



7.2 TEMPLATE: RISK ASSESSMENT FOR PARISH ACTIVITIES INVOLVING CHILDREN

Name of Activity			
Date of Activity		Is this a recurring event?	<input type="checkbox"/> yes <input type="checkbox"/> no
Risk Assessment Steps			
Step 1	Identify the activity, then identify the risks: what could happen, how could it happen		
Step 2	Consequence/s of the risk: what could happen, how could it happen		
Step 3	Mitigate the risk, what mitigation strategies are in place to minimise or control the risk, what further mitigation strategies could be put into place		
Step 4	Completed Risk Assessment to be signed off by Parish Priest or Parish Safeguarding Officer.		
Step 5	Share and discuss the Risk Assessment and Mitigation Strategies with those involved: the workers including volunteers and parent helpers, and the children and young people		
Step 6	Evaluate the process: did it work, what more can be done to do to create a safe environment? Update the plan if improvements can be made for next time.		
Describe the activity in brief			
Identify Risk/s	Consequence of the Risk	Mitigation Strategies	Person/s responsible
<i>e.g. unsecured exit/entry points</i>	<i>Child goes missing, strangers have access</i>	<ul style="list-style-type: none"> Keep outside gates locked Constant supervision 	<i>Insert name</i>
1.			
2.			
3.			
4.			
5.			
<i>Please add more rows above if / as needed</i>			
Emergency phone numbers for this activity	Name	Contact number/s	
Plan prepared by			
Name		Sign	Date
Plan approved by Parish Priest or Parish Safeguarding Officer			
Name		Sign	Date

DRAFT – for community consultation until 30 November 2018
 To provide constructive feedback please email ipss@cg.org.au