

# ST PETER APOSTLE MISSION PARISH

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## ***Child Safety Policy***

*Date of policy: 1 January 2017*

*Date of last major review:*

*Date of next major review*

## 1. Introduction

At St Peter Apostle Mission Parish we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our parish. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel ([CAM Commitment Statement to Child Safety](#)).

The Church's social doctrine constantly points out the need to respect the dignity of children. 'In the family, which is a community of persons, special attention must be devoted to the children by developing a profound esteem for their personal dignity, and a great respect and generous concern for their rights' (Apostolic Exhortation, Familiaris Consortio, 26). Indeed it was Jesus who, when his disciples were arguing among themselves about who was the greatest, directed his attention to a little child and said to his disciples, '*Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me*' (Mark 9.37).

## 2. Purpose of the policy

The purpose of this policy is to demonstrate the strong commitment of St Peter Apostle Mission Parish to the care, safety and wellbeing of all children in our parish. It provides an outline of the policies, procedures and strategies developed to keep children safe from harm, including all forms of abuse in our parish environment, on site, online and in other locations used by the parish.

This policy applies to all parish personnel, including parish employees, volunteers, contractors and clergy. It is not intended to apply to activities where the child is under the direct care and supervision of a parent or guardian for example when children are attending Mass or other liturgical services or a social gathering after those services with a parent or guardian.

This policy is related to the CAM Code of Conduct for Caring for Children "May our children flourish". [Catholic Archdiocese of Melbourne: Church in Melbourne, Australia > Professional Standards > Documents](#)

## 3. Principles

The Catholic Church has a moral, legal and mission-driven responsibility to create nurturing environments where children and young people are respected, their voices are heard and they are safe and feel safe ([CAM Commitment Statement to Child Safety](#)).

**The following principles underpin our commitment to child safety at St Peter Apostle Mission Parish:**

- Our parish has zero tolerance of child abuse.
- All children are entitled to, as a fundamental right, safety and protection from all forms of abuse and neglect.
- Our parish supports cultural safety of Aboriginal children, children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability.

- Our parish works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- All adults in our parish, including staff, clergy, volunteers, parishioners, contractors, have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of children are based on honest, respectful and trusting relationships between adults and children and young people.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- Staff, clergy, volunteers, parents, parishioners (including children) and contractors should be free to raise concerns about child safety, knowing these will be taken seriously by the parish leadership.
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally.

#### 4. Definitions

**Child:** A person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

**Aboriginal child:** A person under the age of 18 years who:

- is of Aboriginal or Torres Strait Islander descent;
- identifies as Aboriginal or Torres Strait Islander; and
- is accepted as Aboriginal or Torres Strait Islander by an Aboriginal or Torres Strait Islander community.

**Children from culturally and/or linguistically diverse backgrounds:** A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because their parents identification on a similar basis.

**Children with a disability:** A disability can be any physical, sensory, neurological disability or development delay that affects a child's ability to undertake everyday activities.

**Child abuse** includes:

- any act committed against a child involving:
  - a sexual offence
  - an offence under section 49B(2) of the **Crimes Act 1958** (grooming)
- the infliction on a child of:
  - physical violence
  - serious emotional or psychological harm
- serious neglect of a child.

**Child safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

**Child neglect:** The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing.

**Child physical abuse:** Generally, child physical abuse refers to the non-accidental use of physical force against a child that results in harm to the child. Physically abusive behaviours including shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. The fabrication or induction of an illness by a parent or carer (previously known as Munchausen syndrome by proxy) is also included in this definition of "Child physical abuse".

**Child protection:** Statutory services designed to protect children who are at risk of serious harm.

**Child sexual abuse:** Any sexual activity between a child under the age of consent (16) and an adult or older person (i.e. a person two or more years older than the victim) is child sexual abuse.

