

**CHILD SAFETY****RISK MANAGEMENT PROCEDURE****1. PURPOSE:**

To ensure that Al-Anon Family Groups Victorian Southern Area which includes Tasmania, (AFGVSA) provides a safe environment for all children and young people who attend our meetings and activities.

**2. CONTEXT:**

AFGVSA is responsible for Alateen which is a fellowship of children and young people who have been affected by the alcoholism of a loved one. The Alateen Safety and Behavioural Requirements (S&BRs) outline the management of risks in Alateen meetings and other Alateen activities. There are both face-to-face and online Alateen meetings.

This procedure applies to our Al-Anon Family Group meetings and also to Al-Anon Family Group activities such as Assemblies, Anniversaries, Conventions etc.

**3. BACKGROUND:**

A detailed Risk Assessment of face-to-face contact with children and young people in Al-Anon and Alateen programs and activities was developed by AFGVSA in 2017 and reviewed in 2022. The findings of this assessment have contributed to the development of this procedure to manage these risks. A review of this procedure will occur as needed, and at least on an annual basis.

**3.1 AL-ANON FAMILY GROUP FACE-TO-FACE MEETINGS and OTHER AL-ANON ACTIVITIES AND EVENTS****GROUP SERVICE MEMBER RESPONSIBILITIES and HOST PLANNING COMMITTEE RESPONSIBILITIES**

The Group service members and Host Planning Committee members must:

- ensure that all members are familiar with the Child Safety Code of Conduct and the Child Safe Policy
- assess the physical environment and, if possible, remove any risks to children and young people
- advise parents, children and young people of any risks in the meeting room, toilet, kitchen, carpark etc.
- inform the parent or guardian that they are responsible for the care and supervision of their child before, during (other than if the child is attending an Alateen meeting) and following the Al-Anon meeting or activity
- advise members to be mindful of their sharing when children or

young people are present in their meeting.

### **3.2 AL-ANON FAMILY GROUP MEETINGS ONLINE**

#### **GROUP SERVICE MEMBER RESPONSIBILITIES**

The Group service members must:

- ensure that all members are familiar with the Child Safety Code of Conduct and the Child Safe Policy
- inform the parent or guardian that they are responsible for the care and supervision of their child before, during and following the meeting or activity.
- advise members to be mindful of their sharing when children or young people are present in their meeting.