



Risk Assessment Register

What is the Risk Assessment Register?	This Risk Assessment Register identifies, evaluates, and documents potential risks related to safeguarding children and adults at risk across all Diocesan operations and activities.
The Risk Rating Methodology	The Risk Assessment Register uses the Risk Rating Methodology to assess risks. Risks are based on: 1) Likelihood: Probability of occurrence (1- Rare to 5- Almost Certain) 2) Consequence: Potential impact (1-Insignificant to 5- Catastrophic) 3) Risk Rating: Calculated by combining likelihood and consequence (Low, Moderate, High, Extreme)

Risk Rating	Severity of Risk Impact	Control/Action Required
Extreme	- Highly likely to happen, possibly even frequently - High chance of serious incident resulting in debilitating injury and death	- Complete Risk Assessment for activity/event - Consider alternative event/activity if risks are too extreme - Obtain participant/guardian participation consent - Priests or Agency level approval may be required
High	- Will most likely happen, but not a persistent issue - Likely chance of serious incident and/or injury requiring medical attention	- Complete Risk Assessment for activity/event - Obtain participant/guardian participation consent
Medium	- May happen occasionally - Chance of an injury or incident that requires first aid	- Complete Risk Assessment for activity/event - Document relevant controls
Low	- Very unlikely to happen - Little chance that incidents or injury will occur	- Complete Risk Assessment for activity/event - Monitor through regular planning

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium 11	Medium 16	High 20	Extreme 23	Extreme 25
Likely	Low 7	Medium 12	High 17	High 21	Extreme 24
Possible	Low 4	Medium 8	Medium 13	High 18	High 22
Unlikely	Low 2	Low 5	Medium 9	Medium 14	High 19
Rare	Low 1	Low 3	Low 6	Low 10	Medium 15

1. Leadership, Administration and Personnel					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Inadequate Safeguarding Culture: - Lack of awareness and commitment to safeguarding requirements - Failure to embed safeguarding principles in operations - Lack of ownership of personal responsibility to safeguard	- Bishop - Head of Agencies - Diocesan Executive Officer (Safeguarding) - All Personnel, including Clergy	High 22	- Appointment of Diocesan Executive Officer (Safeguarding) - Safeguarding training for Clergy/religious/volunteers/employees and other Personnel - Safeguarding as an agenda item for governance meetings - Safeguarding Commitment Statement displayed publicly - Visible posters and information material easily accessible	Ongoing	Medium 15
Failure to screen personnel: - Unsuitable persons working with children or adults at risk due to inadequate screening	- Head of Agencies - Safeguarding Contact Persons	High 22	- Role relevant screening requirements for employees/volunteers, for example requiring a valid and verified Working With Children Check (WWCC) where relevant. - National Criminal History Checks / declarations where required. - Comprehensive recruitment procedures (eg obtaining references for child-related employment or volunteer role, see Safeguarding Policy)	Ongoing	Medium 15
Non-compliance with reporting obligations:	- Heads of Agencies	High 22	- Clear reporting protocols - Mandatory reporting requirements included in Safeguarding training	Ongoing	Medium 15

Risk Assessment Register

Diocese of Armidale

- Failure to report suspected abuse or misconduct to relevant authorities	- Diocesan Executive Officer (Safeguarding) - Clergy - Safeguarding Contact Persons - All Personnel		- Documentation of all concerns raised - Accurate and comprehensive record keeping of all concerns - Easily accessible information on reporting protocols		
Inadequate Record Keeping	- Diocesan Executive Officer (Safeguarding) - Head of Agencies - Clergy / Safeguarding Contact Persons	High 18	- Periodic audits of documentation - Clear protocols for record retention (see Safeguarding Policy) - Confidential storage systems - Good communication between Parishes and Safeguarding and Professional Standards Office about record keeping requirements	Quarterly	Low 10

2. Altar Servers					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Unsupervised access to children: - Risk of abuse (including grooming) during preparation or vesting	- Parish Priest - Altar Server Coordinator - Altar Servers	High 22	- Separate vesting area for U18 altar servers and clergy/adult servers - Clear line of sight in sacristy areas (eg door open) - Two adults present when U18 altar servers are vesting - Clear communication to altar servers of where they should and should not be (outlined in altar server training sessions)	Ongoing	Medium 15
Inadequate training and communication: - Lack of understanding of appropriate boundaries	- Parish Priest - Altar Server Coordinator - Altar Servers	High 22	- Comprehensive training program for all involved - Clear communication to altar servers of where they should and should not be - Code of conduct signed by Clergy and altar servers	Ongoing	Medium 15
Inadequate record keeping: - Poor documentation of participation	- Clergy - Altar Servers - Parish Safeguarding Contact Person	Medium 13	- Maintain updated and comprehensive altar server records and registers - Document all training sessions - Record attendance - Record WWCC's and signed Code of Conduct forms	Ongoing	Low 6

