CHAPLAINCY PROGRAM - RISK MANAGEMENT PLAN

SCHOOL:		**PRINCIPAL:**	

POTENTIAL RISKS (Examples)	**RESPONSE/PROPOSED CONTROL ACTIONS**	**ACTION PERSON**	**LIKELIHOOD**	**CONSEQUENCE**
Lack of support for the program/determining what is appropriate community support.	*Chaplaincy subcommittee set up to monitor the program and its impact including:* • *What the chaplain does* • *Student cohort accessing the service* • *Satisfaction with the service* • *Workload for staff* • *Number of complaints received* *Written report provided to the School Council each month.*	*Principal/ Subcommittee Chair*	*B*	*B*
Chaplain has incidental contact with a student in the playground. The student has not opted into the program and the parent complains/raises concerns.	• *All parents are informed that the chaplain works as a member of staff and is present in the school, but will not conduct programs/pastoral care/activities for students that have not opted in.* • *Chaplain to minimise time spend in the playground and common areas during break times.* • *Chaplain to familiarise themselves with the list of opt-in students.*	*Principal* *Chaplain*	*C*	*E*
Chaplain is seen to be/is accused of proselytising/evangelism.	• *Chaplain must adhere to code of conduct; breaches are reported to employing agency and raised with chaplain immediately.* • *Parents/students informed of the scope of the services offered by chaplain and avenues for reporting inappropriate conduct/complaints/concerns.*	*Principal*	*D*	*B*
Complaint is received in relation to the chaplain's conduct.	*Investigation/action taken in accordance with the Chaplaincy Services in Schools Policy and Complaints Policy*	*Principal*	*C*	*E-A depending on nature of complaint*

Likelihood		
A	Almost certain	Expected in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Could occur at some time
D	Unlikely	Not expected to occur
E	Rare	Exceptional circumstances
Consequence		
A	Severe	Would stop achievement of outcomes
B	Major	Would threaten achievement of outcomes
C	Moderate	Necessitates signification adjustment to overall program
D	Minor	Would threaten an element of program
E	Insignificant	Would not hinder program outcomes

Example