Child sexual abuse can also be:

- any sexual behaviour between a child and an adult in a position of power or authority over them; the age of consent laws do not apply in such instances due to the strong imbalance of power that exists between young people and authority figures, as well as the breaching of both personal and public trust that occurs when professional boundaries are violated;
- any sexual behaviour between a child and an adult family member, regardless of issues of consent, equality or coercion;
- sexual activity between peers that is non-consensual or involves the use of power or coercion;
- non-consensual sexual activity between minors (e.g. a 14-year old and an 11-year old), or any sexual behaviour between a child and another child or adolescent who, due to their age or stage of development, is in a position of power, trust or responsibility over the victim. Sexual activity between adolescents at a similar developmental level is not intended to be included in this definition of "Child sexual abuse".

**Mandatory Reporting:** The legal requirement to report suspected cases of child abuse and neglect is known as mandatory reporting. Mandated persons include teachers, nurses, police, and medical practitioners.

**Parish staff:** includes, for the purposes of this policy, parish employees, volunteers, contractors and clergy.

**Reasonable Belief:** When an adult is concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

## **5. Policy Commitments**

All children at St Peter Apostle Mission Parish have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

### **Our commitment to our children**

- (a) We commit to the safety and wellbeing of all children and young people in our parish.
- (b) We commit to providing children and young people with positive and nurturing experiences.
- (c) We commit to listening to children and young people and empowering them by taking their views seriously, and addressing any concerns that they raise with us.
- (d) We commit to taking action to ensure that children and young people are protected from abuse or harm.
- (e) We commit to teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.
- (f) We commit to seeking input and feedback from children regarding the creation of a safe parish environment.

### **Our commitment to parents and carers**

- (a) We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.
- (b) We commit to engaging with, and listening to, the views of parents and carers about our child- safety practices, policies and procedures.
- (c) We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people.
- (d) We commit to acknowledging the cultural diversity of our parishioners and being sensitive to how this may impact on child safety issues.
- (e) We commit to continuously reviewing and improving our systems to protect children from abuse.

## **Our commitment to our parish staff:**

- (a) We commit to providing all St Peter Apostle Mission Parish staff with the necessary support to enable them to fulfil their roles. This will include regular and appropriate learning opportunities.
- (b) We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- (c) We commit to listening to all concerns voiced by St Peter Apostle Mission Parish parishioners and staff about keeping children and young people safe from harm.
- (d) We commit to providing opportunities for St Peter Apostle Mission Parish's staff to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person.

## **6. Responsibilities and Organisation Arrangements**

All parish staff at St Peter Apostle Mission Parish have a responsibility to understand the important and significant role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make ([CAM Commitment Statement to Child Safety](#)).

The parish has allocated roles and responsibilities for child safety as follows:

### **6.1 Guide to Responsibilities of Parish Leadership**

The parish priest and the parish pastoral council at St Peter Apostle Mission Parish recognise their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of, and shared responsibility for child safety. Responsibilities include:

- creating an environment for children and young people to be safe and to feel safe;
- creating an environment that supports the cultural safety of Aboriginal children, children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability;
- upholding high principles and standards for all parish staff;
- promoting models of behaviour between adults and children and young people based on mutual respect and consideration;
- ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of staff;
- ensuring that parish personnel have regular and appropriate learning to develop their knowledge of, openness to and ability to address child safety matters;
- providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to child and young people's protection and wellbeing;
- maintaining a register of parish groups who care for or have children in attendance;
- ensuring the parish meets the specific requirements of the Victorian Child Safe Standards.

## 6.2 Guide to Responsibilities of Parish Staff

Responsibilities of parish staff include:

- treating children and young people with dignity and respect, acting with propriety, exercising their duty of care, and protecting children and young people in their care;
- following the legislative (including mandatory reporting obligations where appropriate) and Archdiocesan processes if, in the course of their work, they form a reasonable belief that a child or young person has been or is being abused or neglected;
- providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured;
- undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people;
- assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse;
- following the parish's Child Safety Code of Conduct.