3. Children in General Church Environment (where parents are present and supervising e.g. Mass, Adoration, Vespers, Mother's Groups)					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Unsupervised or inadequately supervised children: - Children exposed to risk or abuse during Church activities	- Parish Priest - Activity Leader - Parent/Guardian	High 22	- Parental supervision required at all times (unless event with children's ministry where children are signed in and out)	Ongoing	Medium 15
Third-party contact: - Exposure to unscreened adults on Church property during Church activities and risk of harm/abuse	- Parish Priest - Parish Safeguarding Contact Person	High 22	- Monitoring of facilities and grounds - Documented process for monitoring and assessing risk of Persons of Concern (eg previous child safety convictions or concerns) - Parental supervision required at all times (unless event with children's ministry where children are signed in and out) - Requirement in contract for Third Party to abide by Diocesan safeguarding requirements (where there is exposure to children)	Ongoing	Medium 15

4. Ministry involving Primary School Children or Younger (e.g. Children's Ministry, SRE Catechism, Children's Liturgy, Catechesis of the Good Shepherd, Sacred Music Program, Children's Sacramental Programs)					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Inadequate supervision: Unsupervised interaction during catechist classes/Children's Liturgy/Children's Sacramental Preparation and risk of harm/abuse (eg. grooming)	- CCD Coordinator - Catechists - Children's Sacramental Coordinators - Clergy - Ministry leaders - Other volunteers/ Personnel	High 22	- Two adults present or conduct the activities in open, observable environments - If only one SRE catechist is at a lesson, <i>must</i> also have teacher present in room. - Clear physical boundaries for children communicated (avoid favouritism, only necessary physical contact – see Code of Conduct)	Each event	Medium 15
Inadequate screening: - Unsuitable persons working with children and risk of harm/abuse - Breach of legal requirements for WWCC's	- CCD Coordinator - Parish Priest - Parish Safeguarding Contact Person - Ministry Leader	High 22	- Necessary screening checks done on all Personnel/volunteers including valid and verified Working With Children Checks (WWCCs) prior to ministry - Training requirements met for all prior to ministry	Ongoing	Medium 15
Online risk and communication: Inappropriate online contact or grooming	- Parish Priest - Parish Safeguarding Contact Person	High 22	- Abide by Safeguarding Policy (Appendix I: Technology and Online Safety) - Abide by Code of Conduct, in particular not befriending or	Ongoing	Medium 15

	- All Personnel		‘adding’ children on personal social media, and not sending personal messages to children without written parental consent. - Communication with children should occur through approved ministry channels and, where possible, include parents or another adult.		
Opportunistic presence of unknown persons: - Access to children by unscreened persons and risk of harm/abuse	- Parish Priest - Event Coordinator / volunteers	High 22	- Leaders and volunteers to be vigilant for unscreened people and to closely monitor behaviour/interactions (if any concern, to request they leave) - Two adults present or conduct the activities in open, observable environments - Leaders to be screened as required, including a valid and verified WWCC - Documented process for monitoring and assessing risk of Persons of Concern (eg previous child safety convictions or concerns) (not permitted to engage in any child related ministry)	Each event	Medium 15
Inadequate supervision ratios: - Children inadequately supervised	- Parish Priest - Ministry Leader - All Personnel	High 22	- Two adults supervising children at all times unless children are with parents/guardians - Sign-in/sign-out procedures in place for events with children’s ministry (where children are not supervised by their	Ongoing	Medium 15

			parents/guardians but placed in the care of others)		
Children with unauthorised persons: - Children released to unauthorised persons (ie not parent/guardian)	- Parish Priest - Ministry Leader - All Personnel	High 22	- No release to unauthorised persons - Parent/guardian verification needed for children to be picked up by anyone other than themselves	Ongoing	Medium 15
Inadequate activity planning: - Activities that pose physical or emotional risks	- Parish Priest - Ministry Leader - All Personnel	High 22	- Ministry specific risk assessment completed for all planned activities where U18's are not supervised by their parents/guardians. - Age-appropriate activity designs - Adequate supervision in place	Before each event	Medium 15

