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Description automatically generated RISK MITIGATION CHECKLIST – OFF-SITE DAY & HIGHER RISK ON-SITE EVENTS – LOCAL CHURCH**

This checklist can be used to ensure all aspects of risk mitigation are considered in the operation of an **off-site day** or **higher risk** **on-site** program. The Australian National Principles for Child Safe Organisations require the formulation, evaluation and continuous improvement of mitigation strategies to address identified risks.

This checklist should be used in conjunction with the *Seventh-day Adventist Church Risk Mitigation Guidelines*.

| **Element** | **Considerations** | **Person/Body Responsible** |
| --- | --- | --- |
| Appointment of a Safety Officer (optional) | * The Church Board may appoint a Safety Officer (who is a member of the Board) to coordinate the preparation and implementation of Risk Assessment and Management (RAM) Plans for all its services, programs and activities. | Local Church Board |
| * Provide advice and coordinate the Church’s risk mitigation work with the various Activity Leaders. | Safety Officer in conjunction with Activity Leader/s |
| * Routinely submit Risk Reports to the local Church Board. | Safety Officer |
| Risk Assessment Management (RAM) Template | * Use the Adsafe RAM Template (see below for the risk assessment tool, instructions and the template) to produce a local Church RAM Plan covering risk management for **off-site day** or **higher risk on-site** **activities**, customising as necessary. * Local Church Board approves the above template. * Annually review the local Church RAM Plan against any published updates of the Adsafe RAM Template. * Annually update the local Church RAM Plan to remove any services or activities that are no longer current, removing any hazards that are no longer applicable, and adding any newly planned services or activities.   Update the local Church RAM Plan when made aware of risks identified from the Church’s complaints handling or incident reports, or from Adsafe’s Practice Updates. | Local Church Board/Safety Officer |
| Activity Leader | * Submit to the Church Board a planned annual calendar of events for any service or activity that operates less than weekly to ensure insurance coverage. * Prepare a RAM Plan (using the local Church template mentioned above) to assess and manage risk in each of their programs or activities, customising as necessary. * Delegate various risk management tasks to staff members who are known as Person With Risk Responsibility (PWRR) to manage the risk during the activity. * Submit the RAM Plan to the Church Board for approval. * Inform each PWRR of their role/s in managing risk for the activity. * If an incident occurs during the activity complete an incident report and submit to the relevant person. | Activity Leader |
| Person With Risk Responsibility (PWRR) | * Manage risk in the activity as outlined in the local Church RAM Plan. * Report any risk concerns using the incident report form and cooperate with any incident review. | Person With Risk Responsibility (PWWR) |
| Resourcing Implications | * Provision of resources to make adjustments to, or ongoing maintenance of, the site or Church equipment. | Local Church Board |
|  | * Oversight to ensure that PWRRs are aware of their responsibility prior to the event and are held accountable to implement their part in the plan if necessary. |  |

**Adsafe Contact Details**

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1. **Risk Assessment Tool**

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| **Hazard Identification**  **Travel** – Consider all aspects of travel that may present a hazard such as walking to and from vehicles, crossing roads and transport to and from the excursion site.  **Location** – Consider aspects of the site that may present a hazard.  **Activity** – Consider all aspects of each activity that may present a hazard.  **Equipment** – Consider any equipment that may present a hazard including sporting equipment, transport equipment and any equipment used in high- risk activities.  **Environment** – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, flash flooding or storms, the nature of the terrain, plants and potential animals that may be encountered.  **People** – Consider aspects of people that may present a hazard such as behaviour, maturity, age, skill, medical conditions or disabilities and child protection issues. | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk Assessment Matrix** | | | | | | **Severity\*:** How serious could the harm be? | **Likelihood\*\*:** How likely is it to be that serious? | | | | | Very unlikely | Unlikely | Likely | Very likely | | Death, permanent disability or massive financial loss | 3 | 2 | 1 | 1 | | Serious injury, long term illness or large financial loss | 4 | 3 | 2 | 1 | | Medical treatment, injury or some financial loss | 5 | 4 | 3 | 2 | | First aid, no injury or minimal financial loss | 6 | 5 | 4 | 3 | | | | | |
| **\*Severity** – is a measure of an injury, illness, incident, or disease occurring. When assessing severity the most severe category that would be most reasonably expected should be selected. | | **\*\*Likelihood** – is defined at the potential that an accident will happen that may cause injury of harm to a person. When assessing likelihood, establish which of the categories most closely describes the probability of the event occurring. | | |
| **Risk Legend**  1 and 2 Extreme risk Consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimize the risk.  3 and 4 Moderate risk Determine controls that are reasonably practicable to minimize the risk.  5 and 6 Low risk Manage by routine procedures. | | | | |
| **Elimination or Control Measures**  Elimination of the activity should be the first consideration. If this is not practicable, the risk should be minimised as much as possible by using the controls measures below. | | | | |
| **Hierarchy of Controls** | | | | |
| **Level 1**: | Eliminate the hazard | | **Level 3** | Safe work practices, personal protective equipment |
| Elimination: | remove the hazard or stop using the piece of equipment that could be considered a hazard. | | Safe work practices: | establish procedures, safe practices, instruct students on safe methods, provide training for staff or provide qualified staff. |
| **Level 2:** | Minimise the risk | | Personal Protective Equipment (PPE) | use equipment and clothing that is designed to standard and fits the wearer to minimise risk. |
| Substitution: | replace equipment, materials or processes with less hazardous ones. | |
| Modification: | modify equipment, the environment or the process. | |
| Isolation: | isolate hazards from people. | |
| Engineering controls: | install guards or shields on equipment, use vehicles with seat belts. | |

