Safeguarding Risk Management Webinar

Professional Standards Unit &
Catholic Church Insurance

August 2021

The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.

Presentation Overview

❖ Acknowledgements

❖ Prayer

❖ Risk Management Introduction

❖ Guest Panelists - Panel of guest speakers who are parishioners and safeguarding committee members who have successfully conducted risk assessments.
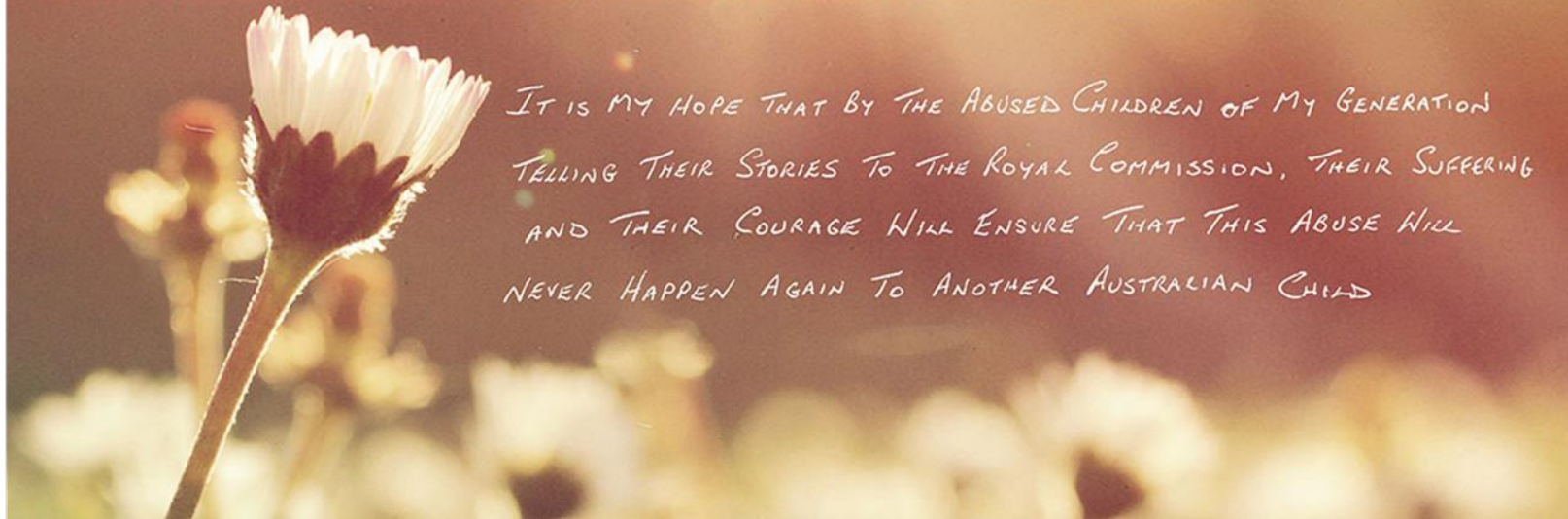
❖ Q & A

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Acknowledgement of Country

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Acknowledgement of Survivors and Victims

Source: Royal Commission Into Institutional Responses to Child Abuse (2017) Message to Australia

It is my hope that by the abused children of my generation telling their stories to the Royal Commission, their suffering and their courage will ensure that this abuse will never happen again to another Australian child

No words of apology – while always needed – will ever be enough to right the evil done to those who have been abused, and those who were not listened to and believed. Efforts to repair the harm done – while entirely necessary – cannot overcome the evil perpetrated upon innocent children and vulnerable adults, and the harm experienced by families and communities.

Archbishop Peter A. Comensoli

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Prayer

Father of hope,

strengthen our task of creating a safe and supportive environment for all people.

Grant us wisdom to make decisions that specially protect children and the vulnerable.

God of mercy,

we ask forgiveness for the failure to nurture, respect and cherish those under our care.

God of compassion,

Bring your healing grace to the abused ones and their families, whose suffering continues.

Restore them and give them peace.

Father of love,

hear our prayers this day and enable us to work together to protect the dignity you give to all humankind.

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Risk Management Introduction

The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.

Protection of Children and Vulnerable Adults

The Church loves all her children like a loving mother, but cares for all and protects with a special affection those who are smallest and defenceless. This is the duty that Christ himself entrusted to the entire Christian community as a whole. Aware of this, the Church is especially vigilant in protecting children and vulnerable adults."
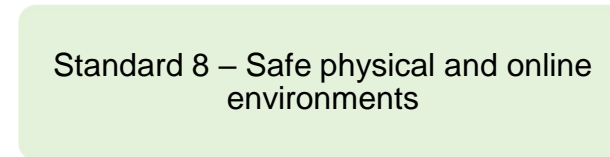
Pope Francis 2016 As a Loving Mother

