



## Catholic Diocese of Rockhampton

*'We live out the call of baptism through personal faith in Jesus witnessing together to the Good News of the Kingdom'*

### Activity Planning for the Child Protection Policy

This procedure document supplements and must be read in conjunction with the *Child Protection Policy*. Terms which are identified in bold and italics have a specific meaning prescribed by the *Child Protection Policy*.

This procedure should be applied whenever an activity is being planned within a ***ministry or office*** of the ***Diocese*** which involves participation by ***children and / or young people*** (unless the ***ministry or office*** has its own procedure which has been approved by the ***Bishop*** and which serves a substantially similar purpose to this document – refer to the *Implementation Procedure*).

The purpose of this procedure document is to assist people ***working for or with the Diocese*** to achieve the following objectives and to comply with the ***Policy*** when planning and providing activities which involve participation by ***children and / or young people***.

It is important that people planning and providing activities which involve participation by ***children and / or young people*** do so with the following objectives:

- promoting the wellbeing of the ***children and young people*** involved;
- preventing harm to ***children and young people*** involved; and
- creating and maintaining a safe and caring environment for the ***children and young people*** involved.

### Planning Activities

An important part of planning any activity and deciding whether to provide an activity is assessing the actual and potential risks to everyone involved, including ***children and young people***. Refer to the procedure document *Risk Management for the Child Protection Policy* and undertake a *Risk Assessment* and develop a *Risk Management Plan* for the activity by completing and submitting the forms required under that procedure document.

There are a number of basic principles that should be taken into account when planning and providing activities involving ***children and young people***. Without limitation, these include:

- maximising opportunities for ***children and young people*** to enjoy themselves and have fun while achieving the other objectives of the activity;
- ensure activities support the interest and wellbeing of the participants;
- ***children and young people*** should be in the presence of, or supervised by, a responsible and suitable adult at all times when participating in activities;
- where practicable, there should be at least two (2) responsible and suitable adults involved in the supervision of any activity
- people supervising activities should know where the participating ***children and young people*** are and be aware of what they are doing at all times;
- a higher level of supervision may be appropriate where an activity involves the use of potentially hazardous or dangerous equipment;

- before commencing the activity, participating **children and young people** should be made aware of the *Participants Code of Conduct* and advised of the standard of behaviour expected of them;
- insist on appropriate and safe behaviour by **children and young people** at all times when participating in an activity.

In addition to complying with the *Risk Management* procedure, the following steps should be taken by the **Activity Coordinator** when planning an activity:

1. Complete a *General Activity Checklist*;
2. If the activity involves participating in or attending a **special event**, complete a *Special Event Checklist*;
3. Distribute *Participant Registration Form* to prospective participants, which includes:
  - Participant Information
  - Participant Medical details
  - Parental Consent to participate
  - Participant Media / Image Consent
  - *Participant Code of Conduct*
4. When arranging transportation of **children and / or young people** as part of providing an activity, distribute a *Transport Permission Form* to participants.

#### **Special Events**

When planning an activity which involves participating in or attending a **special event**, the **Activity Coordinator** should be satisfied that participation or attendance will not be likely to compromise the **Diocese's** commitment to providing a safe and caring environment for **children and young people**.

A *Special Event Checklist* is to be completed in addition to a *General Activity Checklist* to assist in determining whether participation or attendance will or will not be likely to compromise the **Diocese's** commitment. Guidance and assistance in making such a determination can be provided by the **Diocesan Child Protection Officer** on request.

#### **Online and Telephone Activities**

While many activities are provided face-to-face, some may be provided online or by telephone. In planning an activity that is provided online or by telephone, consideration should be given to the following:

- whether the activity contributes to the wellbeing and interests of participants;
- whether the online or telephone environment is user-friendly for participants;
- whether or to what degree the online and telephone services are secure;
- whether the type of language used / to be used in the forum is appropriate to the age and understanding of participants;
- whether information provided can be treated confidentially using the forum;
- how to deal with inappropriate behaviour or use of the forum, as inappropriate behaviour and use of the forum is not to be tolerated;
- how the activity can be appropriately supervised;
- whether people involved in providing and supervising the activity are suitably qualified and trained in using the forum and aware of issues affecting **children and young people** through the use of the forum; and
- the ability of people involved in providing and supervising the activity to comply with the **Policy** and *Code of Conduct*.

