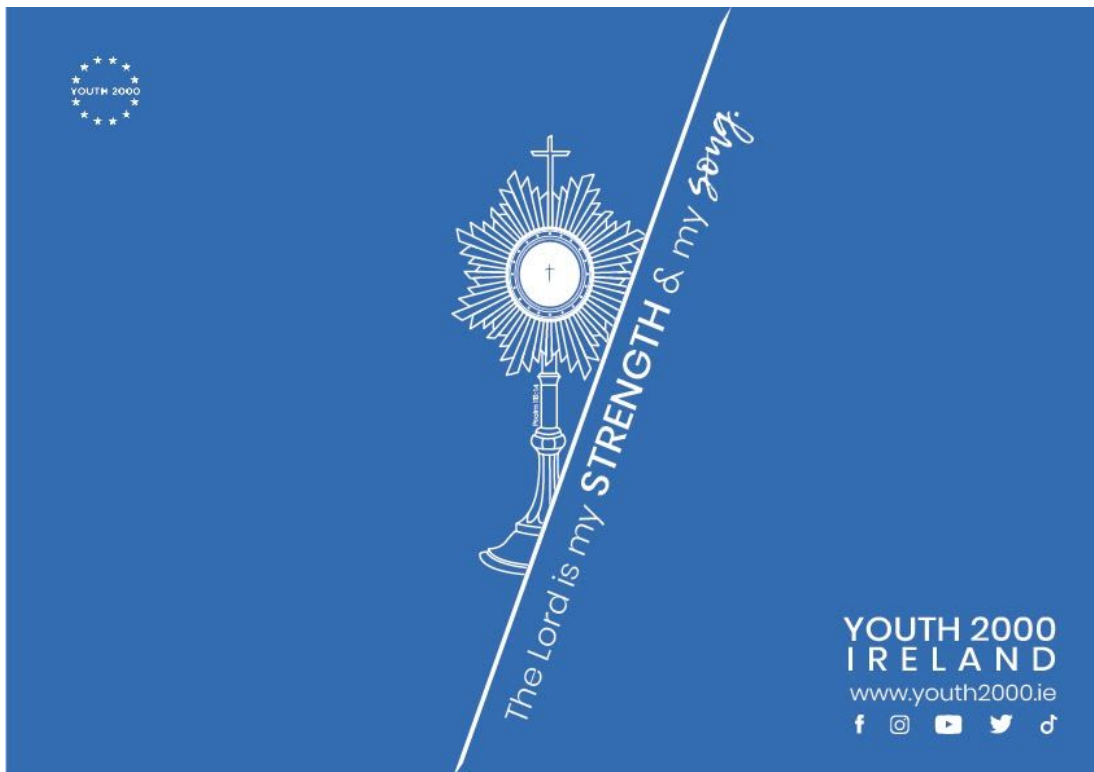


Youth 2000 Ulster

Safeguarding Policy and Procedures

Reviewed

Oct 2019



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*“I experienced one of the **best** weekends of my life at the Youth 2000 Summer Festival in Roscrea. I have met some amazing friends who have been such great support to me. I would really encourage other young people to go along and experience these events”*

FOREWORD FROM THE NATIONAL LEADER OF YOUTH 2000 IRELAND

Over the past number of years Youth 2000 has strived to be at the forefront of Safeguarding legislation offering best practice with volunteers receiving high quality information and training to meet legal requirements and to ensure best practice is being implemented in a consistent and professional manner.

It is important at this stage to revise our Policy and Procedures in the light of experience and to take account of changes in the legislation for Northern Ireland.

This document, “Youth 2000 Ulster Safeguarding Policy and Procedure”, sets out clearly all the essential elements of safeguarding children, young people and vulnerable adults. It also outlines the Youth 2000 structure that supports the implementation of Best Practice.

As National Leader of Youth 2000 Ireland, I wish to thank all those involved at both a National and Regional level for their work in implementing the best practice which is a vital aspect of the mission that we undertake.

*National Leader Youth 2000 Ireland
August 2019*

GUIDING PRINCIPLES

All children, young people and vulnerable adults have a fundamental right to be respected, nurtured, cared for, and protected from harm.

These basic rights are embedded in our Gospel values and within international and domestic laws. These are the cornerstones of our Youth 2000 Ulster Safeguarding Policy and Procedures.

“Acceptance, love, esteem ... emotional, educational and spiritual concern for every child that comes into this world should always constitute a distinctive, essential characteristic of all Christians...”

(Pope John Paul II; “The Christian Family in the Modern World”, 1981 para. 26).

Youth 2000 are committed morally and legally to upholding the rights of children and young people. As a Spiritual Initiative, we will strive to ensure that we foster best practice which promotes children, young people’s and vulnerable adults rights, and will implement safeguarding practices through compliance with our Youth 2000 Ulster Safeguarding Policy and Procedures.

MISSION AND NATURE OF YOUTH 2000

Youth 2000 is an international Spiritual Initiative. It grew out of the dialogue that took place between Pope John Paul II and the youth of the world in preparation for the celebration of the Great Jubilee of the Year 2000. Founded by Englishman Ernest Williams after the fourth World Youth Day held at Santiago di Compostella in 1989, Youth 2000 endeavours to respond, in a variety of ways, to the call made by the Pope for young people to:

“Become shining heralds of re-evangelisation and generous architects of a new civilisation of love and truth. [...] It is up to you young people that the task first falls of bearing witness to the faith and bringing into the Third Millennium the Gospel of Christ who is the Way the Truth and the Life (John Paul II, World Youth Day 1989).

(Constitution of Youth 2000 Ireland Draft 14 June 2004 Article 1.1)

Setting itself to the task of evangelising and re-evangelising young people, Youth 2000's primary activity shall be the foundations and development of prayer groups and the organisation of retreats and missions for young people between the ages of 16 and 35.

(Constitution of Youth 2000 Ireland Draft 14 June 2004 Article 1.3)

At any organised event the safety of those present is paramount. This includes a commitment to the protection of children, young adults and vulnerable adults from physical, emotional, sexual or any other form of abuse.

HOW TO USE THIS DOCUMENT

The protection of children, young people and vulnerable adults from harm, and the promotion of their welfare is fundamental to what we do in Youth 2000.

In Youth 2000 over the past few years we have devised new structures to meet the challenges of creating safer environments for our children and young people.

The Policy document is divided into sections, each looking at a specific area of Safeguarding practice. Taken as a whole it outlines the Safeguarding responsibility we have to safeguard children and vulnerable adults from harm. It helps guide in the implementation of best practice.

Designed in this way the Youth 2000 Safeguarding Policy and Procedures should be a working document which allows volunteers to know what needs to be in place to protect children from harm. The Youth 2000 Ulster Safeguarding Policy and Procedures will also be reviewed annually by the National Safeguarding Officers and every three years by the National Council of Youth 2000.

For the purpose of these policies a child is defined as a person under the age of 18 years as defined in the Children (Northern Ireland) Order (1995) and a vulnerable adult is one who is in the guardianship of another adult as they are unable (for whatever reason) to be treated as an adult in their own right.

REGIONAL AND NATIONAL STRUCTURES

Structures are the means by which our safeguarding practice can be implemented. Structures help identify those involved in Safeguarding and what they do. Our structures exist to make us accountable and provide support to those who work with children and young people. Nationally:

ON A REGIONAL LEVEL

Ulster Service Team

2 Regional Leaders

2 Assistant Regional Leaders (occasionally the number of assistant regionals may be increased to meet an increased workload)

Designated Child Protection Officer

Assistant Designated Child Protection Officer

Regional Music Ministry Co-ordinator

Regional Facilities Co-ordinator

Regional Spiritual Advisor

Regional PR Co-ordinator

Regional Liturgy Co-ordinator

Regional Mission Co-ordinator

There will be a Regional Committee in each of the four regions (Provinces)

The Regional Committee will be joined by Prayer Group Leaders and Prayer Group Service Team Members from across their Province.

ON A NATIONAL LEVEL

YOUTH 2000 IS GOVERNED BY ITS NATIONAL COUNCIL. THIS, AS PER THE STATUTES OF YOUTH 2000 CONSISTS OF:

- NATIONAL LEADER**
- FORMATION OFFICER (ASSISTANT NATIONAL LEADER)**
- NATIONAL SECRETARY**
- NATIONAL TREASURER**
- ULSTER REGIONAL LEADER (X2)**
- MUNSTER REGIONAL LEADER (X2)**
- CONNAUGHT REGIONAL LEADER (X2)**
- LEINSTER REGIONAL LEADER (X2)**

THIS COUNCIL IS SUPPORTED BY THE SENIOR MANAGEMENT TEAM CONSISTING OF:

- NATIONAL SAFEGUARDING OFFICER (X2)**
- NATIONAL MISSION OFFICER**
- NATIONAL FUNDRAISING OFFICER**
- NATIONAL VOLUNTEER OFFICER**
- NATIONAL FORMATION OFFICER (ELEVATED TO NATIONAL COUNCIL AS DESIGNATED ASSISTANT NATIONAL LEADER)**
- NATIONAL LITURGY OFFICER**
- NATIONAL MUSIC OFFICER**

- NATIONAL PUBLIC RELATIONS OFFICER**
- NATIONAL SPIRITUAL ADVISOR**

ROLE OF THE YOUTH 2000 DESIGNATED SAFEGUARDING OFFICERS

The Designated Safeguarding Officer is the title given to the designated person appointed within Youth 2000 to deal with Safeguarding and safeguarding issues.

The Designated Safeguarding Officer for Ulster will:

- Operate within the Youth 2000 Ulster Safeguarding Policy and Procedures and Government (Legal) guidelines concerning Safeguarding.
- Report suspicions and allegations of abuse to the statutory authorities, i.e. Social Services or the PSNI.
- Liaise between Youth 2000, young people, vulnerable adults and the statutory authorities where necessary.
- Create and maintain links with the statutory authorities and other relevant agencies and resource groups.
- Facilitate the provision of support to any victim or volunteer making a referral and also to the person against whom an allegation has been made (in the case of allegation against a Youth 2000 volunteer/event attendee).
- Advise the Regional and National Leader, and at his/her discretion the National Council will be advised, of a case or suspicion of abuse.
- Advise on good practice.
- Facilitate training on Safeguarding and Safeguarding to Youth 2000 Volunteers.
- Maintain proper records on all cases referred to him/her in a secure and confidential manner.
- Keep up to date on current developments regarding provision, practice, support services, legal obligations/requirements and policy.
- Ensure the adequate provision of guardians at Retreats and residentials.
- Ensure that the Youth 2000 Ulster Safeguarding Policy and Procedures is upheld at all official Youth 2000 events in Northern Ireland.
- Revise and update the Youth 2000 Ulster Safeguarding Policy and Procedures along with the National Safeguarding Teams annually and then every three Years with the National Council of Youth 2000.
- Revise the codes of conduct along with the National Safeguarding Teams.

The designated Safeguarding officer shall record any disciplinary action taken and any misconduct resulting in such a dismissal from the retreat or mission. They will then report this at the next meeting of the national council and regional service team meeting.

The Safeguarding Officer should report to the National Council on a regular basis and keep them informed on any Safeguarding concerns which may arise.

YOUTH 2000 ULSTER DESIGNATED SAFEGUARDING OFFICER:

Roisin Tohill

Email: safeguarding@youth2000.ie

Volunteers, parents and children can contact the Designated Officer(s) to seek advice and guidance regarding any safeguarding issues.

It's a free, consultative service. Whilst not all concerns may be of a Safeguarding nature, those which are will be shared with the statutory authorities.

The Designated Officer(s) will then:

- Gather information regarding concerns/suspicious/allegations.
- Seek advice and guidance from Social Services if necessary.
- Make a referral to Social Services/Police if necessary.
- Record relevant factual information.
- Report back to the referrer the basic details of what has happened.
- Store records safely in a locked cabinet accessed only by relevant designated personnel or in a secure environment online.
- Records will be stored for 10 years.

CONCERNS ON LOCATION AT A YOUTH 2000 RETREAT

As it may not be possible for the Youth 2000 Ulster Designated Safeguarding Officer to be present on each retreat, it is essential that during the retreat that there should be one designated person who is responsible for Safeguarding concerns.

All matters relating to the safety of the children should be dealt with through this person. He/she may consult with the Regional Leader present at the event to aid discernment in particular cases.

He/she will be familiar with the Youth 2000 Ulster Safeguarding Policy and Procedures and pass on any referrals to the Designated Safeguarding Officer who will report, as appropriate, to the statutory bodies as is their legal and moral responsibility. It is also the responsibility of the designated person to ensure that all adult leaders and active volunteers are aware of and familiar with the Youth 2000 Ulster Safeguarding Policy and Procedures, have been Access NI vetted, and have received the relevant Youth 2000 Volunteer Training.