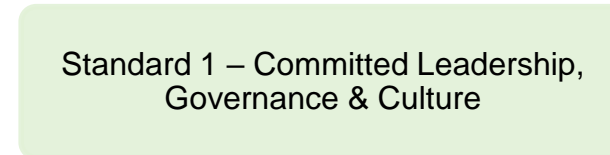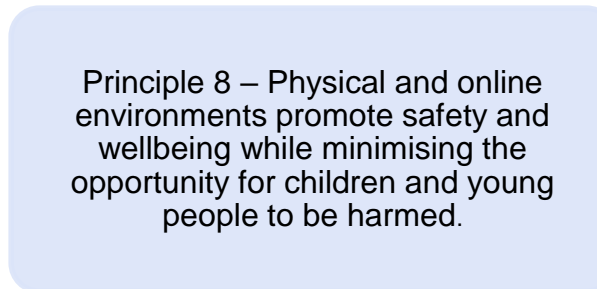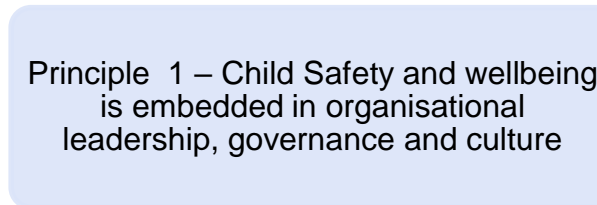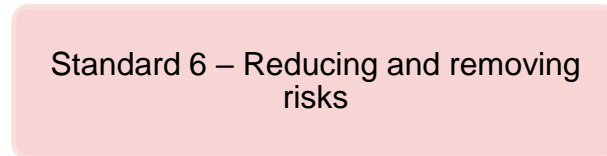CATHOLIC ARCHDIOCESE
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Why Risk Management?

We begin to view 'what we do' at our parish and 'how we do things' with a Safeguarding Lens, using safety as the foundation.

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Background

Victorian Child Safe Standards & Reportable Conduct Scheme	National Principles for Child Safe Organisations	National Catholic Safeguarding Standards
7 Standards Commission for Children and Young People (CCYP)	10 Standards Australian Human Rights Commission	10 Standards Endorsed by the Australian Catholic Bishops Conference

Standard 6 – Reducing and removing risks

Principle 1 – Child Safety and wellbeing is embedded in organisational leadership, governance and culture

Standard 1 – Committed Leadership, Governance & Culture

Principle 8 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Standard 8 – Safe physical and online environments

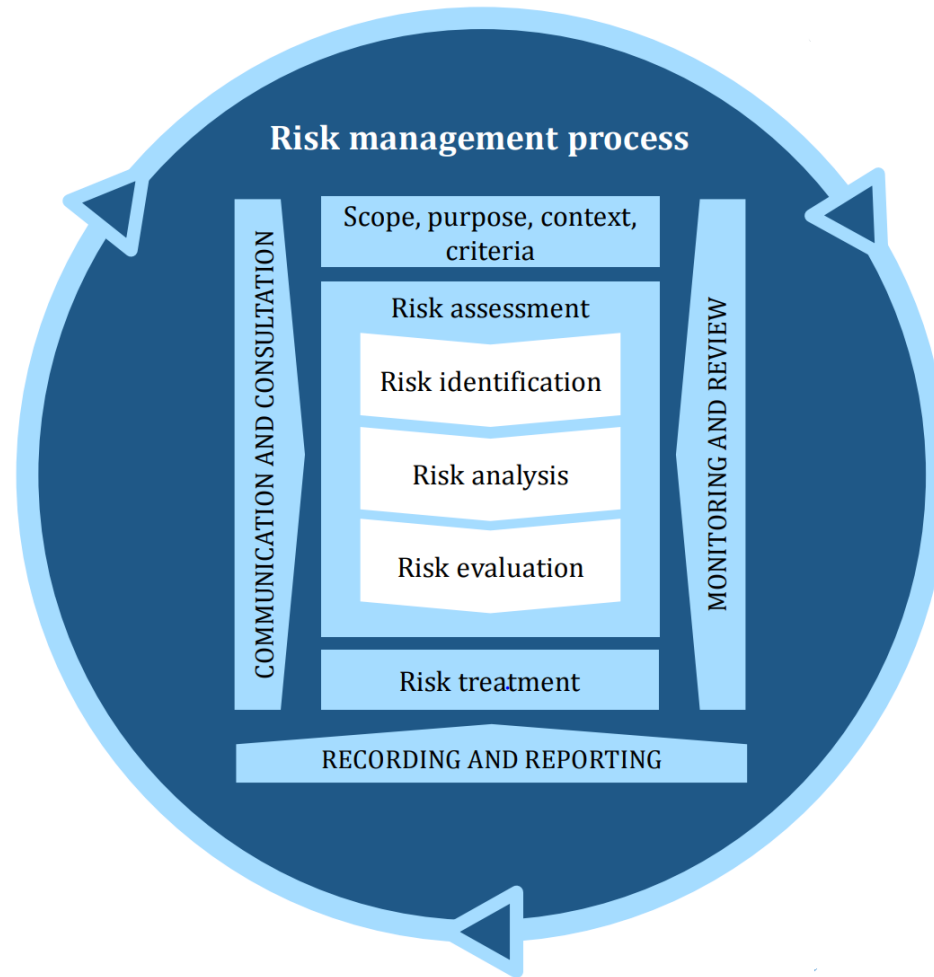*The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.*

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Establishing a Risk Management Process

Risk management process

Scope, purpose, context, criteria

Risk assessment

Risk identification

Risk analysis

Risk evaluation

Risk treatment

COMMUNICATION AND CONSULTATION

MONITORING AND REVIEW

RECORDING AND REPORTING

- This risk management process can be applied at a strategic, operational, project or program level.

