



The Carmelites

Australia and Timor-Leste

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RISK MANAGEMENT STRATEGY

This Risk Management Strategy reflects the requirements contained in the National Catholic Safeguarding Standards (NCSS) for Category Two and Three Church Authorities with respect to their contact with children, and for all Church Authorities with respect to their contact with adults at risk.

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1. Introduction

The Carmelites of Australia & Timor-Leste are committed to providing a safe environment that minimises the potential of abuse or harm to children and adults at risk. Together with the Safeguarding Commitment Statement, Safeguarding Policy, Code of Conduct and Complaint Handling Policy, the Risk Management Strategy supports the practical implementation of this commitment. It is approved and endorsed by the Carmelites of Australia and Timor-Leste Provincial Council.

The Risk Management Strategy complies with the National Catholic Safeguarding Standards (the Standards), which outline requirements for Catholic entities across Australia to promote the safety of children and adults at risk through implementing policies and activities to prevent, respond to and report concerns regarding abuse and harm.¹ It also reflects relevant safeguarding legislation in Australian states and territories. [To the extent that is possible, it also respects relevant legislation in Timor-Leste.](#)

The Risk Management Strategy will be published on the Carmelites of Australia and Timor-Leste website together with the related safeguarding policies noted above. At least once each year, they will be proactively communicated to all personnel by The Carmelites of Australia & Timor-Leste (e.g., via email).

2. Purpose and Scope

The purpose of the Risk Management Strategy is to document the strategic approach taken by The Carmelites of Australia & Timor-Leste to identify and minimise risks to the safety of children and adults at risk (see section 5 of the Safeguarding Policy for the definition of both cohorts). It includes practical tools to help personnel implement these approaches:

- Appendix A: sample job interview questions
- Appendix B: sample referee questions and checklist
- Appendix C: pre-employment screening checklist and forms
- Appendix D: safety hazard checklist
- Appendix E: risk assessment and management template
- Appendix F: safety concern reporting flowchart
- Appendix G: safety concern reporting template
- Appendix H: initial risk management checklist

The Risk Management Strategy applies to all personnel, including religious brothers, clergy, employees, volunteers, contractors (and others) engaged to provide services to children and adults at risk by the The Carmelites of Australia & Timor-Leste. It covers all aspects of service by The Carmelites of Australia & Timor-Leste, in any location (including physical premises or environments under The Carmelites of Australia & Timor-Leste's, control and/or management such as buildings, structures, open spaces, grounds, homes of religious and clergy, and arrangements for live-in carers/caretakers, as well as the online environment.

¹ The Standards are based on the child safe standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse but include additional 'core components.'

NOTE: Nothing that is written in these procedures prevents any clergy, religious, paid employee, volunteer or any other person from taking immediate action to notify Police and/or the child protection service in relevant jurisdiction (for children under 18 years), particularly if he/she believes that it is essential to act to ensure a vulnerable person's safety.

3. Roles and Responsibilities

The Provincial has overall responsibility for identifying and minimising risks to the safety of children and adults at risk who have contact with The Carmelites of Australia & Timor-Leste through implementing and monitoring the Risk Management Strategy. He has the responsibility of Safeguarding Coordinator.

All personnel share day-to-day responsibility for identifying and minimising risks to the safety of children and adults at risk by observing and complying with the Risk Management Strategy. As part of their initial safeguarding induction and refresher training, personnel will be familiarised with the Risk Management Strategy and supported to understand and fulfil their safeguarding responsibilities.

4. Strategies for Identifying and Managing Risks

The following strategies will be implemented by The Carmelites of Australia & Timor-Leste to identify and manage risks.

4.1 Recruiting safe and suitable people

The Carmelites of Australia & Timor-Leste will implement the following practices to support the recruitment of people who are safe and suitable to have contact with children and adults at risk:

- 4.1.1 Job advertisements, role descriptions and requests for volunteers will contain the following or similar statement:

'The Carmelites of Australia & Timor-Leste are committed to safeguarding children and adults at risk and have a zero-tolerance policy to abuse. We have robust recruitment procedures to select suitable people and provide our personnel with ongoing training and support to meet their safeguarding obligations.'

- 4.1.2 Applicants for all roles, including volunteers,² will be required during interview to demonstrate an understanding of and commitment to safeguarding principles and culturally safe practices that reflects their expected level of contact with children and/or adults at risk.

Appendix A includes sample interview questions

- 4.1.3 Applicants for all roles, including volunteers, will be required to disclose whether they have been the subject of any criminal or disciplinary proceedings.

