**A picture containing font, graphics, logo, design

Description automatically generated RISK MITIGATION CHECKLIST – HIGHER RISK OVERNIGHT EVENTS – LOCAL CHURCH**

This checklist can be used to ensure all aspects of risk mitigation are considered in the operation of a **higher risk** **overnight** program. The Australian National Principles for Child Safe Organisations require the formulation, evaluation and continuous improvement of mitigation strategies to address identified risks.

This checklist should be used in conjunction with the *Seventh-day Adventist Church Risk Mitigation Guidelines*.

| **Element** | **Considerations** | **Person/Body Responsible** |
| --- | --- | --- |
| Appointment of a Safety Officer (optional) | * The Church Board may appoint a Safety Officer (who is a member of the Board) to coordinate the preparation and implementation of Risk Assessment and Management (RAM) Plans for all its services, programs and activities. | Local Church Board |
| * Provide advice and coordinate the Church’s risk mitigation work with the various Activity Leaders. | Safety Officer in conjunction with Activity Leader/s |
| * Routinely submit Risk Reports to the local Church Board. | Safety Officer |
| Risk Assessment Management (RAM) Template | * Use the Adsafe RAM Template (see below for the risk assessment tool, instructions and the template) to produce a local Church RAM Plan covering risk management for **higher risk overnight activities**, customising as necessary. * Local Church Board approves the above template. * Annually review the local Church RAM Plan against any published updates of the Adsafe RAM Template. * Annually update the local Church RAM Plan to remove any services or activities that are no longer current, removing any hazards that are no longer applicable, and adding any newly planned services or activities. * Update the local Church RAM Plan when made aware of risks identified from the Church’s complaints handling or incident reports, or from Adsafe’s Practice Updates. | Local Church Board/Safety Officer |
| Activity Leader | * Submit to the Church Board a planned annual calendar of events for any service or activity that operates less than weekly to ensure insurance coverage. * Prepare a RAM Plan (using the local Church template mentioned above) to assess and manage risk in each of their programs or activities, customising as necessary. * Delegate various risk management tasks to staff members who are known as Person With Risk Responsibility (PWRR) to manage the risk during the activity. * Submit the RAM Plan to the Church Board for approval. * Inform each PWRR of their role/s in managing risk for the activity. * If an incident occurs during the activity complete an incident report and submit to the relevant person. | Activity Leader |
| Person With Risk Responsibility (PWRR) | * Manage risk in the activity as outlined in the local Church RAM Plan. * Report any risk concerns using the incident report form and cooperate with any incident review. | Person With Risk Responsibility (PWWR) |
| Resourcing Implications | * Provision of resources to make adjustments to, or ongoing maintenance of, the site or Church equipment. | Local Church Board |
|  | * Oversight to ensure that PWRRs are aware of their responsibility prior to the event and are held accountable to implement their part in the plan if necessary. |  |

**Adsafe Contact Details**

Phone: 1800 220 468 Monday – Thursday 9.00am-5.00pm; Friday 9.00am – 12.30pm

Email: [info@adsafe.org.au](mailto:info@adsafe.org.au)

Website: [www.adsafe.org.au](http://www.adsafe.org.au)