- Ideally the process should be part of decision making and integrated into the operations of the Parish

Source: ISO 31000:2018, Risk Management Guidelines

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Risk Analysis & Evaluation

LIKELIHOOD		x	CONSEQUENCE

Rating	Potential for risk to occur
Almost Certain (5)	• Is expected to occur in most circumstances • Could occur within days or weeks • More than 90% chance of occurring within the next year
Likely (4)	• Will probably occur in most circumstances • Could occur within weeks or months • More than 50% chance of occurring within the next year
Possible (3)	• May occur but distinct possibility it won't • Could occur within 'months to years' • More than 20% chance of the consequence occurring within the next year
Unlikely (2)	• May occur but not anticipated in most circumstances • Could occur within years or decades • More than 5% of occurring within the next year
Rare (1)	Would occur only in exceptional circumstances

Rating	Impact: Consider the health and wellbeing, operational, legal, financial and reputational consequences unique to your parish environment
Insignificant (1)	No injuries; minimal disruption to operation; no or little monetary loss; short-term
Minor (2)	Medical treatment and/or hospitalisation required; some program or activity disruption; breaches of regulation; low-medium monetary loss
Moderate (3)	Short-term disability to one or more persons; cessation of program, activity or event; breach of regulation with investigation by authorities; high monetary loss; affects key activity, service; significant concerns with regard to safety; reluctance to trust the parish
Major (4)	Extensive injury or impairment to one or more persons; disruption to multiple programs, activities or events; major property and/or monetary loss; state media coverage; major concerns in regard to safety; loss of trust
Catastrophic (5)	Fatality and/or severe irreversible disability to one or more people; major litigation by regulatory body; huge financial loss; stops church operation for very long time; national media coverage; irreparable loss of trust resulting in estrangement/separation

= RISK RATING

		Consequence *How big would the impact be if the risk were to occur?*				
		Insignificant (1)	Minor (2)	Moderate (3)	Major(4)	Catastrophic (5)
Likelihood *How likely is the risk to occur?*	Almost Certain (5)	Medium (5)	High (10)	High (15	Extreme (20)	Extreme (25)
	Likely (4)	Medium (4)	Medium (8)	High (12)	High (16)	Extreme (20)
	Possible (3)	Low (3)	Medium (6)	High (9)	High (12)	High (15)
	Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
	Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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Child Safety Harm and Abuse

Online Abuse
- e.g. unauthorised contact with children and young people online, abusive texts and emails, grooming.

Accidental Harm
- e.g. poor supervision, poor physical environment leading to injury, high risk activity

Cultural & Spiritual Abuse
- eg. racial or cultural discrimination, use of positional power and control using prayer/scripture as a means of manipulation

Physical Abuse
- e.g. physical punishment, pushing, hitting, shoving, slapping etc

Psychological & Emotional Abuse
- e.g. bullying, shaming, threatening language, intentional ignoring and isolating

Neglect
- e.g. lack of supervision

Sexual Abuse
- e.g. grooming, inappropriate touching, crossing professional boundaries

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Safeguarding Risk Management

Altar Servers

Choir

Family Groups

Catechisis

Events

Sports Clubs

Children's Liturgy

Sacramental Programs

Youth Ministries

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Safeguarding Areas of Risk

Recruitment, selection and training	Visitor Processes	Safe Physical and Online Environments	Safe Programs	Responding to abuse and/or misconduct
• Volunteer processes • Reference checks • WWCC/Police Checks • Interviews • Role descriptions • Induction • Code of Conduct • Safeguarding Policy • Supervision • Probation period (staff) • Safeguarding Training	• Risk assessments • Visitor processes e.g. sign in/out sheets • Supervision levels • Contractor arrangements • Third party use agreements	• Risk assessments • Code of Conduct • Safeguarding Policy • Electronic Communications/Social Media Policies • Supervision and monitoring of programs • Fire safety/Emergency procedures • First Aid kits, First aid officers. • Security • Record keeping/privacy policies • Video/photography consent forms	• Risk assessments • Code of conduct • Enrolment and registration process • Sign in/out sheets • Consent/Permission forms to participate • Supervision of children • Video/Photography consent forms • Ratios of leaders:children • Safeguarding training • Identification • Emergency contact information • Dietary requirements and allergies • Transportation of children • Excursions/Camps • Oversight of program	• Safeguarding training and refresher training • Safeguarding Policy • Responding to disclosures information sheet • Awareness of abuse and possible indicators • Knowledge about reporting processes • Reporting Child Safety Abuse and/or Misconduct Policy • Risk management processes • Record keeping/Privacy policies • Code of Conduct • Complaints and grievance procedures

Adopted from the VCC-Risk-management-for-Child-Safe-toolkit

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Peter Evans – Business Manager, Rowville Parish.

