



Catholic Diocese of Darwin

EVENTS GUIDELINES

1.0 Introduction and Purpose

The Diocese of Darwin is committed to providing safe, spiritual and well organised experiences for people involved in any church based event. This document details the expectations of all involved in a church event and the procedures to take place in a range of situations.

This Events Guidelines document aims to:

- Ensure we maintain a positive environment for all those involved in church based activities;
- Ensure the safety and wellbeing of all people involved in such an activity; and
- Provide guidelines for appropriate behaviour.

2.0 Scope

These guidelines are for the use of planners involved in any event carried out in the name of the Catholic Church of the Diocese of Darwin. They are to be followed in conjunction with the Catholic Diocese of Darwin's *Safeguarding Children and Vulnerable Adults Policy* and *Work Health and Safety Policy*.

3.0 Definitions

- 3.1 Diocese of Darwin** – refers to all churches, organisations and groups which operate under the name of the Catholic Diocese of Darwin.
- 3.2 Young person** – The definition of a young person varies widely: UN defines youth as 15-24, UNESCO 15-35, some church groups 12-24. For each youth event in the diocese, the age group to be included should be made clear.
- 3.3 Event Team** – An organised team of staff and/or volunteers who lead the practical, logistical, spiritual and pastoral organisation and support needed throughout a particular event.
- 3.4 Event Coordinator/s** – Person/s responsible for overseeing the coordination of any particular event or series of events in a parish or across the diocese.
- 3.5 First Aid Officer** – A person with a current First Aid certificate who has been appointed to provide basic medical support at a particular event.
- 3.6 Chaplain** – Bishop, Priest, Religious, or Lay person who provides spiritual and pastoral support as part of a particular activity.
- 3.7 Safeguarding Coordinator** – A person appointed to manage professional standards/complaints/issues and the personal safety of all people as part of a particular ministry.
- 3.8 Staff** – Personnel employed by the Diocese of Darwin who supports a particular event as part of their employment.
- 3.9 One-off Event** – An event which occurs once or at irregular intervals such as a parish picnic, retreat, seminar or other occasion.
- 3.10 Regular Events** – These are events which occur on a regular basis, generally in the same location. Examples could be Youth Groups, weekly catechesis, spirituality programs, meetings.

4.0 Guidelines

4.1 Privacy

4.1.1 Personal Information

All personal information collected during the course of any Diocesan event shall remain strictly confidential, accessed only by the Event Coordinator and in compliance with the Diocesan Privacy Policy (available on the diocesan website). Information will only be disclosed with the person's permission if it is deemed in that person's direct interest or in accordance with the law. Electronic records and medical records will be kept and securely stored in accordance with indemnity needs.

4.1.2 Images

Photos and video footage taken by appointed photographers and videographers may be used for future promotion of Diocesan activities or other Darwin Diocesan works. In the event of use of such images, persons involved will be asked to complete the consent form included in the Appendix. Young people under 18 years of age will need this signed by their parent/guardian.

4.2 The Event

4.2.1 Planning the Event

- Prior to any event, permission must be given by the Parish Priest or Parish Council.
- Establish clear goals to be achieved.
- A check of safety regarding the venue must be carried out in accordance with the Diocesan Work, Health and Safety Policy. A Risk Assessment form is to be completed and held in the parish/diocesan office for at least 5 years. For regular events, this Risk Assessment Form should be completed once a year unless venue changes. For one-off events, each event must have its own Risk Assessment Form. These forms are available through the parish.
- A review of Ochre Cards of leaders will be necessary if the event being held includes children not with their parents or guardians.
- In specific instances it may be necessary to ensure the presence of a nominated First Aid Officer and/or Safeguarding Coordinator.
- If Event Leaders are engaged from outside the Diocese, the Bishop's Office must give approval.
- If the event is for children, ensure that there is an appropriate ratio of adults to children.
- If overnight stays are part of the event, proper information should be obtained from participants with authorization from parents or guardians for children. This is the responsibility of the people running the event. The parish has the responsibility to check it has been done.

4.2.2 The Event

- Supervision of children and vulnerable adults must be in line with the Diocesan Policy for the Protection of Children and Vulnerable Adults.
- The presence of a Coordinator or Leader for the group must be made clear to all.
- In the event of any incident or potential incidence of harm, appropriate action must be taken and all actions taken as a result must be reported in writing and submitted to the appropriate persons after the event.

4.2.3 Post One Off Event

- A review should be made of the event including attainment of goals, any safety or security issues and clear indicators of positive outcomes and changes which may enhance the event if repeated.
- A report is to be submitted to the Parish Priest and/or Council or Diocesan Body regarding the event and including reports of any incidents or recommendations made. Such a report should be used in planning a similar event.

4.3 Personnel

4.3.1 Event Leader or Event Team

Each event must have a designated Leader or Team responsible for the operation of the event. This would include a clearly named leader or point of contact person.

4.3.2 Roles and responsibilities

Roles and responsibilities will vary with the event being planned. The following should be noted and attended to as demanded by the nature of the activity and the persons attending:

- Do the leaders require a current Ochre Card?
- Are we compliant with the Catholic Diocese of Darwin's *Safeguarding Children and Vulnerable Adults Policy*?
- Do we need a designated First Aid Officer and/or Safeguarding Coordinator?
- Have we obtained the necessary permissions if the activity is for children without parents or guardians present?
- Have we sufficient number of adults for children ratio?
- Have we established a safe environment?
- Have we discussed possible incidents which may occur and what we will do if an incident occurs?
- Has the Risk Assessment form been completed and submitted to the parish priest or council for approval?

4.3.3 Code of Conduct

All members of the Events Team are expected to comply with the demands of the Diocesan Code of Conduct (Available on Diocesan website).

4.3.4 Confidentiality

The members of the Events Team must not divulge to any person or body any confidential information concerning the activity or any individual within or related to it except in the proper course of their duties. This duty continues after they have completed their duties.

4.4 Records

4.4.1 What should be reported:

All participants, leaders, staff, chaplains and first aid officers should put in writing any of the following incidents that occur during a church activity:

- Critical Incidents
- If there is/was a significant risk of a Critical Incident occurring
- Any other situation that any person wants to record in writing.

4.4.2 Incident Reports should be written, dated and signed by anyone involved in the incident, as soon as possible after the incident has occurred. They are to be given to the Event Coordinator and the appropriate action will be taken.

All Incident reporting will be kept confidential. Details in the Report will only be disclosed if it is deemed necessary or in accordance with the law. They will be kept and securely stored in accordance with indemnity needs.

4.4.3 Records for the Parish

- **Re-occurring Events**

Events such as weekly catechetics or Liturgy of the Word classes, sacramental preparation or series of lectures require an initial planning report and then updates of such things as ochre cards and safety checks of venues on a regular basis or as required.

- **One-off events**

Parish records must show paperwork associated with ensuring safety of people such as venues, personnel running the event, incident reports.

If the event is a Diocesan Event, such as a youth camp/retreat papers will be held at the Diocesan Office.

5.0 Related Policies

Safeguarding Children and Vulnerable Adults Policy

Work Health and Safety

Code of Conduct

SUBJECT	Guidelines for Events
TITLE	Events Guidelines
APPROVED BY	
ISSUE DATE	

DOCUMENT CONTROL SHEET

Owner:

Title:

Phone:

Email:

Record of Issues

Issue/Version No	Issue/Re-issue/Review Date	Nature of Amendment

Users must check that this is the current version of this policy before use.

No changes are to be made to this document without the agreement of the authorising signatory and must be approved by the responsible manager before implementation.

A document change request must be made in writing.