For any residential festival it is essential to have a copy of the Youth 2000 Ulster Safeguarding Policy and Procedures available. This document forms the basic guidelines for dealing with allegations of abuse, as well as provide clear guidelines for volunteers with regard to appropriate behaviour in supervising those aged under 18 or those recognised as vulnerable adults. Reference may also be made to "*Co-operating to Safeguard Children (2003)*".

The role of the designated Safeguarding Officer is further detailed in the Statutes of Youth 2000 and in the Youth 2000 Retreat Manual. A copy of these is to be held by

the Designated Safeguarding Officer, and can be obtained from the National or Regional Leader, or the National Officer.

WHAT IS A SAFEGUARDING POLICY?

A policy is a statement about what needs to be done in order to protect children, young people or vulnerable from harm. In effect it is our statement of intent and outlines what is expected of those who work with children, young people and vulnerable adults in Youth 2000.

It details:

- How to behave towards children, young people and vulnerable adults;
- What is meant by abuse and harm?;
- What to do if there are concerned about a child, young person or vulnerable adult's welfare.

The Youth 2000 Ulster Safeguarding Policy and Procedures:

- Puts in place clearly defined procedures for reporting, referring and dealing with concerns, suspicions, or allegations of abuse.
- Ensures that everyone involved in activities with children, young people and vulnerable adults fully understands the nature of best practice.
- Ensures that volunteers are conversant with the procedures within the Youth 2000 Ulster Safeguarding Policy and Procedures.

The Youth 2000 Ulster Safeguarding Policy and Procedures are designed as guidelines for all those whose work in Youth 2000 brings them into contact with children, young people and vulnerable adults.

'Every ... [person] must become vividly aware of the grace and responsibility that it receives from the Lord in order that it may promote the pastoral care of the family.'

(The Christian Family in the Modern World, para.10)

WHY DO WE HAVE A POLICY AND PROCEDURES IN PLACE?

Within society we are all governed by legislation and guidance. We need to provide guidance to volunteers, and young people to inform them what to do, and how to abide by the requirements of law.

The relevant legislation relating to Safeguarding in Northern Ireland is:

- The Children N.I. Order 1995
- UN Convention on the Rights of the Child (Article 3 and Article 9)
- The Protection of Freedoms Bill was introduced into the House of Commons on 11 February 2011.
- Safeguarding Vulnerable Groups NI order (2007)
- The Criminal Law Act (1967)
- The Protection of Children and Vulnerable Adults (N.I.) 2003
- The Sexual Offences (Northern Ireland) Order 2008
- The Criminal Justice (Northern Ireland) Order 2008

The above legislation underpins the Youth 2000 Ulster Safeguarding Policy and Procedures and is neither exclusive nor exhaustive.

'...Parents have the primary responsibility of raising and educating their children in order to ensure their integral development... For this purpose both the laws and services of the state are called on to cooperate in giving the family adequate support.' (The Family and Human Rights, para 47. 2001).

The relevant guidance relating to Safeguarding in Northern Ireland is:

- Co-operating to Safeguard Children (DHSSPS May 2003)
- ACPC Safeguarding Policy and Procedures (2006) § Our Duty to care

Again, the above legislation underpins the Youth 2000 Ulster Safeguarding Policy and Procedures and is neither exclusive nor exhaustive.

OUR “THREE PILLARS”

Anyone who wishes to volunteer for Youth 2000 Ulster in an official capacity and who will be involved in regulated activity must be aware the “Three Pillars” of the Youth 2000 Ulster Safeguarding Policy and Procedures.

If your volunteering role includes involvement in “regulated activity” then you MUST:

- Be Access NI vetted **BY YOUTH 2000 ULSTER** and complete the Youth 2000 Ulster Internal vetting (inc. completion of the Official Volunteer Application form as well as providing two Referees (who will subsequently be contacted by Youth 2000)).
- Complete official Youth 2000 Training (this training may be completed at a training event or online and aims to highlight the key messages of our Youth 2000 Ulster Safeguarding Policy and Procedures and has safeguarding awareness as its focus.)
- Be familiar with, and adhere to, Youth 2000 Ulster Safeguarding Policy and Procedures.

Any volunteer whose role is described as a “*regulated activity*” has a legal obligation to be vetted before taking up their role.

Volunteer vetting will be renewed every three years in line with the ROI Youth 2000 Safeguarding Policy.

WHAT IS THE DEFINITION OF ‘REGULATED ACTIVITY’?

Regulated activity is defined as:

- Activity involving contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, medical treatment or in certain circumstances transport) carried out on a frequent, intensive and/or overnight basis.
- Activity involving contact with children or vulnerable adults in a specified place (e.g. schools, care homes, etc), conducted either frequently or intensively; § Fostering and childcare.
- Certain specified positions of responsibility (e.g. school governor, director of a Health and Social Care Trust responsible for the delivery of personal social services, trustees of certain charities).

These positions are set out in the Safeguarding Vulnerable Groups

(Northern Ireland) Order 2007 and the Safeguarding Vulnerable Groups Act 2006
Source: <http://www.dhsspsni.gov.uk/svg-faq#q23>

WHY DO WE NEED A YOUTH 2000 ULSTER SAFEGUARDING POLICY AND PROCEDURES?

It is both a legal and moral requirement to inform volunteers about the behaviour required of them when they engage in work with children and young people. Policy and Procedures protect both children, young people and vulnerable adults and the volunteers by informing them clearly and succinctly how to behave towards children, young people and vulnerable adults, and, what to do if they have a concern regarding Safeguarding.



WHAT DO WE MEAN BY ABUSE?

There are different forms of abuse, a number of which are interrelated: neglect, physical abuse, sexual abuse, and emotional abuse.

Abuse can be a very emotive and difficult subject. Over the years our knowledge and understanding of abuse has developed, but it is the law that determines what is meant by Abuse.

The following outlines the 4 main categories of abuse, and how it is defined. (Co-operating to Safeguard Children 2003 DHSS).

PHYSICAL ABUSE

Physical abuse is the deliberate physical injury to a child or vulnerable adult, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to room or cot, or inappropriately giving drugs to control behaviour.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children or vulnerable adults in looking at, or the production of, pornographic material or watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child or vulnerable adults emotional development. It may involve conveying to children or vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children or vulnerable adults to frequently feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in all types of ill-treatment of a child or vulnerable adult, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children or vulnerable adults to emotional abuse.

Examples of emotional abuse include subjecting children or vulnerable adults to constant criticism, name-calling, and sarcasm or bullying. Putting them under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

NEGLECT

Neglect is the persistent failure to meet a child or vulnerable adults physical, emotional and/ or psychological needs, likely to result in the significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failure to protect a child or vulnerable adult from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive.

The above definitions are adapted from *Northern Ireland Co-operating to Safeguard children (2003)*.

ABUSE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS WITH A DISABILITY

Some children, young people and vulnerable adults with a disability are mentally or physically more vulnerable than others, which could make it easier for abusers to exploit them. They may also find it more difficult to recognise and report abuse, and to be believed. For example, if their disability means that they:

Have limited life experiences and so have not developed the social skills needed to work out what the behaviour and attitudes of others mean. (This could make them less able to understand what appropriate and inappropriate behaviour is.)

Have been encouraged to comply with other people's wishes and not to question authority figures. Or...

- Are afraid to challenge potentially abusive situations because of fear of the consequences. (It is often easier to be compliant and pleasing rather than risk angering an authority figure and getting into trouble.)
- May not be able to report abuse either because there is no-one they can report it to or because they do not have the appropriate language to use.
- May not be able to recognise that abuse has taken place.
- Feel powerless because they have to depend on others for personal support.
- May not be able to physically remove themselves from abusive situations.
- Are not believed because their authority figures cannot accept that anyone would abuse a disabled child.
- May not have anybody they can trust and confide in.
- May feel guilt or shame about the abuse which prevents them from reporting it.
- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care.
- Have low self-esteem and a poor self-image.

Therefore, in addition to the four main types of abuse shown above, children and vulnerable adults with a disability might experience abuse if volunteers show a lack of respect for their dignity or privacy, or denying them opportunity to make day-to-day choices or decisions about their life.

A further issue volunteers are to be aware of is the possibility of financial abuse, where a child or vulnerable adult experiences deliberate misuse and exploitation of a child or vulnerable adults money or possessions. For example, if the child or vulnerable adult is not allowed to spend their money as they wish, or if someone takes it from them to spend on themselves.

The above definitions are adapted from:

Kerr, A. (1999) Protecting disabled children and adults in sport and recreation: the guide. Leeds: The National Coaching Foundation.

Bailey, G. (1998) Action against abuse: recognising and preventing abuse of people with learning disabilities. ARC Publications.

RACISM

A further issue that Youth 2000 Volunteers should be aware of is Racism. Racism causes significant harm; it is not, in itself, a category of abuse. All organisations working with children, including those operating where black and minority ethnic communities are numerically small, should address institutional racism, defined as 'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'.

It is important that leaders are sensitive to differing family patterns and lifestyles and to child-rearing patterns that vary across different racial, ethnic, and cultural groups. At the same time they must be clear that child abuse cannot be condoned for religious or cultural reasons.

Leaders should also be aware of the broader social factors that serve to discriminate against black and minority ethnic people. Working in a multiracial and multicultural society requires professionals and organisations to be committed to equality in meeting the needs of all children and families, and to understand the effects of racial harassment, racial discrimination and institutional racism, as well as cultural misunderstanding or misinterpretation.

Leaders should guard against myths and stereotypes - both positive and negative - of black and minority ethnic families. Anxiety about being accused of racist practice should not prevent the necessary action being taken to safeguard and promote a child's welfare.

All children and vulnerable adults, whatever their religious, ethnic or cultural background, must receive the same care and safeguards with regard to abuse and neglect.

Issues of racism and Under 18's or vulnerable adults will be addressed by the Designated Safeguarding Officer and the Regional Leader, and where appropriate (including where this equates to abuse) will be passed on to the statutory authorities, inc. Social Services and/or the PSNI

OTHER FORMS OF ABUSE

Bullying, racism and other types of discrimination are forms of abuse, even though those responsible are often young people. It is important to recognise the impact and extent of bullying and discrimination in the lives of young people and vulnerable adults. Organisations have a duty of care to safeguard children and vulnerable adults from harm, including disabled children and others who may be particularly vulnerable.

WHAT IS BULLYING?

Bullying can be psychological, verbal, or physical in nature. It involves an imbalance of power in which the powerful attack the powerless, and occurs over time rather than being a single act. Examples of bullying behaviour include:

- being called names, insulted or verbally abused
- being deliberately embarrassed and humiliated by others
- being made to feel different or like an outsider
- being lied about
- being physically assaulted or threatened with violence
- being ignored.

The most common experiences of adult bullying are:

- being deliberately embarrassed or humiliated
- being unfairly treated or verbally abused
- being ignored or not spoken to.

Issues of bullying and Under 18's or vulnerable adults will be addressed by the Designated Safeguarding Officer and the Regional/National Leader, and where appropriate (including where this equates to abuse) will be passed on to the statutory authorities, inc. Social Services and/or the PSNI.

Recognising Abuse is often not easy or straight forward, it may be complex and demand professional intervention in order to investigate and to decide what action needs to be taken.

It is not the responsibility of any volunteer to decide if an action or behaviour is abuse or not. That is the role of the Designated Officer and the statutory authorities (i.e. police, Social Services or NSPCC).

It is however the responsibility of us ALL to pass on ANY concerns we may have about a child or vulnerable adult OR about the conduct of a person towards a child or vulnerable adult.

It is also important to be aware that children and vulnerable adults can also abuse each other.

'For children [and vulnerable adults] 'freedom' includes the possibility to grow and develop free from neglect, harm, abuse and exploitation.' (based on Pacem in Terris: Peace on Earth)

More detailed information is available in Co-operating to safeguard Children 2003 - Regional Safeguarding Guidelines.

ALLEGATIONS OR CONCERNS

DO'S

- If a child or vulnerable adult makes an allegation of abuse, LISTEN!
- Act and speak in a reassuring way.
- Notify Designated Person for Safeguarding of allegation or suspicion.

- Act immediately on any serious suspicion or allegation of physical or sexual abuse.

DON'TS

- Do not ask probing questions.
- Do not make any promises that you will not be able to keep, like “I will not tell anyone”.
- Do not under any circumstances confront, question or inform the alleged abuser.
- Do not delay in passing on suspicions or allegations of abuse to Safeguarding Officer or Designated Person for Safeguarding.

WHAT NEXT?