5. Ministry involving High School Youth (e.g. Youth Groups)					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Inappropriate volunteer selection: - Unsuitable/unscreened persons working with youth	- Parish Priest - Parish Safeguarding Contact Person - Ministry Leader	High 22	- Relevant screening checks met for all volunteers including Working with Children Checks (WWCCs) where required - Training requirements met for all volunteers - Supervision of youth by screened volunteers only - Roles clearly communicated and kept	Ongoing	Medium 15
Inadequate supervision ratios: - Youth inadequately supervised	- Parish Priest - Ministry Leader - All Personnel	High 22	- Where possible, two adults supervising youth at all times or activities conduct in open, observable area (unless youth are with parents/guardians) - Where relevant, roll is taken of attendees	Ongoing	Medium 15
Inadequate activity planning: - Activities that pose physical or emotional risks	- Parish Priest - Ministry Leader - All Personnel	High 22	- Ministry specific risk assessment completed for all planned activities where U18's are not supervised by their parents/guardians. - Age-appropriate activity designs - Adequate supervision in place	Before each event	Medium 15

6. Toilets/Change Rooms					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Unsupervised toilet visits: - Children encountering risks and abuse in toilet/change areas - Inappropriate / harmful comments, behaviour, physical touch, etc.	- Parish Priest - Ministry Leader - All Personnel	Extreme 24	- Toilet visits for children supervised by parents/guardians or two adult leaders of children's ministry - Regular facility checks (eg before taking a group of children to a bathroom block) - Separate bathrooms for adults and children where possible	Ongoing	Medium 15
Facility security issues: - External access to facilities by unauthorised/unscreened people	- Parish Priest - Parish Safeguarding Contact Person - Ministry Leader	High 22	- Regular facility/security checks - Secured external access where possible - Toilet visit for children supervised by parents/guardians or two adult leaders of children's ministry - Adequate supervision of area during events	Ongoing	Medium 15
Visual privacy concerns: - Inadequate privacy in toilet/change facilities	- Parish Priest - Parish Safeguarding Contact Person	Medium 13	- Age-appropriate privacy measures - Regular facility assessments - Appropriate supervision	Quarterly	Low 6

7. Confessions					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Confessional safety concerns: - Risk of abuse during one-on-one confessional settings	- Parish Priest - Diocesan Executive Officer (Safeguarding)	High 22	- Confessional norms in place for the Diocese, including requiring confessionals to have separate entries and a partition between Priest and Penitent (so physical contact is not possible), or to have confessions held in open settings within clear vision of others - Clergy screened and trained	Ongoing	Medium 15

8. General Parish Events/Community Celebrations (e.g. morning teas, men's breakfast, parish picnic, Christmas parties)					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Inadequate event planning: - Insufficient consideration of safeguarding	- Parish Priest - Event Coordinator - Parish Safeguarding Contact Person	High 22	- Risk Assessments for specific child-related events (see Safeguarding Policy Appendix D: Risk Management) - Safeguarding consideration in planning of events - Clear communication and allocation of roles for event	Each event	Moderate 15
Equipment and physical hazards: - Children or adults exposed to physical hazards during events	- Event Coordinator - All Personnel	High 19	- Safety checks before all events - Age-appropriate activities - Children supervised in hazardous areas - Hazardous areas sign-posted	Each event	Moderate 15
Crowd management: - Children separated from guardians in large event	- Event Coordinator	High 22	- Appropriate supervision of event area - Communication to parents/guardian of responsibility to supervise their children	Each event	Moderate 15
Cooking/catering equipment: - Children or adults are injured by cooking/catering equipment at Parish events	- Event Coordinator	High 22	- Parent/guardian supervision required at all times (unless event with children's ministry where children are signed in and out) - Cooking equipment (e.g. BBQs) supervised at all times	Each event	Moderate 15

			- Where possible, urns and other hot items are kept out of reach of children		
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9. Visiting Parishioners in Houses, Nursing Homes or Hospitals (e.g. extraordinary ministers)

Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Adult at risk abuse: - Abuse of adults at risk during home visits	- Parish Priest	High 22	- Maintain register of visits - Clear boundaries and training in place - Where possible, to go in pairs - Declaration regarding past criminal convictions to be made for those entering homes - Not permitted to book medical appointments or conduct financial transactions for the housebound adults without the express permission in writing of the adults' family, carers or Powers of Attorney	Monthly	Moderate 15
Inadequate visit documentation: - Poor recording of visits to adults at risk (vulnerable persons)	- Parish secretary	High 19	- Maintain register visits made when and by whom - Documentation of visit purpose/outcome - Documentation if anything unusual occurs during home visit	Monthly	Moderate 15

