

6. Risk management for settings, activities and physical environments

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ROLE	RESPONSIBILITIES
<p>Parish Priest or Administrator, Agency Director or Safeguarding Representative</p> <p>Parish Priest or Administrator or Agency Director to identify and appoint who has the responsibility</p>	<ul style="list-style-type: none"> • Ensure this procedure is included when all relevant paid staff and volunteers within a Parish, Ministry or Agency receive their induction training and they acknowledge their understanding and commitment to abide by this procedure; • Maintain records relating to safeguarding training of this procedure and signed receipt notices for safeguarding procedures are kept on a file in parishes, ministries and agencies for reference and auditing purposes; • Lead and monitor to a high standard, risk management practice within the Parish, Ministry and Agency to ensure risk assessments are continually undertaken and risk management plans in safeguarding are in place for high risk activities and special events, and these plans are being reviewed regularly; • Ensure risk assessments and management plans are undertaken for any person (other than personnel) attending any service or activity if that person is the subject of a substantiated complaint of any form of abuse, or has been convicted of an offence relating to any form of abuse; • Ensure risk management plans are completed and reviewed for any physical environments under the Diocese's control or management, including buildings, structures, open spaces, grounds, homes of religious and clergy, and arrangements for live-in carers/caretakers; • Ensure that risks are being managed for any third party arrangement and that entity has completed the Third Party Agreement
Church personnel	<ul style="list-style-type: none"> • Ensure understanding of the priority to protect children and vulnerable adults, irrespective of what role it is in the Parish, Ministry or Agency. Every lay worker, paid staff member and volunteer has a responsibility in safeguarding and understanding obligations to undertake risk assessments for activities and events; • Engage in constructive conversation as people make comment or raise questions or concerns about safeguarding or this procedure specifically and encourage them to discuss with Parish Priest/Administrator or Safeguarding Representative within Parish, Ministry or Agency.
Diocesan Safeguarding Coordinator	<ul style="list-style-type: none"> • Communicate updates and changes to this procedure in consultation with parishes, ministries and agencies; • Encourage discussion and awareness of this procedure and to make time available to meet and assist in developing risk assessments and management plans with the responsible supervisors;

	<ul style="list-style-type: none"> • Ensure that relevant Church personnel have been trained in this procedure, have understood and agree to comply by signing the receipt notice covering all safeguarding procedures.
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1. Risk management for settings, activities and physical environments - procedure outline:

1.1. Forward planning to identify risks and implement strategies can assist to reduce the possibility of children and vulnerable adults being harmed. It is important to recognise that in order for a child or vulnerable adult to suffer harm, there must be an opportunity for harm to arise. These opportunities can be reduced by developing specific plans to manage high risk activities and special events.

- 1.2. Risk assessments and management plans must be completed for any setting, activity or environment if it:
- Involves the participation of volunteers or people who are external to the Parish, Ministry or Agency;
 - Is to take place at an external venue or destination with a large amount of people and/or hazards (e.g. involving water hazards such as ponds, lakes or pools);
 - Is to take place overnight or for a lengthy period of time;
 - Involves activities, ministries or services provided to other vulnerable, complex needs children or adults;
 - If the Parish, Ministry or Agency becomes aware that a person is participating or is intending to participate in a service or activity and they are subject of;
 - a substantiated complaint of abuse to a child or vulnerable person;
 - has been convicted of an offence relating to any form of abuse to a child or vulnerable person;

There may be other activities or special events such as retreats, conferences, celebrations which may require development of a risk management plan. If you are unsure, you should contact the Diocesan Safeguarding Coordinator.

