



Child Protection Unit
Safeguarding Children and Young People

Catholic Archdiocese of Adelaide

*Safe Environments for All: A Church where God's children can flourish
where all are welcomed, valued and respected*

Checklist tool to accompany a Risk Assessment for events or activities involving Children and Young people

Purpose:

- To ensure child protection risks are considered and responded to when planning for events and or activities for children and young people.
- To provide best practice guidance for all Church Personnel as to what to do to keep children and young people safe before, during and after activities.

Risk Assessment:

When planning for an activity which involves children and young people Church Personnel must complete a risk assessment to determine strategies for managing any identified risks which would compromise the safety and wellbeing of children and young people. This checklist tool is to be used in addition to the Catholic Safety Health and Welfare SA Generic Assessment to guide the risk assessment. A risk assessment must be completed during the initial planning stage of any activity or event. It should be reviewed regularly if the activity is ongoing or if there are significant changes to the program details.

A risk assessment is to be stored in the parish office together with this completed checklist.

Scope:

This checklist is applicable when Church Personnel, all clergy, religious, employees and volunteers of the Archdiocese of Adelaide are directly responsible for the care and supervision of children or young people. It should be noted that when parents are present with their children, it is the parent who has responsibility for the child or young person.



Catholic Archdiocese of Adelaide, Child Protection Unit
39 Wakefield Street, Adelaide 5000 SA | (08)8210 8159 | childprotection@adelaide.catholic.org.au

ACTIVITY:

NAME OF GROUP RUNNING ACTIVITY (IF APPLICABLE):

AGE RANGE OF CHILDREN INVOLVED:

VENUE/S:

PERSON RESPONSIBLE FOR COMPLETING THIS CHECK LIST TOOL:

ASSESSING RISK

HAVE YOU CONSIDERED THE FOLLOWING?	Yes	No	If no, please discuss and specify how issue will be addressed
Church Personnel			
All Church Personnel involved directly with a child or young person have a current police clearance, working with children check			
All Church Personnel involved directly with a child or young person have read and signed the Archdiocesan Code of Conduct			
All Church Personnel involved directly with a child or young person must comply with the Best Practice Guidelines			
All Church Personnel involved directly with a child or young person have completed the Safe Environments for Children and Young People training.			
A delegate has been identified as the responsible person for matters relating to the care and protection of children and young people and to receive complaints, feedback or concerns regarding safety			
Roles and responsibilities of all personnel have been communicated to them in writing, including clear direction to challenge and report any misconduct with children and young people			



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Physical Environment	Yes	No	If no, please discuss and specify how issue will be addressed
The venue/location ensures appropriate oversight of children and young people during the activity or event			
The environment is welcoming and supportive to children and young people, ensuring there is no visible material that could be inappropriate, offensive or upsetting for children			
Amenities and purpose for rooms are clearly signposted			
Communication	Yes	No	If no, please discuss and specify how issue will be addressed
Parents/Caregivers have been provide with a program outline and or itinerary for the activity or event which details purpose and identified movements			
Parent/Caregiver consent has been obtained, with specific permission for transport, medical attention, emergency contacts, photographs and any specific activities that may present particular physical or emotional risk to participants			
Church Personnel have been/will be made aware of their responsibilities to maintain an environment which prevents the risk of abuse and promotes the safety and wellbeing of children and young people			
Behavioural expectations for both adults and children and young people have been/will be made clear to children, young people and caregivers.			
Children, young people and families have been/will be informed that children and young people have a right to be safe, feel safe, and encouraged to speak if they feel uncomfortable.			
Name/s and contact details of delegates who are available for children, young people and caregivers to contact with concerns, complaints or feedback (see above) have been/will be communicated to children, young people and families.			
Supervision and adult/child ratios	Yes	No	If no, please discuss and specify how issue will be addressed
Church Personnel will not be alone (one to one) with a child or young person unless absolutely necessary. In circumstances where this is necessary parental			



consent will be sought and another responsible adult informed of the purpose of this contact.			
There will be a minimum of two adults with any group of children and young people at all times to ensure adequate supervision			
Physical Arrangements	Yes	No	If no, please discuss and specify how issue will be addressed
Appropriate arrangements have been made for any activities involving changing clothes e.g. swimming. Same gender adults to supervise changing if necessary, children/young people have space to change privately.			
Appropriate arrangements have been made for sleeping. At least two adults per room, no one sleeping within touching distance of another, oversight of all sleeping areas.			
Work Health and Safety Generic Assessment	Yes	No	If no, please discuss and specify how issue will be addressed
The Catholic Safety Health and Welfare SA 'Generic Assessment' has been completed. This document is located on the CSH&W SA website www.cshwsa.org.au			
Have all risks identified in this document been addressed? If not please contact the Archdiocesan Child Protection Unit to discuss and develop a plan to minimise risk for children and young people.			

If you are unsure about how to address any of these requirements please contact the Archdiocesan Child Protection Unit on ph. 8210 8159 for support and advice.

