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Related Documents:	<input type="checkbox"/>	Policy	<input type="checkbox"/>	Form	<input type="checkbox"/>	Other

Application of this Procedure

This Procedure applies to child and youth ministries in accordance with the *Policy – Risk management strategy for child and youth Ministries* (the Policy).

The Procedure is:

- a. to be read subject to the Policy
- b. a part of the Risk Management Strategy for child and youth Ministries, contained in Schedule A of the Policy.

Definitions

All words have the meaning given to them in the Policy.

Purpose Statement

This procedure outlines the process for developing an effective risk management plan for high risk activities and special events undertaken by or in association with child and youth Ministries.

What is a high risk activity or special event?

This will vary from one Ministry to another, and will depend on the nature of activities or services conducted or provided. Examples include activities or events that:

- involve the participation of volunteers or people external to the parish or Ministry, such as church fetes or family barbecues
- take place at an external venue or destination, attended by a large number of people, possibly involving hazards such as ponds, lakes or pools
- involve adventurous outdoor activities, such as climbing, swimming, bushwalking, or inherently dangerous elements or equipment, such as fire, or woodworking tools
- run overnight or for lengthy periods.

This is not an exhaustive list, and every potentially high risk activity or special events, especially those that take place 'off site', should be carefully considered by those responsible for the relevant Ministry, so that risks are identified and strategies are implemented to protect children and young people from harm.

It is important to remember that in order for a child or young person to be harmed, there must be an opportunity for harm to occur. Carefully planned strategies are essential to reduce the incidence of these opportunities.

Procedure

1. If you are responsible for organising an activity or event involving children and young people that may be high risk, a written risk management plan must be prepared in accordance with this procedure.
2. The written plan must be approved by your supervisor. For example, for a Parish activity, it must be approved by the Rector or Priest-in-Charge.
3. All risk management plans for high risk activities and special events must be specifically reviewed as part of the Ministry's annual compliance statement, required under section 1 (b) (iii) of the Policy.
4. A written record of the review relating to the high risk activity or special event must be retained, and a copy provided to the Ministry leader. In the case of a parish, this record of review must also be included in the Parish Annual Return.
5. If no activities or events were conducted in a Ministry over the past year that were considered to involve high risk, this must be explicitly recorded in the annual statement.
6. There are seven steps to consider in developing an effective risk management plan:

Step 1: Describe the activity or special event

Questions to consider:

- (a) What is the activity or special event?
- (b) What is the purpose of the activity or special event?
- (c) What are the elements of the activity/event from start to finish?
- (d) Where will it take place?
- (e) What environmental, safety and other child protection factors need to be considered?
- (f) Who is involved in the activity/event? Parents? Staff? Volunteers? Children and young people? People external to the parish/ ministry?

This is not an exhaustive list – consider any other issues that should be included in your plan.

Step 2: Identify the risks

How might a child or young person be harmed?

You should involve people from your parish or Ministry, including children and young people, to ensure all potential risks that might cause harm to children and young people are identified.

Checklists may identify general risks that should always be considered for every high risk activity or special event; but it is also important to brainstorm with the people involved in your organization to ensure that you identify any other risks associated with the particular high risk activity or special event that you are considering.

The types of risks you are considering are different from workplace health and safety processes – which are generally environmental and equipment risks. Although these are important, and should definitely be considered, you must also focus on the risks of physical, emotional or psychological harm to children.

It may assist to consider where these risks of harm may come from, for example:

- (a) Will children need to be transported?
- (b) Is it possible that a child could be injured or become ill?
- (c) What would happen if an emergency occurred?
- (d) Are there any risks presented by the physical environment or location of the activity?
- (e) Will there be people external to your organisation involved in the activity?
- (f) Are there accommodation requirements?

Questions to consider

Where or when might harm occur?

- (a) running an activity where children are required to change clothes, where the change rooms are unsupervised and open to the public
- (b) paid employees or volunteers spending long periods of time alone with a child
- (c) an employee or volunteer offering special tuition or lessons to a child.

Why might harm occur?

- (a) inadequate recruitment or selection processes for workers – that is, not fully compliant with the Safe Ministry Check processes.
- (b) incorrect or inadequate instructions given to workers.
- (c) no or inadequate training and supervision given to workers.
- (d) inadequate consideration being given to cultural factors or the special needs of a child or groups of children.

When might harm occur?

- (a) inadequate adult supervision.
- (b) a worker giving a lift home to a child.

Step 3: Analyse the risks

The purpose of risk evaluation is to make decisions based on the outcomes of risk analysis. Consider the level of risk, to determine whether the high risk activity or special event is practical.

You should consider how likely it is for the risk to occur after control measures have been put in place, and how serious the outcome would be if the risk was to occur.

Step 4: Evaluate the risks

The purpose of risk evaluation is to make decisions based on the outcomes of the risk analysis. The level of risk will determine whether the high risk activity or special event is practical and reasonable. Consider whether the risk is likely to occur.

If you assess that a risk is still highly likely to occur and the outcome could result in harm to a child, then this would be considered high risk.

Step 5: Manage the risks

Risk management involves assessing the options in order to reduce the risk and the preparation and implementation of risk management plans – for example:

- will the proposed additional controls reduce the risk?
- some risks will have to be retained and will require close monitoring.
- some risks may be too great and the activity or event should not proceed.

Risk management options should consider the values and perceptions of those involved and the most appropriate way of communicating with them.

Consider how likely it is for the risk to occur after control measures have been put in place, and how bad the outcome would be if the risk was to occur.

If you assess that a risk is still highly likely to occur and the outcome could result in harm to a child, you may need to rethink the activity.

Step 6: Document the risk management plan

Each stage of the process should be documented appropriately as it will be subject to audit in accordance with the Policy.

Step 7: Review the risk management plan

Ongoing review is essential to ensure that the risk management plan your Ministry develops for high risk activities or special events is effective. Reviewing controls and responsibilities can be useful for future planning.

A written record of the effectiveness of each stage of the risk management process must be made as soon as practicable after the activity or event.

This record should be retained by the Ministry leader. In the case of a parish, the record should also be included in the Parish annual return.

References & Related Documents

Relevant Legislation / By-Laws / Standards

Policies	Procedures	Forms	Other
Policy – Risk management strategy for child and youth ministries in the Anglican Diocese of Brisbane			