



## Safeguarding Risk Inventory

### INSTRUCTIONS

This document sets out some of the key safeguarding hazards and risks that may arise in activities, particularly those involving children, young people and adults-at-risk. The document should be used as a reference when planning activities and preparing activity risk assessments. It should assist in identifying relevant hazards and risks and choosing appropriate control measures.

**Important** - This document is a guide only. It does not provide an exhaustive list of potential safeguarding hazards, risks or controls. Each activity should be assessed on its merits and additional or specific controls implemented where necessary. As a general rule, higher level risks will require multiple and stronger controls.

Hazard	Risk	Example Controls
Ad hoc/informal recruitment of workers.	<ul style="list-style-type: none"><li>○ Unsuitable/unsafe persons in contact with children and adults-at-risk.</li><li>○ Legal liability.</li></ul>	<ul style="list-style-type: none"><li>○ Follow HR selection and recruitment policies/procedures.</li><li>○ Screening checks (e.g. working with children Blue Cards, Disability/NDIS worker cards, criminal history screening checks).</li><li>○ Confirm workers are not a 'restricted person' under the Working with Children (Risk Management &amp; Screening) Act 2000).</li><li>○ Administer the 'Prior Conduct Declaration'.</li><li>○ Perform referee checks.</li><li>○ Register workers with the parish/ministry and Archdiocese.</li></ul>
Poor awareness of expected behaviour standards.	<ul style="list-style-type: none"><li>○ Opportunity for inappropriate or abusive behaviour.</li><li>○ Misconduct is not identified and addressed.</li></ul>	<ul style="list-style-type: none"><li>○ Brief workers on the 'Safe Conduct Standards'.</li><li>○ Workers are to sign the 'Safe Conduct Standards'.</li><li>○ Brief children and adults-at-risk on the 'Safe Conduct Standards' (in an age/capacity appropriate manner).</li><li>○ Implement a child/youth code of conduct.</li></ul>



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Poor awareness of the types and indicators of abuse.	<ul style="list-style-type: none"> <li>Abusive behaviour is not identified and addressed.</li> </ul>	<ul style="list-style-type: none"> <li>Workers are to complete safeguarding training.</li> <li>Brief children and adults-at-risk on the types and indicators of abuse (in an age/capacity appropriate manner).</li> </ul>
Poor awareness of grooming behaviours.	<ul style="list-style-type: none"> <li>Grooming behaviour is not identified and addressed.</li> </ul>	<ul style="list-style-type: none"> <li>Workers are to complete safeguarding training.</li> <li>Brief children and adults-at-risk on the types and indicators of abuse (in an age/capacity appropriate manner).</li> </ul>
Poor awareness of legal and organisational obligations to report suspected abuse.	<ul style="list-style-type: none"> <li>Suspected abuse is not reported and addressed.</li> <li>Legal and criminal liability.</li> </ul>	<ul style="list-style-type: none"> <li>Workers are to complete safeguarding training.</li> <li>Brief children and adults-at-risk on reporting obligations (in an age/capacity appropriate manner).</li> </ul>
Poor awareness of processes for responding to safeguarding and abuse concerns and incidents.	<ul style="list-style-type: none"> <li>Safeguarding and abuse concerns and incidents are disregarded or mishandled.</li> </ul>	<ul style="list-style-type: none"> <li>Workers are to complete safeguarding training.</li> <li>Provide workers with flowchart guide on responding to safeguarding and abuse concerns and incidents.</li> <li>Brief children and adults-at-risk on the processes for responding to concerns and incidents (in an age/capacity appropriate manner).</li> </ul>
One-on-one contact.	<ul style="list-style-type: none"> <li>Opportunity for inappropriate or abusive behaviour.</li> <li>Opportunity for grooming.</li> </ul>	<ul style="list-style-type: none"> <li>Obtain prior written parental/guardian consent.</li> <li>Supervise and monitor.</li> </ul>
Physical contact.	<ul style="list-style-type: none"> <li>Opportunity for desensitisation and grooming.</li> <li>Opportunity for physical or sexual boundary violations.</li> <li>Physical or sexual assault.</li> </ul>	<ul style="list-style-type: none"> <li>Obtain prior written parental/guardian consent.</li> <li>Brief workers on what is appropriate and inappropriate contact.</li> </ul>



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		<ul style="list-style-type: none"> <li>○ Brief children and adults-at-risk on what is considered appropriate and inappropriate contact (in an age/capacity appropriate manner).</li> <li>○ Supervise and monitor.</li> </ul>
Inaccessible, out-of-view or secluded locations.	<ul style="list-style-type: none"> <li>○ Isolation or separation of individuals.</li> <li>○ Unmonitored contact.</li> <li>○ Opportunity for inappropriate or abusive behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>○ Use a safer location.</li> <li>○ Monitor.</li> <li>○ Implement security measures (e.g. lighting, cctv).</li> </ul>
Insufficient supervision.	<ul style="list-style-type: none"> <li>○ Missing or separated child, person or client.</li> <li>○ Opportunity for inappropriate, disruptive or abusive behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>○ Establish a safe ratio of workers to children or adult-at-risk (e.g. 1 supervising adult to 5 children under 12 years of age and 1 supervising adult to 10 children/young people 12 to 17 years of age).</li> <li>○ Maintain a minimum of 2 supervising adults (not related).</li> <li>○ Decrease the number of children or adults-at-risk.</li> </ul>
Communications (including online, live-streamed or via social media).	<ul style="list-style-type: none"> <li>○ Unsolicited and/or unauthorised contact.</li> <li>○ Secretive contact.</li> <li>○ Opportunity for inappropriate or abusive behaviour.</li> <li>○ Opportunity for grooming.</li> <li>○ Breach of privacy.</li> </ul>	<ul style="list-style-type: none"> <li>○ Restrict access to personal contact details.</li> <li>○ Obtain prior written parental/guardian consent to communicate.</li> <li>○ Limit communication for specified work or ministry purposes.</li> <li>○ Limit communication channels (e.g. email only).</li> <li>○ Use open/transparent communication channels (e.g. group email, group chat).</li> <li>○ Brief all parties on appropriate direct and online communication behaviour.</li> </ul>