- 4.1.4 At least two recent verbal referee checks will be directly obtained and documented for all applicants, including volunteers. Referees may be former or current employers (paid or volunteer). Referees will be asked specific questions about the person's suitability to have

² In this section, 'volunteer' means any individual who provides an unpaid service to [The Carmelites of Australia & Timor-Leste] on a more than occasional basis. It does not include individuals who are involved as volunteers in one-off events or are supervised at all times by another appropriately screened adult.

contact with children and adults at risk, including (but not limited to) whether they have been the subject of previous disciplinary proceedings. The identity of referees will be verified with the referee, where possible by telephone. **Appendix B** includes sample referee questions and a referee checklist.

- 4.1.5 Pre-employment screening checks will be completed and documented. Any person in a role required by legislation to have a current Working with Children Check will have their clearance verified prior to being permitted to have contact with children or adults at risk.³ A current National Police Check/National Police Certificate will also be conducted, and the outcome assessed before any person is permitted to have contact with children or adults at risk. **Appendix C** includes a pre-employment screening checklist.
- 4.1.6 Selection and screening procedures for overseas religious will as far as practicable be the same as those for Australian personnel. The Carmelites of Australia & Timor-Leste will obtain background checks from the relevant country and overseas Church Authority.
- 4.1.7 Additional robust screening of candidates for their suitability to have contact with children and/or adults at risk will take place before and during seminary and religious formation and ordination/professions of vows. This will include external psychological and psychosexual assessments.
- 4.1.8 The Carmelites of Australia & Timor-Leste will securely record and store all recruitment information, including disclosures of criminal history/disciplinary proceedings, references and pre-employment screening checks (see also section 9). The Provincial/Safeguarding Coordinator will monitor the status of Working with Children Checks and any other background checks for all personnel to ensure they remain current.
- 4.1.9 All personnel are required to sign an acknowledgement, before commencing employment then annually, of their agreement to comply with The Carmelites of Australia & Timor-Leste's Code of Conduct. The Code of Conduct clearly outlines conduct, including conduct towards children and adults at risk, that is not acceptable. Breaching the Code of Conduct may constitute misconduct and result in disciplinary proceedings up to and including dismissal (with or without notice) and possible criminal proceedings. In addition, religious clerics and brothers may be removed from ministry and be dispensed from his or her vows or dismissed from the clerical state, as applicable. This may impact on the individual's ability to work with children and/or adults at risk in the future.

NOTE: Prior to contracting a third party to deliver services to children or adults at risk, The Carmelites of Australia & Timor-Leste will confirm the third party has appropriate recruitment and training policies and practices in place to safeguard children and adults at risk. See also section 5.

³ A person is generally permitted to work with children if they have applied for a clearance, however, you must ensure that the outcome of the application is checked and that their work with children is more closely supervised until the clearance has been given. You need to be clear on any restrictions on individuals working with children while an application is pending in your jurisdiction.

5. Supporting our People to Safeguard Children and Adults at Risk

The Carmelites of Australia & Timor-Leste recognise that our people play a critical role in keeping children and adults at risk safe. We support them to fulfil this role in the following ways.

- 5.1. Providing initial and refresher safeguarding training to all personnel. The training will equip personnel with information and skills to understand and fulfil their safeguarding responsibilities, including preventing, identifying and reporting concerns about safety to children and adults at risk. At a minimum, the training will cover the areas outlined in section 7 of the Safeguarding Policy. Refresher safeguarding training will be provided to personnel at least every three years.
- 5.2. Maintaining up-to-date participation records to ensure personnel complete induction and refresher safeguarding training as required.
- 5.3. Ensuring that leaders and members of religious institutes in active ministry will be offered and expected to access both ongoing professional development and annual performance appraisals. At a minimum, they will participate in not less than 6 hours of professional/pastoral supervision per year.
- 5.4. Professional supervision for personnel will include attention to safeguarding of children and adults at risk, with specific consideration to the appropriate management of power imbalances in relationships.
- 5.5. Ensuring that members of religious institutes recruited from overseas will be supported with a suitable mentor for at least their first two years in Australia.
- 5.6. Candidates for priesthood and religious life (both before and during seminary formation prior to ordination as well as during times of initial formation prior to professions of vows) will be screened for their suitability to engage in work that involves contact with children and adults at risk. Screening will include external psychological and psychosexual assessments.
- 5.7. Where a candidate does not continue through to ordination/profession of vows, The Carmelites of Australia & Timor-Leste will draw on broad-ranging professional advice in complying with a positive duty to disclose relevant information to other Church Authorities.
- 5.8. Seminary and initial formation programs will include appropriate curriculum throughout the formation program to build candidates' safeguarding knowledge and skills, including pastoral responses to victims/survivors of sexual abuse. Attitudes and behaviours involving the abuse of powers will be explicitly addressed.
- 5.9. Newly ordained clergy and newly professed religious/members will be supported with a suitable mentor for at least five years post ordination or final profession.

