



# Program Planning Sheet

TOO-SMC 01.1.11\_V3.0

## Purpose

This tool accompanies Planning Safe Programs and assists with the planning of activities, programs and events for, and with, children.

## Scope

This tool can be used for all activities involving children 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>			
Congregation or Presbytery responsible for the program or activity		Checklist	Yes/No	Checklist	Yes/No
Name of the program or activity		1. Venue		4. Activities	
		2. Leaders and helpers		5. Equipment	
Location of the program or activity		3. Participants		6. Records	
Proposed date, day, time of the program or activity		Name of person delegated by Church Council to assess plans and provide approval:			
CONTACT PERSON (the person completing this form)		Comments and conditions:			
Position					
Mobile phone number		Name of Council member or delegate who reviewed this form			

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IDENTIFICATION AND CONTACT DETAILS		RECORD OF APPROVAL HISTORY <i>(Council of the Church or their delegate to complete this section)</i>	
Email address		Date of approval:	Date of church council meeting minute:
1. THE VENUE		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?			



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2. THE ACTIVITY 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)	



## Program Planning Sheet

Risks and mitigations					
<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> <i>(mitigations in Place)</i>
Person/s conducting activity is not safe to work with children	Possible	Major	High Risk	All volunteers are screened and approved	Medium
Person/s conducting activity acts inappropriately towards children	Possible	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	Possible	Negligible	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	Possible	Major	High Risk	Volunteers are aware of mandatory reporting processes and have received training	Medium



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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 occasionally.
4	Likely	Will probably occur in some circumstances. It might happen on a handful of occasions.
5	Frequent	Can be expected to occur with some frequency. It is not a surprise when it happens.
Consequence descriptors		
1	Negligible	CHILD: Very little impact to the emotional wellbeing or safety of the child, with the child feeling only a bit worried, temporarily upset, and/or very minor or no injury. ORGANISATION: Little or no reputational impact. It does not make the news or social media.
2	Minor	CHILD: Minor impact on the emotional wellbeing or safety of the child, with the child feeling minor anxiety, requiring first aid, follow-up and/or support. ORGANISATION: Low reputational impact. There is only very limited news or social media coverage.
3	Moderate	CHILD: Moderate impact on the emotional or physical wellbeing or safety of the child, with the child feeling moderate anxiety, requiring follow-up support and/or medical treatment. ORGANISATION: May have some reputational impact. This may include public embarrassment and moderate news or social media coverage.
4	Major	CHILD: Significant impact on the emotional wellbeing or safety of the child, with the child feeling overwhelmed, requiring police intervention, paramedic or comparable medical/hospital treatment, child is separated from primary care provider, and/or child might be traumatised. ORGANISATION: May have major reputational impact. This may include public embarrassment, high news profile and third-party actions.
5	Severe	CHILD: Hospital admission is required, or significant, severe and ongoing impact on the emotional wellbeing or safety of the child. ORGANISATION: May have very severe reputational impact. This may include public embarrassment, high widespread multiple news reports and third-party actions. A fatality or permanent harm to one or more people.



### Risk Matrix

Likelihood ↓		Consequence				
		Negligible	Minor	Moderate	Major	Severe
	Frequent	Medium	Medium	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Low	Medium	High
	Rare	Low	Low	Low	Medium	Medium

### Actions to Take

	<b>Extreme risk</b>	Activity must not proceed as planned. Final approval must be provided by the appropriate Executive responsible for Child Safety Implementation within the Synod after steps are taken to reduce the risk. Identify and plan additional risk mitigation measures then contact the Risk and/or Group Insurance team for guidance and to request approval to proceed.
	<b>High risk</b>	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 mitigations should happen after the event.
	<b>Medium risk</b>	Activity can proceed with risk mitigation steps in place. All steps taken must be documented and review of effectiveness of the mitigations should happen after the event. In the event of the risk manifesting, the circumstances should be subject to review.
	<b>Low risk</b>	Activity can proceed. Routine management procedures should still be in place to minimise the risk of even a minor incident occurring.



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Potential risks identified for these activities. (Do not change or remove the shaded Risk items listed below. Add rows if you need to)	Revised Risk Level	Mitigations	Council / delegate comments
Person/s conducting activity is not safe to work with children	Medium	All volunteers are screened and approved	
Person/s conducting activity acts inappropriately towards children	Medium	All volunteers are trained, work in pairs, sign Statement of Personal Commitment and Supervised	
Person/s conducting activity does not follow the plan for the activity	Low	Volunteers are skilled for the task and well briefed on the purpose	
Person/s conducting activity becomes aware of grooming, abuse or neglect and does not respond well	Medium	Volunteers are aware of mandatory reporting processes and have received training	



3. THE EQUIPMENT		Council / delegate comments
List the equipment being used for the activity (Add rows if you need to)	Is the equipment in good repair and appropriate for the purpose and the participants abilities?	
4. THE PARTICIPANTS	Yes / No / Notes	Council / delegate comments
Consider the needs, abilities and preferences of the participants for whom the activities are being planned. Below are some checklist questions to assist you.		
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, has a ' <a href="#">Personal information and permission form</a> ' been completed for each participant?		
Have these forms been reviewed and children's specific and additional needs noted?		
Have the additional needs and abilities of children been considered in this planning?		
If not, how will the additional needs and abilities of specific and individual children 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



## Program Planning Sheet

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? (Parent helpers are exempt from blue card requirement if their child is in their group)			
Has the church council approved and appointed each person?			
Has each person signed the <a href="#">Statement of personal commitment</a> ?			
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 <a href="#">Driver information form</a> ?			
Is there a minimum of two adult leaders/helpers? (See leadership ratios in Procedure 2.2.9). Where possible, 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 desirable, noting that in Procedure 2.2.8, ratios will vary depending on the age and abilities of the children and the risk level of the activity.			
Are there enough leaders for the expected number of children?			



## Program Planning Sheet

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

<b>After the activity is completed, and in the event of identified risks manifesting, complete the review questions and plan post-activity tasks.</b>			
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			
4			
5			



## Related documents

[Program Planning Sheet PRO-SMC-05](#)

[Safe Ministry with Children](#) POL-SMC-01\_v3.0

[Overseeing Safe Ministry with Children](#) PRO-SMC-01\_v1.0

[Selecting Leaders and Helpers](#) TOO-SMC-01.1.01\_v1.0

[Driver Information Form](#) TOO-SMC-01.1.06\_v1.0

[Statement of personal commitment](#) TOO-SMC-01.1.07\_v1.0

[Guidance notes: blue card requirements for ministry agents](#) SMC.MIN.BC.V.1.1

[Guidance notes: blue card requirements for lay workers](#) TOO-SMC-01.1.016v2.1

[Attendee information form](#) TOO-SMC-01.1.12\_v1.0

[Attendee information form](#) TOO-SMC-01.1.13\_v1.0

[Hazard/Incident report form](#) UCAQ\_HIRF\_v1602

[Incident register](#)

[Emergency Procedures flip chart](#) UCAQ\_WHS\_1006\_0612

[Annual Property Maintenance Checklist](#)

[Mandatory reporting process Lay workers](#)

[Mandatory reporting process Ministry agents](#)

[Synod Wide WHS Framework Policy](#)

## Definitions

Term	Meaning
All definitions	See Glossary of Terms



## Revisions

Document number		TOO-SMC 01.1.11_V3.0			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	22.01.2019	ED Risk	01.02.2019	ED Risk	Safe Ministry, Legislative and Compliance Officer
Next scheduled review		22.01.2020			