Risk	Category				
	Liturgy	Pastoral / Spiritual	Administrative	Outreach	Event
High	Reader Commentator Special Minister Choir Welcoming / Help Desk	Children's Liturgy After School RE		Share the Care (Home Visits) Communion to the sick	Fete Youth Group (when running)
Medium	Collectors AV operators Mass Recorders	Baptism Preparation	Office (adjacent to school)	Parents and Toddlers Group (Parent present)	
Low	Flowers Altar Society Cleaners	Alpha (over 18 yo; by Zoom)	Finance Committee Counting (Sundays)	Prayer Shawls Craft Group	

Frequency / Exposure of contact with children

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Peter Evans – Business Manager, Rowville Parish.

RISK ASSESSMENT

RISK RATING MATRIX

RATING RISK		CONSEQUENCES				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
L I K E L I H O O D	ALMOST CERTAIN	MEDIUM	HIGH	EXTREME	EXTREME	EXTREME
	LIKELY	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
	POSSIBLE	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
	UNLIKELY	LOW	LOW	MEDIUM	MEDIUM	HIGH
	RARE	LOW	LOW	LOW	MEDIUM	MEDIUM

St Simon the Apostle Parish, Rowville

RISK ASSESSMENT

Children's Liturgy during Mass: Program Category – Pastoral / Spiritual; Program Risk - High

Risk Type	Risk event or environment	Existing risk m'gment Strategies or Existing controls	Likelihood	Consequences	Current risk rating	New risk m'gment Strategies or Treatments	Who is responsible?	Target risk rating
Physical environment	1. COVID Lockdown	No classes in person	LIKELY	MODERATE	HIGH	Run via Zoom – all-in session at start with all students / teachers followed by defined break-outs with one designated teacher per level (two where possible); minimum of two students per break-out – if only one, then combine with another level; ASRE supervisor to randomly drop in / out of each session to monitor discussion / activity	ASRE supervisor + all teachers	LOW
Physical environment	2. COVID restrictions	Classes in Church complex; children and teachers only	LIKELY	MODERATE	HIGH	Parent / guardian / carer drops child to foyer of church and uses QR code to check them in, then immediately leaves until pick up time; masks worn when required by government guidelines – other operation during class per normal	ASRE supervisor + parent / guardian / carer	LOW

St Simon the Apostle Parish, Rowville

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Risk Type	Risk event or environment	Existing risk m'gment Strategies or Existing controls	Likelihood	Consequences	Current risk rating	New risk m'gment Strategies or Treatments	Who is responsible?	Target risk rating
Process	3. Communication about ASRE with families creates a risk of inappropriate relationships or grooming	Communication is with parents only – whether by email or otherwise	POSSIBLE	MODERATE	MEDIUM	All communication to be done with parents from parish email account: asre@stsimonsparish.com.au No communication with children by email No use of personal emails	ASRE supervisor	LOW
Process	4. Parent / guardian / carer drop-off creates risk for other children	Parent / guardian / carer drops child to foyer of church	UNLIKELY	MINOR	LOW	Parent / guardian / carer only stays as long as needed for drop-off and does not remain for classes; if a different person will be collecting the child they must notify the ASRE supervisor and provide contact details.	ASRE supervisor + parent / guardian / carer	LOW
Process	5. Parent / guardian / carer pick-up creates risk for own child	Parent / guardian / carer picks up child from foyer of church	POSSIBLE	MODERATE	MEDIUM	Person doing pick-up must be an authorised person, either as registered on the child's enrolment sheet or as notified on drop-off	ASRE supervisor	LOW
Process	6. Parent / guardian / carer is late for pick-up	At least two of the ASRE supervisor + teachers with current WWCC must remain until all children are picked up	POSSIBLE	MODERATE	MEDIUM	No change other than ensuring that those remaining must have current WWCC	ASRE supervisor + teachers	LOW

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Risk Type	Risk event or environment	Existing risk m'gment Strategies or Existing controls	Likelihood	Consequences	Current risk rating	New risk m'gment Strategies or Treatments	Who is responsible?	Target risk rating
Process	7. The all-in start session has only ASRE one supervisor or teacher with WWCC present	Not allowed. The session can only start if at least two of the ASRE supervisor and teachers with current WWCC are present.	RARE	MAJOR	MEDIUM	ASRE supervisor / teacher must contact Parish Office and have a staff member (all of whom must have current WWCC as a condition of employment) attend prior to starting the session.	ASRE supervisor or teacher present	LOW
Physical environment	8. Configurations of the church / chapel / foyer are possible where a lone teacher of a class is not visible to any other teacher or the supervisor	All supervisors and teachers must have a current WWCC; the teacher and her / his class must be visible at all times to at least one other teacher or the ASRE supervisor.	POSSIBLE	MAJOR	HIGH	All doors and partitions in the church / chapel / foyer must be left open to ensure line of sight; supervisor to do spot checks throughout class; if doors / partitions must be closed (e.g., due to noise or unruly children) there must be two teachers in any enclosed space.	ASRE supervisor + all teachers	LOW
People	9. Only one child is present for a given class	Class must be combined with another class to ensure two or more children are present in each class; teachers can co-teach joint class	RARE	MAJOR	MEDIUM	No change other than noting that grouping a second teacher or the ASRE supervisor with the teacher of a single-child class is not acceptable (i.e., 2 teachers / 1 child is not allowed)	Teachers	LOW