6. Creating and Maintaining Safe Environments

The Carmelites of Australia & Timor-Leste will strive to maintain safe environments for all people, particularly children and adults at risk, through implementing the following practices:

- 6.1 We will communicate with The Carmelites of Australia & Timor-Leste's community about our approach to safeguarding and how people can raise concerns about the safety of children or adults at risk.
- 6.2 Adults at risk (or their families/carers, where appropriate) will be:
 - made aware of the roles and responsibilities of personnel providing services to them

- provided with accessible information in appropriate formats about their right to be safe and how to speak up about problems or concerns
 - consulted about what makes them feel safe and about decisions that affect them
 - where appropriate, provided with accessible information about safe and respectful relationships
 - where appropriate, referred to other organisations/services for specialist advice or support.
- 6.3 Physical premises or environments under our control and/or management (including buildings, structures, open spaces, grounds, homes of religious, and arrangements for live-in carers/caretakers) will be assessed and regularly monitored for safety hazards to minimise the risk of injury or harm to any person, particularly young children, people with physical disability and frail older people. Where potential hazards are identified, the Provincial or local Prior/Parish Priest/School Principal is responsible for ensuring they are documented and promptly mitigated. Appropriate risk management strategies will be put in place during any interim period. **Appendix D** includes a safety hazard checklist.
- 6.4 One-to-one interactions between an adult and a child will not take place, whether on The Carmelites of Australia & Timor-Leste premises or elsewhere, unless in an open or visible space, or within the clear line of sight of another adult, unless express permission has been provided. This includes ministries and/or services such as counselling, one-to-one tuition, the sacrament of reconciliation, coaching, spiritual direction and mentoring.⁴ A similar approach will generally be taken with an adult at risk; however, this will depend on the individual's circumstances, preferences and right to privacy. Prudent judgement will be exercised on a case by case basis, having regard to any issues of diminished capacity.
- 6.5 When The Carmelites of Australia & Timor-Leste become aware that a person (other than personnel) attending or residing in any of its services or activities poses an unacceptable risk to others (eg. those with a serious criminal conviction resulting in parole conditions, domestic and family violence orders) the risks posed by the person's ongoing involvement in the service or activity will be appropriately managed. The Provincial/Safeguarding Coordinator or the local Prior/Parish Priest/School Principal is responsible for decision-making in relation to any person who poses an unacceptable risk to others. Advice should be sought from Police in this regard as appropriate on a case by case basis.
- 6.6 Personnel will use appropriate and safe online applications to minimise online risks to the safety of children and adults. Electronic devices will be appropriately secured to prevent unauthorised access and usage may be intrusively monitored to ensure compliance with the Code of Conduct. Where appropriate in the context of programs, services or activities we provide, The Carmelites of Australia & Timor-Leste will provide adults with safe online applications to learn, communicate and seek help.
- 6.7 Personnel must report any incident that raises concern for the safety of a child or adult at risk to the Provincial/Safeguarding Coordinator as soon as practical. A safety concern reporting flowchart is provided at **Appendix E**. If the concern relates to the Provincial, it must be reported to the Safeguarding Office of the local Diocese. The Complaint Handling Policy will be followed when any incident about the

⁴ Where the sacrament of reconciliation is celebrated using the first form of the Rite of Penance, that is, the Rite for Reconciliation Individual Penitents, this may occur in a chapel or other space within a church that is set apart for this purpose, but physical contact between the cleric and penitent is not permitted.

safety of a child or adult at risk is reported. A safety concern reporting template is provided at **Appendix F**.

7. Planning Specific Programs, Activities, and Events

In addition to maintaining safe environments through the steps outlined in section 3, The Carmelites of Australia & Timor-Leste will take a structured approach to risk management for specific programs, activities and events, whether on or off premises (including overseas). Using the template provided in **Appendix G**, the designated leader/responsible person for any of these programs, activities and events will ensure that a risk assessment and management plan is completed for each program, activity or event where it is anticipated that children and/or adults at risk may be present.