If a child, young person or vulnerable adult discloses that abuse has taken place, there are several steps that you should take immediately:

- Reassure the child or vulnerable adult that he/she is in no way to blame for what has happened.
- Do not promise to keep it a secret, but do promise provision of help and support so that the child can be helped.
- Contact the Safeguarding Officer (or the Designated Person responsible for Safeguarding Concerns for that retreat) who will then follow the procedure as stipulated to meet Northern Ireland’s legal requirements regarding a disclosure of alleged abuse.)
- As soon as possible afterwards, write down what you know and have been told IN ALL POSSIBLE DETAIL, sign this and write on the date and time of the alleged disclosure, then give it to the designated officer to keep in a safe and secure place.
- Record how the child or vulnerable adult came to tell you of the abuse and your relationship with the child or vulnerable adult.

PROTECTING YOURSELF

Anyone who comes into contact with children, young people and vulnerable adults must be aware of the vulnerability of his/her position. Never allow a child, young person or vulnerable adult to be left with one person for extended periods in a situation where observation from the main group is not possible.

Since not everyone knows how to behave towards children, young people and vulnerable adults, all need to be reminded of what is and what is not acceptable behaviour. Codes of conduct are designed to inform everyone about what Best Practice is with regard to behaviour. Youth 2000 makes these available to all volunteers and these accompany the Youth 2000 Ulster Safeguarding Policy and Procedures.

DEALING WITH ALLEGATIONS, DISCLOSURES AND SUSPICIONS

In the matter of serious allegations, disclosures or suspicions the role of Youth 2000 is to report not to investigate.

The same applies to allegations, disclosures or suspicions which are not directly linked to Youth 2000.

Any reasonable suspicion of abuse or disclosure of abuse by a child or vulnerable adult must be responded to. In instances where there is a disclosure of alleged abuse at a Youth 2000 event and the instance is of abuse which is alleged to have happened elsewhere, i.e. beyond the sphere of Youth 2000, the Youth 2000 volunteer still must fulfil their obligation to follow Youth 2000 Safeguarding procedure, by recording the instance and passing the information on to the Designated Safeguarding officer immediately. This is the same if it is an alleged case of historical abuse, this also must be reported to the Designated Officer).

Youth 2000 volunteers are called to be vigilant to possible occasions of abuse so that these are both prevented and appropriately addressed.

Youth 2000 also recognises the difficulty in identifying abuse, especially if it is not obvious or immediately apparent. Therefore below are some examples of what would constitute reasonable grounds for concern:

Specific indications from the child or vulnerable adult that he/she was abused;

- An account by a person who saw the child or vulnerable adult being abused;
- Evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused another way;
- An injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse (an example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour).
- Consistent indication over a period of time that a child or vulnerable adult is suffering from emotional or physical neglect. (Co-operation to Safeguard children 2003)

It is important to note that this list is neither exclusive nor exhaustive.

Where it is unsure if the concern constitutes a matter for reporting it should be discussed with the Youth 2000 Designated Safeguarding Officer and then if necessary someone representing Social Services, such as a social worker, public health nurse or childcare worker, and where appropriate, the PSNI.

YOUTH 2000 REQUESTS THAT VOLUNTEERS ACT ON THE SIDE OF CAUTION AND THEREFORE REQUIRE THEM TO FOLLOW THE POLICY OF “ALL SUSPICIONS ARE TO BE REPORTED!”

Where reasonable grounds for concern exist, the procedure is as follows:

- Inform the Youth 2000 Safeguarding Officer (or Designated

Person for that retreat) of the concerns. (Note: the Designated Person may also consult a Regional Leader/person of highest authority to aid discernment in particular cases)

- Make a written account of the disclosure as soon as possible, sign and then date the written account with the time of disclosure and the time or recording before giving this to the Designated Officer.

At this point, and where appropriate, the necessary statutory authorities (including the parents - unless they are related to the allegation disclosed) will be contacted by the Designated Safeguarding officer.

If Parents are informed and they state that the issue has been resolved or should be ignored, the designated Safeguarding Officer will remind the parents that Youth 2000 has both a moral and a legal responsibility to forward on any concerns to the relevant statutory authorities, and as a result will continue to do so.

Where appropriate the Designated Safeguarding Officer will inform the child of what is happening and that it will be necessary to involve other adults, whilst at the same time offering continued reassurance that they have done the right thing in telling and making the disclosure. The Designated Officer will then defer to the advice of the Social Services or PSNI as what the next steps are, especially if the home environment where the child or vulnerable adults is next to go to is the place of alleged abuse or alleged abuser(s).

All involved will maintain appropriate confidentiality (need to know basis only – see first point above)

The Designated Safeguarding Officer will keep an accurate written record of all proceedings.

In cases where the alleged abuser is also a child or vulnerable adult the procedures will be adhered to for both the victim and the alleged abuser.

YOUTH 2000 ULSTER AND DEALING WITH ALLEGATIONS, DISCLOSURES AND SUSPICIONS

In the matter of serious allegations, disclosures or suspicions, again the role of Youth 2000 is to report not to investigate.

Things to note if you have a concern about a child's welfare:

Always pass on your **CONCERN**. Do not feel that you have to decide if it's abuse, or what type of abuse. Your role is clear – **PASS IT ON!** Let the appropriate persons and statutory agencies decide what should happen next.

| | |
|---------------------|--|
| THINK ABOUT! | |
|---------------------|--|

| QUESTIONS: | ANSWERS: |
|--------------------------|---|
| What should be reported? | The facts. What is causing concern about a child. |
| | Is it something seen, heard or passed on by someone else? |
| | Or the conduct of an adult towards a child or vulnerable adult. |
| | |

WHO SHOULD IT BE REPORTED TO?

Youth 2000 has appointed a Designated Officer(s) whom you can contact for advice and guidance. This is only one option available to you. You may wish to go directly to Social Services or PSNI with your concern.

WHEN SHOULD IT BE REPORTED?

As soon as possible. Do not delay!

WHY SHOULD IT BE REPORTED?

To allow those with responsibility to take appropriate action.

REMEMBER! Sometimes it is difficult to decide what to do when something is bothering you about a child or vulnerable adult, or the conduct of someone towards a child or vulnerable adult, perhaps all you want to do is to talk to someone about it, and check out the best thing to do. **TALK! PASS IT ON!**

YOUTH 2000 REQUESTS THAT VOLUNTEERS ERR ON THE SIDE OF CAUTION AND THEREFORE REQUIRE THEM TO FOLLOW THE **POLICY OF "ALL SUSPICIONS ARE TO BE REPORTED!"**

CONCLUSION

This Youth 2000 Ulster Safeguarding Policy and Procedures is in keeping with the Statutes of Youth 2000 Ireland and is informed by cooperating to Safeguard Children 2003 and all relevant legal guidelines and interpretive legislation in Northern Ireland.

Youth 2000 will co-operate at all times with the relevant statutory authorities. The procedures contained herein do not preclude anyone in his/her capacity as a private citizen, from making a report to relevant statutory authority in relation to any suspicions or information they may have in relation to possible child abuse.

The above procedures will be reviewed annually by the Designated SafeGuarding Officers and every three years by the National Council of Youth 2000.

CODE OF DISCIPLINE FOR YOUTH 2000 RETREATS/MISSIONS (AND ALL 'REGULATED' ACTIVITIES WITHIN YOUTH 2000)

The Code of Discipline contained in the Youth 2000 Ulster Safeguarding Policy and Procedures is based on the Code of Discipline set out in the Statutes of Youth 2000 Ireland. This Code of Discipline is inspired by the gospel understanding of fraternal correction and has compassion and understanding as the bedrock of any disciplinary actions or processes. In addition, Youth 2000 will always strive to uphold the good name of each individual involved in any disciplinary processes and the rights of each person to be heard and to appeal any decisions will be fully respected.

Youth 2000 Retreat or Mission Participants shall be required to abide by all of the rules of the retreat or mission respectively. Also, in order to attend these events there are compulsory registration forms which need to be completed. For under 18's, these forms need to be completed and signed by either their parent or legal guardian, stating that they will abide by all the rules of Youth 2000 events and that they will cooperate fully with Youth 2000 Ulster Safeguarding Policy and Procedures. In extreme circumstances this permission may be given by a child's Parent or legal guardian by telephone to the Designated Safeguarding Officer of Regional Leader, although they may be required to ask a security question.

However, where these rules are broken a strict THREE STRIKE POLICY applies where:

STRIKE 1 - Offender is given an oral warning by the Regional or National Leader (or the person of highest acting authority) and reminded of what is considered appropriate behaviour. Record will be made of occurrence.

STRIKE 2 - Offender is given a second oral warning, and both of these offences are recorded. The offender will then be reminded of what is considered appropriate behaviour.

STRIKE 3 - Offender is asked to leave the Youth 2000 event (retreat, mission or otherwise), their third offence will be recorded and these will later be reviewed the respective Regional Leaders or National Leader to determine if they will be welcome at future Youth 2000 events. Parents will be contacted to make necessary arrangements for their child or vulnerable adult in their care to leave. The person will be supervised until they are able to leave and will not be permitted to take part in retreat or mission activities after strike three. Those over 18 and not vulnerable adults will be asked to leave the retreat immediately.

This applies to instances of rule breaking or inappropriateness that do not require immediate forwarding to statutory authorities. Rules at retreats are clearly outlined at the beginning of retreats and are available to retreat participants over the course of the weekend and are available online at all times. In other cases where people may not be clearly breaking the rules but are making nuisance, then this will be

determined and deigned by the respective Regional Leaders, National Leader or Acting person of highest authority as to whether or not a strike is required.

Adequate time shall be given to discuss the matter and provision shall be made for the individual(s) concerned to respond and defend him/herself. The dignity and rights of the Retreat/Mission participant shall at all times be strictly upheld.

In the event of the Youth 2000 participant being less than eighteen years of age three strike rule will continue to be implemented with the exception that upon strike three the parents or legal guardians of the child will be notified and the reasons for the disciplinary action will be explained. The parents or legal guardians will then be requested to collect the child from the venue or to give permission for the U18 or vulnerable adult to make their own way home or to be collected by a suitable person. This may require a security question from the Designated Officer.

If the parents or legal guardians are unable or unwilling to collect their child, the decision to drop the child home will be taken by the Regional Leaders or National Leader along with the Designated Safeguarding Officer. In this case, two members of the Retreat or Mission Team will facilitate the lift home. This will be in extreme circumstances only and is entirely at the discretion of Youth 2000 personnel to facilitate this or not as it is a kindness and not a requirement. As a rule Youth 2000 does not advise its volunteers to ever travel with children or vulnerable adults, and where extreme circumstances prevail to only do so in twos. If there is no suitable person there to collect or meet the child then the relevant statutory authorities may be contacted, i.e. Social services and/or the PSNI, this may be done also if there are concerns about the safety of the child if the parent authorises their child or vulnerable adult in their care to make they own way home.

The Designated Safeguarding officer shall record any disciplinary action taken and any misconduct resulting in such a dismissal from the retreat or mission. They will then report this at the next meeting of the National Council and regional service team meeting.

YOUTH 2000 ULSTER POLICY STATEMENT ON... PHOTOGRAPHY

Youth 2000 Ulster is clear that at all Youth 2000 events the only photographs taken are to be those taken by the Youth 2000 Designated Photographer. Photographs taken by the Designated Youth 2000 Photographer may be used for Promotion by Youth 2000 Ulster in newspapers, promotional videos, Facebook and other shared spaces.

With particular regard to Children and vulnerable adults, each compulsory registration form that must be signed by Under 18's and their Parent or Guardians makes it clear that official photographs taken at Youth 2000 Events are to be taken by the designated Youth 2000 photographer. They have the option to tick if they do not want the under-18 in question to be in any of the photographs (or that may be used by Youth 2000 for promotional purposes), and Youth 2000 Ulster will strive to ensure this.

However, on occasion Youth 2000 may invite official Photographers from the local press to take photos at a Youth 2000 event for publicity purposes. Under 18's, vulnerable adults and their guardians are also made aware in the Registration form that this is the case and have the option to opt out of these photographs and again Youth 2000 will strive to make sure that this is the case.

Photos are discouraged therefore, however if photos are taken by individuals, Youth 2000 officials will remind them that they are not to include those individuals who do not wish to be in photographs and not to include children or vulnerable adults as they will not have the permission of their guardians. Selfies and similar style photos are extremely cultural today however Youth 2000 Participants will be required to respect the wishes of those who do not wish to be in photographs, where this is disrespected the three strike policy will apply. Youth 2000 WILL NOT search the phones or ANY individual in this regard and the conclusions will be made on the grounds of the photos being taken and witnessed or them appearing on social media.

The same policy will apply to video recordings and auditory recordings.

AND... E -SAFETY

Youth 2000 strives and is committed to being an E-safe organisation.

As a provincial unit we use email and social networking technologies to communicate with the young people we encounter.