## 6.3 Organisational Arrangements

St Peter Apostle Mission Parish at the first parish pastoral council of each calendar year will appoint a Child Safety Officer.

The Child Safety Officer will assist the parish pastoral council fulfil its responsibilities.

The parish pastoral council will include child safety as an agenda item at each meeting to consider and ensure that the parish meets the Child Safety Standards. This will include:

- a yearly audit using the child safe standards self audit tool (Appendix A);
- monitoring and evaluating risks using the Risk Management Checklist yearly and ongoing as required (Appendix B1 and Appendix B2).

## 7. Expectations of our Parish Staff – Child Safety Code of Conduct

At St Peter Apostle Mission Parish community, we expect parish staff to proactively ensure the safety of children at all times and to take appropriate action if there are concerns about the safety of any child in the parish environment. All staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection and comply with all requirements. We have developed a Child Safety Code of Conduct [\[add a link to your parish's Child Safety Code of Conduct\]](#), which recognises the critical role that staff play in protecting the children in our care and establishes clear expectations of staff for appropriate behaviour with children in order to safeguard them against abuse and or neglect.

Our Code also protects parish personnel through clarification of acceptable and unacceptable behaviour.

In addition parish groups who organise or conduct children's activities or who are involved with children in their work in the parish must comply with the CAM Code of Conduct for Caring for Children.

## 8. **Child Safety and Participation**

At St Peter Apostle Mission Parish, we actively encourage all children in our parish to openly express their views and feel comfortable about giving voice to the things that are important to them.

We discuss with our children what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns children or their parents or carers, raise with us.

Children who feel unsafe are encouraged to speak to their parents or any parish staff member.

## 9. **Reporting and Responding**

Our parish records any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct and stores the records in accordance with security and privacy requirements.

Our parish complies with legal obligations that relate to managing the risk of child abuse under the *Children, Youth and Families Act 2005 (Vic.)*, the *Crimes Act 1958 (Vic.)* and the recommendations of the *Betrayal of Trust* report.

Our parish's Child Protection – Reporting Procedure sets out the actions required under the relevant legislation when there is a reasonable belief that a child in our parish environment is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.

We work to ensure all children, families and staff know what to do and who to tell if they observe abuse or a victim, or if they notice inappropriate behaviour.

Our parish has also established internal processes to ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a child including:

- Child Protection – Reporting Procedure;
- Working with Children Procedure.

## 10. **Screening and Recruitment of Parish Staff**

St Peter Apostle Mission Parish will apply thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child-connected work. Our commitment to child safety and our screening requirements are included in all advertisements for such employee, contractor and volunteer positions, and all applicants are provided with copies of the parish Child Safety Code of Conduct and the Child Safety Policy.

When recruiting and selecting employees, contractors and volunteers involved in child-connected work, we make all reasonable efforts to:

- confirm the applicant's Working with Children Check and National Police Check status and/or professional registration (as relevant);
- obtain proof of personal identity and any professional or other qualifications;
- verify the applicant's history of work involving children;
- obtain references that address the applicant's suitability for the job and working with children.



We have processes for monitoring and assessing the continuing suitability of parish staff to work with children, including regular reviews of the status of Working with Children Checks.

## 11. Child Safety – Education and Training for Parish Staff

St Peter Apostle Mission Parish provides parish staff with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

The Parish Leaders of groups involving children are:

- required to attend an annual training session on their obligations and the obligations of the parish staff assisting in their groups;
- responsible for training parish staff assisting in their groups.

## 12. Risk Management

At St Peter Apostle Mission Parish we are committed to proactively and systematically identifying and assessing risks to child safety across our whole parish environment (physical and online), and reducing or eliminating (where possible) all potential sources of harm. We document, implement, monitor and periodically review our risk management strategies for child safety and ensure that the strategies change as needed and as new risks arise.

Our Parish has developed and maintains a Risk Management Checklist – Appendix B.