1. **Risk Assessment Tool**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard Identification**  **Travel** – Consider all aspects of travel that may present a hazard such as walking to and from vehicles, crossing roads and transport to and from the excursion site.  **Location** – Consider aspects of the site that may present a hazard.  **Activity** – Consider all aspects of each activity that may present a hazard.  **Equipment** – Consider any equipment that may present a hazard including sporting equipment, transport equipment and any equipment used in high- risk activities.  **Environment** – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, flash flooding or storms, the nature of the terrain, plants and potential animals that may be encountered.  **People** – Consider aspects of people that may present a hazard such as behaviour, maturity, age, skill, medical conditions or disabilities and child protection issues. | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk Assessment Matrix** | | | | | | **Severity\*:** How serious could the harm be? | **Likelihood\*\*:** How likely is it to be that serious? | | | | | Very unlikely | Unlikely | Likely | Very likely | | Death, permanent disability or massive financial loss | 3 | 2 | 1 | 1 | | Serious injury, long term illness or large financial loss | 4 | 3 | 2 | 1 | | Medical treatment, injury or some financial loss | 5 | 4 | 3 | 2 | | First aid, no injury or minimal financial loss | 6 | 5 | 4 | 3 | | | | | |
| **\*Severity** – is a measure of an injury, illness, incident, or disease occurring. When assessing severity the most severe category that would be most reasonably expected should be selected. | | **\*\*Likelihood** – is defined at the potential that an accident will happen that may cause injury of harm to a person. When assessing likelihood, establish which of the categories most closely describes the probability of the event occurring. | | |
| **Risk Legend**  1 and 2 Extreme risk Consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimize the risk.  3 and 4 Moderate risk Determine controls that are reasonably practicable to minimize the risk.  5 and 6 Low risk Manage by routine procedures. | | | | |
| **Elimination or Control Measures**  Elimination of the activity should be the first consideration. If this is not practicable, the risk should be minimised as much as possible by using the controls measures below. | | | | |
| **Hierarchy of Controls** | | | | |
| **Level 1**: | Eliminate the hazard | | **Level 3** | Safe work practices, personal protective equipment |
| Elimination: | remove the hazard or stop using the piece of equipment that could be considered a hazard. | | Safe work practices: | establish procedures, safe practices, instruct students on safe methods, provide training for staff or provide qualified staff. |
| **Level 2:** | Minimise the risk | | Personal Protective Equipment (PPE) | use equipment and clothing that is designed to standard and fits the wearer to minimise risk. |
| Substitution: | replace equipment, materials or processes with less hazardous ones. | |
| Modification: | modify equipment, the environment or the process. | |
| Isolation: | isolate hazards from people. | |
| Engineering controls: | install guards or shields on equipment, use vehicles with seat belts. | |

1. *RAM Plan: Instructions*
   1. *Background*

Risk mitigation involves (1) identifying hazards, (2) assessing the likelihood of their occurrence, (3) devising strategies to reduce this likelihood and (4) assigning persons to be responsible to implement these strategies.

Adsafe is particularly concerned about hazards that are likely to cause harm to Children and Vulnerable Persons and as such has provided templates that suggest possible hazards that address these harms but provides a framework for churches and church entities to use to address other types of hazards that equally need mitigating. Adsafe acknowledges that some church entities in the SPD have already created a framework for assessing and managing risk including systems to report and analyse incidents that have caused harm. In this circumstance Adsafe is happy for organisations to incorporate Adsafe’s hazards and management strategies into the existing system. Where no system exists Adsafe expects that an organisation will use Adsafe’s templates.

* 1. *Instructions*

Start with the most applicable section from the Church or Church Entity RAM Plan Template from previous years.

Check the Adsafe RAM Plan Template for newly identified hazards and add them to your plan.

Delete any ***hazards*** that are no longer applicable to your context and add any new ones you might identify.

Use the Assessment Tool to rate the ***Initial Risk Rating.***

Delete any ***Control Measures*** that are no longer applicable for a hazard and devise any new ones.

Use the Assessment Tool to rate the ***Final Risk Rating.***

Assign a person who will be responsible (PWRR) to implement the ***Control Measures***. For Child and Vulnerable Person Protection risks this may need to be someone who is appointed to a child related role and has met Adsafe requirements.

Provide an orientation to these ***control measures*** to each of these PWRR.

When completed submit the Plan to the Safety Officer or the appropriate Church or Entity Board.

* 1. *Outline of RAM Plan structure*

|  |  |  |
| --- | --- | --- |
| Routine Program | Day Activities | Overnight Activities |
| 1. Sexual Abuse | 1. Sexual Abuse | 1. Sexual Abuse |
| 2. Physical and other forms of Harm | 2. Physical and other forms of Harm | 2. Physical and other forms Harm |
| 3. Unintentional or accidental harm | 3. Unintentional or accidental harm | 3. Unintentional or accidental harm |
| 4. Environmental Hazards | 4. Environmental Hazards | 4. Environmental Hazards |
| 5. <Additional Child Related activities> |  |  |
| 6. <Additional Mixed Church Activities that include children> |  |  |

