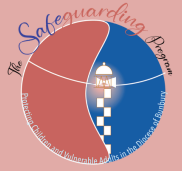




SAFEGUARDING RISK CHECKLIST

HOME VISIT



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 ch.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 is to 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:
 - Communion of the Sick
 - Pastoral Visits
 - Care Program Welfare Visits
 - Home ministry groups
- 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 - safeguarding@bunburycatholic.org.au

DETAILS

Entity Name: _____ Location: _____

Activity / EventType: _____

Frequency: ☐ Weekly ☐ Monthly ☐ Annual ☐ One Off Other _____

Key Contact: _____ PH: _____

Email: _____

PERSON/S COMPLETING THE CHECKLIST

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

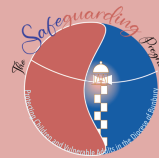
APPROVED BY PARISH PRIEST / DIRECTOR / MANAGER

Name: _____ Role: _____ Sign: _____



SAFEGUARDING RISK CHECKLIST

HOME VISIT



ALL PERSONNEL INVOLVED

- Personnel lack supervision or screening increasing the risk of inappropriate behaviour, boundary breaches, or harm to vulnerable persons.
- Exploitation of power imbalance, coercion, manipulation, or exploiting trust by personnel.
- Isolated 1:1 interaction may lead to allegations of misconduct.
- Insufficient safeguarding awareness, leading to overlooked signs of abuse or exploitation.
- Providing transport without safeguards, increasing the risk of misconduct or allegations.
- Failure or delay in reporting concerns due to uncertainty or incidents being ignored.
- Lack of CALD sensitivity leading to exclusion, misunderstandings, bias or racism.

YES | NO

✓ **TICK THE RISK MEASURES IMPLEMENTED**

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Apply the Screening Matrix - WWCC, NPC, Safeguarding Induction & Declaration. |
| ☐ | ☐ | Visits are logged with the office/supervisor to ensure accountability. |
| ☐ | ☐ | Personnel have read the Code of Conduct. |
| ☐ | ☐ | Provide ID lanyards to personnel with Name/Organisation. |
| ☐ | ☐ | Have a protocol & use a check-in system (e.g. ad-hoc callouts/emergency care). |
| ☐ | ☐ | A Safeguarding briefing will occur prior to the visit. |
| ☐ | ☐ | Use a buddy system - two personnel to attend visits. |
| ☐ | ☐ | Personnel regularly meet with a coordinator for guidance or to debrief. |
| ☐ | ☐ | An Emergency Response Plan will be provided to personnel. |
| ☐ | ☐ | Personnel have been informed of how to report a safeguarding concern. |
| ☐ | ☐ | Supervisors have pre-approved all transportations. |

IF 'NO' PROVIDE FURTHER EXPLANATION

PARTICIPANTS ATTENDING

- Lack of consent or clarity by resident/participants on the purpose of the visit.
- Emotional manipulation - participants may experience influence in a way that causes emotional distress.
- Inappropriate physical contact towards a participant.
- Concerns go unreported (e.g. fear of being wrong, repercussions).

YES | NO

✓ **TICK THE RISK MEASURES IMPLEMENTED**

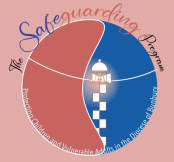
- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Ensure family/carers are present with participants if appropriate. |
| ☐ | ☐ | Participants, carers/family have been informed how to report concerns. |
| ☐ | ☐ | Participants, carers/family know the Activity Leader or Safeguarding Officer. |
| ☐ | ☐ | Participants' consent is to be registered with the Parish Office. |

IF 'NO' PROVIDE FURTHER EXPLANATION



SAFEGUARDING RISK CHECKLIST

HOME VISIT



PHYSICAL ENVIRONMENT OF THE VENUE

- Safety risks (e.g. exposure to illnesses, contaminants causing allergies, uncontrolled pets, trip hazards, cluttered spaces, poor lighting or unsteady furniture).
- Poor home layout (e.g. poor accessibility, secluded spaces, inadequate lighting, area too small).
- Unsafe neighbourhood (e.g. lack of street lighting, criminal activity in the area).
- Poor mobile coverage (e.g. unable to maintain emergency contact).

YES | NO

✓ **TICK THE RISK MEASURES IMPLEMENTED**

☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

- Personnel have current vaccinations & adhere to health screening requirements.
- Personnel follow hygiene protocols & use PPE when necessary.
- If the home or neighbourhood poses a risk cancel the visit.
- Meeting is to be conducted in communal area (e.g. avoid private rooms).
- There is adequate venue lighting.
- Set the visiting time & avoid home visits after dark.
- Identify poor mobile coverage zones, use a check-In/Out notification system.
- Safety concerns are reported to the Supervisor or in an emergency call 000.

IF 'NO' PROVIDE FURTHER EXPLANATION

ONLINE ENVIRONMENT & COMMUNICATION

- Inappropriate sharing of personal information or images.
- Taking images or videos of people with disabilities without a carer or parent consent.
- 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 with consent.
- Ensure that data storage is secured to prevent breach (e.g. personal devices).
- Ensure disabled participants consent to share information/images.
- Online communication follows protocols and is monitored by leaders.

IF 'NO' PROVIDE FURTHER EXPLANATION

POST ACTIVITY / EVENT EVALUATION

How effective was the risk prevention?

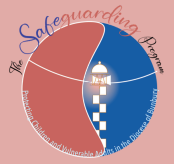
What other risks, if any, emerged?

What aspects could be improved?



SAFEGUARDING RISK CHECKLIST

HOME VISIT



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