



# Safe Programs Planning Tool

C/2.1.8.2

## Purpose

There are two planning options for use by congregations and presbyteries when planning for safe programs, events and activities for the Church. A Risk Assessment Template (excel document) or this tool (word document) are available for use. Both tools accompany the Planning Safe Programs process and Safe Church Training – Planning Safe Programs. Congregations and presbyteries should use the tool that suits their needs best. A risk assessment tool **must** be used on each occasion when planning activities, programs or events, and **must be approved** by the Church Council prior to the event program or activity commencing.

## Scope

This tool can be used for all activities planned within the bounds of the Synod of Queensland and conducted as part of the ministries of Uniting Church congregations and faith communities, Presbyteries and Synod.

## Proposed / planned activity

IDENTIFICATION AND CONTACT DETAILS		RECORD OF APPROVAL HISTORY <i>(Council of the Church or their delegate to complete this section)</i>			
<b>Congregation or Presbytery responsible for the program or activity</b>		<b>Checklist</b>	<b>Yes/No</b>	<b>Checklist</b>	<b>Yes/No</b>
<b>Name of the program or activity</b>		1. Venue		4. Activities	
<b>Location of the program or activity</b>		2. Leaders and helpers		5. Equipment	
<b>Proposed date, day, time of the program or activity</b>		3. Participants		6. Records	
<b>CONTACT PERSON (the person completing this form)</b>		Name of person delegated by Church Council to assess plans and provide approval:			
<b>Position</b>		Comments and conditions:			

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.



## Safe Programs Planning Tool

IDENTIFICATION AND CONTACT DETAILS		RECORD OF APPROVAL HISTORY <i>(Council of the Church or their delegate to complete this section)</i>	
<b>Mobile phone number</b>		Name of Council member or delegate who reviewed this form	
<b>Email address</b>		Date of approval:	Date of church council meeting minute:
<b>1. THE VENUE</b>		This column is for the feedback and suggestions of the Council of the Church (or their delegate)	
Checklist	Comments	Council / delegate comments	
Does the venue appear to be clean, free of hazards and in good repair?			
Have I reported any known or identified hazards to the church council or venue owner for remedy?			
Is the venue's physical environment suitable for the activities and group?			
If the venue is not church property, does the owner hold insurance?			
Do I have a copy of the Emergency Response Plan (ERP) for the church council or for the location of the activity?			
Do leaders and helpers know about the ERP?			



Safe Programs Planning Tool

<b>2. THE ACTIVITY</b> Refer to Planning Safe Programs Procedure, complete the risks and mitigations and the questions that follow. (Do not change the risk level or mitigations for items already listed and shaded).	Council / delegate comments
Provide a description of the proposed activities below. (Add rows as needed)	



## Safe Programs Planning Tool

<b>Risks and mitigations</b>					
<b>Risks</b> <i>What could go wrong during these activities?</i>	<b>Likelihood</b> <i>Check the 'descriptors'</i>	<b>Consequence</b> <i>Check the 'descriptors'</i>	<b>Risk level</b> <i>Check the 'risk matrix'</i>	<b>How to reduce risk</b> <i>Check the 'actions to take' 'mitigations'</i>	<b>Revised Risk Level</b> <b>(mitigations in Place)</b>
Person/s conducting activity is not safe to work with children or vulnerable people	Occasional	Major	High Risk	All volunteers are screened and approved	Medium
Person/s conducting activity acts inappropriately towards children or vulnerable people	Occasional	Major	High Risk	All volunteers are trained, work in pairs, sign Statement of Personal Commitment and Supervised	Medium
Person/s conducting activity does not follow the plan for the activity	Occasional	Minimal	Low Risk	Volunteers are skilled for the task and well briefed on the purpose	Low
Person/s conducting activity becomes aware of grooming, abuse or neglect and does not respond well	Occasional	Major	High Risk	Volunteers are aware of mandatory reporting processes and have received training	Medium



Likelihood descriptors		
1	<b>Frequent (Almost Certain)</b>	Is expected to occur again either immediately or within a short period of time (likely to occur most weeks or months)
2	<b>Probable (Likely)</b>	Will probably occur in most circumstances (several times a year)
3	<b>Occasional (Possible)</b>	Probably will occur at some time (May happen every 1-2 years)
4	<b>Uncommon (Unlikely)</b>	Possibly to occur at some time in 2-10 years
5	<b>Rare (Remote)</b>	Unlikely to occur only in exceptional circumstances (May happen every 10-30 years)
Consequence descriptors		
1	<b>Extreme</b>	Results in a fatality or permanent disability to one or more people, significant or total destruction to property and have very severe reputational impact.
2	<b>Major</b>	Hospital admission and/or severe injury, major property damage is sustained, and it may have major reputational impact.
3	<b>Moderate</b>	Paramedics or comparable medical treatment is required, moderate property damage occurs, and it may have some reputational impact.
4	<b>Minor</b>	First aid is required, minor property damage is sustained and there is only a low reputational impact.
5	<b>Minimal</b>	Near miss with no injury or minor injury occurs, property damage is very limited and very limited chance of reputational impact.