The plan will include (but not be limited to) consideration of the following:

- the nature of physical spaces and physical safety hazards
- privacy (eg. toilets, change rooms)
- health/medical needs of participants
- supervision arrangements
- child-to-child interactions; adult-to-child interactions and adult-to-adult interactions
- access and transport arrangements
- access to electronic equipment and on-line environments
- use of cameras/audio-recorders/video-recorders
- needs of adults with diminished capacity

The plan will take into account the ability for adults to make informed choices while also having regard to the needs of adults with diminished capacity. Adults with heightened vulnerability will be consulted about their safety needs and their views will be taken into account. Where appropriate, families/carers will also be encouraged to participate in safety planning for adults at risk.

8. Handling Disclosures and Complaints

The Carmelites of Australia & Timor-Leste have a robust process for receiving, recording, managing, resolving and monitoring complaints, including disclosures or allegations of current or historical abuse towards children or adults. These processes are documented in the Complaint Handling Policy.

The Safeguarding Policy and Code of Conduct require personnel to promptly report any concern for the safety of children or adults at risk to the Provincial/Safeguarding Officer as soon as practical. If the concern relates to the Provincial/Safeguarding Officer, it must be reported to the Safeguarding Office of the relevant diocese. A safety concern reporting template is provided at **Appendix F**.

9. Keeping Records and Sharing Information

The Carmelites of Australia & Timor-Leste acknowledge that in the past, institutions have not always fulfilled their obligations to keep records and share appropriate information about risks to the safety of children and adults. We recognise that record-keeping and information sharing is a key risk management strategy and will implement this in the following ways:

- 9.1. Complete and accurate records will be created and maintained for all incidents, complaints (including disclosures/allegations), responses and decisions that relate to abuse or harm to children or adults at risk. Records will be created at the time of, or as soon as practicable following, an incident, complaint, response or decision.
- 9.2. All records will be securely stored, maintained and disposed of in accordance with legislative and statutory requirements (including requirements relating to the relevant jurisdiction and Working with Children Check scheme), or after a period of 50 years (whichever is higher). Access to information and records will be restricted to The Carmelites of Australia & Timor-Leste personnel who require it in order to discharge their safeguarding obligations.
- 9.3. We will maintain current knowledge of, and comply with, our legislative obligations to maintain confidentiality and protect personal information and privacy. Information and records relating to incidents, complaints, responses and decisions will be treated as confidential except where the sharing or distribution of information and/or records is mandated by statutory requirements or principles of natural justice. In this regard, if the complaint involves conduct that is serious and/or potentially criminal, any legal obligations to report relevant information to bodies such as the Police, child protection services or other prescribed bodies will over-ride confidentiality,
- 9.4. We will uphold and facilitate, to the fullest extent possible, individuals' rights to access, amend or annotate records about themselves. If the individual has capacity issues, consideration will be given to the most appropriate way to release records and information and who else may be authorised to receive it on their behalf (eg. a guardian or nominee. When determining what information to release relating to a complaint record, The Carmelites of Australia & Timor-Leste will be mindful of privacy and confidentiality obligations concerning the release of personal information about other individuals, such as a subject of the complaint.
- 9.5. The Carmelites of Australia & Timor-Leste will pro-actively share risk-related information with other entities, if necessary, when candidates for priesthood and religious life move between seminaries, formation programs and Church jurisdictions.

10. Review of Risk Management Strategy

The Risk Management Strategy will be updated as required and reviewed at least every three years. In doing so, The Carmelites of Australia & Timor-Leste will have regard to best practice models and the views of expert stakeholders and community members, children and adults at risk, including those with disability, diminished capacity and/or cognitive impairment.

Risk Management Strategy approved	Carmelite Provincial Council	11 November 2021
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Risk Management Strategy reviewed	[as above]	[Insert month and year]
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11. Related Documents

- Safeguarding Commitment Statement
- Safeguarding Policy
- Code of Conduct
- Complaint Handling Policy

12. Templates and Checklists

Appendix A: Sample job interview questions

Appendix B: Sample referee questions and checklist

Appendix C: Pre-employment screening checklist and applications

Appendix D: Safety hazard checklist

Appendix E: Safety concern reporting flowchart

Appendix F: Safety concern reporting template

Appendix G: Risk assessment and management template

Appendix H: Initial risk management checklist

APPENDIX A: SAMPLE INTERVIEW QUESTIONS

Sample Job Interview Questions

The following sample job interview questions are designed to elicit information to help assess an individual's suitability to have contact with children or adults at risk. The questions can be tailored to meet the specific dimensions and needs of the role.