Emails are distributed via the Official Youth 2000 Ireland database where all personal details are kept and in accordance with GDPR regulations. It is Youth 2000 Ulster's policy not to share the email addresses or contact details of those under-18 beyond the organisation, and that additional contact on behalf of Youth 2000 via personal email should adhere to the Youth 2000 Ulster Safeguarding Policy and Procedures, and be approved by the Ulster Regional Leader.

It is recognised the children and vulnerable adults will converse with Youth 2000 volunteers on social media, however Youth 2000 insists that this is done in PUBLIC FORUMS and not be private message to ensure transparency and appropriateness.

Youth 2000 Ulster also stipulates that volunteers in regulated activity should adhere to the Youth 2000 Ulster Safeguarding Policy and Procedures should they contact an under-18 person regarding official (as decreed by the Ulster Regional Leaders) Youth 2000 business, and that if they do so in a context beyond Youth 2000 matters on a personal issue then they are again to do so adhering to the appropriate guidelines outlined in the Youth 2000 Ulster Safeguarding Policy and Procedures, and the overarching National guidelines and Legislation, as this is best practice in Safeguarding and safeguarding.

It should also be noted that Youth 2000 Ulster will review the suitability of an individual to place themselves at, or take part in, a Youth 2000 Ulster event using all the information at their disposal, including their noted actions beyond their Youth

2000 experience, i.e. any inappropriate behaviour outside the Youth 2000 context will be used and assessed in determining a person's suitability to be at or volunteer in a Youth 2000 event.

Personal numbers exchanged for the benefit of WhatsApp Groups is a liberty that Youth 2000 urges caution with. The same caution applies when 'friending' someone on social media. It is discouraged. These actions do not breach policy as such but they open the door for possible private communications which are not permitted. Youth 2000 volunteers should therefore contact the guardian and not the young person or vulnerable adult on an individual basis where required and NOT the young person or vulnerable adult.

Regarding social networking, Youth 2000 Ulster presently has a Facebook, group and this in turn is regulated by its administrators (who will be one agreed by the Ulster Regional Leaders).

It is their responsibility to monitor the Facebook page and ensure that all posting on the page is suitable and appropriate. All individuals must apply to be members, and these must be 'accepted' by one or more of the Administrators on the Facebook Group. The administrators reserve the right to remove any discussion or comment on the Youth 2000 Ulster Facebook page that they find inappropriate or contrary to the image and ethos of Youth 2000.

It is expected that all those individuals using the site will adhere to the Youth 2000 Ulster Safeguarding Policy and Procedures, as well as and the overarching National guidelines and Legislation, especially in the way they communicate in a medium that has the presence of under-18's and vulnerable adults.

Site members are discouraged from making personal contact with under-18's, using the internet, email, Facebook, mobile phone, text or otherwise. Those decreed by an Ulster Regional Leader to be on official Youth 2000 Ulster business are asked to leave messages openly on an individual's Facebook page, and in a manner that upholds the ethos of Youth 2000 Ulster, or to include the Regional leader (as a CC) on any electronic or text communication they receive, or to inform the Regional Leader of any telephone contact that they receive from an under-18 on behalf of Youth 2000 Ulster and the content there of. The response should be the the guardian of the child or vulnerable adult.

However, should individuals make contact in a personal context beyond a Youth 2000 Ulster setting or business, they are again expected to adhere to the appropriate guidelines outlined in the Youth 2000 Ulster Safeguarding Policy and Procedures, and the overarching National guidelines and Legislation for contact with under-18s, i.e. all contact should be conducted in an appropriate manner, foul or suggestive language is to be avoided and site members are to be aware that they are accountable for their actions with any and all inappropriate contact being referred to the relevant authorities. This is list is neither exclusive nor exhaustive.

Youth 2000 Ulster will again apply a Three Strike policy regarding any such breaches of its Youth 2000 Ulster Safeguarding Policy and Procedures, and assess each

depending upon severity. If inappropriate contact or comments are made then the Administrators, together, reserve the right to remove a person from the group and remove any comments that they feel are inappropriate from the forum. They will also be reported to the Regional Leaders.

Similarly, if the contact or comments is felt to be of sufficient severity, then these will be forwarded to the Designated Safeguarding Officer, and if necessary the PSNI or Social Services. Where contact or comments are of a milder, but still inappropriate disposition, the individual may be warned of their inappropriate comments and asked to stop and review their actions.

The three strike policy here therefore will be as follows:

1) (a) Mildly inappropriate comment will result in a warning presented from Youth 2000 Ulster Designated Safeguarding Officer and Regional Leader to the individual. Member will be reminded that this is inappropriate and outside the guidelines and requirements of the appropriate guidelines outlined in the Youth 2000 Ulster Safeguarding Policy and Procedures.

(b) Upon second breach (as above) a further second warning will be issued, and the member will be informed that further breaches however minor will result in their being removed as a member from the Facebook group, and their status as a Youth 2000 patron will come under review by the Ulster Regional Leaders as to their suitability or presence at Youth 2000 events.

(c) Upon third strike the individual will be removed from the Youth 2000 Facebook page and they will be put on review as to whether they will be welcome at Youth 2000 events or removed from the database, and this will be at the discretion of the Ulster Regional Leaders and the Youth 2000 National Council, where the decision will be ratified or otherwise.

The Three Strike Policy will be circumvented where the severity of the action and breach of the appropriate guidelines outlined in the Youth 2000 Ulster Safeguarding Policy and Procedures, and the overarching National guidelines and Legislation, is considered, by the Youth 2000 Ulster Designated Safeguarding Officer and Regional Leaders, to merit forwarding to the relevant authorities, as it is Youth 2000 Ulster's policy to forward 'any and all' inappropriate activity or breaches of the appropriate guidelines outlined in the Youth 2000 Ulster Safeguarding Policy and Procedures through the relevant channels and to the relevant authorities.

Documentation will be made and kept by the Youth 2000 Ulster Designated Safeguarding Officer at each of these stages.

Youth 2000 expects its associates to uphold the reputation, image and ethos of the organisation in a manner befitting the Youth 2000 Ulster Safeguarding Policy and Procedures.

Parents can refer to this Youth 2000 Ulster Safeguarding Policy and Procedures for further details or guidance; alternatively they can consult with either the Youth

2000 Ulster Designated Safeguarding Officer or the Youth 2000 Ulster Regional Leaders for more information.

PRACTICAL GUIDELINES FOR VOLUNTEERS ENGAGED IN “REGULATED ACTIVITY”.

SELECTION PROCEDURE FOR LEADER VOLUNTEERS

All leader volunteers shall be required fill in an application form and sign a declaration stating that there is no reason why they would be unsuitable to work with young people. They shall be expected to supply the names of two referees (both outside Youth 2000 and both non-family members) who will testify as to their character. All references shall later be checked by a follow-up phone-call.

GROUP GUARDIANS

Those attending the Youth 2000 residential who are between 16 and 18 years old or recognised as vulnerable adults must be accompanied by an adult supervisor.

Youth 2000 will provide ‘Guardians’ at a ratio of one guardian to 10 young people or less. The role of the Guardian is clearly outlined in the Youth 2000 Retreat Manual.

Guardians will be present for the duration of the weekend and will also be onsite but not present in dormitories with their designated young people and vulnerable adults, however, they must never be on their own with children. The guardians and group guardians must also sleep at the venue overnight. Males and females will sleep in separate accommodation, therefore both male and female guardians must be available to sleep at the venue and male guardians will be assigned to male attendants and vice versa for females.

External guardians will not be permitted to sleep in the same dorms as children or vulnerable adults. If a vulnerable adult requires a person to sleep in the same room as them then this could cause a potential safeguarding issue, and will be accommodated where possible by other volunteers sleeping in that room, but where this is not possible the guardian of that vulnerable adult or child will be asked to make immediate arrangements for them as they will not be able to stay on site at the Youth 2000 retreat. If a vulnerable adult attends with their guardian, Youth 2000 may seek a doctor's note to ensure that this is a safe place for the person to be as well as the note from the person in guardianship. This will be at the discretion of the Regional Leader or person of highest authority. U16s are not permitted to stay onsite overnight. It is a NECESSITY that all attendees, including children and vulnerable adults, disclose any medication they are taking and medical conditions they have. To not do so is considered severe negligence. It should be ticked on the Registration form that all children and vulnerable adults, where the parents are guardians cannot be reached, give permission to the Regional Leader of the person in highest authority to give permission to medical staff to conduct medical activities and administer medicine as deemed necessary to help that child or vulnerable adult. It is also recognised that children or vulnerable adults who are fostered or in care must state so on the registration form. This is essential as permission to attend the event must also then be sought from Social Services that

the child or vulnerable adult may attend. Not to declare this, or to declare deliberate inaccuracies on the registration form removes responsibility from Youth 2000 and is considered a grave negligence.

The name of the group guardian must be included on the booking form, so that the parents of the child have signed in agreement that this adult will be responsible for their child during the residential. The booking form used for Youth 2000 festivals has been approved so as to ensure the young people come with a specified group guardian and that the parents have consented to this arrangement. For this reason, the wording on the form must NOT be changed and where, as noted, no guardian is provided, Youth 2000 will provide.

Male children will sleep in accommodation designated for them. Guardians are never to be on their own with an U18. Male vulnerable adults will be designated their own room in similar fashion. Female children will sleep in accommodation designated for them. Guardians are never to be on their own with an U18. Female vulnerable adults will be designated their own room in similar fashion. Security are on patrol all night to make sure people don't break this rule. Also if this rule is broken all attendees are required to report this to their guardian or security immediately. Guardians or security may enter an U18 or vulnerable adult bedroom but only in twos or more and are not permitted to sleep or loiter there and should be there with an intended purpose, i.e. to wake up attendees with noise (not touch) or to check that persons are in the room and where they are meant to be etc. This is the arrangement Youth 2000 has put in place, parents who send their children or vulnerable adults to Youth 2000 understand this to be the case. Should a situation arise on site that a person does not subscribe to either sex (male or female as assigned at birth), then that person will be helped in the most sensitive manner. The parents or guardians of this young person will be contacted to help address the situation, to highlight that this may not be able to be accommodated at this Youth 2000 event but that we will endeavour to accommodate this young person at the next one and therefore in the interim that they are welcome to attend the event but can they collect their child or vulnerable adult as onsite sleeping arrangements that accommodate this sensitive situation are not possible and we wish to care for the young person in a manner that doesn't embarrass them or in any way make them feel unwanted or unloved. If possible Youth 2000 will move to accommodate this young person or vulnerable adult, in a manner that they, their parents, guardians and Youth 2000 Leaders are happy with, i.e. the provision of an adequate different and possible mixed sex room with suitable supervision. But as we do not own our own retreat venues we realise that this may not be possible. At the same time we have a responsibility to those other parents who understood that their children would be staying in single sex dorms and that to break this would be a breach of their trust and policy. Therefore the issue will be given more though consideration and a plan of action put in place for the next Youth 2000 event.

The same will apply to adults in this sensitive situation, they are welcome to attend but may not be able to stay over night. Youth 2000 is investigating the possibility or additional accommodation to accommodate such instances where a mixed sex sleeping room is offered however this will be done on an event by event basis depending on the availability of rooms in the accommodation we are guests in and therefore it cannot be guaranteed. However all individuals can be guaranteed to be treated in a sensitive manner, with care and love for them as a person.

Youth 2000 reserves the right to have guardians sleeping in the same accommodation as U18s and vulnerable adults. This may be done where the intention is the safeguarding of other young people in the room from those who may break retreat rules. However there must always be two guardians at LEAST in the room for this to take place and NEVER just one. Security will be patrolling this rooms all night to ensure rules are maintained.

MEDICAL DISCLAIMER

The booking form also makes it explicitly clear what action should be taken to make a decision about emergency medical treatment for a young person. Again the format must not be changed. It is worded so that the parents give the organiser of the residential the authority to act on their behalf should the young person need emergency treatment. Remember that the parent or legal guardian must sign this consent form before any major medical procedure can be carried out. Alternatively this permission may be given over the telephone, in extreme circumstances. It is unlikely that you will need to exercise this authority, but in the event of any emergency where you are unable to contact the parents you need to have some legal provision for what to do. It is also important to obtain information from the parents regarding any allergies to drugs or food allergies. Any significant previous problems such as asthma, diabetes and epilepsy should be noted. This information can be and is requested on the booking form. Also the booking form will require vulnerable adults to declare that they are vulnerable adults as it can often be difficult to decide this especially if it is deliberately concealed. If it is deliberately concealed and suspicion arises, the next of kin may be contacted to certain if the person in question is a vulnerable adult. If they are and this has been deliberately concealed it is up to the discretion of the leader as to whether additional support is provided or the persons guardians are asked to make arrangements for the vulnerable adult to leave.

EMERGENCY CONTACT DETAILS

It is important the leaders of the retreat have details of retreat participants' names, addresses and telephone numbers of the person to contact in case of emergency (next of kin etc). This would usually be the young person's parent, or the legal guardian.