- This checklist will be updated as required by the Parish Pastoral Council;
- The checklist will be used at least annually to monitor and evaluate risks to the safety of our children within the parish. The check list will be used to identify, evaluate and remove risks to children within the church and hall precinct and within parish groups;
- Appendix C lists the parish groups with Children in existence at the commencement of the policy. This list will be reviewed periodically by the parish pastoral council to ensure it remains up to date.

The parish pastoral council includes “Child safety” as a standard agenda item.

## 13. Relevant Legislation

Crimes Act 1958 (Vic.) – Three new criminal offences have been introduced under this Act.

- (a) **Failure to disclose offence:** Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.
- (b) **Failure to protect offence:** The offence will apply where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk, but negligently fail to reduce or remove it.

- (c) **Grooming offence:** This offence targets predatory conduct designed to facilitate later sexual activity with a child. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails.

## 14. Related Policies

### 14.1 Catholic Archdiocese Melbourne Policies

- Working with Children Check Protocols
- National Police Record Check Policy
- Code of Conduct for Caring for Children “May our children flourish”
- Social media policy

### 14.2 Parish Policies and Procedures

- Child Safety Code Of Conduct
- Child Protection – Reporting Procedure
- Working with Children Procedure

## 15. Breach of Policy

Where an **employee** is suspected of breaching any obligation, duty or responsibility within this Policy, this may result in disciplinary consequences.

Where the **parish priest** is suspected of breaching any obligation, duty or responsibility within this policy, the concerned party is advised to contact the Vicar General. If there is any reasonable belief that a criminal act has been committed, the concerned party is advised to contact Victoria Police.

Where any **other member of the parish community** is suspected of breaching any obligation, duty or responsibility within this policy, the parish priest is to take appropriate action under the parish Child Protection –Reporting Procedure and / or contact Catholic Archdiocese of Melbourne (Office of Professional Conduct and Ethics).

## 16. Review of this Child Safety Policy

At St Peter Apostle Mission Parish we are committed to continuous improvement of our child safety systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.

We will maintain a history of updates to the policy.

### History of Updates to Policy

Date	Comment (e.g. major review, minor review)
1/01/2017	Commencement of policy

**17. Inclusion of All**

We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

**18. References**

Catholic Education Melbourne Child Safety Policy Editable Template – June 2016

Catholic Archdiocese of Melbourne, *Commitment Statement to Child Safety* – September 2016

State of Victoria 2016, *Child Safe Standards* – *Managing the Risk of Child Abuse in Schools: Ministerial Order. 870*, Education & Training Reform Act 2006, Victorian Government Gazette No. S2

Victorian Government Department of Justice 2016, *Betrayal of Trust Implementation*

An overview of the Victorian child safe standards – self –audit tool.

## Appendix A – Self-audit tool

This self-audit tool is designed to help organisations assess their progress in meeting the child safe standards and becoming a child safe organisation.

For further information or to seek clarity on the standards or what your organisation needs to do to meet them, please contact the Department of Health and Human Services:

**Department of Health and Human Services website** <[www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations](http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations)>.

**Email:** [childsafestandards@dhhs.vic.gov.au](mailto:childsafestandards@dhhs.vic.gov.au)

**Phone:** 9096 0000 or 1300 650 172

**DISCLAIMER:** This tool provides general guidance only on the child safe standards. The department does not guarantee that the examples provided in this document are sufficient for the purposes of an organisation's compliance with existing regulatory or government funding requirements.

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## The child safe standards self-audit tool

**Name** (person completing audit):

**Position:**

**Contact details:**

### Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Child safety is a core part of public and internal messaging.					
Policies and practices exist that prioritise child safety and promote shared responsibility – not just at a leadership level – by outlining all staff responsibilities.					
A culture exists of supporting cultural safety for Aboriginal children, cultural safety for culturally and/or linguistically diverse children and the safety of children with a disability.					
Policies include the steps staff, volunteers, children or their families should take if they have concerns about the organisation's leadership in regard to child safety.					
A culture exists in which staff, volunteers, children and families feel comfortable and supported when talking about any child safety concerns.					

