

APPENDIX D: RISK MANAGEMENT

"A prudent person foresees danger and takes precautions. The simpleton goes blindly on and suffers the consequences." Proverbs 22:3

1. INTRODUCTION

- 1.1. This appendix outlines the framework for the management of child protection and safeguarding risks for the Diocese.
- 1.2. The Australian Risk Management Guidelines (AS ISO 31000:2018) define risk management as "coordinated activities to direct and control an organisation with regard to risk."
- 1.3. Risk arises in all aspects of the Diocese's operations and at all stages within the life cycle of those operations. Risk can be positive, negative or both and can address, create, or result in opportunities and threats. It, therefore, must be managed appropriately.
- 1.4. Risk Management involves establishing an appropriate risk management infrastructure and culture and applying logical, practical and systematic risk management processes to all stages in the life cycle of any activity, function, or operation. Risk management enables the Diocese and its Agencies to best meet its organisational and strategic objectives (including its mission) by minimising loss and maximising gains. In a safeguarding context, loss includes harm to people or communities, and gain includes those things that support a flourishing, safe and supportive community.
- 1.5. This framework confirms the Diocese's commitment to protecting all those in our communities and to provide a safe, nurturing and dynamic culture for all to flourish, especially for children and adults at risk. By adopting a consistent, practical, and structured approach to risk management, an appropriate balance between realising opportunities for gains and minimising losses is achieved, while the Diocese and its Agencies can maintain their values.

2. RISK ASSESSMENTS

- 2.1. This Risk Management Plan aims to ensure that the Diocese and its Agencies make informed decisions concerning activities by appropriately identifying and reducing safeguarding risks and opportunities as far as reasonably practical through Risk Assessments. Risk Assessments are a specific approach used by the Diocese to identify and reduce risks that may affect the safeguarding of children and adults at risk within any form of ministry and/or services in the Diocese. Areas of risks that are assessed include but are not limited to:

- Personnel and Persons of Concern
- Participants

- Physical environment
- Online communication
- First Aid
- Work, Health and Safety
- Hospitality/Kitchen
- Venue Risks
- Activity Content

2.2. It is a requirement of the Diocese that a Risk Assessment must be completed for any event or activity organised by Parishes or Agencies in the Diocese involving children and/or youth that are not supervised by their parents. It is recommended (not mandatory) for activities involving adults at risk, and should consider the capacity for adults at risk to be informed of and choose the level of risk they are comfortable with.

2.3. Activities involving children and/or youth can arise at:

- a) Activities organised at a Parish or Agency level (at any location or online/phone);
- b) Activities organised at a Diocesan level (at any location or online/phone);
- c) Activities conducted by other organisations/communities on Parish/Diocesan land, facilities or property.

2.4. An assessment of risk is also made by the Safeguarding and Professional Standards Office when allegations are raised against an individual or when a Parish/Agency is made aware of a Person of Concern (a person subject to past or current convictions/investigations and posing a risk to others).

2.5. The Diocese has a Risk Assessment Register that has processes in place to identify and mitigate different risks across many ministries throughout the Diocese. Many activities and events in parishes are covered by this register, however, if a specific activity involves children and youth specific ministry (e.g. children's liturgy, sacramental preparation programs, youth groups), a specific Risk Assessment must be completed through the Risk Assessment Template. For activities with children and/or youth that include overnight activities and transport (e.g. pilgrimages, overnight camps, trips to Ignite Conference), a more detailed Risk Assessment is required, and the Safeguarding and Professional Standards Office must be contacted for more information and guidance in completing this assessment.

2.6. Each Parish has a copy of the Risk Assessment Register and Risk Assessment Template on file, and these are also available on the Diocesan website.

3. APPROVAL AND RECORD KEEPING

- 3.1. Each Risk Assessment that is completed must be approved by the Parish Priest/Administrator or Agency head/delegate and should be accessible to all participants of the event/activity upon request. This is especially applicable to all volunteers and employees of the event, who should familiarise themselves with the identified risks and the processes in place to mitigate these risks.
- 3.2. Completed Risk Assessments are kept on file in each Parish/Agency permanently, and available to the Safeguarding and Professional Standards Office on request.
- 3.3. Any questions or guidance regarding Risk Assessments and Risk Management should be sought from the Safeguarding and Professional Standards Office.

4. REVIEW OF RISK ASSESSMENTS

- 4.1. After the event or activity has taken place, it is recommended that the Safeguarding Contact Person of the Parish/Agency assess and review the Risk Assessment, noting any changes that need to take place or improvements that could be made. This is specifically relevant for repeating events or activities.
- 4.2. Risk Assessments for repeating events or activities should be reviewed after the first event, and then at least annually.