In planning an activity that is provided online or by telephone, it may be appropriate to develop and implement activity specific procedures to ensure the objectives set out at the beginning of this document can be achieved. Some suggested steps that may be taken include:

- monitoring the appropriateness of online communications or telephone conversations with **children and young people**;
- conduct random audits of transcripts, recordings of online or telephone contact;
- do performance appraisals of people **working for or with the Diocese** who are involved in such activities;
- survey **children and young people** to get their views on the activities or services;
- rotate people involved in providing activities and services between different activities and services.

Be aware that if telephone conversations or online communications are recorded, the participants must be notified and give their consent to being recorded.

## Providing Activities

Any person involved in providing an activity involving **children and young people** should do the following *before* providing the activity:

1. be aware of the outcomes of the risk assessment and familiar with the *Risk Management Plan* for the activity;
2. be familiar with the *General Activity Checklist*, and where applicable the *Special Event Checklist*, for the activity;
3. ensure that a *Participant Registration Form*, and where applicable *Transport Permission Form*, has been satisfactorily completed and returned for each participant, before the participant is allowed to participate in the activity.

Where reasonably practicable, the activity should be conducted in accordance with the *Risk Management Plan* and having regard to the principles listed under the heading '*Planning Activities*' above.

## Recording and Reporting Incidents

If an incident occurs during an activity involving **children and young people** follow the procedure as outlined in ANNEXURE A: FLOWCHART A:

- an **Activity Supervisor** aware of an incident, or other person wishing to report an incident, must complete an *Incident Report Form* and submit it to:
  - the **Activity Coordinator**, or
  - the appropriate **Parish Child Protection Contact** or **Diocese Pastoral Services Coordinator**, or
  - the **Appropriate Pastor**.
- An **Activity Coordinator** or **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator** as the case may be, who receives an *Incident Report Form* must inform the **Appropriate Pastor** of the report;
- An **Activity Coordinator** or **Appropriate Pastor** who receives an *Incident Report Form* must deliver the *Incident Report Form* to the appropriate **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator**.
- The appropriate **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator** must record the incident in the *Incident Register* maintained for the

relevant **ministry or office** and deliver a copy of the Incident Report Form to the **Diocesan Child Protection Officer**.

If an incident that occurs during an activity involving **children and young people** is reported under the *Dealing with Observations, Disclosures and Suspicions of Harm* procedure, then it need not be reported in accordance with this *Activity Planning* procedure also.

## Evaluating Activities

Evaluating activities helps determine:

- whether the activity was effective in achieving the intended objectives (including those set out at the beginning of this document);
- whether the participants enjoyed themselves or developed skills;
- what aspects of the activity worked well and what aspects could be improved if a similar activity was to be provided in the future;
- whether risks of the activity were appropriately identified and managed and ways that risk management could be improved if a similar activity was to be provided in the future.

The evaluation undertaken should be appropriate to the size of the activity and the number of participants.

Feedback as a result of evaluating activities should be provided to:

- the appropriate **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator**, or
- the **Diocesan Child Protection Officer**.