NIGHT-TIME ADORATION OF THE BLESSED SACRAMENT

During the festival, young people are encouraged to sign up for an hour, or half an hour, of prayer during the night. If young people wish to do this they must either be accompanied by their guardian or they can make their way to adoration and will

be under the supervision of the night time security team who will be acting as a all night guardians to young people. This structure is in place that young people can use the bathroom and adoration at night with our waking their guardian whilst still be adequately supervised. After curfew and designated waking hours children and vulnerable adults should be in no other place, only toilet, Adoration or their bedroom. If they are sick they are to report to their guardian or a member of the night time security team who will assist them in getting the medical care they require and will inform the Designated Safeguarding officer and the guardian. These guardians must remember that this may create opportunities for them being alone with a child or young person and must make every effort to ensure they inform someone of their intent to take this young person to prayer and how long they intend to be and inform them on their return.

TESTIMONIES

During the festival there is an opportunity during which the young people and vulnerable adults are encouraged to share with those present about their journey in faith; they give a testimony. However, sometimes young people can begin to share things which are highly sensitive, and may include a disclosure of a highly personal experience such as an episode of abuse. This is not the appropriate forum for this, regardless of the age of the person giving the testimony, both for the person and those listening. The MC will gently stop the person talking about such a personal matter, and direct him/her to the appropriate adult to talk on a private basis. The same also applies to a disclosure made in small groups. The person should be gently stopped and encouraged to talk to the Safeguarding Co-ordinator or the designated authorities.

LEAVING THE RETREAT PREMISES

Any young person under the age of 18, or a recognised vulnerable adult, is not permitted to leave the retreat venue unless accompanied by the group guardian, their guardian or having acquired verbal permission from the group guardian and the Regional Leader or acting person of highest authority to do so. It is impossible to maintain a safe environment for young people if their whereabouts are not known at all times. Those leaving the premises with the guardian should sign out and then sign in on their return with the retreat leaders or leaders and or the Youth 2000 Ulster Designated Safeguarding Officer being informed.

GUARDIANS WHO BRING AND ACCOMPANY UNDER 18'S

It is important that the guardians are made to understand that they are responsible for those young people that they bring. Those aged U16 may attend the event only during the day time hours and if their Guardian is with them and supervising them appropriately. Those aged 16 to 18 will be given a gradian by Youth 2000, however It is highly inadvisable to offer leaders as guardians unless they are specifically designated to that task alone, and have the necessary skills and training to fulfil this responsibility, therefore the provision of Guardians by Youth 2000 will be carried out by trained, vetted and experienced volunteers.

YOUTH 2000 VOLUNTEERS.

'Acceptance, love, esteem...emotional, educational and spiritual concern for every child that comes into this world should always constitute a distinctive essential characteristic of all Christians' (The Christian Family in the Modern World, para. 26.)

WHAT IS A CODE OF CONDUCT FOR BEST PRACTICE?

This is what Youth 2000 must have in place to protect young people and vulnerable adults.

A code of conduct for best practice is a statement which highlights not only the value that we place upon young people and vulnerable adults within the Church but it acknowledges their rights, and guides appropriate behaviour. Children and vulnerable adults need to know that no-one has a right to do anything to them that makes them feel uncomfortable or threatens their well-being, and volunteers need to know what constitutes appropriate behaviour and they fulfil their role as Youth 2000 volunteer.

WHY?

A code of conduct is not just a list of do's and don'ts, with regard to behaviour. It includes positive statements about how we view children and vulnerable adults, and reflects Church teaching on the value of children, young people and vulnerable adults. Every code of conduct must emphasise the importance of:

- listening to children and vulnerable adults
- valuing and respecting them as individuals
- involving them in decision-making as appropriate

WHO?

A code of conduct should be widely communicated to and known by the children, young people, vulnerable adults, volunteers and parents (or those with legal responsibility). We all need to know how to behave towards each other.

A code of conduct should be prominently displayed at all group activities involving children and vulnerable adults.

A clear code of conduct protects everyone – volunteers, parents and most importantly children and young people.

WHEN?

Listed below are some examples of when a code of conduct **MUST** be drawn up and in place (including available electronically) when engaging with children, young people and vulnerable adults through Church based activities:

YOUTH 2000 EVENTS OR GROUP ACTIVITIES:

- any activity or event operating which brings adults and young people together.
- any organised event (annual or one-off).
- Residential - any overnight or longer trips away from home

Whilst there are essential elements to be included in any code of conduct (not meeting children alone, guidance on physical contact, the use of inappropriate language, privacy, or travelling alone with a child etc) each activity may require its own individual code of conduct as well as the guidelines produced by Youth 2000 relevant to its activity and the age range of children or vulnerable adults involved.

The code should contain the key elements outlined in the Youth 2000 Ulster Safeguarding Policy and Procedures. Parents and children should always have a copy of this code of conduct or it should be available to them upon request.

We value the work of volunteers and wish to support and protect them in their work – codes of acceptable behaviour help to do this (see Appendix) and Youth 2000 will strive to develop and update these periodically ensuring they remain active and living documents.

REMEMBER!

Youth 2000 promotes a “*whistle blowing*” ethos, upholding a clear message that everyone should feel confident to speak out and share their concerns about a child or vulnerable adult's welfare, or the behaviour of an adult towards a child or vulnerable adult.

Their concern will be treated confidentially and **ONLY** shared on a need to know basis. Any volunteer who is in breach of the code of conduct, or whose actions or behaviour towards a child or vulnerable adult causes concern **MUST** be referred to the Youth 2000 Ulster Designated Safeguarding Officer without delay.

WHAT CONTRIBUTES TO SAFE RECRUITMENT AND SELECTION OF VOLUNTEERS?

It makes sense, when recruiting volunteers to work with children and young people, that “safe standards” are applied. All volunteers must comply with and fully commit to the “Three Pillars” of Youth 2000 Ulster Safeguarding Policy and Procedures when working with young people in regulated activity.

WHAT DOES SAFE RECRUITMENT MEAN?

Whilst the vast majority of people who want to work with children, young people and vulnerable adults are well motivated, safe recruitment and selection procedures will help screen out those who are not.

Youth 2000 has a responsibility to ensure that all those seeking to work with children are subject to the same selection process, which includes the vetting of all volunteers.

Everyone working with children must be subject to the same “safe selection and recruitment” process regardless of their position or status as an employee or volunteer, including clergy.

Therefore volunteers will be required to:

- Complete a Youth 2000 Volunteer Application form.
- Have two references taken up.
- Have confirmation of character by these.
- Have confirmation of identification.
- Have a criminal records check taken up through Access (N.I.) / ISA system.
- Attend the Youth 2000 Training Session (Inc. Safe Guarding Awareness and these may be conducted online), in order to raise his/her awareness of safeguarding and Safeguarding.
- Be familiar with the Youth 2000 Ulster Safeguarding Policy and Procedures, Code of Practice / Conduct and the relevant codes of conduct, both overarching and specifically regarding their volunteering role in Youth 2000 and have signed the Volunteer Guidelines Form to this effect.

If any of these are found to be unsatisfactory then the applicant will be refused referral and will not be permitted to be a Youth 2000 volunteer.

If a reason for rejection is requested by the applicant then this will be provided either written or orally by the Youth 2000 Ulster Designated Safeguarding Officer, in conjunction with the Regional Leaders or National Leader.

All personal details acquired by Youth 2000 in this process will be held securely by the designated Safeguarding officer and only additionally accessed by the Regional Leaders, National Safeguarding officers or the National Leader. Electronic Information, as well as being held securely by the Youth 2000 Ulster Designated Safeguarding Officer, it is also their responsibility to ensure that a backup copy is securely held (this also includes hard copies of personal volunteer details so that Youth 2000 has an additional set of these, with the exception of Access NI clearance certificates, where one will be received by the person being vetting and

with other will be received, securely held as a hard copy, not copied but recorded electronically by the Youth 2000 designated Safeguarding Officer).

Youth 2000 will have guests attending their events as speakers etc, and this will include members of the clergy. This individuals will be given a differently coloured identification tab to identify them as guests and where they are engaging in priestly activities then their clerical card will be checked before doing so. They are guests therefore are not volunteers, they are not acting in regulated activity and all ministry they conduct will be conducted in open spaces, for example Mass, Confessions etc.

YOUTH 2000 ULSTER - NORTHERN IRELAND AND THE REPUBLIC OF IRELAND POLICIES.

As Youth 2000 works in the nine counties of Provincial Ulster it is therefore recognised that they volunteer in two different political jurisdictions. As a result of this Youth 2000 Ulster are required to meet the requirements of both as regards Safeguarding and Safeguarding depending upon the venue of their volunteering.

This document therefore is written to reflect and meet the legal requirements as stipulated in the relevant legal documents that apply to the six counties of Northern Ireland.

When volunteering in counties that are in the Republic of Ireland, Youth 2000 Ulster will work to fulfil the requirements of the government of the Republic of Ireland and as a result will apply to volunteers and request that they follow the existing Safeguarding policy of Youth 2000 Ireland that exists for the Republic of Ireland.

This Youth 2000 Ulster Safeguarding Policy and Procedures therefore has been written in a manner that will reduce any inconsistencies between the two to an absolute minimum, so that volunteer training is as comprehensive as possible and with the goal of producing complimentary policies that allow Youth 2000 volunteers to meet all stipulated requirements for regulated activities in both Northern Ireland and the Republic of Ireland, and one that provides volunteers with the most comprehensive understanding of their responsibilities as Youth 2000 volunteers, and provides them, again, with the most comprehensive and best training possible so that Youth 2000 can be at the forefront of best practice as regards Safeguarding.

Disabled individuals are not therefore recognised as vulnerable adults, as despite physical disabilities they are still capable of governing themselves. This is different where there is a mental disability and the person is in the guardianship of another adult.

Youth 2000 uses many different sites for its events, these are churches for prayer groups, schools for retreats and fields and marquees for festivals.

As we do not own these site or have access to all areas of these it is therefore not possible for Youth 2000 to ensure disabled access as all times. Youth 2000 will endeavour in everyday possible that there is disable access but this may simply not be possible where Youth 2000 does not own the building it is using. Therefore, all help will be given but Youth 2000 cannot accept responsibility for this, nor can they request their volunteers to lift, carry, accompany or make adjustments that might in any way cause them harm. Youth 2000 does not expect this from its volunteers. If volunteers do help then thesis a kindness that is done via their own responsibility and they are not acting as Youth 2000 volunteers therefore the organisation cannot accept responsibility for their well being when engaged in such kindnesses. Therefore Youth 2000 is not liable for making adjustments for disabled access or requests, volunteers may help of their own accord and disabled persons should make provision and bring help with them to over come the obstacles they may encounter at a Youth 2000 event, i.e that there are stairs and Youth 2000 does not have access to the part of the building where there is a stair lift meaning that that person may not be able to attend that part of the event, but all other provision as is possible will be made.

This is an unfortunate situation, but until such time as Youth 2000 owns its own retreat venues then this will have to be the case.

APPENDIX 1:

CODE OF CONDUCT

Safeguarding is regarded as central to the wellbeing of children, young people and vulnerable adults as they play their part in the life of the Catholic Church, within which 'Best Practice' promotes an ethos and provides a set of practical policies and procedures to support their development in ways which will ensure their security, and advance their confidence and independence.

It is necessary that the following Codes of Conduct be applied as a minimum standard in order to support the Youth 2000 Ulster Safeguarding Policy and Procedures in the area of the protection of children and young people.

Volunteers and church personnel, in dealing with children, young people and vulnerable adults will:

- Treat them and each other with courtesy, dignity and respect.
- Take care to treat each of them with equal respect, (favouritism is not acceptable.)
- Always engage with them in an open manner.
- Not spend a disproportionate amount of time with any particular individual or group of individuals.
- Not use physical punishment under any circumstances.
- Not verbally abuse any individual.
- Not engage in, or tolerate any behaviour – verbal, psychological or physical – that could be construed as bullying or abusive.
- Avoid inappropriate language and/or sexually suggestive comments, including telling jokes of a sexual nature, either towards these individuals or among themselves.
- Use age-appropriate language, media materials and activities and never use sexually explicit or pornographic material.
- Develop appropriate guidelines in relation to the use of computers, videos, the Internet, cameras and camera phones.

- Ensure an appropriate and adequate ratio of adults to children and young people, in any activity.

- Avoid being alone with a child e.g. in relation to travel, meetings, or at Youth 2000 events. Two adults should be present.

- Maintain adequate, sex-appropriate, supervision for males and females.

- Not give alcohol, tobacco, drugs or other illegal substances to individuals under any circumstances.

- Not consume alcohol or tobacco while having responsibility for, or in the presence of, those in their care.

- Not use drugs or other illegal substances under any circumstances.