**Risk Matrix**

		Consequence				
		Extreme	Major	Moderate	Minor	Minimal
Likelihood	Frequent (Almost Certain)	Extreme	Extreme	High	Moderate	Moderate
	Probable (Likely)	Extreme	Extreme	High	Moderate	Moderate
	Occasional (Possible)	Extreme	High	High	Moderate	Low
	Uncommon (Unlikely)	Extreme	High	Moderate	Low	Low
	Remote (Rare)	High	Moderate	Moderate	Low	Low

**Actions to Take**

Extreme	The proposed task or activity must not proceed. It can only proceed if steps can be taken to lower the risk levels as low as possible. Final approval must be provided by the Congregation Council and Synod Office Manager Risk and Compliance.
High	The proposed task or activity can only proceed if steps have been taken to lower the risk levels as low as possible. All steps taken need to be documented and a review of the effectiveness of the controls should occur after the activity. Congregation Council approval should be obtained for the activity.
Moderate	The proposed task or activity can proceed with risk controls measures implemented to lower the risk levels as low as possible. All steps taken need to be documented and a review of the effectiveness of the controls should occur after the activity.
Low	The proposed task or activity can proceed. Routine management procedures should still be in place to minimise the risk of even a minor incident occurring.

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.



3. THE EQUIPMENT		Council / delegate comments
List the equipment being used for the activity <i>(Add rows if you need to)</i>	Is the equipment in good repair and appropriate for the purpose and the participants abilities?	
4. THE PARTICIPANTS	Yes / No / Notes	Council / delegate comments
<b>Consider the needs, abilities and preferences of the participants for whom the activities are being planned. Below are some checklist questions to assist you.</b>		
Have participants been involved in decisions that affect them? See <a href="#">Tools for Listening</a> for assistance.		
What is the age range and capabilities of the participants?		
If the activity involves children or vulnerable people, has an <b>attendee information form</b> been completed for each participant?		
Have these forms been reviewed and the children and participant's specific and additional needs noted?		
Have the additional needs and abilities of children and participants been considered in this planning?		

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.



If not, how will the additional needs and abilities of specific and individual children and participants be catered for?

--	--

5. THE LEADERS AND HELPERS					
Who will be helping and for what will they be responsible? (Add rows if required)					
Name	Role	Appointment by Church Council? Yes/no	Name	Role	Appointment by Church Council? Yes/no





Detailed checklist of proposed leaders and helpers	Yes / No	Comments/ actions	Council / delegate comments
Does each person hold a current and valid blue card or exemption card if the activity is for children?			
Has the church council approved and appointed each person?			
Has each person signed the <b>Statement of personal commitment</b> ?			
Has each person received training?			
Does each person have appropriate skills, qualifications for their role?			
Is there an allocated first aid officer for the activity?			
Have designated drivers agreed to and signed the <b>Driver information form</b> ? Are the drivers approved to transport children? (if the program activity or event is for children)			
Is there a minimum of two adult leaders/helpers? (The ratio requirements are also outlined in the <b>Statement of Personal Commitment</b> ). A ratio of one worker for every six children in an activity for participants aged five years and over and one worker for every four children aged below five years is required. <b>Note</b> that this ratio <b>may need to be increased</b> , if the children or participants have additional needs which require a high level of care or supervision in order to participate safely in the planned activity or program.			



Are there enough leaders for the expected number of children or participants, noting any special care or supervision requirements?		
--	--	--

RECORDS		
Checklist	Comments	Council / delegate comments
Has someone been allocated to maintain the records of attendees (personal information, permission, attendance)?		
Has it been agreed where (or with whom) records will be securely stored?		

### Post-activity review

After the activity is completed, and in the event of identified risks manifesting, complete the review questions and plan post-activity tasks.			
What went well?			
What did not go well?			
What, if any, reports need to be completed?			
What changes do we need to make for next time?			
Tasks to be done	By whom?	By when?	Date completed
1			
2			
3			

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.



## Safe Programs Planning Tool

4			
5			

### Revisions

Document number		C/2.1.8.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
5.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
Next scheduled review		15.10.2027			