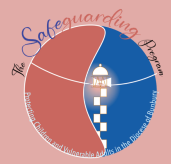




SAFEGUARDING RISK CHECKLIST

CHILDREN'S ACTIVITY OR EVENT



This Safeguarding Risk Checklist is designed to assist Diocesan Parishes, Agencies, Offices, Organisations and Ministries when planning or reviewing activities and events. It helps to identify potential risks, assess and respond. *Refer to the Safeguarding Master Policy 15 - Conducting Risk Assessments for further information.*

WHY DO A RISK CHECKLIST? To assist you when arranging an activity to ensure the event or program runs smoothly, and to ensure the safety and wellbeing of all individuals involved.

WHAT IS A SAFEGUARDING RISK? A Safeguarding risk is the chance of abuse happening that can cause distress or harm and considers the likelihood of harm happening, the vulnerability of the person/s involved and the impact if it happened.

WHAT ARE RISK MEASURES? Risk measures are actions or best practices put in place to reduce a safeguarding risk.

WHY EVALUATE? Post activity or event evaluation allows church leaders to understand what was successful, assess the effectiveness of risk prevention strategies and identify any emerging risks or areas for improvement.

INSTRUCTIONS

This checklist is for guidance only and is completed on a 'best-effort' basis.

- The Checklist should be jointly completed by at least two persons/representatives organising the activity or event. You may also wish to consult with helpers, parents, carers or those participating, as they may have invaluable input in the planning phase of your activity or event.
- Types of activity and event may include, but are not limited to:
 - Children's Sacramental, PREP or Liturgy of the Word Classes
 - Children's Sacramental Party
 - Children's Choir Rehearsal
 - Children's Christmas Party
 - Youth Group Event
 - Children's Off-site activity
 - Overnight stay/camp/retreat ***Contact the Safeguarding Program Office before the event***
- Check with the Safeguarding Coordinator if there are any questions or concerns.
- Return the completed checklist to the Parish Priest, Agency Director or Manager before the activity or event for approval.
- Retain the approved Checklist for your records and send a copy to the Safeguarding Coordinator.
- Complete the Post Activity/Event Evaluation section annually or after one-off events and send a copy of the Checklist to the Safeguarding Coordinator.

DETAILS

Entity Name: _____ Location: _____

Activity/Event Type: _____ Participants Age Range: _____

Frequency: ☐ Weekly ☐ Monthly ☐ Annual ☐ One-off Other _____

Coordinator: _____

Email: _____ PH: _____

PERSON/S COMPLETING THE CHECKLIST

First Name: _____	Surname: _____	Role: _____
First Name: _____	Surname: _____	Role: _____
First Name: _____	Surname: _____	Role: _____

APPROVED BY PARISH PRIEST / DIRECTOR / MANAGER

Name: _____ Role: _____ Sign: _____



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CHILDREN'S ACTIVITY OR EVENT



ALL PERSONNEL INVOLVED

- Risk posed by unscreened personnel engaging with children.
- Lack of supervision or inappropriate or unmonitored one-on-one interactions between personnel and children.
- Inadequate safeguarding awareness leading to unrecognised signs of harm or failure to report concerns appropriately.
- Inappropriate behaviour, grooming, exploitation of power imbalance, child abuse or lack of professional boundaries by personnel.
- Exposure to age-inappropriate or harmful content for children.

YES | NO

✓ TICK THE RISK MEASURES IMPLEMENTED

- | | |
|---|---|
| ☐ ☐ | There will be no one-to-one isolated engagement with children. |
| ☐ ☐ | There will be no unsupervised children - use a 2:1 supervision ratio. |
| ☐ ☐ | Activities are to be in an open, visible area with clear line of sight. |
| ☐ ☐ | Apply the Screening Matrix - WWCC, NPC, Safeguarding Induction & Declaration. |
| ☐ ☐ | Designate a Safeguarding Officer for the activity/event. |
| ☐ ☐ | Personnel have read the Code of Conduct. |
| ☐ ☐ | Personnel have been informed of how to report a safeguarding concern. |
| ☐ ☐ | Has the activity content been reviewed for appropriateness for children. |
| ☐ ☐ | The Safeguarding Officer is aware of child engagement strategies. |

IF 'NO' PROVIDE FURTHER EXPLANATION

PARTICIPANTS ATTENDING

- Children are not informed about safeguarding, their rights, or how to report concerns.
- Risk of children becoming lost or missing.
- Failure to provide appropriate support for children with diverse needs—such as those with disabilities, mental health concerns, or from culturally and linguistically diverse (CALD) backgrounds.
- Bullying, harassment, inappropriate behaviours or disrespect of personal boundaries by children.
- Unaddressed conditions such as allergies, phobias, or disabilities that may impact safety or participation
- Child transportation conducted by unauthorised personnel or representatives.