**Standard 2: A child safe policy or statement of commitment to child safety**

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
The organisation has a child safe policy or statement of commitment, which is accessible to the public.					
The policy or statement of commitment includes the organisation's commitment to Aboriginal cultural safety, culturally and/or linguistically diverse cultural safety and the safety of children with a disability respectively.					
All staff and volunteers are aware of the organisation's commitment to child safety and their duty of care requirements.					

**Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children**

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Appropriate safe behaviour with children is clearly defined in a code of conduct which is accessible and understood by staff, volunteers, families and children.					
Staff, volunteers, families and children understand safe behaviour and relationships with Aboriginal children, culturally and/or linguistically diverse children and children with a disability respectively.					
Procedures for dealing with identified child safety risks or breaches of the code of conduct are clearly communicated and understood.					

**Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel**

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Interviews, reference checks and Working With Children Checks (where necessary) <sup>1</sup> are undertaken for staff and volunteers.					
Recruitment processes select appropriate staff and volunteers, and discourage inappropriate staff entering the organisation.					
The organisation actively encourages applications from Aboriginal peoples and people from a culturally and/or linguistically diverse background.					
Staff and volunteers are trained in child safety, and understand and practice appropriate behaviour, including with Aboriginal children, culturally and/or linguistically diverse children and children with a disability respectively.					

<sup>1</sup> The child safe standards are not intended to expand the existing categories of employees and volunteers requiring a Working with Children Check.

<sup>1</sup> The child safe standards are not intended to expand the existing categories of employees and volunteers requiring a Working with Children Check.

**Standard 5: Processes for responding to and reporting suspected child abuse**

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Staff and volunteers are aware of actions they should take in the event of an incident or allegation, including the type of contact that should be reported, who is responsible for reporting and to whom the report should be made.					
If child abuse alleged/suspected, all legal requirements for reporting to authorities complied with (eg police and/or child protection).					
Disciplinary processes, that are clearly defined and understood by all staff and volunteers, are adhered to when necessary.					
The organisation understands that if an allegation of abuse concerns an Aboriginal child, culturally and/or linguistically diverse child or child with a disability, particular measures should be taken to support the child.					
All breaches of child safe policies and procedures are appropriately managed, including adhering to all mandatory requirements (e.g. professional codes of conduct) and other matters of law, and suspending (where necessary to ensure alleged victims' safety) staff or volunteers while allegations are investigated.					



**Standard 6: Strategies to identify and reduce or remove the risk of abuse**

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Situational risks are considered and understood by all personnel.					
Risk management approaches are regularly reflected on and improved.					

**Standard 7: Strategies to promote the participation and empowerment of children.**

Activity	In place	Partially in place	Not in place	Action required	Timeframe for actions
Reporting procedures are accessible for all children.					
Children understand how to report an allegation of abuse or concern for their safety to the organisation and external bodies (for example, the police and/or child protection).					
Children feel safe, empowered and taken seriously if they raise concerns.					
Measures are taken to promote the cultural safety of Aboriginal children, the cultural safety of culturally and/or linguistically diverse children and the safety of children with a disability.					

**Appendix B1 - example**

**Risk Management Checklist for St Peter Apostle Mission Parish**

**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
<b>Church</b>	<ul style="list-style-type: none"> <li>• Physical obstructions - carpet edges, sharp corners of furniture</li> <li>• When Church not in public use - visibility, access for vulnerable people and children</li> </ul>					
<b>Sacristy</b>	<ul style="list-style-type: none"> <li>• Visibility</li> <li>• Public access while children preparing for alter serving?</li> <li>• Dark, unwelcoming space?</li> </ul>	<ul style="list-style-type: none"> <li>• ensure supervision by adult with current WWCC while children are preparing before Mass</li> <li>• restrict access to the sacristy</li> <li>• ensure adequate lighting</li> </ul>				