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Peter Evans – Business Manager, Rowville Parish.

Risk Type	Risk event or environment	Existing risk m'gment Strategies or Existing controls	Likelihood	Consequences	Current risk rating	New risk m'gment Strategies or Treatments	Who is responsible?	Target risk rating
People	10. Teacher for a class is not present	Class must be combined with another class or ASRE supervisor takes class	UNLIKELY	MODERATE	MEDIUM	No change	ASRE supervisor + teachers	LOW
People	11. Teacher for a class does not have a current WWCC	Not allowed. All teachers must have a current WWCC.	RARE	MAJOR	MEDIUM	The ASRE supervisor must ensure at the start of each year that all teachers have current WWCC in place and must notify the Parish office if any are due to expire that year; teachers are not allowed to take a class until their WWCC is confirmed.	ASRE supervisor	LOW
People	12. Child attending ASRE needs or may need parental care / support due to medical needs or anxiety issues	None	RARE	MAJOR	MEDIUM	If parent / guardian / carer is to remain in the church / foyer / chapel complex to assist a child they must have a current WWCC and this and the need must be registered with the ASRE program; alternatively the parent / guardian / carer may remain at the Parish site in their car and be available to call by phone.	ASRE supervisor	LOW

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Risk Type	Risk event or environment	Existing risk m'gment Strategies or Existing controls	Likelihood	Consequences	Current risk rating	New risk m'gment Strategies or Treatments	Who is responsible?	Target risk rating
Process	13. Child needs to use the toilet facilities (in the church foyer) and asks to leave the class	Children must go to the toilet in pairs (as in a school situation); ASRE supervisor and teachers are not to accompany them.	POSSIBLE	MODERATE	MEDIUM	ASRE supervisor should check toilets are vacant before children enter	ASRE supervisor	LOW
People	14. Child is at risk of asthma has an asthma attack	Parent / guardian / carer must provide a registered asthma management plan on registration and this must be provided to the relevant teacher.	LIKELY	MAJOR	EXTREME	Normal teacher must sign off on receiving the management plan and accept the responsibility of following it if needed; ASRE supervisor must inform any fill-in teacher of this.	Parent / guardian / carer + teacher + ASRE supervisor	MEDIUM
People	15. Child is at risk of anaphylaxis	Parent / guardian / carer must provide a registered anaphylaxis management plan on registration and this must be provided to the relevant teacher.	POSSIBLE	MAJOR	HIGH	ASRE classes to be notified to parent / guardian / carer as a 'nut-free' and 'dairy-free' zone on registration of the child; Parish to organise for an adrenaline auto-injector to be available in the office and for it to be located in the church for ASRE classes.	ASRE supervisor	LOW

St Simon the Apostle Parish, Rowville

Lisa Brick – Safeguarding Committee Member, Bayside Catholic Mission.

St Joan of Arc Brighton

Sacred Heart Sandringham

St James Brighton

BAYSIDE CATHOLIC MISSION

Established August 2020

St Mary's Hampton

Stella Maris Beaumaris

St Joseph's Black Rock

Sacramental Programs Bayside Catholic Mission   **2021**   REVISED 18/08/2021

PARISH NAME	BAYSIDE CATHOLIC MISSION
DESCRIPTION OF PROGRAM/ACTIVITY/EVENT	**Sacramental Classes -** Children are prepared to receive their first Sacrament of Reconciliation, Communion and Confirmation. Classes to be conducted throughout year for each sacrament according to the date the Sacrament is to be received. Intention to have in person classes but due to COVID restrictions classes may be held online.
LOCATION	Online or Stella Maris Church Beaumaris or other nominated Church premises.
GOALS AND OBJECTIVE(S) (WHAT DO YOU WANT TO ACHIEVE)	Children to be prepared to receive the Sacraments of Initiation - Baptism, Reconciliation, First Communion and Confirmation.
KEY STAKEHOLDERS (INTERNAL / EXTERNAL)	Children, Parents, Catechists, Priests.
OTHER CONSIDERATIONS: - LEGISLATION, RESOURCES	Activity Complies with CAM Safeguarding, NCSS and VCSS standards. Working with Children Check to be held by each Catechist and parents enrolled, if available, and copy held with Mission Office. Police Check for leaders as per requirements. Acknowledge source of Use of online material which is instructive for preparation for the Sacrament.