- Respect their physical integrity at all times.

- Will not engage in inappropriate physical contact of any kind – including rough physical play, physical reprimand and horseplay (tickling, wrestling)
- Respect their right to privacy at all times.
- Always act with particular care regarding privacy in locations such as toilets, changing areas etc.
- Not perform tasks of a personal nature for individuals while they are in changing areas (e.g. in the locker room).
- Follow Youth 2000 rules with regard to photography, videography and audio recordings.
- Not give their personal details to others. Only the named leaders will hold personal details of individuals.
- Contact children, young people and vulnerable adults through their parents / guardians, or the young people themselves with their parents / guardians permission
- Follow appropriate guidelines as noted by Youth 2000 with regard to electronic communications in its variety of forms. This is a living document as these forms of social media are constantly evolving.

Additional Codes of Conduct are available upon request. These are to be referred to for specific volunteering roles in Youth 2000 Ulster.

APPENDIX 2:

WHAT HAPPENS WHEN I REPORT A CONCERN?

You can report any concerns that you may have to:

- The Police
- Social Services
- The Youth 2000 Designated Safeguarding Officer

If you report an incident to the Youth 2000 Designated Safeguarding Officer then their responsibility is to:

- Gather this information.
- Seek advice and guidance from social services if necessary.
- Make a referral to Police / Social Services if necessary.
- Record relevant factual information.
- Report back to the referrer the basic details of what has happened.

The Youth 2000 Ulster Designated Safeguarding Officer has received specialist training for this role.

Should a volunteer break with Youth 2000 Ulster Safeguarding Policy and Procedures in a minor manner then the Three Strike Rule will apply as follows: If a concern is minor then, upon advice for the relevant authorities, the Youth 2000 Ulster Designated Safeguarding Officer, accompanied by the Regional Leader will approach the person in question to ask them to explain what has happened.

If the person admits that there was a mistake on their part and the situation has been overplayed or blown out of proportion then person will be reminded of their responsibility as a Youth 2000 volunteer and may be offered a verbal warning. If a similar incidence happens again then the person in question may be offered a written warning. If this problem persists, however minor, then having received both a written and oral warning then the person will be suspended as a Youth 2000 volunteer, they will not be permitted to attend Youth 2000 events and will be referred to the relevant authorities for investigation, including the Regional Service Team and Youth 2000 National Council.

If there is an incidence where a Youth 2000 Volunteer is alleged to have violated the Youth 2000 Ulster Safeguarding Policy and Procedures in a more serious manner and caused concern, then the volunteer will be suspended as a Youth 2000 volunteer, they will not be permitted to attend Youth 2000 events and will be referred to the relevant authorities for investigation.

If there is an allegation that an adult who is not a volunteer but a participant at a youth 2000 event has breached the Youth 2000 Ulster Safeguarding Policy and Procedures or legislation, then the gravity of the incident (included the distress caused, amongst a plethora of other factors) will be assessed by the Youth 2000 Ulster Designated Safeguarding Officer, then the Youth 2000 Ulster Designated Safeguarding Officer, accompanied by the Regional Leader will approach the person in question to ask them to explain what has happened. The incident will then immediately be reported to the relevant authorities.

If the allegation is minor then Three Strike Rule will apply: the Youth 2000 Ulster Designated Safeguarding Officer, accompanied by the Regional Leader will

approach the person in question to ask them to explain what has happened and if the Youth 2000 Ulster Designated Safeguarding Officer feels that a reminder and warning is necessary, then this will be issued orally. If a similar incidence happens again then the person in question will be offered a written warning. If this problem persists, however minor, then having received both a written and oral warning then the person will be asked to leave, and not return to Youth 2000 events, and will be referred to the relevant authorities for investigation.

If the initial allegation is more than minor, then the Youth 2000 Ulster Designated Safeguarding Officer, accompanied by the Regional Leader will approach the person in question to ask them to explain what has happened and if the Youth 2000 Ulster Designated Safeguarding Officer will refer the incident immediately to the relevant authorities. The person may be asked to leave while this information is being passed on to avoid the two people being in contact with each other at the Youth 2000 event.

Similarly if the above incident involved the actions of a Young Person to another Young Person then the process remains the same with the exception that both sets of parents or Guardians will be contacted and may be requested to come and escort their children away from the event if the incident is of a serious nature.

A record will be taken and kept by the Youth 2000 Ulster Designated Safeguarding Officer at every stage of this process, and the National Safeguarding Officers, complete with the Regional and National Leaders will be kept informed.

APPENDIX 3:

IMPORTANT CONTACT DETAILS

ULSTER SAFEGUARDING OFFICER

Roisin: E: safeguarding@youth2000.ie

YOUTH 2000 NATIONAL SAFEGUARDING OFFICER(S) (DESIGNATED)

Mary Crowley: T: 00353 (0) 861765433

E: marycrowley17@gmail.com

Mary Scott: T: 00353 (0) 894438330

E: mscott111283@gmail.com

A: Youth 2000 National Office, Divine Word
Missionaries, Moyglare Road, Maynooth, Co. Kildare

YOUTH 2000 REGIONAL LEADERS

Sinead Gaffney: E: ulster@youth2000.ie

Rosemary McGinley: E: rosemarymcg90@gmail.com

PSNI EXCHANGE: 0845 600 8000 (non-emergency police number)

NSPCC Safeguarding Helpline: 0808 800 5000, text 88858

SAFEGUARDING, SAFEGUARDING AND GOVERNMENT - USEFUL CONTACT NUMBERS:

ACCESS NORTHERN IRELAND

Tel: 02890 259100

Email: accessni@ani.x.gsi.gov.uk

BUSINESSLINK

Information and services for registered bodies and other organisations regarding CRB checks, [visit Businesslink](#) .

CRIMINAL RECORDS BUREAU (CRB)

Tel: 0870 9090 811

CHILD EXPLOITATION AND ONLINE PROTECTION CENTRE

Tel: 0870 000 3344

CONTACT YOUTH COUNSELLING - NORTHERN IRELAND

Tel: 02890 744 499

Email: info@contactyouth.org

DEPARTMENT FOR CULTURE, MEDIA AND SPORT (DCMS)

Tel: 020 7211 6200

Email: enquiries@culture.gov.uk

DEPARTMENT FOR EDUCATION (DfE)

EVERY CHILD MATTERS

Tel: 0870 000 2288

DIRECTGOV

CRB applicants and the general public regarding how to apply for CRB checks, visit [Directory CRB](#).

HOME OFFICE

Useful contact information for government services, please visit [Contact us page](#).

INDEPENDENT SAFEGUARDING AUTHORITY (ISA)

Tel: 0300 123 1111

Email: info@vbs-info.org.uk

INTERNET WATCH FOUNDATION

Tel: 01223 237 700

Email: information@iwf.org.uk

NORTHERN IRELAND COMMISSIONER FOR CHILDREN AND YOUNG PEOPLE

Tel: 02890 311 616

Email: info@niccy.org

Additional useful contact numbers include:

CHILDLINE

Tel: 0800 1111

NSPCC Helpline:

0808 800 5000

NSPCC INFORM

The online Safeguarding resource for professionals working to safeguard children.

THE SAFE NETWORK

Tel: 0116 234 7217

Email: info@safenetwork.org.uk

APPENDIX 4:

NATURE AND MISSION OF YOUTH 2000

Youth 2000 is an international spiritual initiative. It grew out of the dialogue that took place between Pope John Paul II and the youth of the world in preparation for

the celebration of the Great Jubilee of the Year 2000. Founded by Englishman Ernest Williams after the fourth World Youth Day held at Santiago de Compostella in 1989, Youth 2000 endeavours to respond, in a variety of ways, to the inspiring call made by the Pope for young people to: *“...become shining heralds of re-evangelisation and generous architects of a new civilisation of love and truth. [...] It is up to you young people that the task first falls of bearing witness to the faith and bringing into the Third Millennium the Gospel of Christ, who is the Way, the Truth and the Life.”*¹

With the help of the Holy Spirit and a life that is centred around Jesus present in the Eucharist, Youth 2000 takes as its specific task the evangelisation and re-evangelisation of young people by young people themselves. This is a task to which Pope John Paul II again summoned the youth of the world during the Year 2000 when he told those assembled at the World Youth Day held in Rome: *“....set the Eucharist at the centre of your personal life and community life: love the Eucharist, adore the Eucharist and celebrate it, especially on Sundays, the Lord’s Day. Live the Eucharist by testifying to God’s love for every person.”*²

Remembering the past with gratitude and endeavouring to live the present with enthusiasm, Youth 2000 looks forward to the future with confidence. Inspired by the Holy Spirit and eager for the task that lies ahead, Youth 2000 sets out in faithfulness to Christ’s command: “Duc in Altum” (put out into the deep) – out onto the waters of a new Millennium to put down its nets in the hope of drawing young people from every corner of our world into the love-life of God who is Father, Son and Holy Spirit. It is this special emphasis on the New Millennium, coupled to our mission to youth, which gives us our name “Youth 2000”.

Since its launch in Ireland in 1993 Youth 2000 has grown considerably. While it maintains the essential charism of Youth 2000 elsewhere in the world and is affiliated to the International Council of Youth 2000, it endeavours to serve the particular spiritual needs of young people within the island of Ireland. It does so in a manner that duly acknowledges Irish society and culture and endeavours to introduce and re-introduce it to the transforming richness of the mind and teachings of Christ given to us through His bride, the One Holy, Catholic and Apostolic Church.

APPENDIX 5:

AIMS OF YOUTH 2000

The primary aim of Youth 2000 is the foundation and development of Prayer Groups and the organisation of retreats and missions for young people between the ages of 16 - 35.

¹ Pope John Paul II, World Youth Day, 1989

² Pope John Paul II, World Youth Day, 2000

Youth 2000 through setting itself to the task of evangelising and re-evangelising young people hopes to:

1. Promote and foster a lively Christian faith among young people within the Catholic Church, Sustain and support their spiritual life by drawing them ever deeper into the mysterious love of the Divine Trinity through a personal relationship with Jesus Christ who is the image of the invisible God (cf. Col. 1:15) – the Way, the Truth, and the Life.³

“Young people, be contemplatives and lovers of prayer, coherent with your faith, and generous in the service of your brothers and sisters, active members of the Church and artisans of peace. To realise this project of life, listen to the Word of God, take strength from the Sacraments, especially the Eucharist and the Sacrament of reconciliation.”⁴

Youth 2000 strives to achieve this through:

a) Introducing young people to Sacred Scripture, Sacred Tradition and the Magisterial Teachings of the Church. Encouraging them to take strength from the Sacraments especially through participation in the celebration of Mass, devotion to the real presence of Jesus in the Eucharist and a regular celebration of the Sacrament of Reconciliation. Promoting devotion to Mary, the Virgin Mother of God through praying the Rosary and other authentic Catholic prayers.

2. .Instil in them a generous loving service towards others especially those most in need. To help promote love, understanding, justice and peace among young people from all walks of life.

3. Offer them opportunities to become acquainted with the richness of the Catholic Christian Tradition and the Teaching of the Magisterium, and to promote reflection and study on matters of faith so that they may be formed by it and “always have [their] answer ready for people who ask [them] the reason for the hope that [they] have.”⁵

4. Act as a signpost to Jesus Christ through His bride the Church and empower them to take their proper place as active members of the Church and society, especially at the local parish and diocesan levels in which they find themselves. This shall also include fostering an environment that encourages young people to search for and discover God’s generous vocation for each of their lives, be it in Christian Marriage, Single Life, Priesthood or Consecrated Religious life.

³ cf. John 14:6

⁴ Pope John Paul II, World Youth Day, 2000

⁵ cf. 1 Peter 3:15

5. Embolden them with a lively sense of mission and the desire to evangelise and re-evangelise their peers.

Having crossed the “threshold of hope” into the third Christian Millennium the words of Pope John Paul II are once again drawn on for inspiration: *“At the beginning of the new millennium, and at the close of the Great Jubilee during which we celebrated the two thousandth anniversary of the birth of Jesus and a new stage of the Church’s journey begins, our hearts ring out with the words of Jesus when one day after speaking to the crowds from Simon’s boat, he invited the Apostle to “put out into the deep” for a catch: “Duc in altum” (Lk. 5:4). [...] Duc in altum! These words ring out for us today, and they invite us to remember the past with gratitude, to live the present with enthusiasm and to look forward to the future with confidence: “Jesus Christ is the same yesterday and today and forever” (Heb. 13:8). [...] Dear brothers and sisters! The symbol of the Holy Door now closes behind us, but only in order to leave more fully open the living door which is Christ. After the enthusiasm of the Jubilee, it is not to a dull routine that we return. On the contrary, if ours has been a genuine pilgrimage, it will have as it were stretched our legs for the journey still ahead. We need to imitate the zeal of the Apostle Paul: “Straining forward to what lies ahead, I press on towards the goal for the prize of the upward call of God in Christ Jesus” (Phil. 3:13-14).”*⁶

⁶ John Paul II, *Novo Millennio Ineunte*, 1

APPENDIX 6:

Roles requiring a vetting check: Only those individuals whose role provides any of the following:

- Teaching, training or instruction of children or vulnerable adults, or;
- Care for or supervision of children or vulnerable adults, or;
- Any form of advice, assistance or guidance to children or vulnerable adults.