Candidate:

Role:

1. *The Carmelites of Australia & Timor-Lest are committed to safeguarding children and adults at risk of abuse or harm:*
 - *What does safeguarding mean to you?*
 - *What are some of the factors that make children vulnerable to abuse or harm?*
 - *What are some of the factors that make some adults more vulnerable to abuse or harm?*
2. *Can you give some examples of what may be unsafe or unacceptable behaviour with:*
 - *children*
 - *adults at risk*
3. *Please tell us how you will contribute to making The Carmelites of Australia & Timor-Leste a safe environment for children and adults at risk?*
4. *Can you describe a time when you have helped a child or a vulnerable adult to bring forward a safeguarding concern, what happened to them and what was the outcome?*
5. *Have you ever felt uncomfortable about a colleague's behaviour towards children or adults at risk in a previous job? What were your concerns, what did you do, and how was the issue resolved?*
6. *Have you ever been dismissed or subject to a disciplinary process?*

APPENDIX B: SAMPLE REFEREE QUESTIONS AND CHECKLIST

Sample Referee Questions	
<p>The following sample referee questions are designed to elicit information to help assess an individual's suitability to have contact with children or adults at risk. The questions can be tailored to meet the specific dimensions and needs of the role. These questions are not the entirety of questions that should be asked to assess job suitability generally.</p>	
Candidate:	Role:
Referee name, role and contact details:	
1. Please comment on <i>[the candidate's]</i> honesty and integrity.	
2. Safeguarding children and adults at risk is a priority for The Carmelites of Australia & Timor-Leste and we take our duty of care seriously: <ul style="list-style-type: none">○ Do you know of any reason why we should be concerned about <i>[the candidate]</i> having contact with children or adults at risk? If yes, please provide details.○ Do you know of any other person who may have concerns about <i>[the candidate]</i> in relation to their contact with children or adults at risk?	
3. Have you observed <i>[the candidate's]</i> conduct towards children or adults at risk? If so, please provide a summary of your observations of these interactions. If no, are you able to refer me to another person who has?	
4. Has <i>[the candidate]</i> been the subject of a disciplinary process?	
5. To the best of your knowledge, why did <i>[the candidate]</i> leave the role?	
6. Would you employ/engage <i>[the candidate]</i> again? If not, why not?	
7. Is there anything else about <i>[the candidate]</i> you think I should know?	
Reference obtained by:	
Date reference obtained:	

Referee Checklist

This checklist can be used as a guide to the actions that should be completed when obtaining referee checks for candidates.

Candidate: **Position:** **Date:**

Process	Yes/No	Notes
Have you obtained (preferably verbally) at least two recent referee checks?		
Have you verified the identity of the referees? What method did you use to verify their identity?		
Have you asked specific questions about the candidate's suitability to have contact with children and adults at risk, including (but not limited to) whether they have been the subject of previous disciplinary proceedings?		
Have the referee checks raised any questions or concerns about the person's suitability to have contact with children or adults at risk? If so, what additional steps are needed to assess/manage potential risks?		
Have you documented the information provided by the referees and attached it to the relevant file?		

Completed by: **Signed:** **Date:**

APPENDIX C: PRE-EMPLOYMENT SCREENING CHECKLIST AND APPLICATIONS

Screening Checklist This checklist can be used as a guide to the actions that should be completed when carrying out pre-employment screening of candidates.		
Candidate: _____ Position: _____ Date: _____		
Process	Yes/No	Notes
Is the candidate required by legislation to have: <ul style="list-style-type: none"> - a Working with Children Check/Working with Vulnerable People Check? - a NDIS Worker Screening Check? - a Police Check 		
Depending on the nature of services delivered, does the relevant regulator (e.g. aged care or disability) recommend a National Police Check/National Police Certificate for the role (for Church Authorities directly delivering direct services to children and adults at risk)?		
Did the outcome raise any questions or concerns about the person’s suitability to have contact with children or adults at risk? If yes, what additional steps are needed to assess/manage potential risks?		
If the candidate is required to have a Working with Children Check/Working with Vulnerable People Check/NDIS Worker Screening Check, have you verified the clearance?		
Have you documented the verification and attached it to the relevant file?		
Have you recorded the expiry date of the clearance and followed the correct process to ensure it is monitored?		
Completed by: _____ Signed: _____ Date: _____		