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Lisa Brick – Safeguarding Committee Member, Bayside Catholic Mission.

Sacramental Programs Bayside Catholic Mission   2021

RISK DESCRIPTION	RISK CONTROLS	CONTROL EFFECTIVENESS RATING	CONSEQUENCE RATING	LIKELIHOOD RATING	LEVEL OF RISK
		Fully Effective **Substantially Effective** **Partially Effective** **Largely Ineffective** **None or Totally ineffective**	1. Catastrophic 2. Major 3. Moderate 4. Minor 5. Negligible	A. Almost Certain B. Likely C. Possible D. Unlikely E. Rare	Very High High Medium Low
In Person environment Potential Physical abuse Potential grooming Potential bullying Potential psychological/physical harm from inappropriate content – violent or sexual images, bullying/grooming COVID Risk Medical Emergency Risk (eg Asthma plans or allergies)	• Leaders, Catechists to have completed and signed Code of Conduct (COC). • Make available and distribute explanation of COC to parents and children. • All Families to complete enrollment form for their child/children and contacted details held at office. • Medical conditions and emergency plans to be included in enrolment form and held by Leader at each session. • WWCC details to be included on form for parents of children enrolled. • Two Catechists present throughout lesson. • No Child to leave class without supervision or line of sight as far as possible • QR Code Sign in for COVID compliance.	Substantively effective. Substantively effective. Fully effective. Fully effective. Substantively effective. Substantively effective. Substantively effective. Fully effective.	1	D	High

Sacramental Programs Bayside Catholic Mission   2021

RISK DESCRIPTION	RISK CONTROLS	CONTROL EFFECTIVENESS RATING	CONSEQUENCE RATING	LIKELIHOOD RATING	LEVEL OF RISK
		Fully Effective **Substantially Effective** **Partially Effective** **Largely Ineffective** **None or Totally ineffective.**	1. Catastrophic 2. Major 3. Moderate 4. Minor 5. Negligible	A. Almost Certain B. Likely C. Possible D. Unlikely E. Rare	Very High High Medium Low
Bullying, grooming and harmful/abuse type behaviours – Inadequate supervision of children. Inappropriate interaction between children, young people and volunteer or employee resulting in harm and/or child abuse. Inappropriate comments or suggestions between children and/or Adults. Access to Toilets.	• Two Catechists present throughout lesson. • No Child to leave class without supervision or line of sight as far as possible. • Expected behaviour detailed with children at the start of class, eg, respect for others etc. • Children supervised while in venue and not allowed to leave venue alone. • Children supervised by catechists until picked up by parents.	Substantively effective. Substantively effective. Partially effective. Substantively effective. Substantively effective.	1	D	High

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Lisa Brick – Safeguarding Committee Member, Bayside Catholic Mission.

Sacramental Programs Bayside Catholic Mission   **2021**

ACTION PLAN

RISK TREATMENT ACTIONS	RESOURCES REQUIRED	ACCOUNTABILITY
Volunteers and Employees have signed Code of Conduct and Code of Conduct Declaration. WWCC and Police Check obtained and held by office **Risk retained**	BCM Code of Conduct and Declaration to be available and data base of completed forms to be held by BCM office.	Mission Office Volunteer Coordinator
Online Environment Meeting hosted via Mission log in Two Mission representatives at least present at all times. Parents to attend online with Children **Risk retained**	Mission access to online meeting requirements. Hosts only to be leaders of program using BCM log in. Online Meeting controls and how to use guide to be made available.	Parish Priests responsible for Sacrament _____ Sacramental Program Co Ordinator. _____
Physical Environment All Children and Catechists to be signed in on arrival and children to be supervised until picked up by parents. No access to Contractors or persons not involved with sacramental preparation during classes. Medical Histories to be available to Leaders as required. **Risk retained**	Enrolment forms to be available and sent to all families of children requesting enrolment with all relevant details and conditions included. Attendance sheet to be made available at door and signatures supervised. QR Code to be used for sign in as well. Book room for classes with Mission Office so that no other activities take place. If contractor required all details of Contractor obtained and no access to children allowed.	Parish Priest/s _____ Group leader/s _____ Parents of Children and all present Mission Office staff.
Bullying Grooming and Child abuse **Risk retained.** Medical Emergency COVID Compliance **Risk Retained**	Discussion with group re appropriate behaviours in the sessions and how to access toilets safely. Medical Emergency Numbers to be available to Leaders. Leaders to be kept updated on current restrictions and compliance requirements.	Group Leaders and All participants. Mission Office Volunteer Coordinator

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Peter Williams – Child Safeguarding Officer, Montmorency and Eltham Parishes

St Francis Xavier Montmorency and Our Lady Help of Christians Eltham

Risk Management – 2020 Christmas Eve Mass

2020 Children's Christmas Eve Mass

Setting the Scene

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Peter Williams – Child Safeguarding Officer, Montmorency and Eltham Parishes

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Risk description: what could go wrong?	Risk controls: what is currently in place?	Control effectiveness rating	Consequence rating	Likelihood rating	Level of risk	Risk treatment actions	Resources required	Completion date/Timing	Accountability
Access to school grounds by unauthorised individuals	School fencing in place.	Partially Effective	Moderate	B	High	Only 2 pedestrian gates to be open. COVID staff manning both gates and registering all attendees. Gates to manned during Mass.\n\nAttendees limited to 700 based on COVID restrictions.	5 COVID staff, QR Codes and paper registration forms at gates.\n\nHiVis vests for COVID staff.	Prior to commencement of Mass	COVID Marshal

Risk description	Risk controls	Control effectiveness rating	Consequence rating	Likelihood rating	Level of risk	Risk treatment actions	Resources required	Completion date/Timing	Accountability
Children at risk going to the toilets unescorted by an adult	None	Largely ineffective	Catastrophic	B	High	Announcement prior to Mass requiring parents to escort their children at all times.\n\nAssign members of CSC or delegates to be located near toilets and near school office area.	HiVis Vests for CSC members	Prior to commencement of Mass	Event organisers and Safeguarding Committee
Children at risk whilst playing on senior play equipment – Top oval during Mass	None	Largely ineffective	Minor	C	Medium	Assign 1 member of CSC or delegates to be located near play equipment and put barrier in place.\n\nParents advised before Mass that the playground equipment is out of bounds	Plastic Barrier mesh and signage	Prior to commencement of Mass	Event organisers and Safeguarding Committee

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Rodney Dearing – Safeguarding Committee Member, Grovedale Parish.

Nazareth Catholic Parish – Grovedale

Activity Risk Assessment

Activity: Childrens Liturgy of the Word

Location: ZOOM

Who Is responsible for the program:

The program is run by volunteers of the parish. Lucy Atkin, together with administration team of Nazareth Parish coordinates the program.

Description of Activity:

The children's Liturgy of the Word program usually occurs during Sunday mass at the Grovedale Parish.

Due to COVID-19 restrictions, we are offering children's liturgy via ZOOM. Children of the parish from Grovedale, Torquay, Anglesea, Armstrong Creek can continue to experience the word of God and develop a deeper understanding of the message of the Sunday Gospel.

The Sunday Gospel is read to the children and adapted to their own level of understanding. It is a brief time for reflection, prayers and songs as relevant to the Sunday Gospel.

The session runs for approximately 20-30minutes.

Description of Risk:

As these sessions are being conducted in an on-line environment, the possibility of unauthorised / inappropriate access or communication needs to be assessed and preventative actions put in place.

In doing this the requirements of the "Safe Programs Practice and Behavioural Guidelines" and the "Safeguarding Children and Young People Code of Conduct" are followed.

Issue	Description	Action
Registration	All participants are registered and parental permission has been given	• Registration will be managed through the TryBooking platform • The TryBooking registration form requires a parent to agree to their child's participation and acknowledge that all sessions are **VIDEO recorded** • **If a parent / carer has concerns about the visual image of their child being recorded they can contact the Parish Office and, if appropriate, permission may be given for the child to participate in the ZOOM session with their camera off.**
Record Keeping	The attendance of all children, parents/ carers and volunteers is recorded	• Actual participation is recorded on the TryBooking attendance list and the names of volunteers, and parents / carers, who participate are manually recorded on the same list.
Supervision	A minimum of 2 parish volunteers is required	• 2 parish volunteers will be present during each session • All parish volunteers have WWCC • At least 1 parent / carer is asked to be present with their child
Un-authorised / inappropriate access to the session	Only children who have registered will be permitted to participate.	• Access to the session will require both the ZOOM login link AND the password • These codes will only be provided to registered participants via their Trybooking confirmation email • Appropriate security settings will be used within ZOOM • Users will not be able to change the User name that is displayed or to manipulate the image that is displayed by varying the background or filtering the image.

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Rodney Dearing – Safeguarding Committee Member, Grovedale Parish.

Issue	Description	Action
Inappropriate communication between participants and / or volunteers during the session	All communication within the session is appropriate and is conducted publicly	• The following ZOOM settings are used: 'Private Chat' function is disabled, this also disables the 'File Transfer' option • Only the volunteer 'Host' can share their screen with the other participants • A Video recording of all sessions is retained for 24 hours • After 24 hours recording will be deleted, unless there is something in the recording to indicate that it should be retained, e.g. evidence of inappropriate communication
Contact with participants and / or parents / carers	All communication with participants and / or their parents / carers is appropriate.	• All electronic communication between parish staff / volunteers and participants or their parents / carers is only conducted through official Nazareth parish electronic media; including emails, Facebook, TryBooking pages etc. • All contact with participants or their parents / carers will only be through parental / carer email accounts • The email address for this program is: kidzfaith.grovedale@cam.org.au

# Rodney Dearing – Safeguarding Committee Member, Grovedale Parish.

ZOOM Setup – Sessions Involving Children or Young People

Leaders Guide

As these sessions are being conducted in an on-line environment, the possibility of unauthorised / inappropriate access or communication needs to be mitigated through the use of settings within ZOOM.
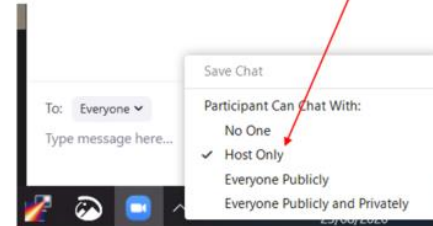
Starting the ZOOM Session

1. Start the ZOOM session before the advertised starting time
2. Before admitting any participants adjust the session settings as follows:
   a. Click on the Security icon and **untick** the 'Share Screen' option
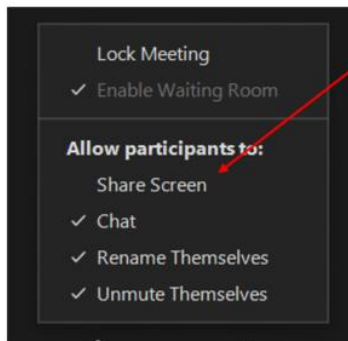
b. Click on the 'Chat' icon and then on the '...' at the bottom of the 'Chat' window.
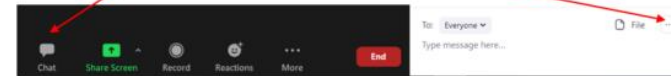
When the drop down box is displayed select **'Host Only'** if you **DO NOT** want participants to chat with each other. This will also prevent participants from using the 'File Transfer' option in ZOOM to send digital files such as photos etc. to each other.

OR

If you want participants to chat with everyone publicly, for example when you want them to share comments with others in the ZOOM session, then select **'Everyone Publicly'**.
NOTE This will allow participants to send digital files to the whole group.
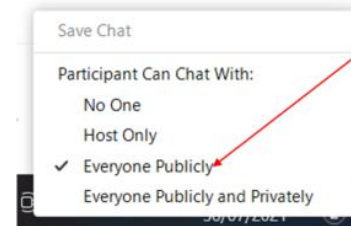
Resources

Framework resources ⌃

- INFORMATION SHEET: Situational crime prevention
- INFORMATION SHEET: Child Safety Risk Management
- INFORMATION SHEET: Safe Programs – Practice and Behavioural Guidelines
- TEMPLATE: Consent to participate in programs
- TEMPLATE: Consent to participate in online activities
- TEMPLATE: Permission to collect a child or young person
- INFORMATION SHEET: Photography and video of children and young people
- TEMPLATE: Photography and video permission form
- INFORMATION SHEET: Electronic communication including social media
- INFORMATION SHEET: Role boundaries
- INFORMATION SHEET: Physical contact
- INFORMATION SHEET: Application to programs or activities run within an Archdiocesan parish, agency or entity context
- INFORMATION SHEET: Obligations of organisations or community groups
- TEMPLATE: Hire Agreement
- INFORMATION SHEET: Child Safety Obligations for Contractors
- TEMPLATE: Child Safety Contractor Register
- INFORMATION SHEET: Managing persons who may pose a risk to children and young people who attend your parish, agency or entity
- E-LEARNING VIDEO: Risk Management Fundamentals (Modules 1-3)
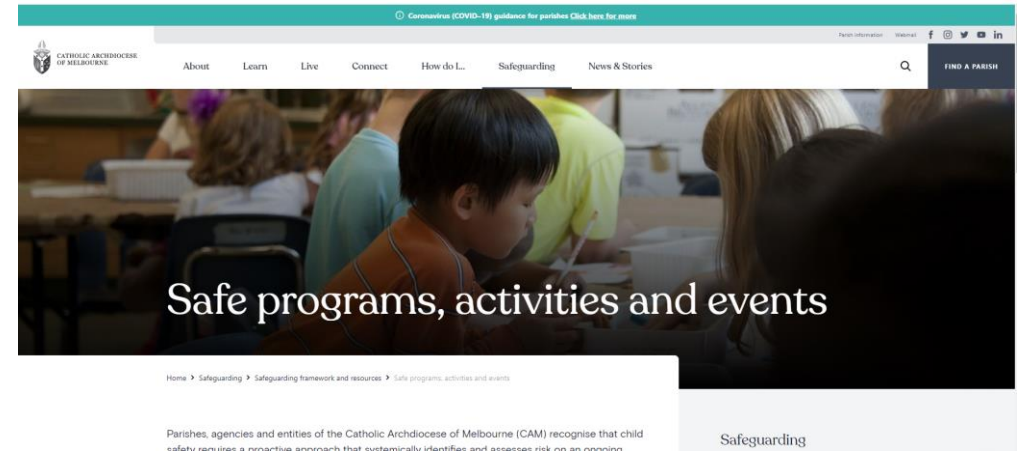
https://melbournecatholic.org/safeguarding/safeguarding-framework-resources/safe-programs-activities-and-events

The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.

CATHOLIC ARCHDIOCESE OF MELBOURNE

Professional Standards Unit
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W: melbournecatholic.org/safeguarding