1. *Risk Analysis and Management Plan (RAM Plan) – Higher Risk Overnight Program*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Church Entity* | *Service, Program or Activity* | *Period of Time* |
|  |  |  |
| *Form completed by* | *Date completed* | *Date of Board Approval* |

| * 1. *1. Harm or Risk of Harm caused by Sexual Abuse*   Activity and Hazard (identify the risky activities) | Initial Risk Rating | Control Measures (how you will control the risk) | Final Risk Rating | Who is responsible to implement the control measures |
| --- | --- | --- | --- | --- |
| Risk of ongoing sexual harm to a child in both on-site and external contexts |  | Parents: MOU or an understanding between parents and Church regarding the parent’s supervisory responsibilities of their child/ren while at the event  Adsafe: General Awareness Training for all appointed roles with particular reference to Mandatory Reporting obligations  Church or Church Entity: Complaints Handling  Church or Church Entity: Reporting and Notifications  Activity Leaders and Supervisors: Ongoing reminders of reporting obligations.  Activity Leaders and Supervisors: Proper supervision protocols including intervention strategies for Peer-on-Peer abuse, Sexual Harassment, & monitoring Social Media Groups |  | Activity Leader  Adsafe: Safeguarding  Church or Church Entity: Persons in appointed roles  Activity Leader |
| Unauthorised access to a child during the activity  Abduction of a child during the activity  Sexual abuse of a child by an adult attendee  Sexual abuse of a child by a child attendee |  | Adsafe: General Awareness Training  Adsafe: Code of Conduct  Church or Church Entity: Referee checks  Church or Church Entity: Appropriate staffing levels to provide adequate supervision  Activity Leader: Discuss a list of behavioural expectations  Activity Leader: Supervision schedule or plan including breaks for supervisors  Activity Leader or delegate: Orientation to participants outlining amongst other things:   1. Out of bounds areas including access to sleeping areas 2. Appropriate and inappropriate behaviours during activities time, meal time, free time and sleeping time 3. Toileting and bathroom procedures 4. Safety instructions 5. How to make a special request   Church Leadership: Responding to incidents, raised concerns and complaints |  | Adsafe: Safeguarding  Church or Church Entity: Persons in appointed roles  Activity Leader & Supervisor/s  Activity Leader  Church Leadership |
| Grooming of a child including:   * giving of gifts or special attention to a child * making close physical contact with a child * exposure of a child to nudity, sexual material and/or sexual acts * attempting to establish unsupervised access to a child either face to face or online * introducing to the child that the relationship is secret and special and isolating them from others * allowing or encouraging a child to break the rules or engage in dangerous behaviours * the child may be coerced to do “favours” in return for not being hurt or exposed |  | Adsafe: General Awareness Training  Adsafe: Code of Conduct  Church Leadership: Responding to incidents, raised concerns and complaints  Activity Leaders and Supervisors: Be aware of and respond to attempts to have private alone time between and adult and a child who is not their own  Activity Leaders and Supervisors: Be aware of and respond to attempts to have private on-line time between and adult and a child who is not their own |  | Adsafe: Safeguarding  Church or Church Entity: Persons in appointed roles  Activity Leader & Supervisor/s |
| Grooming of parents or family to gain access to a child |  | Church: Ensure that after hours assistance to vulnerable families from the church is done by a group of church members rather than single individuals |  | Church or Church Entity: Persons in appointed roles |
| High risk activities that require participants to correctly wear protective equipment such as harnesses or life jackets, and require that this be checked before commencing the activity thereby providing an opportunity to inappropriately touch a child |  | Initially organise a close friend of the participant to assist with the application of the harness or life jacket before the final check  Organise for both male and female supervisors to assist with the application of the harness or life jacket |  | Activity Leader |
| Overnight events that include facilities for changing, showering and toileting thereby providing an opportunity to sexually assault a child or invade their privacy |  | Encourage participants to use these facilities in groups  Ensure the supervision roster includes proper supervision levels for these areas  Ensure that same gender adults will supervise sleeping, changing, showering and toileting areas |  | Activity Leader |
| Accommodation facilities (tens or cabins) that are secluded and when unoccupied provide an opportunity to sexually abuse a lone occupant |  | Church or Church Entity: Security plan to supervise unoccupied tens to cabins  Adult residents ensure the security of their site |  | Security Staff  Adult Residents |