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
<b>Altar Servers</b>	<ul style="list-style-type: none"> <li>• training sessions</li> <li>• changing in the sacristy</li> <li>• children unattended in the sacristy</li> </ul>	<ul style="list-style-type: none"> <li>• ensure supervision by an adult with a current WWCC</li> </ul>				
<b>Children's Liturgy</b>	<ul style="list-style-type: none"> <li>• physical appropriateness of the space</li> <li>• location to the church</li> <li>• emergency situation during session</li> <li>• lack of appropriate supervision</li> </ul>	<ul style="list-style-type: none"> <li>• review the space annually</li> <li>• leaders to accompany children</li> <li>• update emergency contact details</li> <li>• mobile phone and emergency contact information easily accessible</li> <li>• ensure leader plus 1 in calling range at all times</li> </ul>				

<b>Parish Activity/Ministry/Space</b>	<b>Potential risk identified</b>	<b>Action required after considering likelihood of risk eventuating, consequences of the risk eventuating and anticipated cost of preventative measures</b>	<b>Urgency given potential for harm and likelihood of risk eventuating-specify date by when rectification is needed</b>	<b>Person responsible</b>	<b>Date action needed is completed</b>	<b>Reviewed by Parish Council</b>
<b>Parish fundraising events</b>	•	•				
<b>New Parents' group</b>	•	•				
<b>Communion Visitation</b> • To private homes • To nursing homes	• Safety of children in the home visited	• WWCC required				
<b>Parish/school hall use e.g.</b> • Funeral celebrations • Elderly citizens' club	• Potential access to school premises that cannot be restricted if also an emergency exit	•				
<b>Church cleaning, flower arranging, altar preparation</b>	• 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				

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
<b>Dropping off meals to families in need</b>	<ul style="list-style-type: none"> <li>• Safety of children in the home visited</li> </ul>	<ul style="list-style-type: none"> <li>• Boundaries clearly defined and explained</li> <li>• Current WWCC</li> <li>• visit in pairs</li> <li>• Do not enter premises if child/ren are home without adult supervision</li> </ul>				
<b>Parish events held externally e.g. parish picnics</b>	<ul style="list-style-type: none"> <li>• Suitability of workers</li> <li>• Suitability of venue chosen</li> <li>• Food hygiene</li> <li>• Emergency situations e.g. <ul style="list-style-type: none"> <li>○ Food allergies</li> </ul> </li> <li>• Sun protection</li> </ul>	<ul style="list-style-type: none"> <li>• WWC required</li> <li>• screening of all volunteers</li> <li>• Previous discussion of behaviour expected of volunteers and participants</li> <li>• conduct risk assessment</li> <li>• Ratio of participant: supervisor</li> <li>• Parental consents obtained</li> <li>• Emergency contingencies previously discussed</li> </ul>				

<p><b>Parish events held externally e.g. parish picnics (contd.)</b></p>	<ul style="list-style-type: none"> <li>• Taking and public posting of images of children without consent</li> </ul>	<ul style="list-style-type: none"> <li>• Clear advice on parish's expectations</li> <li>• Permission from parents of photography expected</li> <li>• Clear message to children and leaders that photography only in groups, no posting without parents' permission</li> <li>• Message delivered in a manner to take account of diversity of children</li> <li>• Clear policy on drugs and alcohol</li> </ul>				
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<p><b>Specific groups with special needs</b></p> <ul style="list-style-type: none"> <li>• <b>Aboriginal/Torres Strait Islanders</b></li> <li>• <b>Culturally and/or linguistically diverse backgrounds</b></li> <li>• <b>People with a disability</b></li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• Sight impairment</li> <li>• Hearing impairment</li> <li>• mobility</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation where possible</li> <li>• Translator if necessary</li> <li>• lighting; larger print when required</li> <li>• hearing loop in church</li> <li>• ramps for easy access; adequate bathroom facilities?</li> <li>• 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</li> </ul>				
<p><b>Online environment</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>				

