



RISK ASSESSMENT – SOCIAL MEDIA ADMINISTRATOR

Parish: _____

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Level	Further Action Required
Recruitment and induction OF Social Media administrator	Social media administrator: -Unknown to Parish; -does not understand/use positive behaviour management approach; -does not understand/use code of conduct does not understand/follow role description	Emotional/psychological, Sexual harm to children	[enter here the controls specific to your parish context] For Example: Recruitment and induction procedures followed according to the Safeguarding Safe Recruitment & Training Policy Police vet and reference checking completed, and current Code of Conduct signed Read the CDA 10 Commandments to social media and can apply this to parish/entity	Moderate -high	Nil of controls are in place
Posting on social media	Information posted may fall outside current boundary of role description	Conflict of interest	Role description understood and followed	Low-medium	nil
	Information posted may not reflect the current teaching of Catholic Church, Diocese or parish/ entity	May bring claims or libel or bring others (including children and vulnerable persons), the parish, entity, Diocese and or Catholic Church as a whole into disrepute	A moderator is appointed to read draft copy of post prior to posting	Medium-high	Nil

Posting photos of parishioners on social media platform	Privacy policy not followed by not gaining permission to post image on social media platform	Potential privacy breach that could cause harm to person photographed and to the parish/ entity where the social media page is being questioned	Moderator checks processes around privacy and confidentiality. With the ability to delete inappropriate posts as necessary	Medium-high	Nil
---	--	---	--	-------------	-----