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Transportation.	<ul style="list-style-type: none"><li>○ Unmonitored contact.</li><li>○ Individuals being conveyed to unexpected or unauthorised locations.</li><li>○ Isolation or separation of individuals.</li><li>○ Opportunity for inappropriate or abusive behaviour.</li></ul>	<ul style="list-style-type: none"><li>○ Obtain prior written parental/guardian consent.</li><li>○ Maintain a record/register of transport undertaken.</li><li>○ Document transport arrangements (e.g. person transporting, route, timings, pick up, drop off and collection).</li><li>○ Brief all parties on the transport arrangements and safe driving practices (e.g. seatbelts).</li><li>○ Transported individuals to carry a mobile telephone or other communication device during transport.</li></ul>
Taking photographs or videos.	<ul style="list-style-type: none"><li>○ Unsolicited or unauthorised images taken.</li><li>○ Unauthorised use, sharing or publication of images (including online).</li><li>○ Breach of privacy.</li><li>○ Opportunity for image-based abuse (including online).</li></ul>	<ul style="list-style-type: none"><li>○ Prohibit the taking, use and sharing of images.</li><li>○ Notify parties if images are being taken and shared, including live-streamed. (e.g. signage, announcement)</li><li>○ Obtain prior written consent to take, use and share images.</li><li>○ Obtain prior written parental/guardian consent to take, use and share images.</li></ul>
Supply and/or consumption of liquor.	<ul style="list-style-type: none"><li>○ Liquor used to intoxicate and disinhibit.</li><li>○ Grooming.</li><li>○ Drunken, disruptive or volatile behaviour.</li><li>○ Legal or criminal liability.</li></ul>	<ul style="list-style-type: none"><li>○ Prohibit the supply or consumption of liquor.</li><li>○ Set a limit on the volume and/or type of liquor permitted.</li><li>○ Restrict access to liquor.</li><li>○ Responsible service of liquor.</li><li>○ Obtain a liquor permit.</li><li>○ Security.</li></ul>



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Supply and/or taking of illegal drugs.	<ul style="list-style-type: none"><li>○ Drugs used to stupefy and disinhibit.</li><li>○ Grooming.</li><li>○ Drug induced volatile or disruptive behaviour.</li><li>○ Overdose.</li><li>○ Legal or criminal liability.</li></ul>	<ul style="list-style-type: none"><li>○ Prohibit the possession, supply and taking of drugs.</li><li>○ Security.</li></ul>
External partners, contractors or service providers.	<ul style="list-style-type: none"><li>○ Unsuitable/unsafe workers in contact with children and adults-at-risk.</li><li>○ Unsafe or unsuitable environment. Legal liability.</li></ul>	<ul style="list-style-type: none"><li>○ Follow established contracting policies and procedures.</li><li>○ Conduct safeguarding/child protection due diligence checks.</li><li>○ Seek evidence of worker screening checks/ accreditations (e.g. Blue Cards, Disability/NDIS worker card, criminal history checks, professional qualifications/certification).</li></ul>
Overnight accommodation/billeting.	<ul style="list-style-type: none"><li>○ Unmonitored contact.</li><li>○ Privacy intrusions/breaches.</li><li>○ Opportunity for inappropriate or abusive behaviour.</li></ul>	<ul style="list-style-type: none"><li>○ Obtain prior written parental/guardian consent.</li><li>○ Hosts are appropriately selected, registered and screened (e.g. working with children Blue Cards, Disability/NDIS worker card, criminal history check, Prior Conduct Declaration).</li><li>○ Hosts sign a billeting agreement and conditions.</li><li>○ Accommodation is assessed as clean, safe and appropriate for needs.</li><li>○ Children are not to be billeted alone.</li><li>○ At least two children are to be billeted together (of the same gender).</li><li>○ No bed sharing.</li><li>○ Adults are not to share a room with children.</li></ul>



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		<ul style="list-style-type: none"><li>○ Separate male and female sleeping arrangements.</li><li>○ Separate male and female bathing/toileting arrangements.</li><li>○ Restrict access to rooms/accommodation (e.g. lockout times, no adult access except where necessary for safety/supervision).</li><li>○ Supervise and monitor sleeping and bathing arrangements (with due regard for privacy).</li><li>○ Set a curfew (e.g. lights out, return time, bedtime).</li><li>○ Brief children and adults-at-risk on the accommodation/billeting arrangements.</li></ul>