1. *RAM Plan: Instructions*
   1. *Background*

Risk mitigation involves (1) identifying hazards, (2) assessing the likelihood of their occurrence, (3) devising strategies to reduce this likelihood and (4) assigning persons to be responsible to implement these strategies.

Adsafe is particularly concerned about hazards that are likely to cause harm to Children and Vulnerable Persons and as such has provided templates that suggest possible hazards that address these harms but provides a framework for churches and church entities to use to address other types of hazards that equally need mitigating. Adsafe acknowledges that some church entities in the SPD have already created a framework for assessing and managing risk including systems to report and analyse incidents that have caused harm. In this circumstance Adsafe is happy for organisations to incorporate Adsafe’s hazards and management strategies into the existing system. Where no system exists Adsafe expects that an organisation will use Adsafe’s templates.

* 1. *Instructions*

Start with the most applicable section from the Church or Church Entity RAM Plan Template from previous years.

Check the Adsafe RAM Plan Template for newly identified hazards and add them to your plan.

Delete any ***hazards*** that are no longer applicable to your context and add any new ones you might identify.

Use the Assessment Tool to rate the ***Initial Risk Rating.***

Delete any ***Control Measures*** that are no longer applicable for a hazard and devise any new ones.

Use the Assessment Tool to rate the ***Final Risk Rating.***

Assign a person who will be responsible (PWRR) to implement the ***Control Measures***. For Child and Vulnerable Person Protection risks this may need to be someone who is appointed to a child related role and has met Adsafe requirements.

Provide an orientation to these ***control measures*** to each of these PWRR.

When completed submit the Plan to the Safety Officer or the appropriate Church or Entity Board.

* 1. *Outline of RAM Plan structure*

|  |  |  |
| --- | --- | --- |
| Routine Program | Day Activities | Overnight Activities |
| 1. Sexual Abuse | 1. Sexual Abuse | 1. Sexual Abuse |
| 2. Physical and other forms of Harm | 2. Physical and other forms of Harm | 2. Physical and other forms Harm |
| 3. Unintentional or accidental harm | 3. Unintentional or accidental harm | 3. Unintentional or accidental harm |
| 4. Environmental Hazards | 4. Environmental Hazards | 4. Environmental Hazards |
| 5. <Additional Child Related activities> |  |  |
| 6. <Additional Mixed Church Activities that include children> |  |  |

1. *Risk Analysis and Management Plan (RAM Plan) – Off-site Day or Higher Risk On-site Program*