Applications for Screening Checks			
Jurisdiction	National Police Check/Police Certificate	Working with Children Check/Working with Vulnerable People Check	NDIS Worker Screening Checks
ACT	AFP National Police Checks	ACT Working with Vulnerable People Check	NDIS Worker Screening Checks All states and territories
QLD	QLD Police National Police Certificates	QLD Blue Card	
NSW	NSW Police National Police Certificates	NSW Working with Children Check	
VIC	VIC Police National Police Checks	VIC Working with Children Check	
SA	SA Police Record Checks	SA Working with Children Check	
WA	WA Police National Police Certificates	WA Working with Children Check	
TAS	TAS Police Criminal history checks	TAS Working with Vulnerable People registration	
NT	NT National Police Certificates	NT Working with Children Clearance	

APPENDIX D: SAFETY HAZARD CHECKLIST AND RISK MANAGEMENT

Safety hazards checklist ⁵				
This checklist can be used as a guide for identifying common safety hazards on your premises.				
Person completing checklist:			Date completed:	
	ITEM	YES	NO	ACTION
1	Fire			
	Extinguishers are in place			
	Extinguishers are clearly marked & readily located			
	Extinguishers have been serviced in the last six months			
	The area around extinguishers is clear for a radius of 1 metre			
	Fire exit signs are in place			
	Fire exit signs are in working order			
	Exit doors are not blocked			
	Exit doors can be easily opened			
	Fire alarm is in working order			
	Emergency plan is displayed			
	There is safe access & egress			
2	Electrical			
	Power outlets accessible to children are appropriately covered			
	Electrical plugs, sockets, switches are safe			
	Frayed or damaged leads are removed			
	Portable power tools are in good condition			
	Temporary leads on the floors are appropriately covered			
	Testing and tagging of electrical items has been completed			
	Everything on the switchboard is clearly labelled			
	Electrical fittings & equipment are regularly inspected			
3	General Lighting			
	There is adequate illumination in working areas			
	There is good natural lighting			
	Light fittings are in good working condition and are clean			

⁵ Archdiocese of Canberra and Goulburn, <https://cgatholic.org.au/wp-content/uploads/2016/08/16-0817-WHS-Policy-Safety-Plan.pdf>

	Emergency lighting is operational			
4	Walkways			
	Walkways are free of oil or grease			
	Carpets are wrinkle free with no obvious trip hazards			
	Walkways are clear of obstructions			
	Stairs (altar) are not blocked and are in good condition			
5	Amenities			
	Toilets are cleaned regularly			
	Bins are not overflowing			
	Tiled floors are free of chips or cracks causing sharp edges			
	Soap and handtowels are provided			
	Surfaces (including toilet seats & lids) are free of chips, cracks			
6	Work Areas			
	Benches are clear of clutter			
	Tools are stored properly			
	Benches are at an adequate work height			
	Work benches are free of sharp edges			
	Chair backs & seat heights are adjustable			
	Storage shelves are organised to minimise bending & stretching			
8	Chemicals			
	MSDS are available for all chemicals			
	The MSDS register is available an up to date			
	Chemical containers are clearly and accurately labelled			
	All chemicals are stored in accordance with the MSDS			
9	First Aid			
	First aid kits and contents are clean and orderly			
	First aid kits are adequately stocked			
	First aid kits are readily accessible			
	A sign is displayed advising the location of the first aid kit			
10	Floors			
	Floors are even with no large cracks, holes or trip hazards			

	Floors are not cluttered			
	Floors are free from slip hazards			
12	Grounds and Garage			
	Power equipment maintenance is carried out			
	Power equipment is clean			
	There is adequate signage for parking (disabled and no parking)			
	There are MSDS for all chemicals and gardening products			
	Safe operating procedures exist for plant such as ride on lawn mowers			
	Pathways and walkways clear and unobstructed			
13	Display Material			
	The WHS policy is signed and up to date			
	The WHS policy is displayed			
	No smoking signs are displayed			
	A safety noticeboard is available and up to date			
14	WHS Information			
	The WHS manual is available to volunteers			
	Incident report forms are available			
	Hazard report forms are available			
	An emergency evacuation plan is displayed			
	An assembly point after evacuation has been identified			
	Training records are up to date			

APPENDIX E: RISK ASSESSMENT AND MANAGEMENT TEMPLATE

Risk Assessment and Management Template⁶

This template can be used when planning specific programs, activities or events where it is anticipated that children and/or adults at risk may be present. Factors to consider include:

- the nature of physical spaces and physical safety hazards
- access to privacy (e.g. toilets, changerooms)
- supervision arrangements
- medical/health needs of participants
- child-to-child interactions, adult-to-child interactions, and adult-to-adult interactions
- access and transport arrangements
- access to electronic equipment and on-line environments
- use of cameras/audio-recorders/video-recorders
- needs of adults with diminished capacity