## Modifying Activities

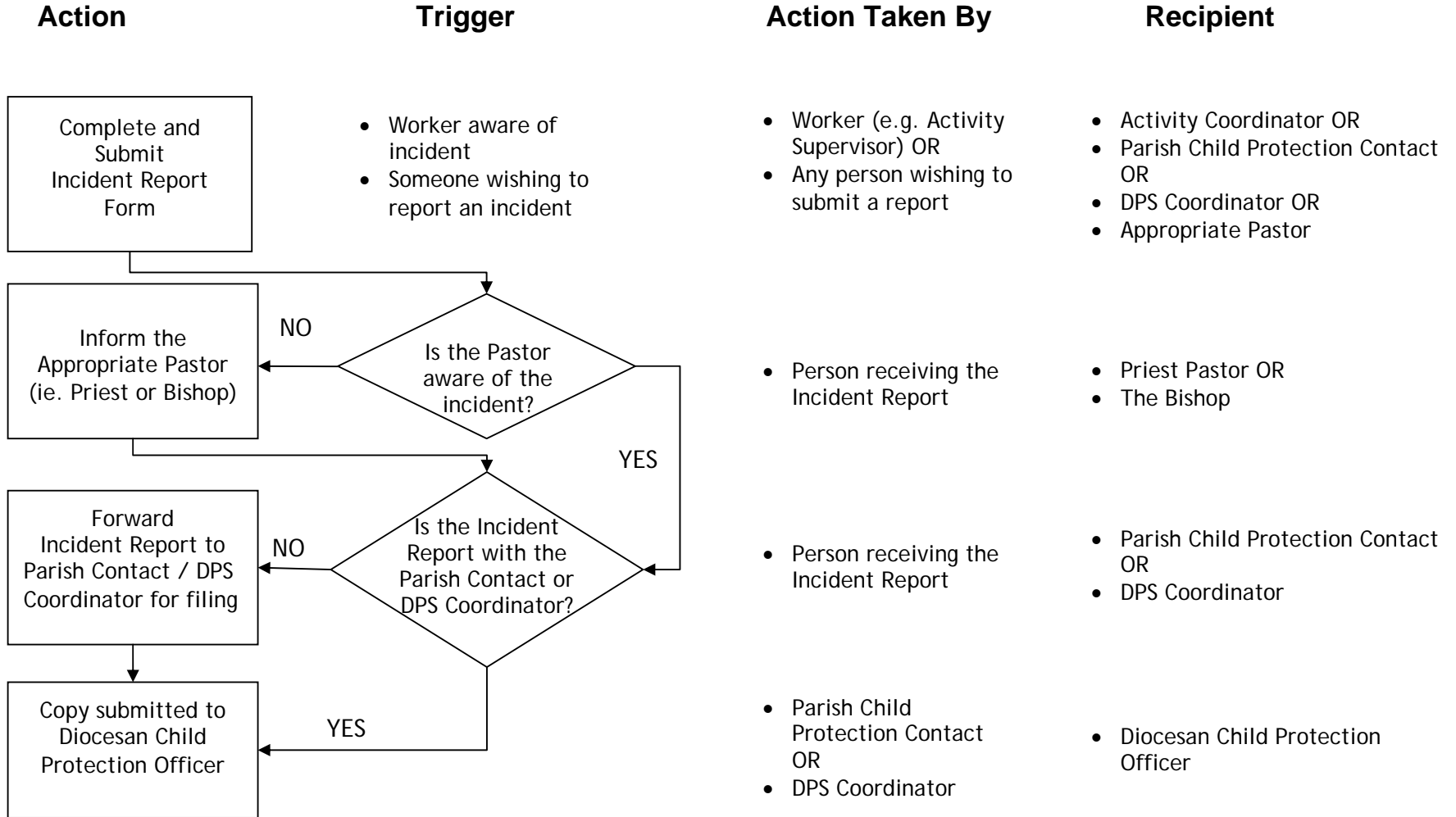
In modifying an activity, ensure that:

- this does not compromise the **Diocese's** commitment to providing a safe and caring environment for **children and young people** in its care;
- changes do not create new risks or increase the potential likelihood or consequence of a risk. A *Risk Assessment* must be conducted on the modified activity in accordance with the *Risk Management for the Child Protection Policy* procedure.

## Record Keeping

The originals of all documents created under or in accordance with this procedure document should be filed and kept by the appropriate **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator** for the relevant **ministry or office** responsible for the activity or service. Copies of the documents created under or in accordance with the *Risk Management for the Child Protection Policy* and copies of Incident Reports should be sent to the **Diocesan Child Protection Officer**.

### Flowchart A RECORDING AND REPORTING INCIDENTS



## **For Further Information**

If you would like further information about the contents of this document or if you have any questions please contact:

The Diocesan Child Protection Officer  
PO Box 611  
ROCKHAMPTON QLD 4700

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## **Last Updated**

\*\* Catholic Diocese of Rockhampton ACTIVITY PLANNING FOR THE CHILD PROTECTION POLICY was last updated: April 2008