These and any Youth 2000 volunteer who is in an 'active' volunteering role at a Youth 2000 event where young people or vulnerable adults will be participating or present are therefore required to be vetted under legislation.

POLICY AND PROCEDURES:

SELECTION PROCEDURE FOR VOLUNTEERS

Potential volunteers can make themselves known to either the Regional Leaders, National Volunteer Coordinator or to the Youth 2000 Ulster Designated Safeguarding Officer.

All volunteers shall be required fill in an application form and sign a declaration stating that there is no reason why they would be unsuitable to work with young people. They shall be expected to supply the names of two referees (both outside Youth 2000 and both non-family members) who will testify as to their character. All references shall later be checked by a follow-up phone-call.

Due of the nature of Youth 2000, the Regional Service Team feel that it is necessary for people to have experienced Youth 2000 more fully as a participant before becoming a volunteer for the organisation. Therefore the suitability of potential candidates will be assessed by the Regional Service Team and they may be asked to attend a few additional events as a participant before being considered as a volunteer.

Upon agreement of the Regional Service Team, the potential volunteer will be approached by the Youth 2000 Ulster Designated Safeguarding Officer and asked to complete the necessary Safeguarding Practice, complete with Youth 2000 forms and Police/Access NI vetting.

Once this process has been returned, the Youth 2000 Ulster Designated Safeguarding Officer will check their suitability to Volunteer with Youth 2000 and if the person has been deemed suitable to Volunteer with Youth 2000, then the person will be asked to attend a Youth 2000 Training Session (possibly online) where they will receive training on best practice and legal requirements when working with Children, young people and vulnerable adults and where they will become familiar with the Youth 2000 Ulster Safeguarding Policy and Procedures.

However if the two references provide are a cause for concern then the Youth 2000 Ulster Designated Safeguarding Officer will inform the Regional Leaders that this is the case, and as a result advice will be sought from the relevant authorities before proceeding with the volunteer application. Whilst this is happening, the personal details of the volunteer will be kept in accordance with GDPR regulations.

If a person does not disclose all past convictions, however minor, on their initial application and these are then returned by the criminal records check, then the Youth 2000 Ulster Designated Safeguarding Officer will inform the Regional Leader that this is the case, before contacting the person in question by telephone (with a record of this being kept) to ask them why they have not made this disclosure. As a result, advice will then be sought from the relevant authorities (i.e. Social Services, Police, NSPCC etc.) before proceeding with the volunteer application, and if the incident which has arisen on the criminal records check is not a concern towards Safeguarding then the applicant may be passed to the next stage of the vetting process at the discretion of the Youth 2000 Ulster Designated Safeguarding Officer and Regional Leaders. This decision must be unanimous and the National

Safeguarding Officers and National Leader will be aware of every stage of this process.

If a disclosure is returned with the Criminal Records Check that would pose a concern in the area of Safeguarding then the Youth 2000 Ulster Designated Safeguarding Officer will inform the Regional Leader that this is the case with the National Safeguarding Officers and National Leader will be informed also, before contacting the person in question by telephone (with a record of this being kept) to ask them why they have not made this disclosure. As a result, advice will then be sought from the relevant authorities (i.e. Social Services, Police, and NSPCC etc.) Following this consultation, the Youth 2000 Ulster Designated Safeguarding Officer will then contact the applicant to inform them that they are not suitable to complete the Volunteer Process, and to explain why this is the case. This will be done in the form of a letter, a copy of which will be held electronically by the Youth 2000 Ulster Designated Safeguarding Officer.

A record of all the stages passed through by existing volunteers and those currently in the process will be held electronically by the Youth 2000 Ulster Designated Safeguarding Officer, this way Youth 2000 have a record of all of its volunteers.

In Youth 2000 Ulster therefore there will be two different types of Volunteers:

- Volunteers (who have completed the volunteering process)
- Volunteers who are a part of the Ulster Service Team

Volunteers will be assigned individual and temporary roles within Youth 2000 or Youth 2000 events, and their Job descriptions and codes of conduct will be made available to them, this may be individually or through the Prayer Group Manual or Retreat Manual for example. The person will then be required to familiarise themselves with the job description for the position that they have been appointed to. However as Youth 2000 Ulster is a dynamic organisation and continue to seek the best means of fulfilling their primary aim of *“Youth leading Youth to the Heart of the Church”*, then individuals may be required to fulfil roles that extend beyond their job description occasionally. However, and as always, Youth 2000 Ulster will strive to provide more than adequate and appropriate set of training and fullest possible Codes of Conduct for all individuals who undertake an active volunteering role ensuring that they follow best and safe practice at all times.

Those volunteers who are on the Regional Service Team will be provided with a Job Description. They will also be inducted to the role by existing members of the Service Team, especially Regional Leaders, and they will be fully aware of all Youth 2000 Policies, including all the relevant manuals and the Youth 2000 Ulster Safeguarding Policy and Procedures.

Election to the Service Team, requires an existing volunteer to be nominated by one of the Regional Leaders and seconded by either the other regional leader or a member of the Ulster Service team. Following this the individual will have to be accepted by a majority decision at a Regional meeting, in which the Regional Leaders and all Regional Service Team members will have a vote. At any stage in the process the person's nomination can be vetoed by either of the Regional Leaders.

ELECTION OF REGIONAL LEADERS IS SUBJECT TO THE STATUTES OF YOUTH 2000.

All volunteer information will be held by the Youth 2000 Ulster Designated Safeguarding Officer in Accordance with legal requirements and GDPR regulations.

Few records on volunteers will be kept as hard copies by the Youth 2000 Ulster Designated Safeguarding Officer, and those that are will be stored securely in a locked box.

This information will be stored in electronic form and will be compiled and amended by the Youth 2000 Ulster Designated Safeguarding Officer as necessary. This information will only be available to the Youth 2000 Ulster Designated Safeguarding Officer, the Ulster Regional Leaders, and if necessary, the National Safeguarding Officers and the National Leader.

The information will not be made available to anyone else, and the information will be updated as AccessNI or the ISA inform Youth 2000 Ulster of any necessary changes, and this will be done by the Youth 2000 Ulster Designated Safeguarding Officer.

APPENDIX 8:

CODE OF PRACTICE - FOR THE YOUTH 2000 VOLUNTEER

In our behaviour and by our attitude towards people, respect the rights, dignity and worth of every human being.

Ensure that appropriate supervision is in place before an event or retreat takes place.

Ensure that parental consent has been obtained from parents or guardians before children attend event/retreat and enter our care. Enquire for special medical information or dietary requirements.

Keep a record or have access to a record of the names addresses and contact numbers of parents or guardians of the young people in our care.

Be sensitive to the possibility of becoming over-involved in spending a disproportionate amount of time with any particular individual.

Maintain appropriate boundaries when dealing with young people and vulnerable adults entrusted to our care.

There must be adequate and sex based supervision for males and females. Ensure roles and boundaries are made known to boys and girls attending the event/retreat.

Volunteers should not be alone in rooms in which children or vulnerable adults are sleeping.

Comments or jokes of a sexual nature which may give offence or which could be interpreted as inappropriate are to be avoided.

Follow the agreed Code of Discipline and approved rules (i.e for Youth 2000 Retreats) when dealing with disruptive behaviour. Children, young people and vulnerable adults benefit from appropriate correction and clearly understood code of discipline; however, corporal punishment of children is not permitted in any circumstances.

Avail of opportunities for further youth work training.

When a meeting with a child takes place, care should be taken to ensure that there is visible access to the room.

As a general principle volunteers are advised not to make unnecessary physical contact with children they encounter on a retreat etc.

APPENDIX 9:

DEFINITIONS OF ABUSE

The following are brief descriptions of Abuse to supplement those found in the main body of the Youth 2000 Ulster Safeguarding Policy and Procedures. A more detailed account is found in Co-Operating to Safeguard Children (2003)

PHYSICAL ABUSE

Physical abuse is the deliberate physical injury to a child or vulnerable adult, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to room or cot, or inappropriately giving drugs to control behaviour.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children or vulnerable adults in looking at, or the production of, pornographic material or watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children or vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children or vulnerable adults to frequently feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in all types of ill-treatment of a child or vulnerable adult, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children or vulnerable adults to emotional abuse.

Examples of emotional abuse include subjecting children or vulnerable adults to constant criticism, name-calling, and sarcasm or bullying. Putting them under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

NEGLECT

Neglect is the persistent failure to meet a child or vulnerable adult's physical, emotional and/ or psychological needs, likely to result in the significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failure to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive.

The above definitions are adapted from **Northern Ireland Co-operating to safeguard children (2003)**.

Appendix 10:



YOUTH 2000 LEADER VOLUNTEER FORM

Full Name (Mr. /Mrs. /Ms. /Miss.):

Any other name previously known as

Date of Birth:

Place of Birth:

Address:

Home Tel. No:

Mobile:

Email address:

Diocese:

Occupation:

Please outline why you wish to become a Youth 2000 leader volunteer:

Please give details of youth training/any previous experience/involvement in youth activity/clubs:

Do you suffer from any illness/disability/medical condition, which may at times affect your ability to work with young people? If so please give details.

Please give reason why you may be considered unsuitable to volunteer with children and vulnerable adults:

Name of Youth 2000 Leader who nominated you:

Signature of Youth 2000 Leader who nominated you:



REFERENCES

Please supply the name, address, telephone numbers and position of two members of your local community, outside Youth 2000, who we can contact by telephone), who know you well and can provide us with a reference:

REFERENCE 1:

Name:

Address:

Tel No. _____

Position / Occupation: _____

REFERENCE 2:

Name:

Address:

Tel No. _____

Position / Occupation: _____



DECLARATION: (CONFIDENTIAL)

Have you ever been convicted of a Criminal Offence or been the subject of a Caution or of a Bound Over Order?

Yes No

If yes, please state below the nature and date (s) of the offence (s):

Nature of Offence:

Date of Offence:

I confirm that nothing within my personal or professional background deems me unsuitable for a role which involves working with children.

I declare that the above information is true and agree that I will abide and accept the terms and conditions of participation.

Signed:

Date:

APPENDIX 11:



**YOUTH 2000 LEADER VOLUNTEER
REFERENCE FORM – CONFIDENTIAL
(THIS MAY BE CONDUCTED BY TELEPHONE)**

_____ has expressed an interest in / been asked to become a voluntary youth leader with Youth 2000 and has given your name as a referee.

This role involves access to Young People and Vulnerable Adults and as an organisation committed to the welfare and protection of Young People and Vulnerable Adults, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people.

Yes

No

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference form, all information contained on the form will remain confidential. We would appreciate your being extremely candid in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have which you would consider makes them a suitable volunteer/leader?

How would you describe their personality?

Please rate this person on the following (please tick)

| | Poor | Average | Good | V. Good | Excellent |
|----------------------|------|---------|------|---------|-----------|
| Responsibility | | | | | |
| Maturity | | | | | |
| Self-Motivation | | | | | |
| Motivation of others | | | | | |
| Energy | | | | | |
| Trustworthiness | | | | | |
| Reliability | | | | | |

Signed: _____

Date: _____

Occupation:

Can we contact you again with any further queries we may have?

Yes

No

APPENDIX 12:



**FORM FOR REPORTING SAFEGUARDING AND /
OR WELFARE CONCERNS**

THIS FORM IS TO BE COMPLETED BY THE YOUTH 2000 DESIGNATED Safeguarding OFFICER FOLLOWING A THE REPORTING OF A Safeguarding CONCERN AT A YOUTH 2000 ULSTER EVENT.

PRIVATE AND CONFIDENTIAL

In case of emergency or outside Social Service hours, contact should be made with the PSNI.

Details of child or vulnerable adult:

Name:

Male **Female** (Please tick)

Address:

Age/D.O.B:

School:

1a. Name of parent with parental responsibility:

Address of parent with parental responsibility:

Telephone Number parent with parental responsibility:

Name of other parent

Address of other parent (if different to Child):

Telephone Number of other parent

1b. Care and custody arrangements regarding child if known:

Details of concern(s), allegation(s) or incident(s) dates, times, those present, description of any observed injuries, parents' view(s), child's view (s) if known.