YES | NO

✓ TICK THE RISK MEASURES IMPLEMENTED

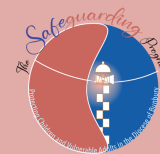
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|---|---|
| ☐ ☐ | The Safeguarding Commitment Statement is displayed in the activity/event area. |
| ☐ ☐ | The Children's Code of Behaviour Poster is displayed in the activity/event area. |
| ☐ ☐ | Participants know who the Activity Contact or designated Safeguarding Officer is. |
| ☐ ☐ | Participants have been informed of how to report a safeguarding concern. |
| ☐ ☐ | A Feedback Form will be provided to children after the activity/event. |
| ☐ ☐ | A trained First Aider will be present and a First Aid kit available. |
| ☐ ☐ | A First Aid kit is available. |
| ☐ ☐ | An Emergency Response Plan will be developed and displayed. |
| ☐ ☐ | A lost child protocol is in place (Confirm/Alert/Lockdown/Search). |
| ☐ ☐ | A quiet safe space area for children with diverse needs. |
| ☐ ☐ | A children's Sign In/Out system will be used. |
| ☐ ☐ | Parents/Carers have completed the Consent Form. |
| ☐ ☐ | Children will only be transported in an emergency with parental consent. |

IF 'NO' PROVIDE FURTHER EXPLANATION



SAFEGUARDING RISK CHECKLIST

CHILDREN'S ACTIVITY OR EVENT



PHYSICAL ENVIRONMENT OF THE VENUE

- Venue area is difficult to monitor (e.g. poorly designed spaces with hidden corners, high partitions, or obstructions to line of sight).
- Overcrowding (e.g. too many children in restricted areas) resulting in diminished capacity for proper oversight and increased safeguarding risks.
- Multiple Entry/Exit Points (e.g. unsecured doors or gates allow unauthorised access or children wandering off).
- Inadequate restroom facilities (e.g. no accessible, unisex or mobility friendly toilet).

YES | NO

✓ TICK THE RISK MEASURES IMPLEMENTED

- | | |
|---|---|
| ☐ ☐ | Isolated spaces are regularly checked and monitored. |
| ☐ ☐ | The venue Entry/Exit points will be monitored. |
| ☐ ☐ | The venue has good natural surveillance and clear line-of-sight to all areas. |
| ☐ ☐ | There is adequate venue lighting. |
| ☐ ☐ | Venue capacity limits are applied. |
| ☐ ☐ | A Lost Child or a Safe Space area is setup for children. |
| ☐ ☐ | Clean and accessible restrooms are available, signposted and checked regularly. |
| ☐ ☐ | Children will be escorted by a supervisor or a buddy when using the restroom. |

IF 'NO' PROVIDE FURTHER EXPLANATION

ONLINE ENVIRONMENT & COMMUNICATON

- Data or information breach (e.g. unsecure storage, unjustified collection, unauthorised access or sharing of personal data).
- Unauthorised taking of photographs or videos of children.
- Unauthorised and inappropriate sharing of images.
- Online misconduct or breach of the Code of Conduct (e.g. cyberbullying or online abuse).

YES | NO

✓ TICK THE RISK MEASURES IMPLEMENTED

- | | |
|---|--|
| ☐ ☐ | Information is collected, accessed or shared only for activity/event purposes. |
| ☐ ☐ | Ensure that data storage has adequate protection to prevent data breach. |
| ☐ ☐ | Any data breach will be reported to the activity/event leader. |
| ☐ ☐ | IT devices used for the activity/event are monitored. |
| ☐ ☐ | Online forums or chats follow protocols and are monitored by leaders. |
| ☐ ☐ | Parent/Carer consent is obtained for the taking and use of images. |
| ☐ ☐ | Signage is displayed or notice is given when photography/videography is used. |

IF 'NO' PROVIDE FURTHER EXPLANATION

POST ACTIVITY / EVENT EVALUATION

How effective was the risk prevention?

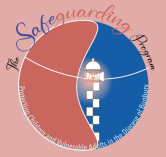
What other risks, if any, emerged?

What aspects could be improved?



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CHILDREN'S ACTIVITY OR EVENT



POST ACTIVITY/EVENT FEEDBACK

Safeguarding Feedback Form -
Catholic Diocese of Bunbury



SAFEGUARDING CONTACT INFORMATION

Send completed form to Safeguarding Coordinator

safeguarding@bunburycatholic.org.au
(08) 97210517