



## Catholic Diocese of Rockhampton

*'We live out the call of baptism through personal faith in Jesus witnessing together to the Good News of the Kingdom'*

# Risk Management for the Child Protection Policy

## Introduction

This procedure document supplements and must be read in conjunction with *the Child Protection Policy*. Terms which are identified in bold and italics have a specific meaning prescribed by the *Child Protection Policy*.

Risk Management simply means being aware of potential hazards and taking appropriate steps to remove or minimise them. Child Protection Risk Management expands the scope of considerations for achieving safe environments.

While the purposes of developing and implementing Risk Management policies and procedures include satisfying current legislative requirements and protecting organisations from liability / litigation, the primary purpose should, by and large, be ensuring the creation and maintenance of safe environments for the persons to whom the organisation owes a duty of care.

The **Diocese**, through its **ministries and offices**, is involved with and provides services to **children and young people**. The **Diocese** is also committed to providing a safe and caring environment for **children and young people** by developing and implementing practices and procedures to promote the wellbeing of **children and young people** affected by the activities of the **Diocese**, and to protect the **children and young people**, to whom the **Diocese** owes a duty of care from **harm**. This includes developing and implementing specific procedures with respect to Child Protection Risk Management.

Child Protection Risk Management Analysis should assist in:

- identifying the risks associated with activities of **ministries and offices** which involving **children and young people**; and
- deciding how such risks are managed in conducting activities.

## Analysis of Risk

In the planning of any activity of a **ministry or office** that involves **children and young people**, the following things must be considered:

1. What risks are involved?
2. What risks could arise?
3. How likely is it that these risks could occur?
4. What changes can be made to limit and / or eliminate these risks?
5. Are the **Policy** and supplementary documents understood, implemented and practiced?
6. Are there legislative changes which affect the way you provide your activities?

In planning any activity of the **ministry or office** that involves **children and young people**, a risk analysis must be undertaken by completing a *Risk Analysis* and a copy submitted to the applicable **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator**. The **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator** must file the original of the form submitted in a *Risk Management Register* and forward a copy to the **Diocesan Child Protection Officer**.

## Calculating likelihood and consequences of risks

After risks are identified, the level of risk (including the likelihood and consequences) must be determined using the *Risk Calculator*.

In planning any activity of the **ministry or office** that involves **children and young people**, after undertaking a risk analysis, you must calculate the likelihood and consequences of the identified risks by completing a *Risk Calculator*.

## Risk Management Plan

Based on the level of risk determined using the *Risk Calculator*, you must decide whether to proceed with an activity and if so, how to conduct the activity so as to manage and minimise any potential risks and in particular, the potential for any **children and young people** to be **harmed**.

If after identifying the risks and calculating the level of risk, you decide to proceed with conducting an activity of the **ministry or office** that involves **children and young people**, before actually conducting the activity, you must complete a *Risk Management Plan*.

All possible action plan options must be explored, and strategies developed and implemented to minimise possible risks. The activity should then be conducted in accordance with the *Risk Management Plan* that has been developed for that activity.

## Risk Management Register

The **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator**, as the case may be, must keep and maintain a record of all risk assessment forms in a *Risk Management Register* for their **ministry or office**.

The *Risk Management Register* should be reviewed annually by the **Diocesan Child Protection Officer** and the applicable **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator**. In reviewing the *Risk Management Register*, the **Diocesan Child Protection Officer** and the applicable **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator** should:

- have regard to Incident Reports arising out of activities for which a risk assessment was undertaken;
- consider whether improvements may be made to existing policies or procedures;
- consider and where appropriate, propose new policies and procedures either at a **Diocesan** or **ministry or office** level to improve risk management in relation to activities involving **children and young people**.

## For Further Information

If you would like further information about the contents of this document or if you have any questions please contact:

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## Last Updated

\*\* Catholic Diocese of Rockhampton RISK MANAGEMENT FOR THE CHILD PROTECTION POLICY was last updated: April 2008