# CHAPLAINCY PROGRAM - RISK MANAGEMENT PLAN

Chaplaincy Services in Schools – Attachment B to DoE guideline

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| **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* |

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| **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 |