| * 1. *2. Harm or Risk of Harm caused by Physical and other forms of abuse and neglect*   Activity and Hazard (identify the risky activities) | Initial Risk Rating | Control Measures (how you will control the risk) | Final Risk Rating | Who is responsible to implement the control measures |
| --- | --- | --- | --- | --- |
| Risk of ongoing physical, emotional and psychological harm to a child, and the neglect of a child in an on-site or external context |  | Adsafe: General Awareness Training for all appointed roles with particular reference to Mandatory Reporting obligations  Church or Church Entity: Complaints Handling  Church or Church Entity: Reporting and Notifications  Activity Leaders and Supervisors: Proper supervision protocols including intervention strategies for Bullying, Harassment, and Monitoring Church or Church Entity established Social Media Groups |  | Adsafe: Safeguarding  Church or Church Entity: Persons in appointed roles  Activity Leader |
| Rough-house games that have a potential to injure, particularly with a large range in participant size (including adults) |  | Activity Leader: Assessment of planned activities |  | Activity Leader and Supervisor/s |
| A group of participants who fail to follow directions creating frustration to a supervisor who resorts to physical mechanisms of discipline |  | Activity Leader: Clear instructions given to participants regarding appropriate and inappropriate behaviours  Activity Leader: Clear communication to participants of consequences of inappropriate behaviour |  | Activity Leader |

| * 1. *3. Unintentional or accidental harm*   Activity and Hazard (identify the risky activities) | Initial Risk Rating | Control Measures (how you will control the risk) | Final Risk Rating | Who is responsible to implement the control measures |
| --- | --- | --- | --- | --- |
| <activities that involve high speeds eg skiing, cycling, projectiles, collisions>  Instructors poorly trained  Safety equipment worn incorrectly  Equipment failure  Collisions between participants  Participants unaware of risks in the activity |  | Church or Church Entity Board annual and ongoing review of the church’s physical equipment. |  | Church or Church Entity: Board |
| <activities that involve potential falls greater than 1 m eg abseiling, rock-climbing, high ropes courses, canyoning, bushwalking in areas with cliffs>  Instructors poorly trained  Safety equipment worn incorrectly  Equipment failure  Collisions between participants  Participants unaware of risks in the activity |  | Church or Church Entity Board annual and ongoing review of the church’s physical equipment |  | Church or Church Entity: Board |
| <walking or camping in wilderness areas>  Getting lost  Sanke bites  Injuries requiring emergency medical attention |  |  |  |  |

| * 1. *4. Environmental Hazards*   Activity and Hazard (identify the risky activities) | Initial Risk Rating | Control Measures (how will you control the risk) | Final Risk Rating | Who is responsible to implement the control measures |
| --- | --- | --- | --- | --- |
| <Physical environment hazards>  The site’s toileting facilities are isolated from main church traffic, the entrance is hidden from plain sight or has no wash area posing a heightened risk of unsupervised access to a child using the facilities  Accommodation areas are open and unsupervised during activities or overnight  The site has unused or often unoccupied and unlocked rooms or out-of-sight areas without the ability to see occupants from activity areas  The site has external areas where members of public have easy access to such as a car park |  |  |  |  |
| <On-line environment hazards>  The church has an online presence where published documents and streamed services include digital images of children involved in church activities  The church allows direct electronic communication between persons in child related roles with children  Children are given unfiltered Internet access at the site  Children have large blocks of time unsupervised with access to the Internet and social media through electronic devices  Children with access to electronic devices are able to bully and harass other children |  | Adsafe: Practice Updates: ***Visual Images in a church context*** and ***Virtual Meetings***  Adsafe: Code of Conduct  Church or Church Entity: Implementation of Adsafe’s Practice Updates: ***Visual Images in a church context*** and ***Virtual Meetings***  Church or Church Entity: Code of Conduct: Ensuring that communication mechanisms with children are public and transparent.  Activity Leader: clear protocols regarding use of electronic equipment |  | Adsafe: Policy, Safeguarding  Church or Church Entity: Board  Activity Leader |
| <Equipment hazards> |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |