

Guide to completing a risk assessment for activities involving children

Before you undertake any new activity with children and/or vulnerable adults, you must complete a risk assessment. The following are some example risks and controls to consider when completing a risk assessment for children.

Issue, activity or event	Risks	Possible controls to reduce the risk
General child protection issues	A person with a history of causing harm to children is supervising or given access to children	Ensure you follow Flowchart: Screening of persons working with children
	An employee, volunteer, contractor or religious appointee assaults, or engages in inappropriate behaviour with a child	<p>Ensure all persons working with children attend safeguarding training and read and sign the Diocesan Code of Conduct so that they understand appropriate behaviour with children and the consequences for assault or engaging in inappropriate behaviour with a child</p> <p>Ensure you follow the Reportable Conduct Flowchart</p>
	An employee, volunteer, contractor or religious appointee becomes aware of a child protection matter and fails to action it appropriately	<p>Ensure refresher training is provided to all persons working with children, so that they are reminded of their obligations to report child protection concerns</p> <p>Schedule regular catch ups or debriefs with persons working with children, to provide them with an opportunity to raise issues they may not have raised initially</p> <p>Consider other tools, such as monthly emails regarding child protection issues, so that person working with children are reminded of their obligations to report child protection concerns</p> <p>Ensure to follow Flowchart: Reporting a child who is at risk of significant harm to Department of Communities and Justice (DCJ)</p>
	Child may send inappropriate images or comments to other children on social media	<p>Ensure children are aware of rules for appropriate social media use</p> <p>Ensure each staff member reads and complies with Guidance document: Use of technology and social media communicate with children</p>

Supervision generally	Children may be unsupervised at times	Consider the level of supervision appropriate for the particular activity and environment. It is likely to be appropriate that 2 or more supervisors are on duty so that breaks can be taken. Environments that involve hazards or where it is difficult to have line of sight to all children may require additional supervisors to be present.
	Toilets may be isolated or out of sight	Plan toilet breaks so children can go in groups with a supervisor
	Children may wander away	Ensure children understand they must stay with the group
	An employee, volunteer, contractor or religious appointee takes an inappropriate interest in a child	Ensure all persons working with children attend child protection training and read and sign the Diocesan Code of Conduct so that they understand appropriate professional boundaries
Children's wellbeing	Children may suffer allergic reaction	Ensure each child's parent or guardian has provided you with a list of their child's allergies Ensure that staff do not administer any medication to a child without their parent's or guardian's consent
	A child may feel isolated or lonely	Ensure activities are planned to be inclusive Introduce team building activities Actively monitor children to determine how they are responding
	A child may disclose that their parent physically abuses them	Ensure all persons working with children attend child protection training and understand the circumstances in which a child may be at risk of significant harm
Visiting performer, teacher or similar	The visitor has a history of causing harm to children	Ensure you follow Flowchart: Screening of persons working with children Ensure children are supervised by a member of staff at all times when they are in the presence of the visitor Ensure each child's parent or guardian gives their permission for their child to interact with the visitor Ensure you understand what activities or performance will be delivered by the visitor so you can form a view about whether they are appropriate
	Children are frightened of the visitor	Ensure a known member of staff is always present when children are in the presence of the visitor

		<p>Ensure each child's parent or guardian gives their permission for their child to interact with the visitor</p> <p>Ensure there is adequate space between the visitor and children</p> <p>Engage children in the planning of visitors</p>
Excursion to another site	Children may injure themselves on hazards	<p>Before the excursion, visit the site to ensure it is free of potential hazards, or that potential hazards can be avoided</p> <p>Ensure up to date medical and emergency contact forms for each child are available</p> <p>Ensure children are supervised at all times and kept away from potential hazards such as bodies of water, except where appropriate levels of supervision allow</p>
	Children may be exposed to sun or other outdoor risks	<p>Ensure that children wear sunscreen, hats and other coverage appropriate to the activity and climate</p> <p>Ensure children are supervised at all times</p>
	Children may run or wander away	<p>Ensure children understand they must stay with the group</p> <p>Have sufficient staff and other supervisors appropriate to the particular environment and risks</p>
	Strangers may behave inappropriately with children while travelling between places	<p>Ensure children are supervised at all times</p> <p>Ensure children understand they must stay with the group at all time</p> <p>Ensure children understand they must not talk to strangers</p>
Overnight trip	Children may get upset about being away from home	<p>Discuss with parents and/or guardians whether their children are ready for an overnight trip away</p> <p>Set a lower age limit for children to participate, ie no participants under 10 years of age</p>
	Adult and child could be alone together in sleeping quarters	<p>Ensure there are appropriate rules for sleeping arrangements, e.g. no adults in rooms with children or at least 2 adults in rooms with children</p>
	Children may fall ill or sustain an injury	<p>Ensure a properly stocked first aid kit is available</p> <p>Ensure at least one person supervising the children has appropriate first aid qualifications</p> <p>Ensure parents' or guardians' contact details are readily available</p>

		<p>Ensure that staff do not administer any medication to a child without their parent’s or guardian’s consent</p> <p>Emergency action procedures are up to date and available</p>
	Children may misbehave or leave their rooms during the night	<p>Ensure children understand they must stay in their rooms throughout the night</p> <p>Put appropriate supervisory measures in place</p>
	A volunteer, employee or religious appointee becomes intoxicated after children have gone to sleep	<p>Ensure each staff member reads and complies with <i>Fact sheet: Use of alcohol, tobacco and other drugs (Appendix 28)</i></p> <p>Ensure staff members read and sign the <i>Diocesan Code of Conduct</i> so that they understand their responsibilities when consuming alcohol</p> <p>Put appropriate strategies in place, e.g. it may be appropriate to have a “dry” cam</p>
Sporting and other physical activities	Inappropriate physical contact with children	Ensure staff members read and sign the <i>Diocesan Code of Conduct</i> so that they understand appropriate boundaries for physical contact with children
	A volunteer, employee or religious appointee picks on or uses degrading comments towards a child	Ensure all persons working with children attend child protection training and read and sign the <i>Diocesan Code of Conduct</i> so that they understand appropriate professional boundaries
	Children may start fighting with each other	<p>Ensure children understand they must keep their hands to themselves and be respectful and cooperative with others</p> <p>Develop strategies for discipline and punishment that are fair and effective</p> <p>Ensure all persons working with children attend child protection training and read and sign the <i>Code of Conduct</i> so that they understand appropriate boundaries for disciplining children</p>
	Children may sustain injuries from falling or other accidents	<p>Before commencing an activity with children, ensure the site is free of potential hazards, or that adequate supervision is in place to manage any hazards.</p> <p>Ensure a properly stocked first aid kit is available</p> <p>Ensure at least one person supervising the children has appropriate first aid qualifications</p> <p>Plan adequate staff ratio to supervise children</p> <p>Ensure parents contact details are taken on the outing</p>