



Child Safe Risk Management Plan

Purpose of plan

Creating a child safe environment includes:

1. identifying environmental risks to children's safety in relation to the activities and services we provide, our physical settings and our online spaces and communication.
2. taking action to reduce these risks and children's exposure to harm or abuse.

These risks can change over time if our physical and online spaces change, or different activities or services are provided by our organisation. This may also include unique events, excursions or travel involving children. Our plan will be regularly reviewed and updated to reflect any changes.

Our Risk Management Plan in the table below sets out these risks, assesses their potential impact, the strategies to help prevent or reduce them, and keeps track of our progress.

Nature of our settings and services provided

Some Parishes and Mission Districts within the Anglican Diocese of Riverina provide family or youth group activities and Mainly Music programmes to children. Activities may be held as a once-off event or part of an ongoing programme.

These activities and services take place in the church hall or on the church grounds. Each activity plan will specify the location of the event.

Responsibility for Risk Management Plan

The organiser of the event is responsible for completing the plan and ensuring that the strategies to manage risks are implemented and monitored. This person may include a member of clergy, or youth ministry volunteer.

This version of the plan was completed on 12/03/2026.

Everyone in our organisation should be alert to any risks to children's safety and draw attention to any concerns that may arise, as set out in our Child Safe Policy.

Our Risk Management template is available on the website: [Safe Ministry and Child Safe Policies and Forms - Anglican Riverina](#).

Next review date

The Diocesan Council and Professional Standards Director will review this plan annually by 30th March.

The plan will be reviewed and updated immediately if there are:

- any incidents involving children
- any changes to our physical or online spaces or online communications
- any changes to the types of activities and services involving children that we deliver, including unique events on or off-site.

Risk assessment matrix

Determine the overall level of risk using the risk matrix table.

Table 1 Risk assessment matrix

Likelihood	Insignificant impact	Minor impact	Moderate impact	Major impact	Severe impact
Almost certain	Medium	High	Very high	Very high	Very high
Likely	Medium	High	High	Very high	Very high
Possible	Low	Medium	High	High	Very high
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

For more information and guidance, staff responsible for developing, reviewing and updating our Child Safe Risk Management Plan can read the Office of Children's Guardian (OCG)'s [handbooks on risk management](#), watch the [OCG and Office of Sport video](#), or sign up for the [OCG's training](#) to help your organisation develop its Child Safe Risk Management Plan.

Risk Management Plan - How to complete this form

Identify settings where interactions occur	Identify risks in these settings	Assess likelihood of risk	Assess consequence of risk	Determine risk rating	Identify and implement strategies to manage risk	Track progress and regularly review
Identify the different environmental settings or activity types in your organisation, physical and online, where adults work or interact with children. The same setting could have multiple risks.	Identify the specific risks to children in these settings or activities in terms of exposure to harm or abuse	Assess how likely it is that the risk will occur, using the following scale: <ul style="list-style-type: none"> • Rare • Unlikely • Possible • Likely • Almost certain 	Assess the impact if the risk occurs, using the following scale: <ul style="list-style-type: none"> • Insignificant • Minor • Moderate • Major • Severe 	Use the risk assessment matrix to decide the overall risk rating, using the following scale: <ul style="list-style-type: none"> • Low • Medium • High • Very high 	Describe what protective strategies already exist and what strategies need to be developed to help minimise the risk.	Keep track of whether these strategies are in place and responsibilities. Regularly review to make sure any protective strategies implemented are working and note follow up actions.
EXAMPLES OF FACTORS TO CONSIDER						
Rooms and toilet blocks	Hidden from view from supervising adults? Are toilets unisex or gender specific What is the likelihood for public access to these areas					For each item, ask: Have these strategies been implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, include a reason for why not. [SIGNATURE OF PERSON RESPONSIBLE]
First aid care area	Is this area clearly visible and identifiable?					
Use of mobile phones	Adults may use their personal devices to take photos of children or young people without permission. Are there rules around phone or technology usage by children when attending the event				Organisation's Child Safe Code of Conduct specifies no photos to be taken of children or young people without parental permission; regular reminders sent out to everyone when there are special events.	
Sufficient and certified supervision available	Do all supervisors hold a valid WWCC?				Issue name tags with valid WWCC # visible	



Anglican Diocese of Riverina Risk Management Plan

EVENT:			
LOCATION:		DATE & TIME:	

Identify settings where interactions occur	Identify risks in these settings	Assess likelihood of risk	Assess consequence of risk	Determine risk rating	Identify and implement strategies to manage risk	Track progress and regularly review

NAME & SIGNATURE OF PERSON COMPLETING RISK ASSESSMENT	
NAME & SIGNATURE OF RECTOR OR PRIEST-IN-CHARGE	
or NAMES & SIGNATURES OF TWO CHURCHWARDENS	