

	Vulnerability of leaders and staff as to standards of behaviour	<p>referee checks conducted on new staff</p> <p>Culture in Children's Liturgy to comply with Victorian child place standards. All are aware Child Safety is everyone's responsibility.</p> <p>All leaders and staff must have read and accepted the Child Safety Policy outlined by the parish and signed the code of conduct. They are also provided with a copy of the Risk Management Plan and alerted to the parish website.</p> <p>Referee Checks are undertaken by a member of the Children's Liturgy Team.</p> <p>Training is undertaken as provided and required. i.e elearning module.</p>		<p>Parish Priest and child safety committee</p> <p>Children's Liturgy Leaders</p>	Ongoing	Annually
Parish fundraising events	<ul style="list-style-type: none"> Unknown people on the premises. 	<ul style="list-style-type: none"> Staff not to be alone with a child. Parents are reminded they are responsible for their children. Keep areas not highly visible locked. Child Safety is everyone's responsibility. Designate someone on the organising committee to ensure Child safety practices are in place. 	Low	Staff organising the event.	Ongoing	Reviewed by event organisers
Communion Visitation <ul style="list-style-type: none"> To private homes To nursing homes 	<ul style="list-style-type: none"> Safety of children in the home visited 	<ul style="list-style-type: none"> WWCC required/ Code of conduct signed. Awareness of this Risk management plan. Awareness of the Code of Conduct Do not enter premises if child/ ren home without adult supervision. 	Low	<p>Parish Priest</p> <p>Special ministers</p>	Ongoing	Annually

Parish hall use e.g. <ul style="list-style-type: none"> • Mass • Occasional Funerals • Occasional Parish events • Annual Parish Celebrations 	Children are attending Opportunistic for a predator	<ul style="list-style-type: none"> • To ensure parents are supervising their own children • Keep areas not highly visible locked. 	Low- Medium	Parish Priest Parish Organisers	Ongoing	Annually
Church cleaning, flower arranging, altar preparation	<ul style="list-style-type: none"> • Unanticipated access by unaccompanied children 	<ul style="list-style-type: none"> • Where practicable to ensure staff / volunteers work in teams and a code of conduct is signed by the volunteer. • Where practicable keep areas not highly visible locked. 	Low	Parish Priest	Ongoing	Annually
Dropping off meals to families in need	<ul style="list-style-type: none"> • Safety of children in the home visited • Safety of child who attends with volunteer 	<ul style="list-style-type: none"> • Child safety clearly defined and explained (All staff provided with Child Safety Policy, this risk management plan and referred to website • Current WWCC/ signed Code of Conduct. • Where practicable visit in pairs • Do not enter premises if child/ren are home without adult supervision 	Low	Review by Child Safety Committee	Ongoing	Annually
Parish events held externally e.g. parish picnics	<ul style="list-style-type: none"> • Suitability of workers • Suitability of venue chosen • Child at parish event without parent/guardian • Taking and public posting of images of children without consent 	<ul style="list-style-type: none"> • Refer to this risk assessment and what applies for this particular event. Draw up an appropriate template checklist for your event. • WWC required for anybody working within the proximity of children. • Screening of new volunteers that will be working directly with children in the way of a referee check. • Child safety expectations of staff and volunteers discussed during the organisation. • Participants reminded of our Child safety practices and that they are responsible for their children. • Clear advice on parish's expectations • Refer to code of Conduct • Ratio of participant: supervisor for Children's Liturgy or youth group activities. • Parental consents obtained for youth activities (see form in folder and on CAM website) • Permission from parents of photography expected (see form in folder and on CAM website) Clear message to children and leaders that 	Low	Parish Priest Organisers Refer to Volunteer responsibilities	Ongoing	Annually

		<p>photography only in groups, no posting without parents' permission</p> <ul style="list-style-type: none"> Point out the Code of Conduct in relation to drugs and alcohol 				
Natural trust of long term parish workers	Familiarity and assumed trust	<ul style="list-style-type: none"> Work in teams so all are aware of child safety policies and processes WWC checks for all volunteers Never be alone with a child 	Low	refer parish priest in consultation with Child Safety Committee and child safety policies and standard of behaviour	Ongoing	Annually
Screening/ recruitment new staff (see action plan)	<p>Not really knowing a future staff member.</p> <p>Not being aware of any history of work with children.</p>	<p>Provide new staff with the Child safety Policy, Code of Conduct, ensure a WWCC, Risk management and Parish website with all Child safety documentation. Parish website address: pol.org.au/queenscliff</p> <p>Reference checks will be conducted on any new staff/ volunteers that will be working directly with children.</p>	Low	<p>Parish Priest</p> <p>Child Safety Committee</p>	Ongoing	Annually
<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 	<p>Children with vulnerabilities</p> <p>Easier targets for predators</p>	<ul style="list-style-type: none"> Leaders must have WWC and Staff sign code of conduct Ensure leader plus 1 in calling range at all times Work in teams at all times Referee checks conducted on new staff Culture in Children's Liturgy to comply with Victorian Child Safety standards. All are aware Child Safety is everyone's responsibility. 		Parish Priest in consultation with safety committee	Ongoing	Annually

Ad-hoc contractors on premises	Potential risks for children near the school or parish	<ul style="list-style-type: none"> Where practicable all contractors must have WWCC or sign a Code of Conduct if children are present on the Queenscliff Parish premises. 	Low	Parish Priest Parish members/ staff	Ongoing	Annually
Familiarity breeding a culture of not reporting issues	Leaders and volunteers accepting a sub standard level of behaviour	<p>Forming of the safety committee to assist with culture change/or acceptance in the parish</p> <p>All leaders and staff must sign and accept terms and abide by conditions of code of conduct and policy guidelines</p> <p>Review policy on a regular basis</p> <p>Staff and or leaders must conform to reporting requirements as documented in the parish policy guidelines</p>	Low	Parish Priest and safety committee	effective immediately	Review annually
Online environment	<ul style="list-style-type: none"> Grooming occurring through online use 	<ul style="list-style-type: none"> All staff and leaders in contact with children adhere to child safety policy All staff and leaders sign and be aware of code of conduct Follow the protocol in regard to photos 	Low - Medium	Parish Priest and safety committee	Effective immediately	Review annually