

WESTCITY CHURCH

POLICY DOCUMENTATION

RISK MANAGEMENT PRINCIPLES

The Goal

The purpose of the **Community Conduct (Code of Conduct)**, as part of the broader Westcity Healthy Church Framework, is to ensure that the Westcity community volunteers are empowered in a way that is congruent with Westcity mission and values, whilst adhering to relevant legislation and Churches of Christ WA guidelines.

The Vision

Westcity Church, within the Healthy Church Framework seeks to be an authentic, healthy church community that supports the work of the Holy Spirit in transforming individuals to become 'More like Jesus'. The Westcity community aspires to be a safe space where individuals in all stages of faith are able to rest, heal, grow, to recognize and practice their God given gifts and talents to the benefit of the wider community.

RISK MANAGEMENT FOR HEALTHY CHURCH

In church and faith communities, there are many activities which involve people from both the body and from the wider community. The risk management of these activities as it applied to children, youth and vulnerable people needs to be a priority - from church gatherings, to home church, to spiritual formation and discipleship events (including retreats and camps), to mission activities (e.g. marches, overseas trips, Westcity street party).

DEFINITIONS

Risk

A situation involving exposure to danger

Risk Assessment

A systematic process of evaluating possible risks linked to an activity or task.

Risk Management

The risk assessment plus documentation of procedures to avoid or minimise the impact of the risk.

PRINCIPLES & GUIDELINES

The following principles outline the elements of risk management according to the "Australian Standard of Risk Management" (Australian Government 2010).

Identify Risks

Identify where, when, why and how events could prevent, delay or degrade the main outcome of the event, activity or meeting.

Analyse Risks

Determine the likelihood of the risks to occur and the potential consequences related to the risks and how these could occur.

Evaluate Risks

Compare the level of risk against the potential adverse outcomes so that decisions can be made on how to manage the priorities.

Control Risks

Develop and implement strategies and action plans which are cost effective and beneficial to all involved.

Monitor and Review Risks

Monitor the effectiveness of the processes put in place. Provide feedback for improvement, considering on any follow up required from incidences.

RECOMMENDATIONS

1. All new activities to be subject to a risk assessment before commencement.
2. All risk assessments be updated on a regular basis.
3. Policies be reviewed and updated annually and whenever this is a change of program or leadership.

RISK MANAGEMENT

Types of Risks

Accidental Harm	<ul style="list-style-type: none">• Poor physical environment leading to injury• Poor supervision• High-risk activity
Physical Abuse	<ul style="list-style-type: none">• Physical punishment• Pushing, shoving• Punching, slapping, biting, kicking
Psychological / emotional Abuse	<ul style="list-style-type: none">• Bullying• Threatening language• Shaming• Intentional ignoring and isolating• Spiritual Abuse (see below)
Neglect	<ul style="list-style-type: none">• Lack of supervision• Not providing adequate nourishment• Not providing adequate clothing or shelter• Not meeting the specific physical or cognitive needs of children
Sexual Abuse	<ul style="list-style-type: none">• Sexual abuse, assault and exploitation• Grooming• Inappropriate touching• Inappropriate conversations of a sexual nature• Crossing professional boundaries
Cultural/Spiritual Abuse	<ul style="list-style-type: none">• Lack of cultural respect / Racial or cultural vilification or discrimination• Lack of support to enable a person to be aware of and express their cultural identity• Use of positional power and control and using prayer/scripture as a means of manipulation
Online Abuse	<ul style="list-style-type: none">• Abusive texts and emails• Hurtful messages, images or videos• Intimidated others online• Grooming behaviours• Singling a person out for a 'special' relationship.

Table 1: Types of Risks

RISK ASSESSMENT PROCESS

Considerations of safety risks within various procedural processes and physical safety and what should be in place to control/minimise these risks. Template to include all 7 areas noted above.

This template to be applied:

- a. All ministry groups (e.g. churchwide, children, youth, vulnerable people, community)
- b. All ministry activities (e.g. Sunday services, Children’s Church Sundays, Youth, home church etc.)

Risk Assessment Matrix

Risk Level is evaluated by comparing risk impact with risk likelihood to determine priority of risk

Likelihood	Risk level				
Almost certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High
Consequence	Insignificant	Minor	Moderate	Major	Catastrophic

Table 2: Risk Assessment Matrix

Risk Management – CHILDREN’S MINISTRY

Safety Risks & Requirements

Areas of risk

Considerations of safety risks within various procedural processes and physical safety and what should be in place to control/minimise these risks.

The three areas below are deemed the highest risk for Children’s Ministry at Westcity Church.

<p>1. LEADERS Safe Recruitment and management of leaders</p>	<p>2. PARENT Consent / Permission</p>	<p>3. PHYSICAL Safe environment</p>
<ul style="list-style-type: none">• Reference checks• WWCC• Interview/Inductions• Probation period• Leadership Application• Adequate ratios• Safe Church Training• Refresher Training• Child Protection/Child Safe Policy• Code of Conduct signed	<ul style="list-style-type: none">• Relevant consent forms completed by a parent/guardian• Video/photography consent form been given• Emergency contacts made available to core leaders• Dietary requirements and allergies noted	<ul style="list-style-type: none">• Work Health and Safety Policies• First Aid kit• Appointed first aid officers• Risk Assessment completed• Identified Risks managed• Record keeping/privacy policies