Risk Levels

- **Low risk:** e.g. minor behavioural issues, minor first aid issues (cuts, bruises etc)
- **Medium risk:** e.g. serious injury/illness, complex welfare issue, disruption or incident causing distress to children or adults
- **Major risk:** e.g. major incident which damages parent/public confidence, injuries requiring hospitalisation, major welfare or liability issue
- **Critical risk:** e.g. death or permanent disability, sustained negative publicity/reputational damage

Risk Likelihood

- **Rare:** may occur but only in rare and exceptional circumstances
- **Unlikely:** unlikely to occur but could happen
- **Possible:** possible and likely to occur at some time
- **Likely:** likely to occur frequently
- **Almost certain:** almost certain to occur in most circumstances

Setting

Who is involved, what is the activity, where is it held, when is it (times and dates) etc

⁶ Adapted from Catholic Diocese of Townsville, Risk Management Strategy <https://www.tsv.catholic.org.au/diocesan-office/safeguarding/> and NSW Office of the Children's Guardian, Risk Management Template, <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/training-and-resources/child-safe-resources/risk-management>.

Identified Risk	Risk Level	Risk Likelihood	Risk Management Strategies	Monitoring and Governance	Contact Person
<p><i>Identify the risk (even if it is unlikely to happen it is recommended that you document and identify mitigation strategies)</i></p>	<p><i>Use the risk table to identify the level of risk</i></p>	<p><i>Use the table to identify the likelihood of the risk occurring</i></p>	<p><i>Consider what the organisation can do to reduce the likelihood or consequence of the risk eventuating</i></p> <p><i>Do you have to establish new processes, or is it a case of existing policies or processes needing to be reinforced?</i></p> <p><i>Have the needs of adults with diminished capacity and/or cognitive impairment been considered?</i></p> <p><i>Have families/carers of children and adults at risk (where appropriate) been consulted and involved in planning?</i></p>	<p><i>Who is responsible for implementing the strategies, and when do they need to be implemented by?</i></p> <p><i>How will the strategies be communicated to staff, volunteers, families/carers etc?</i></p> <p><i>How will the effectiveness of the strategies be monitored/ reviewed and by whom?</i></p>	<p><i>Person responsible for overseeing the strategies to minimise the risk</i></p>

APPENDIX F: SAFETY CONCERN REPORTING FLOWCHART⁷

Who can report?	Affected person	Family/carer	Personnel	Community member
What to report?	Any concerns for the safety of a child or adult at risk, including: <ul style="list-style-type: none"> ▪ an incident ▪ disclosure of abuse or harm ▪ allegation, suspicion or observation ▪ breach of Code of Conduct ▪ environmental safety issues 			
Call 000 if any person is in immediate danger				
How?	Verbal, letter, email, telephone call, meeting			
Who to?	Relevant leader/manager/supervisor/provincial/safeguarding coordinator			
What happens next?	The relevant leader/manager/supervisor/provincial/safeguarding coordinator will: <ul style="list-style-type: none"> ▪ offer support to the affected person, their family/carer (if relevant) and the person making the report ▪ ensure that the provincial/safeguarding coordinator is informed of the situation and, in collaboration with him/her: ▪ initiate the internal risk management process to ensure the safety of the affected person and any other person, clarify the nature of the complaint and commence disciplinary process (if required) ▪ decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the Police or Child Protection authority and make report as soon as possible if required (and any other entity such as a Church Authority) ▪ wait for clearance from authorities before starting the investigation ▪ report to regulators, oversight bodies if allegation is reportable, and working with children check operators where appropriate. 			

⁷ Adapted from Victorian Commission for Children and Young People, [Flowchart: Child Safety Reporting Process](#).

APPENDIX G: SAFETY CONCERN REPORT TEMPLATE

Safety Concern Report Template⁸	
This template can be used/adapted to consistently record safety concerns about children or adults at risk.	
1	Affected person
	Name:
	Age:
	Gender:
	Do they identify as Aboriginal or Torres Strait Islander? If yes, specify:
	Are they from a culturally and linguistically diverse background? If, yes, specify:
	Do they have a disability? If, yes, provide any relevant details:
	Are they living in residential or out of home care?
	Do they have communication support needs? If yes: <ul style="list-style-type: none"> ▪ Have they been offered an interpreter? ▪ Have they been offered a communication assistant? ▪ Have they been offered a support person, advocate, family member? ▪ Any other supports?
	Provide any other relevant information relating to the person's preferred communication methods, support needs, and involvement in the reporting process:
	If the affected person has a disability, provide any relevant details relating to their guardianship, advocacy or other decision-making arrangements (eg. the name and contact details of any nominees authorised to receive information on their behalf):
2	If the concern was reported by someone other than the affected person
	Name:
	Age:
	Gender:
	Relationship to affected person (if relevant):
3	Nature of the concern

