be maintained for all activities.

Personal Information

Where children and young people access one off activities, written permissions must be obtained from guardians/parents (e.g. participating in camps or outside events). Such permissions need to be in writing and consistent with legislative requirements relating to the services offered (Refer ASF006 Consent Form External Venue).

At times, a child or young person may have a special need (e.g. dietary requirement, medication and allergies). It is expected that this information is conveyed by the family/guardian to Youth Worker / Group Leader in a documented form as part of the intake information required to participate in the activity or service (Refer ASF005 Participant Consent Form or ASF006 Consent Form External Venue). This information will also be maintained in any accompanying parish youth database.

Audio-Visual Material and/or Photography

At times, All Saints Parish may, for promotional purposes, use audio - visual material and/or photographs of children and young people participating in their activities (e.g. brochures, newsletters, flyers or websites). All Saints Parish will obtain written permission from parents/guardians as to the use of such use audio - visual material and/or photographs (Refer AS008A Consent Form or AS009 Consent Form External Venue).

Further information is available in ASP003 Policy on Audio-Visual and Photographic Material. This policy provides a list of issues to be considered when taking photographs of children and young people.

Contractors and Visitors

There may be times in which visitors (such as a tradesperson) come to All Saints Parish. It is expected that the Youth Worker/Group Leaders/Other Responsible Adult will be aware of the presence of visitors and the reasons they are there.

It will necessary for a visitor/contractor to document their presence via a visitor's log which is held and maintained by the parish office. It is important that the visitor/contractor is made aware of All Saints Parish's commitment to a child friendly environment and that there are expectations that any visitor or contractor will act in an appropriate manner.

Visitors and/or contractors will be appropriately supervised at all times.

Computer Usage

Children and young people may have access to computers and the internet through services provided by All Saints Parish (e.g. powerpoint presentations, music access). It is important to be aware that such children and young people may be at risk of potential abuse and harm through:

- Violent literature;
- Potential abusers;
- Websites containing information on inappropriate or illegal activity; and
- Inappropriate use of computers and the internet by staff and volunteers in the company of children and young people.

For activities offered by All Saints Parish that involve computers, All Saints Parish has implemented policies (Refer ASP004 Policy on Usage Computer Resources (including User Agreement)) that set out clear protocols in relation to the parish's expectations for:

- Use of computers by children and young people;
- Use of computers by staff and volunteers;
- Use of computers by staff in the company of children;
- Appropriate screen savers;
- Appropriate email usage;
- Types of sites not considered appropriate for children and young people to access;
- Type of sites staff and volunteers can access in the presence of children;
- The files stored on computers; and
- Privacy and security of personal information stored on computers.

CHILD PROTECTION

Some of the activities of All Saints Parish may also fall under the requirements of the Child Protection Act 1999. In these circumstances additional administrative protocols will come

into play. Refer to ASP005 Policy on Child Protection for information relating to disclosures of harm/abuse, reporting processes and definitions.

COMPLAINTS AND CONCERNS

All Saints Parish has in place a policy for the receipt, treatment and retention of complaints and concerns raised by Parishioners or by other members of the public. (Refer ASP006 Policy on Complaint Handling). All official complaints or concerns received will be handled in accordance with that policy and recorded in the Parish Complaints Register held and maintained by the Parish Office.

WORKPLACE HEALTH AND SAFETY

All Saints Parish is committed to Workplace Health and Safety. Appendix A contains a checklist for Volunteers Undertaking Children's Activities, which is to be completed on Review of this Guide and should be monitored on an ongoing basis.

Should a staff member or volunteer become aware of a potential hazard for children, it is their responsibility to report it the parish office as soon as practical by way of ASF013 – Hazard Report Form. The parish office will record the hazard in the parish Hazard Register in order that it may be rectified or minimised as soon as possible.

CRISIS MANAGEMENT / CRITICAL RESPONSE

Crisis Management planning has been put in place within the Parish to ensure that potentially disruptive crises are anticipated and managed so as to minimise long term harm (Refer to the Parish Crisis Management Plan and Abbreviated Crisis Management Plan held and maintained by the Parish Office).

Definition of a Crisis Incident

A Crisis Incident is any event or circumstance that causes people to experience uncharacteristically strong emotional or psychological distress which has the potential to interfere with their ability to function either at the time of the event or later.