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| --- | --- | --- |
|  |  |  |
| *Church Entity* | *Service, Program or Activity* | *Period of Time* |
|  |  |  |
| *Form completed by* | *Date completed* | *Date of Board Approval* |

| * 1. *1. Harm or Risk of Harm caused by Sexual Abuse*   Activity and Hazard (identify the risky activities) | Initial Risk Rating | Control Measures (how you will control the risk) | Final Risk Rating | Who is responsible to implement the control measures |
| --- | --- | --- | --- | --- |
| Risk of ongoing sexual harm to a child in both on-site and external contexts |  | Adsafe: General Awareness Training for all appointed roles with particular reference to Mandatory Reporting obligations  Church or Church Entity: Complaints Handling  Church or Church Entity: Reporting and Notifications  Activity Leaders and Supervisors: Ongoing reminders of reporting obligations.  Activity Leaders and Supervisors: Proper supervision protocols including intervention strategies for Peer-on-Peer abuse, Sexual Harassment, & monitoring Social Media Groups |  | Adsafe: Safeguarding  Church or Church Entity: Persons in appointed roles  Activity Leader |
| Unauthorised access to a child during the activity  Abduction of a child during the activity  Sexual abuse of a child by an adult attendee  Sexual abuse of a child by a child attendee |  | Adsafe: Training  Adsafe: Code of Conduct  Church or Church Entity Board: Appropriate Staffing levels to provide adequate supervision  Activity Leader: Discuss a list of behavioural expectation (Code of Conduct) with participants)  Activity Leader: Supervision schedule or plan including breaks for supervisors  Activity Leader or delegate: Orientation to participants outlining amongst other things:   1. out of bounds areas 2. what can and can’t be done during activities time, meal time, free time. 3. toileting and bathing procedures 4. safety instructions 5. how to make special requests   Church Leadership: Responding to incidents, raised concerns and complaints |  | Adsafe: Safeguarding  Church or Church Entity: Persons in appointed roles  Activity Leader & Supervisor/s  Activity Leader  Church Leadership |
| Abduction of a child on site (before and after a child service) |  | Activity Leader: Ensuring that parents or guardians understand their supervisory role outside of child related services  Review of Risk associated with the site’s toileting facilities |  | Church or Church Entity: Persons in appointed roles  Activity Leader |
| Grooming of a child including:   * giving of gifts or special attention to a child * making close physical contact with a child * exposure of a child to nudity, sexual material and/or sexual acts * attempting to establish unsupervised access to a child either face to face or online * introducing to the child that the relationship is secret and special and isolating them from others * allowing or encouraging a child to break the rules or engage in dangerous behaviours * the child may be coerced to do “favours” in return for not being hurt or exposed |  | Adsafe: General Awareness Training  Adsafe: Code of Conduct  Church or Church Entity: Responding to incidents, raised concerns and complaints  Church or Church Entity: Appropriate authorised, public and transparent online communication mechanism for persons in child related roles to communicate with the children using its services  Activity Leaders and Supervisors: Appropriate monitoring of these online communication mechanisms |  | Adsafe: Safeguarding  Church or Church Entity: Persons in appointed roles  Activity Leader |
| Grooming of parents or family to gain access to a child |  | Church: Ensure that after hours assistance to vulnerable families from the church is done by a groups of church members rather than single individuals |  | Church or Church Entity: Persons in appointed roles |
| High risk activities that require participants to correctly wear protective equipment such as harnesses or life jackets and require that this be check before commencing the activity providing an opportunity to inappropriately touch a child |  | Instructor will explain to the whole group in an orientation to the activity how to fit the protective equipment  Initially organise a close friend of the participant to assist with the application of the Protective equipment before the final check.  Supervisors, who check the fitting, will explain that they are about to check the correct fitting of the protective equipment and seek permission before touching the child or vulnerable person  Organise for both male and female supervisors to assist with the application of the protective equipment |  | Activity Leader  PWRR |
| Activities that require facilities for changing and showering providing an opportunity to sexually assault a child or invade their privacy |  | Limit the times for changing to the beginning and end of the program so that no one changes alone  Ensure the supervision roster includes proper supervision levels for these areas |  | Activity Leader  PWRR |

