

Cityside Baptist Church Children and Youth Use of Risk Analysis and Management (RAMs) Policy

Reviewed December 2016

Purpose

To clarify where a formal risk analysis and management plan should be completed for an event.

Procedures

1. A Risk Analysis and Management document records the thinking and planning that has been made to identify any risks there might be at an event and what has been put in place to eliminate or manage those risks.
2. Anyone organising an event under the Cityside umbrella that involves children and youth is encouraged to complete a Risk Analysis and Management (RAMs) Form before the event to record their planning.
3. The information in these forms should be shared with all leaders on the event, and parents/caregivers and children and youth as appropriate. This could be done via email beforehand, or verbally at the beginning of the event.
4. Completed RAMs forms should be filed in a folder with the Sign In Sheets. The event organiser is responsible for doing this, or for emailing it to Cityside's Administrator and asking for it to be printed and filed there. This folder is kept in the grey resource cupboard by the kitchen at Cityside.
5. Blank Cityside RAMs forms are available either as a Google Doc or pdf file on the Cityside website or in printed form in the *Children and Youth Health and Safety Management Folder*.