All Saints Parish has a policy in place and this policy must be followed at times of emergency or disaster. All staff and volunteers should be made aware of its existence to ensure that matters of this nature are handled by the correct method and to ensure that only the responsible officer is in contact with the media.

REFERENCES

- Commission for Children and Young People and Child Guardian Act 2000
- Safe Environments For Young People, Child Protection Managing the Risks, Commission for Children and Young People and Child Guardian
- Information Sheets – Commission for Children and Young People and Child Guardian
- Workplace Health and Safety Risk Management Advisory Standard 2000.
- Privacy Act 2001
- Archdiocesan Services – HR Advisory Office Child Safety Parish Guide 2006
- Archdiocesan Services - Archdiocese Template - child_safety_parish_guide_2006

ALL SAINTS PARISH

WORKPLACE HEALTH AND SAFETY CHECKLIST

For Volunteers Undertaking Children / Young People's Activities

DATE: June, 2008

Details of the Workplace Health and Safety Check are held in the parish office and are available on request.

ALL SAINTS

RISK MANAGEMENT ASSESSMENT

(Completed by Archdiocesan Services – June 2006)

CONTEXT

To provide a safe and child friendly environment where children and young people can come together to participate in Parish activities.

RISK TYPES

Environmental	Human	Equipment/Resources
Walking to venues	Group leaders	Transport
Lighting	Children's ages and needs	Playgrounds
Venue – Halls, Carpark, Toilets, Kitchen, Rooms	Family	Cameras
Verandas	Training	Music and craft equipment
Cleanliness	Supervision	Electrical equipment
Floor coverings	Volunteers	Cooking
Private homes		BBQ
		Content of programs

RISK CALCULATOR

		<i>CONSEQUENCES</i>				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
<i>LIKELIHOOD</i>	ALMOST CERTAIN	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	LIKELY	MODERATE	HIGH	HIGH	EXTREME	EXTREME
	POSSIBLE	LOW	MODERATE	HIGH	EXTREME	EXTREME
	UNLIKELY	LOW	LOW	MODERATE	HIGH	EXTREME
	RARE	LOW	LOW	MODERATE	HIGH	HIGH

ANALYSE THE RISKS

Context		Overall Assessment of Activity including potential risks		
Activity	Potential of risks	Likelihood	Consequences	Level of Risk
<p><u>Sacramental Preparation Programs</u> <i>In Home</i> <i>In Church/Parish Buildings</i> Computers After School Religious Education Kids Club Playgroups</p>	Environment Supervision Lighting and security Transport Computer content Internet Access Other group members Resources (craft materials) Program content and delivery Other Rooms Outside Areas Activities	Possible	Moderate	High
<p><u>Liturgies</u> Altar Servers Carrying cross Lighting and carrying candles Music Ministry Set up band Sound Equipment Over head projectors Dramas Group Children's Liturgy</p>	Vesting Electrical Equipment (working order, testing and tagging) Supervision Church Setting /Environment Resources Movement of children from one place to another Accessing venues Animals Visitors	Unlikely	Minor	Low
<p><u>Social Gatherings</u> BBQ's Tea and coffee Picnic Kids party/celebration</p>	Photography Equipment (Gas, Flames, Urn, Utensils) Supervision Food Preparation and Distribution Environment Types of food (Allergies) Manual Handling Activities.	Possible	Minor	Moderate

**APPENDIX B
RISK ASSESSMENT**

Context		Overall Assessment of Activity including potential risks		
Activity	Potential of risks	Likelihood	Consequences	Level of Risk
<u>Youth Group Activities Onsite</u> Prayers Discussions Music Trivia Nights Games nights Scripture Lenten Program Disclosure Car wash Guest speakers 40 hr Famines	Program content Facilitators skills and abilities Supervision Equipment - Sports Equipment and chemicals Health and hygiene Other Young People Types of Food Human relations Environment – Venue Children’s behaviour	Possible	Minor	Moderate
<u>Youth Activities Offsite</u> Bowling Ice skating Theme Parks Bush Walking Rock Climbing Pool Parties Movies Video/pizza Nights Trivia Nights <i>Camps</i> <i>Overnight stays</i>	Program content Facilitators skills and abilities Supervision Equipment - Sports Equipment and chemicals Health and hygiene Other Young People Types of Food Human relations Environment – Venue Children’s behaviour Access Facilities Staff -v- Children's Amenities Guest speakers Room sharing	Possible	Major	Extreme