1.3. Risk Management Process

1.3.1. There are six (6) key steps to consider in the development of an effective risk management plan. They are:

- 1** *Describing the setting or activity* - should be outlined from start to finish and include the purpose of the activity, where its taking place, who is involved (i.e. children and/or vulnerable adults) and if there are external people assisting etc;
- 2** *Identifying the risks* - should focus on how harm might occur and to whom. Involving and encouraging children and vulnerable adults to assist in identifying risks should occur where appropriate. For example, you may enquire with a group of children the things you as leaders may need to watch out for, to help them feel safe during the activity or event. They may provide information you have not considered;

Other factors you may need to consider when identifying risks are:

- If children will need to be transported;
- If it is possible that a person could be injured or become ill;
- What to do if an emergency occurred;
- Considering any risks presented by the physical environment or location of the activity;
- If there will be people external to the Parish, Ministry or Agency involved in the activity;
- Are there specific persons of interest who are known and may present as a risk to children and vulnerable adults;
- If there are accommodation requirements and who will sleep where;

3 *Analysing the risks* - is important to determine the action and even if the activity is practical. There are two key steps to analysing risk:

- How likely will harm occur? (Likelihood);
- What would happen if harm did occur? (Consequences).

Likelihood	Almost Certain	Almost certain to occur in most circumstances
	Likely	Likely to occur frequently
	Possible	Possible and likely to occur at some time
	Unlikely	Unlikely to occur but could happen
	Rare	May occur but only in rare and exceptional circumstances

Consequences	Critical	<ul style="list-style-type: none"> • Critical incident. (e.g. Death or permanent disability of adult or child; high level of distress to other parties) • Sustained negative publicity or damage to reputation from a national perspective or from the community welfare perspective.
	Major	<ul style="list-style-type: none"> • Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health safety & welfare liability incident / issue. • Major incident which damages public or parent confidence. • One or more children are lost from the main group.
	Moderate	<ul style="list-style-type: none"> • Serious injuries and/or illness. • Complex welfare and/or health care issue. • Serious disruption or incident, resulting in distress to children and adults.
	Minor	<ul style="list-style-type: none"> • Minor first aid or minor occupational health safety & welfare liability incident / issue (e.g. minor cuts, bruises, bumps). • Minor behavioural issues.
	Insignificant	<ul style="list-style-type: none"> • No treatment required.

4 *Evaluate the risk* - it will depend on your answers in step 3. For example, if a risk is likely to occur and the consequences could result in major harm to a child or vulnerable adult, then this would be considered high risk. See below matrix.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

- 5** *Manage the risk* - is a cyclical process comprising of:
- Assessing a risk treatment;
 - Deciding whether residual risk levels are tolerable;
 - If not tolerable, generating a new risk treatment;
 - Assessing the effectiveness of that treatment.

Risk management options should consider the values and perceptions of people involved in your Parish, Ministry, Agency and the wider community. Risk assessment and planning is a key element to not only helping to protect children and vulnerable adults, but also to protect Church personnel who are providing ministry and service; and to the Church itself so people can be confident that the Church is a safe place for our most vulnerable;

You now should consider how likely it is for the risk to occur after control measure have been put in place, and how significant the outcome would be if the risk were to occur. If you assess that a risk is still highly likely to occur and the outcome could result in harm to a child or vulnerable adult then you need to rethink the activity and notify the Diocesan Safeguarding Coordinator;

The [Safeguarding risk assessment and management plan form](#) should be used when documenting your risk assessment and risk management plan. The plan must be signed off by the authority in that relevant Parish, Ministry and Agency and a copy sent to the Diocesan Safeguarding Coordinator for record keeping, safeguarding and auditing purposes.

There is a specific risk assessment and management plan for high risk persons of interest and the Diocesan Safeguarding Coordinator must be notified before a high risk person commences or continues in a service or ministry. A person is considered high risk if they are subject of a substantiated complaint of abuse to a child or vulnerable person; or they have been convicted of an offence relating to any form of abuse to a child or vulnerable person;

- 6** *Review* - ongoing review is essential to ensure that the risk management plan is effective. Reviewing can be useful for future planning. A nominated person should be tasked with reviewing the risk management plan after the event or activity and the Diocesan Safeguarding Coordinator is able to assist in this review.