

Program Planning Sheet – Bayside Uniting Church

(Safe Ministry with Children)

CONGREGATION: Bayside Uniting Church	
PROGRAM:	
DATES COVERED :	
TIME OF ACTIVITIES:	
CONTACT PERSON :	BEST CONTACT:

1. The Venue

Checklist	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 physical environment of the venue suitable for the activities and group?	
If the venue is not church property, are we covered by the owner's insurance?	
Do I have a copy of the Church Council's Emergency Response Plan (ERP)?	
Do leaders and helpers know about the ERP?	

2. Leaders and Helpers – see attached sheet

Checklist	Comments
Does each person hold a current and valid blue card or exemption card? (Parent helpers are exempt if child is in their group)	
Has the Church Council approved and appointed each person?	
Has each person signed the <i>Safety and care agreement</i> ?	
Has each person received training?	
Does each person have appropriate skills and/or qualifications for their role?	
Is there an allocated first aid officer for the activity?	
Have designated drivers agreed to and signed the <i>Driver information form</i> ?	
Is there a minimum of two adult leaders/helpers? (see leadership ratios)	
Are there enough leaders for the expected number of children?	

3. Participants

Checklist	Comments
What is the age range of participants?	
Will a Personal information and permission form been completed for each participant?	
Will these forms been reviewed and children's additional needs noted?	
Will the additional needs and abilities of children been considered when detailed planning takes place?	
If not, how will you cater for the additional needs and abilities of children?	

4. Activities – see attached sheet for Risk Assessments

What control measures will be put in place to respond to an incident if it does occur?

Who will be responsible to ensure these measures are undertaken?

How will this be communicated to the leaders and helpers?

5. Equipment

Checklist	Comments
What equipment is required?	
Is the equipment in a good state of repair?	
Is the equipment tagged and tested (if appropriate)?	
Is the equipment safe for the group to use for the intended activity?	
What changes should be made to ensure equipment is safe?	
If the equipment does not belong to the church, are we covered by the owner's insurance?	
Have vehicles been approved for use by the Church Council?	

6. Records

Checklist	Comments
Has someone been allocated to maintain the records of attendees (personal information and permission, attendance etc.)?	
Has it been agreed where (or with whom) records will be securely stored?	

7. Teaching topics

Date	Topic	Description

Church Council checklist/ approval	1. The Venue	2. Leaders and Helpers	3. Participants	4. Activities	5. Equipment	6. Records	7. Teaching Topics

Record of approval

Name of person delegated by Church Council to assess plans and provide approval:	
Comments and conditions:	
Date of approval:	Date minuted by Church Council:

Post-activity review

What went well?			
What did not go well?			
What 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			
4			
5			
6			
7			
8			
9			

2. Leaders and Helpers

Name	Role (Leader, Helper, Junior Helper, Designated Drivers and First Aid Officers)	Appointment approved by Church Council

- **Those whose appointment has yet to be approved by the Council will not be involved with this program until their application is completed.**

4. Activities – Risk Assessments

List below the activities you group normally undertakes and which could be hazardous; assess the risk; nominate how you will control this risk; then assess the revised risk.

RISK IDENTIFIED	INITIAL RISK	CONTROL MEASURES	FINAL RISK

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Note: If, during the term of this Program Planning Sheet, you wish to undertake risk activities which are not on this list, then you must provide an appropriate Risk Assessment to Church Council prior to the activity.

Risk Matrix

	Consequence →				
	1 Minor	2 Considerable	3 Substantial	4 Critical	5 Catastrophic
5 Certain	Moderate risk	Significant risk	Significant risk	High risk	High risk
4 Likely	Moderate risk	Moderate risk	Significant risk	Significant risk	High risk
3 Possible	Low risk	Moderate risk	Significant risk	Significant risk	Significant risk
2 Unlikely	Low risk	Low risk	Moderate risk	Moderate risk	Significant risk
1 Rare	Low risk	Low risk	Moderate risk	Moderate risk	Significant risk

How to use the risk matrix:

1. Make a list of the things that could potentially go wrong during your planned activity. This is the risk of 'incident'.
2. Consider the likelihood that the incident will actually occur. Refer to the 'likelihood descriptors' (below) to assist you.
3. Consider the consequence if the incident happened. Refer to the 'consequence descriptors' (below) to assist you.
4. Using the matrix (above), align the 'likelihood' (horizontally) and the 'consequence' (vertically) to identify the 'risk' level.
5. Knowing the 'risk', proceed with your planning in accordance with the 'actions to take' section (below).

Likelihood Descriptors

1 Rare	May occur only in exceptional circumstances. It is theoretically possible but increasingly unlikely.
2 Unlikely	Is not likely to occur in normal circumstances. You have heard of it happening somewhere once.
3 Possible	Could occur at some time. You have heard of it happening from time to time
4 Likely	Will probably occur in some circumstances. It might happen on a handful of occasions in your experience.
5 Certain	Can be expected to occur with some frequency. It is not a surprise when it happens.

Consequence Descriptors

1 Minor	Very minor or no injury occurs, property damage is less than \$100 and there is a very limited chance of reputational impact. It does not make the news.
2 Considerable	First aid is required, minor property damage (greater than \$1000) is sustained and there is only a low reputational impact. There is only very limited news coverage.
3 Substantial	Paramedics or comparable medical treatment is required, moderate property damage (greater than \$10,000) occurs and it may have some reputational impact. This may include public embarrassment and moderate news coverage.
4 Critical	Hospital admission is required, major damage (greater than \$100,000) is sustained and it may have major reputational impact. This may include public embarrassment, high news profile and third party actions.
5 Catastrophic	It may result in a fatality or permanent disability to one or more people, significant damage to property (greater than \$1m) and it may have very severe reputational impact. This may include public embarrassment, high widespread multiple news reports and third party actions

Actions to Take

High	Activity must not proceed as planned. Final approval must be provided by insurer after steps are taken to reduce the risk. Contact Risk and Insurance team for guidance.
Significant	Activity can only proceed if more risk control steps are taken to reduce risk. All steps taken must be documented and review of effectiveness of the controls should happen after the event.
Moderate	Activity can proceed with risk control steps in place. All steps taken must be documented and review of effectiveness of the controls should happen after the event.
Low	Activity can proceed. Routine management procedures should still be in place to minimise the risk of even a minor incident occurring.