Evaluate Risks

Youth Activities Offsite – Extreme
 Sacramental Programs – High
 Youth Activities Onsite – Moderate
 Social Gatherings – Moderate.
 Liturgies (including MASS) – Low

Overall Risk Register and Treatment Plan

Risks Registered.	Treatment Plan
Key Risks	Control Measures
<p><u>Corporate Governance - Operational Guidelines</u></p> <p>Physical Environments (Parish buildings/grounds and Private dwellings)</p> <p>External venues</p> <p>Technology eg. computers</p> <p>Lighting and Security</p> <p>Transport</p>	<p>Workplace Health and Safety Audits of Parish</p> <p>Checklist for External venues</p> <p>Procedures and protocols for use of computers</p> <p>Checklist for in home environments.</p> <p>Permission Slips for Transport</p>
<p><u>Other People</u></p> <p>Guest Speakers</p> <p>Members of Public</p>	<p>Procedures for Guest speakers</p>
<p><u>Equipment</u></p> <p>Electrical Equipment</p> <p>BBQs</p> <p>Urns and Utensils</p> <p>Craft materials</p> <p>Play Equipment</p> <p>Chemicals</p> <p>Candles</p>	<p>Testing and tagging of equipment</p> <p>Workplace health and safety check on equipment</p> <p>Procedure for children and use of candles</p>
<p><u>Programs</u></p> <p>Camp</p> <p>Program content and delivery</p> <p>Photography</p> <p>Animals</p> <p>Food Preparation</p> <p>Vesting</p>	<p>Procedures and checklist for camps</p> <p>Procedures regarding appropriate content and delivery</p> <p>Procedures for food preparation and labelling/identifying possible allergy</p> <p>Procedure for Vesting</p>

Risks Registered.	Treatment Plan
Key Risks	Control Measures
<p><u>Facilitators</u></p> <p>Recruitment</p> <p>Training</p> <p>Supervision</p>	<p>Blue cards</p> <p>Blue card registers Induction/orientation training</p> <p>Supervision processes</p> <p>Procedures regarding ratio for facilitator to children</p>
<p><u>Children</u></p> <p>Behaviour</p> <p>Food</p> <p>Supervision</p> <p>Accountability and Permissions</p> <p>Movement of children from one location to another.</p>	<p>Incident reporting</p> <p>Permission forms</p> <p>Roll taking</p> <p>Intake procedures including food allergy</p> <p>Protocols of behaviour</p> <p>Safety procedures for walking in groups</p>

Below are listed all necessary forms, policies, registers relating to working with children in All Saints Parish. These forms and policies have been referred to within the context of this Parish Guide in order to create more relevance to the reader.

FORMS		FORM DESCRIPTION
EXT	NO.	
ASF	001	Activity-Service Risk Assessment Sheet
ASF	002	General Activity Planning Checklist
ASF	003	Special Events Planning Checklist
ASF	004	Assessing External Venues Checklist for Youth
ASF	005	Participant's Consent Form
ASF	006	Consent Form - External Venue
ASF	007	Use of Private Vehicle Declaration
ASF	008	Injury Illness Incident Reporting Form
ASF	009	Volunteer Consent and Application Form - Working with Children
ASF	010	Suspected or Alleged Harm or Abuse Report
ASF	11	Review Form - Volunteer Application - Working with Children
ASF	013	Hazard Report Form
ASF	014	Medication Authority for Overnight Event
ASF	015	Letter to Volunteers - Working with Children
ASF	016	Letter to Group Leaders

**APPENDIX C
STANDARD FORMS AND POLICIES**

EXT	NO.	FORM DESCRIPTION
POLICIES		
ASP	001	Policy for Behaviour Management
ASP	002	Policy for Food Handling
ASP	003	Policy on Audio-Visual & Photographic Material
ASP	004	Policy on Acceptable Usage on Computer Resources
ASP	005	Policy on Child Protection
ASP	006	Policy on Complaints Handling
ASP	007	Policy for Assessing Volunteers
ASP	008	Policy on Facilitator/Leaders -v- Children Ratio
ASP	009	Policy for Vesting - Altar Servers
ASP	010	Policy for Use of Candles
ASP	011	Policy on Safe Walking in Groups
ASP	012	Policy on Driving Children

REGISTERS		FORM DESCRIPTION
EXT	NO.	
ASR	001	Risk Management Plan-Register
ASR	002	Volunteer and Blue Card Register