Isolation and lack of oversight: - Visiting personnel operating without necessary checks or adequate supervision	- Parish Priest	High 19	- Relevant volunteer checks / declarations done for all visiting personnel - Peer support and debriefing - Open to feedback from family/staff regarding visits	Monthly	Moderate 15
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10. Parish Groups (e.g. Legion of Mary, Advent and Lenten Reflection Groups, Josephite Companions, Family Groups)

Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Risk of abuse - Abuse of children or adults at risk takes place during a parish group (eg grooming)	- Parish Group Leaders	High 22	- Volunteers have undergone relevant screening checks - Children are to be supervised by parents at all times - Risk Assessments for specific activities involving children (including youth specific ministry)	Ongoing	Medium 15

11. Choir Groups					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Risk of abuse - Abuse of children or adults at risk takes place during a choir group (eg grooming)	- Choir Group Leader	High 22	- Choir Group Leaders have completed necessary screening checks and remain vigilant for unusual or suspicious behaviours - Children are to be supervised by parents at all times - Training for leaders of any children's choir	Ongoing	Medium 15
Inadequate documentation: - Poor recording of choir rehearsals	- Choir Group Leader	High 19	- Record maintained of choir meeting times and relevant masses	Ongoing	Medium 15
Inadequate supervision of children: - Risk of abuse of children during / after choir activities	- Choir Group Leader - Parents	High 19	- Children are to be supervised by parents or guardians at all times	Ongoing	Medium 15

12. Church Volunteers (e.g. readers, flower arrangers, cleaners, welcomers, collectors)					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Risk of abuse: - Abuse of children or adults at risk (vulnerable person) by a volunteer	- Parish Safeguarding Coordinator - Parish Priest	High 19	- Where possible, volunteer not to be alone with a child or to conduct activities in open, observable areas - Children must be supervised by parents or guardians at all times when in the Church - Appropriate screening of volunteers when relevant to their role	Ongoing	Medium 15

13. Third Party Use of Parish Premises					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Inadequate third-party screening: - Failure to properly address safeguarding	- Parish Priest - Business Manager	High 22	– Formal facility use agreements in place – Code of Conduct for third-parties signed or clause in agreement binding the third party to abide by Diocesan safeguarding requirements – Where relevant, verification of external safeguarding policies (eg when large exposure/risk to children)	Each agreement	Medium 15
Unclear Responsibilities: - Confusion regarding supervision and cleanup of event	- Parish Priest - Business Manager	High 19	- Clear written agreements detailing responsibilities - Facility access monitored	Each agreement	Medium 15

14. Persons of Concern (people with past criminal history or other history involving abuse or unable obtain / refused WWCC)					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Risk of Persons of Concern involvement in Church activities: - Abuse of children or adults at risk takes place during Church activities - Risk of grooming or reoffending in other ways	- Parish Priest - Parish Safeguarding Coordinator	High 22	- Documented process for monitoring and managing Persons of Concern - Contact Safeguarding and Professional Standards Office for guidance - Person of Concern involvement to be managed on a case by case (for example, no volunteer capacity in the Parish).	Ongoing	Medium 15

15. Complaints Handling					
Risk Title and description	Responsible Person/s	Inherent Risk Rating	Controls/Actions to reduce risk	Monitoring Frequency	Residual Risk Rating
Failure to report to authorities: - Non-compliance with mandatory reporting	- Safeguarding and Professional Standards Office Staff	High 22	- Clear reporting threshold - Training on reporting obligations - Documentation of reporting	Ongoing	Medium 15
Inadequate complaint response: - Failure to properly address safeguarding concerns	- Safeguarding and Professional Standards Office Staff	High 22	- Complaints managed in line with Complaints Handling Policy - Documented response procedures	Each Complaint	Medium 15
Inadequate support for complainants	- Safeguarding and Professional Standards Office	High 18	- Referrals to support services - Trauma-informed approach - Provision of option to bring a support person to meetings/conversations - Option for anonymous complaints to be made	Each complaint	Low 10
Confidentiality breaches: - Inappropriate sharing of sensitive or personal information in a complaint	- All volunteers/ workers	High 18	- Safeguarding training to include confidentiality and privacy - Secure record keeping systems / storage	Ongoing	Low 10