⁸ Adapted from National Office of Child Safety, *Complaint handling guide: Upholding the rights of children and young people*, 2019. Appendix M: Complaint record form <https://chilidsafety.pmc.gov.au/sites/default/files/2020-09/nocs-complaint-handling-guide.pdf>

	<p>Accurately record the issues, concerns, details of any witnesses:</p> <p><i>If the concern was disclosed by the affected person or another party, as far as possible record the nature of the concern using their own words.</i></p>
4	Immediate Risk Considerations
	<p>Details of any injuries and if the affected person or others received medical attention:</p> <ul style="list-style-type: none"> ▪ Does the complaint indicate the possibility of criminal conduct? Yes/No/Unsure ▪ Is a mandatory child protection report required? Yes/No ▪ Does the complaint involve a reportable allegation/incident? Yes/No/Unsure ▪ Is any immediate risk management action required? Yes/No
5	Outcome sought
	<p>What outcome is the affected person/person who reported the concern seeking?</p>
6	Contact details of person reporting the concern
	<p>Address:</p> <p>Phone number:</p> <p>Email:</p> <p>Preferred contact method:</p>
7	Person completing this safety concern report
	<p>Signed: _____ Date: _____</p> <p>Print name: _____</p>
8	Person receiving this safety concern report
	<p>Signed: _____ Date: _____</p> <p>Print name: _____</p> <p>Next steps: _____</p>

APPENDIX H: INITIAL RISK MANAGEMENT CHECKLIST

<p>Initial risk management checklist⁹</p> <p>This checklist can be used to guide the initial risk management response to an incident, disclosure or complaint that relates to the safety of a child or adult at risk.</p>
<p>Immediate safety</p>
<p>Is immediate medical assistance required for any person?</p>
<p>Is there a risk to the immediate safety of the child or adult affected by the incident, disclosure or complaint, or any other child or adult, that requires necessary action to address the risks posed?</p>
<p>Have you considered the safety of the person who made the disclosure, report or complaint (other than the affected child or adult), provided appropriate advice, and made relevant referrals to Police and/or other emergency services?</p>
<p>Evidence</p>
<p>Have you made sure that any physical/ electronic evidence is immediately secured, and future evidence (eg. from witnesses) is not compromised?</p>
<p>Reporting</p>
<p>Does the incident, disclosure or complaint raise any allegation of criminal conduct?</p>
<p>Do the issues raised by the incident, disclosure or complaint warrant a report or notification to an external authority, in accordance with legislative obligations (eg. Police, child protection authority, reportable conduct oversight body, NDIS Quality and Safeguards Commission)?</p>
<p>Person affected by the incident/disclosure/complaint</p>
<p>Does the affected child or adult require a referral to a support service or counselling?</p>
<p>Person the subject of complaint</p>

⁹ Adapted from National Office of Child Safety, *Complaint handling guide: Upholding the rights of children and young people*, 2019. Appendix I: Conducting an initial risk assessment <https://chilfsafety.pmc.gov.au/sites/default/files/09/nocs-complaint-handling-guide.pdf>

If the person who is the subject of the complaint is a staff member or volunteer, what actions should be taken?

- Should they remain in their current position, be moved to another area, or be suspended?
- If the staff member remains in the workplace, a decision should be made about the duties that they will undertake and who will monitor and assess the risks associated with them having access to children or adults at risk in the care of the organisation. Relevant factors to consider include the vulnerability of the children or adults they would be in contact with, eg. the age of the children, their communication skills, or disability.

What type of support and information should the subject of complaint be given to ensure the complaints process is fair?

What risk management action should be taken if the incident/disclosure/complaint involves a peer of the child or adult affected by the complaint?

Confidentiality and information sharing

Have you informed the involved parties of the need to treat the matter confidentiality?

Have you explained to affected person (and their family/carer if appropriate) reasons why certain information may need to be shared, eg. to protect safety and/or comply with reporting obligations?

Do others outside of the parties to the complaint/incident need to be informed?

Conflict of interests

Have you identified and put steps in place to address any actual or potential conflict of interests?

Other initial risk management

Are there any other steps that should be taken to prevent any further harm or risk?