| * 1. *2. Harm or Risk of Harm caused by Physical and other forms of abuse and neglect*   Activity and Hazard (identify the risky activities) | Initial Risk Rating | Control Measures (how you will control the risk) | Final Risk Rating | Who is responsible to implement the control measures |
| --- | --- | --- | --- | --- |
| Risk of ongoing physical, emotional and psychological harm to, and the neglect of a child in both on-site and external contexts |  | Adsafe: General Awareness Training for all appointed roles with particular reference to Mandatory Reporting obligations  Church or Church Entity: Complaints Handling  Church or Church Entity: Reporting and Notifications  Activity Leaders and Supervisors: Proper supervision protocols including intervention strategies for Bullying, Harassment, and Monitoring Church or Church Entity established Social Media Groups |  | Adsafe: Safeguarding  Church or Church Entity: Persons in appointed roles  Activity Leader |
| Inappropriate child management techniques in child related services by a Child Worker who is:   * not coping with life generally * poorly prepared * not having effective or appropriate child management skills * without training * who is not suited to the role.   Resulting in Physical punishment or abuse. |  | Adsafe Screening  Adsafe: General Awareness Training  Church or Church Entity: Referee Checks  Church or Church Entity: Oversight of staffing levels  Church or Church Entity: Responding to incidents, raised concerns and complaints |  | Adsafe: Risk Management & Investigations, Safeguarding  Church or Church Entity: Board |
| Child related workers using:   * Physical abuse including pushing, shoving, punching, slapping, biting or kicking * Verbal Abuse including shaming, bullying, the use of threatening language * Emotional and Psychological abuse including shaming, intentionally ignoring and isolating either face to face or online, racial or cultural vilification or discrimination |  | Adsafe: Screening  Adsafe: General Awareness Training  Church or Church Entity: Referee Checks  Church or Church Entity: Oversight of staffing levels  Church or Church Entity: Responding to incidents, raised concerns and complaints |  | Adsafe: Risk Management & Investigations, Safeguarding  Church or Church Entity: Board |
| Poorly supervised children behaving inappropriately at mixed church activities causing adults to resort to physical means to inappropriately correct the child. |  | Church or Church Entity: Code of Conduct for members and attendees  Church: Discussion with parents of appropriate supervision of a child while at church activities |  | Church or Church Entity  Activity Leader |

| * 1. *3. Unintentional or accidental harm*   Activity and Hazard (identify the risky activities) | Initial Risk Rating | Control Measures (how you will control the risk) | Final Risk Rating | Who is responsible to implement the control measures |
| --- | --- | --- | --- | --- |
| Poorly designed or maintained physical or online environment leading to injury |  | Church or Church Entity Board’s annual and ongoing review of each site’s physical environment  Framework to report hazards and concerns  Church or Church Entity Board’s plan for online communications to children and vulnerable person involved in its services |  | Church or Church Entity: Board |
| Equipment Failure |  | Church or Church Entity Board annual and ongoing review of the church’s physical equipment |  | Church or Church Entity: Board |
| Poor supervision of the Church or Church Entity’s services or activities |  | Adsafe: Screening  Adsafe: General Awareness Training  Church or Church Entity: Staff commitment to the Code of Conduct  Church or Church Entity Board: Review of adequate staffing levels for its programs  Commitment of staff to suitable supervision levels  Staff absence protocols |  | Adsafe: Risk Management & Investigations, Safeguarding  Church or Church Entity: Board |
| Risks either not assessed or poorly assessed |  | Church or Church Entity Board’s commitment that services and activities will be assessed, and the risk management plan implemented prior to the commencement of that activity |  | Church or Church Entity: Board |
| Risk mitigation strategies not implemented |  | Adsafe: Screening  Adsafe: General Awareness Training  Church or Church Entity: Referee Checks and screening  Church or Church Entity Board: Oversight of staffing levels  Leadership: Responding to incidents, raised concerns and complaints |  | Adsafe: Risk Management & Investigations, Safeguarding  Church or Church Entity: Board |

| * 1. *4. Environmental Hazards*   Activity and Hazard (identify the risky activities) | Initial Risk Rating | Control Measures (how will you control the risk) | Final Risk Rating | Who is responsible to implement the control measures |
| --- | --- | --- | --- | --- |
| <Physical environment hazards>  The site’s toileting facilities are isolated from main church traffic, the entrance is hidden from plain sight or has no wash area posing a heightened risk of unsupervised access to a child using the facilities  The site has unused or often unoccupied and unlocked rooms without the ability to see occupants from the outside  The site has external areas where members of public have easy access to such as a car park. |  |  |  |  |
| <On-line environment hazards>  The church has an online presence where published documents and streamed services include digital images of children involved in church activities  The church allows direct electronic communication between persons in child related roles with children |  | Adsafe: Practice Updates: ***Visual Images in a church context*** and ***Virtual Meetings***  Adsafe: Code of Conduct  Church or Church Entity: Implementation of Adsafe’s Practice Updates: ***Visual Images in a church context*** and ***Virtual Meetings***  Church or Church Entity: Code of Conduct: Ensuring that communication mechanisms with children are public and transparent |  | Adsafe: Policy, Safeguarding  Church or Church Entity: Board |
| <Equipment hazards> |  |  |  |  |
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