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



**Appendix B2 – Risk Management Template**

<b>Parish Activity/Ministry/Space</b>	<b>Potential risk identified</b>	<b>Action required after considering likelihood of risk eventuating, consequences of the risk eventuating and anticipated cost of preventative measures</b>	<b>Urgency given potential for harm and likelihood of risk eventuating-specify date by when rectification is needed</b>	<b>Person responsible</b>	<b>Date action needed is completed</b>	<b>Reviewed by Parish Council</b>
<b>Church</b>						
<b>Sacristy</b>						
<b>Altar Servers</b>						
<b>Children's Liturgy</b>						

<b>Parish Activity/Ministry/Space</b>	<b>Potential risk identified</b>	<b>Action required after considering likelihood of risk eventuating, consequences of the risk eventuating and anticipated cost of preventative measures</b>	<b>Urgency given potential for harm and likelihood of risk eventuating-specify date by when rectification is needed</b>	<b>Person responsible</b>	<b>Date action needed is completed</b>	<b>Reviewed by Parish Council</b>
<b>Church cleaning, flower arranging, altar preparation</b>						
<b>Parish/school hall use</b> <ul style="list-style-type: none"> <li>• Identify Parish groups using Hall etc</li> <li>• External groups</li> <li>• For each group conduct assessment</li> </ul>						

<b>Parish Activity/Ministry/Space</b>	<b>Potential risk identified</b>	<b>Action required after considering likelihood of risk eventuating, consequences of the risk eventuating and anticipated cost of preventative measures</b>	<b>Urgency given potential for harm and likelihood of risk eventuating-specify date by when rectification is needed</b>	<b>Person responsible</b>	<b>Date action needed is completed</b>	<b>Reviewed by Parish Council</b>
<b>Communion Visitation</b> <ul style="list-style-type: none"> <li>• To private homes</li> <li>• To nursing homes</li> </ul>						
<b>Home Visitation</b>						
<b>Parish fundraising events internal</b> <ul style="list-style-type: none"> <li>• Identify events</li> <li>• For each event assess risks</li> </ul>						
<b>Parish events held externally e.g. parish picnics</b>						

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
<b>Specific parish groups caring for children</b> <ul style="list-style-type: none"> <li>• Children attending with or without parent</li> <li>• Aboriginal/Torres Strait Islanders</li> <li>• Culturally and/or linguistically diverse backgrounds</li> <li>• People with a disability</li> </ul>						

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
<b>Specific parish groups where children attend</b> <ul style="list-style-type: none"> <li>• Children attending with or without parent</li> <li>• Aboriginal/Torres Strait Islanders</li> <li>• Culturally and/or linguistically diverse backgrounds</li> </ul> People with a disability						
<b>Online environment</b>						

### Appendix C -Parish Groups engaged with Children List 2016

SI No.	Group	Children Yes/No
1	Outside School Hours Care Program	Yes
2	Altar Society	Yes
3	Baptism Formation	Yes
4	Carpenters	No
5	Child Safety ?	No
6	Children Liturgy	Yes
7	Children Sacramental Ministry	Yes
8	Counselling	Yes
9	Counters	No
10	Filipino Mass Committee	Yes
11	Finance Committee	No
12	Foccus	No
13	Fundraising Team	No
14	Good Samaritan	Yes
15	Knights of the Southern Cross	No
16	Ladies Auxiliary & Canteen	Yes
17	Lectors & Special Minister	Yes
18	Liturgy Team	No
19	Music Ministry	Yes
20	Parish Pastoral Council	No
21	Piety Stores	Yes
22	Polish Group	Yes
23	RCIA	No
24	Samoan Group	Yes
25	Samoan Youth Ministry	Yes
25	Spanish Group	Yes
26	Special Minister including communion to sick and housebound	Yes
27	St Peters Charismatic Prayer Community (KNK)	Yes
28	St Peters Youth Group	Yes
29	St Vincent De Paul	Yes
30	Welcoming	Yes
31	Young Vinnies	Yes