

# Parish/Ministry Activity Plan

**Parish/Ministry/Community** (Name/Title)

St Maree's Parish

**Activity Description** (What is the name/title of the activity?)

Youth Group

**Purpose** (Why is the activity being undertaken?)

Proving youth with faith-based development opportunities which integrates their faith with everyday experience.

**Activity Coordinator/Manager**

(Who is the person with overall responsibility for conducting the activity? Provide the name and role/position.)

Adam Lillee

**Activities** (Describe all of the activities that will be undertaken or services that will be delivered.)

Faith-based meetings and activities in a fun and secure environment including movie nights and games nights.

**Activity Participants/Attendees** (Provide an approximate if not confirmed)

No. of Children (1 to 12 years of age): Click or tap here to enter text.

No. of Young People (13 to 17 years of age): 15-30

No. of Adults-at-Risk: Nil.

No. of Adults: Nil

Total: Click or tap here to enter text.

**Participants/Attendee Registration**

(What are the registration requirements for participants/attendees to join the activity? How do participants/attendees register? Are 'walk-ins' allowed? Consider safeguarding and information privacy issues.)

No registration is required.

**Workers**

(List the names and role/position of all workers involved in running the activity or delivering the service including clergy, religious, employees and volunteers.)

Adam Lillee – Youth Group Coordinator

Kellie Neilson – Youth Group Leader

Andrea Scarlett – Youth Group Leader

**Worker Screening/Accreditation**

(What are the screening or other accreditation requirements necessary workers to be involved in the activity?)

- ☐ Registered with the Archdiocese (Religious, seminarians, religious trainees, volunteers)
- ☒ Current Working with Children Blue Card (Religious representatives e.g. clergy, religious, seminarians, religious trainees, chaplains + employees & volunteers working with children more than 7 days in a calendar year – No Card No Start!)
- ☒ Current police/criminal history check (i.e. not more than 3 years old)
- ☐ Faculties to minister within the Archdiocese (Clergy only – contact the Episcopal Office)
- ☒ Signed/confirmed Safe Conduct Standards (Clergy, religious, seminarians, religious trainees, employees, volunteers)
- ☒ Signed/confirmed Prior Conduct Declaration (Clergy, religious, seminarians, religious trainees, employees, volunteers)
- ☒ Completed Archdiocesan Safeguarding Induction (Clergy, religious, seminarians, religious trainees, employees, volunteers)
- ☐ Other:

Click or tap here to enter text.

**Supervision**

(How will workers and participants/attendees be supervised? Consider appropriate ratios of supervisors to participant/attendees; and the age, gender and heightened needs of participant/attendees. 1 adult to 5 children under 13 years and 1 adult to 10 young people 13-17 years is recommended. NOTE – children/young people should not supervise unless they are properly monitored.)

Attendees will be supervised by Youth Group Leaders and Coordinators.

**Facilities/Venues/Locations**

(What facilities, venues or locations will be used for the activity, including private locations, confessionals, kitchens, carparks, accommodation, bathing areas, toilets etc.? Consider the potential for 1:1 or private interactions and related safeguarding issues.)

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All activities will be held in the Parish Hall. Any activities that are conducted offsite will require a separate Risk Assessment.

## Security

(What security measures are in place at the facilities, venues or locations used for the activity? Consider high-risk spaces such as private accommodation, car parks, pools and spaces that are isolated, out of view, closed off, poorly lit or poorly monitored.)

The venue is well-lit and open-planned. Attendees are to remain for the duration of the activity.

## Equipment/Resources

(What equipment and resources are necessary to deliver the activity, including safety and first aid equipment?)

Pens, textas, highlighters, nikko pens, butchers' paper, AV equipment.

## Communication

(How will communications with participants/attendees take place before, during and after the activity? Consider safeguarding and information privacy issues, including online or by online/electronic devices.)

Regular communication will be conducted via the Parish website, Facebook page and group email. No personal details will be disclosed.

## Photography/Video

(What arrangements are in place for taking and using photographs and videos of participants/attendees, including live streaming? Consider safeguarding and privacy issues.)

No unauthorised photographs or videos are allowed during this activity. Any photographs or videos must not be shared without the consent of all persons in the image/s.

## Transportation

(What arrangements are in place for transporting participants/attendees? Consider safeguarding and safety issues such as drop-off and pick-up arrangements, supervision, routes, driving behaviour, vehicle safety.)

Transportation will be the responsibility of the attendee. Adequate carparking is available. Youth Group Leaders and Coordinators will not provide transport without the prior authorisation of the attendee's parents/carers.

## Alcohol/Drugs

(What arrangements are in place to control access to and the supply of alcohol and drugs? Consider safeguarding, licencing and responsible service issues.)

No alcohol or drugs are permitted onsite.

## First Aid

(What first aid equipment is available, where can it be found and who will administer first aid?)

A First Aid kit is readily available onsite.

## Work Health & Safety Assessment

☐ Attached ☒ Not required

## Incident/Emergency Contacts

Emergency Services: Dial Triple Zero '000'

Policelink (non-emergency): 131 444

Child Safety Services:

- Brisbane Intake 1300 682 254
- South East Intake 1300 679 849
- After Hours Service Centre 1800 177 135

Elder Abuse Helpline: 1300 651 192

Lifeline: 13 11 14

STOPline Ph: 1300 304 550 Em: [AOB@stopline.com.au](mailto:AOB@stopline.com.au) Online: [www.bneatholic.stoplinereport.com](http://www.bneatholic.stoplinereport.com)

Safeguarding Office: Ph: 07 33243752 Em: [safeguarding@bne.catholic.net.au](mailto:safeguarding@bne.catholic.net.au)

Coordinator/Manager Ph: Click or tap here to enter text. Em: Click or tap here to enter text.

## Parish/Ministry Activity Plan

Local Safeguarding Rep Ph: Click or tap here to enter text. Em: Click or tap here to enter text.

Other:

Click or tap here to enter text.

**Review date** (Plans must be reviewed where significant changes are made to the activity or service and at least annually.)

Click or tap here to enter text.

**Prepared by:**



Signature

Adam Lillie

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Youth Group Coordinator

Role/Position

**Approved by:**



Signature

Father James Magnus

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Parish Priest

Role/Position