Details of person(s) allegedly causing concern in relation to the child:

Name: _____

Age: _____

Male Female (Please tick)

Address:

Relationship to child or vulnerable adult

Occupation:

Name and Address of other personnel or agencies involved with this child or vulnerable adult:

Social Services:

School – Name and Address

PSNI / Gardai:

G.P- Name and Address

Youth Clubs

Hospital

Other (specify)

Are Parents/ legal Guardians aware of this referral to the Social Work Department?

Yes No

DETAILS OF PERSON REPORTING CONCERNS:

Name:

Address:

Occupation:

Address:

Telephone Number:

Nature and extent of contact with child or vulnerable adults family:

Details of Person completing form:

Name: _____ **Date:** _____

Occupation:

Signed: _____

(Following referral this form will be kept in locked and secure cabinet with access only by designated persons)

APPENDIX 13:

THE ROLE OF GUARDIAN FOR YOUTH 2000 RETREATS AND EVENTS

The role of guardian is a vital role of service at all residential retreats and other events where there are juveniles (U-18s) present. It is important to note that Youth 2000 are responsible for the safety and well-being of all young people entrusted to our care. At the same time it is also vital that young people are facilitated to attend our retreats and deepen their relationship with God. The following paragraphs explain the procedure for selecting guardians for a retreat, the functions of a guardian on a Youth 2000 retreat and Youth 2000's policy on under 18s attending our retreats.

SELECTION OF GUARDIANS

The guardian must be, without exception, 18 years of age or older. They must have either completed the appropriate Youth 2000 procedure for Leader Volunteers working with young people and be familiar with the Youth 2000 Ulster Safeguarding Policy and Procedures or be the legal guardian/parent of a child on the retreat.

The guardian must be informed prior to the retreat or at the latest at the very beginning of the retreat who they are acting as guardian to and for how long. The guardian must always be the same sex as the young people and must sleep in the same room.

FUNCTIONS OF A GUARDIAN

Guardians must familiarise themselves with the retreat venue layout, retreat timetable, health & safety rules and first aid arrangements. They must make themselves known to the young people in their care at the beginning of a retreat.

Guardians should explain in a positive way to young people in their care that they will be "looking out for them" during the retreat and encourage them to abide by all retreat rules (rules will be dealt with as a whole group at start of retreat).

They should offer their availability to them for questions, practicalities, worries and support.

Guardians must meet with young people at least twice a day, once in the morning and once in the evening, or at all designated times for them to meet. This must be explained by the retreat leader during the rules session and it must be explained to the retreat participants that we will have to search for them and contact their legal guardians/parents if they don't turn up.

The guardian is expected at all times to abide by the rules and lead by example. Any influence they leave on young people must be positive and fruitful. They should show great love, patience, understanding and consideration to others at all times.

The guardian should attempt to ensure that young people in their care attend the majority of the retreat talks/services and should take all reasonable steps to ensure

that the young people remain at all times on the retreat premises, unless circumstances allow otherwise (e.g. going home at night).

The guardian is asked to try and ensure the young people go to bed at the appropriate time (time decided by retreat organisers not guardian). The guardian must report back immediately to the retreat's Designated Person for Safeguarding on any issues of a serious nature that arise during their role at the retreat.

Note: Do not meet in isolated areas or as one to one unless there are others present in the room.

POLICY ON U18s ATTENDING RETREATS

U16s will not be allowed attend retreats unless they fulfil the following criteria:

- Their parents/legal guardians/ or a responsible guardian selected by the parent are present for the whole retreat. (Parent must provide write consent when selecting a guardian other than themselves) or
- They are related to a Leader Volunteer in Youth 2000 who will act as their guardian and their parents/legal guardians are happy for the leader volunteer to be responsible for them on the retreat.
- They are well-known by a Leader Volunteer and their parents/legal guardians are happy for the leader volunteer to be responsible for them on the retreat.
- U16s are **NOT** permitted to stay onsite over-night and parents therefore need to make alternative arrangements.
- U18s must have parental/legal guardians consent before they can attend a retreat
- U18s are obliged to remain on the premises for the full duration of the retreat. One adult per ten under 18's or vulnerable adults. For under 16s who wish to attend Youth 2000 events they must be accompanied by their own guardians, and these individuals to be accompanied by a note of parental permission for them to be the guardian if they are not the parents themselves. Alternatives are outlined above. They cannot stay onsite over night and must be appropriately supervised by their guardian at all times. If their guardians not doing this or is breaking the rules of the event, then both may be asked to leave and it is the responsibility of the guardian to take the U16 home. For this reason and more Guardians of U16s must themselves be over 18. Youth 2000 reserves the right to check this and will provide guardians to those aged 16 to 18 or considered vulnerable adults regardless of whether they come with a guardian to facilitate retreat rules and sleep arrangements.

It should also be noted that it is Youth 2000's preference that Under 18's are accompanied by a Guardian or Group Guardian that has been approved by the parent or Legal Guardian of the Child. It is only in the absence of this will Youth 2000 endeavour to provide vetted, experienced and trained guardians for the young people.

APPENDIX 14

VOLUNTEER GUIDELINES

YOUTH 2000 ULSTER

Volunteers involved in Youth 2000 Ulster have a great opportunity to be a positive role model and help build an individual's confidence.

VOLUNTEERS ARE EXPECTED TO:

- Ensure the safety of all children and vulnerable adults by careful supervision using safe methods at all times.
- Consider the wellbeing and safety of participants.
- Encourage and guide participants to accept responsibility for their own behaviour.
- Treat all young people equally and ensure they feel valued. Have no favourites.
- Encourage all not to discriminate on the grounds of religious beliefs, race, gender, sex, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Be positive, approachable and offer praise to promote the objectives of Youth 2000 Ulster at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in accordance with existing Youth 2000 Ulster Safeguarding Policy and Procedures.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Refer all incidents of illness or accidents to the Designated First Aider, and where appropriate send for an ambulance immediately.
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Not abuse members physically, emotionally, neglectfully or sexually.
- Respect and listen to the opinions of young people.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol or take any illicit substance during Youth 2000 Ulster activities

- Never condone rule violations, rough play or the use of prohibited substances.
- Protect themselves from false accusation: to not spend time alone with children and vulnerable adults away from others and never taking children and vulnerable adults to their home independently. Hold appropriate valid qualifications and insurance cover.
- Any monies or cheques etc take by a Youth 2000 volunteer on behalf of Youth 2000 is to be declared to the National Office and Treasurer immediately (it is the responsibility of the National Office to tell the Treasurer immediately). This money will then be suitably lodged on to the Youth 2000 account of posted to the National Office. An email or contact number of the donor will be requested so they can be thanked for their donation by the National Office.
- Youth 2000 does not encourage physical intervention, except to form a barrier where volunteers are required to protect themselves from harm and then protect the vulnerable from harm as is their civil and moral duty. Youth 2000 does not otherwise encourage physical intervention.
- In the event of emergencies not of a safeguarding nature, the Regional Leader or person of highest authority, or these may be circumvented and the appropriate emergency services called.
- Fire drills will be conducted biannually at prayer groups, and fire evacuation plans will be outlined fully at the start of all Youth 2000 events. These will be included in the programme and will be delivered verbally to the whole group at the start of the event and at the start of each day.

VOLUNTEERS HAVE THE RIGHT TO:

- Access ongoing training and information on all aspects of leading/ managing activities for youths, particularly on safeguarding.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by the governing body.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.
- Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from Youth 2000 Ulster and Youth 2000 Ulster Events.

I hereby agree that I have read all the existing Youth 2000 Ulster Safeguarding Policy and Procedures, complete with the Code of Practice, volunteer Guidelines and the relevant codes of conduct and agree to behave in accordance with these...

Signature of Volunteer:

Printed name of Volunteer:

Date:

Safeguarding Children and Adults at Risk

Policy Standards - A tool to help organisations working with both children and adults at risk to develop/review their policy and procedures against minimum standards of safeguarding practice.

Safeguarding Children and Adults: Policy Checklist Introduction

Volunteer Now works to promote, enhance and support volunteering across Northern Ireland. Volunteer Now enhances recognition for the contribution volunteers make, provides access to opportunities and encourages people to volunteer. We provide training, information, guidance and support to volunteer-involving organisations on issues of good practice and policy regarding volunteering, volunteer management, volunteers and governance with The Our Duty to Care project (ODTC) providing training and information on the principles of good practice for safeguarding children, young people and adults at risk.

Through our promotion of standards of practice for safeguarding children and adults, we are conscious that there are similarities in good safeguarding practice within organisations, irrespective of the nature of the vulnerable group. However we must remain mindful of the essential differences that exist between safeguarding children and safeguarding adults. There are many organisations that work with both children and adults at risk and the need for an all encompassing safeguarding policy exists. This checklist has been devised with the aim of enabling these organisations to self-assess their safeguarding policy and procedures using one tool. It is intended that this document will be used in conjunction with the good practice guidance as outlined in both *Keeping Adults Safe: A Shared Responsibility* and *Keeping Children Safe: Our Duty to Care*.

The checklist was developed by mapping the standards in *A Shared Responsibility* and *Our Duty to Care* and utilising the learning in both documents. This checklist contains nine safeguarding standards that are intended to be the minimum standards of practice in organisations that are working with all vulnerable groups and who wish to develop one overarching safeguarding policy.

Adherence to these standards will enable organisations to put mechanisms in place to prevent abuse from occurring and where it does occur, facilitate them to respond in an effective, appropriate and sensitive way.

Safeguarding Children and Adults: Policy Checklist

Standard 1 – The organisation has a written safeguarding policy supported by robust procedures and guidelines

Standard 2 - The organisation consistently applies a thorough and clearly defined method of recruiting staff and volunteers in line with legislative requirement and best practice.

Standard 3 – There are procedures in place for the effective management, support, supervision and training of staff and volunteers.

Standard 4 – The organisation has clearly defined procedures for raising awareness of, responding to, recording and reporting concerns about actual or suspected incidents of abuse.

Standard 5 – The organisation operates an effective procedure for assessing and managing risks with regard to safeguarding children and adults.

Standard 6 – There are clear procedures for receiving comments and suggestions and for dealing with concerns and complaints about the organisation.

Standard 7 – The organisation has a clear policy on the management of records, confidentiality, and the sharing of information.

Standard 8 – There is a written code of behaviour that outlines the behaviour expected of all involved with the organisation.

Standard 9 - The organisation has written guidelines to ensure the general safety and effective management of activities (where relevant to the setting and activities of the organisation).

Standard 1 - The organisation has a written safeguarding policy supported by robust procedures and guidelines.

| Checklist | | Supporting Evidence | Fully Met? | If not fully met: action | |
|-----------|--|---|---|--------------------------|----------|
| | | | | What? | By when? |
| 1.1 | There is a written policy statement of the organisation's intention to keep children and adults safe from harm. | Yes, this provided and updated every three years to meet New challenges and demands | Yes, approval sought from Volunteer Now | N/A | N/A |
| 1.2 | There is an outline of the procedures and guidelines that the organisation will implement to meet this commitment, in line with the minimum standards. | Yes, these are outlined in the Policy Document | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|---|---|---|-----|-----|
| 1.3 | The safeguarding policy is supported by other organisational policies, procedures and guidelines aimed at promoting safe and healthy working practices. | Yes, these are accompanied by a number of reviewed policies, including the Statutes of Youth 2000 Ireland, the Prayer Group and Retreat manual. | Yes, approval sought from Volunteer Now | N/A | N/A |
| 1.4 | The policy is 'owned' at all levels within the organisation and the person(s) with responsibility for its approval, implementation and review is named. | Yes, annually and every three years | Yes, approval sought from Volunteer Now | N/A | N/A |
| 1.5 | The policy, procedures and guidelines are subject to regular review; at least once every three years. | Yes, annually and every three years | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|---|--|---|-----|-----|
| 1.6 | Everyone in the organisation is aware that the policy exists, what it aims to achieve and the steps that will be taken to achieve those aims. | Yes, copy are available on the Youth 2000 website, Youth 2000 app and from the Youth 2000 National Office on request | Yes, approval sought from Volunteer Now | N/A | N/A |
|-----|---|--|---|-----|-----|

Standard 2 - The organisation consistently applies a thorough and clearly defined method of recruiting staff and volunteers in line with legislative requirement and best practice.

| Checklist | Supporting Evidence | Fully Met? | If not fully met: action | |
|-----------|---------------------|------------|--------------------------|----------|
| | | | What? | By when? |
| | | | | |

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|-----|---|--|---|-----|-----|
| 2.1 | There is a clear job description for staff and role description for volunteers and a personnel/volunteer specification outlining the key skills and abilities and qualifications, if any, required. | Yes, there is overall role descriptions for volunteers and individual role descriptions for those on the Ulster service team and the National Council of Youth 2000. | Yes, approval sought from Volunteer Now | N/A | N/A |
| 2.2 | There is an open recruitment process. | Yes, this has been outlined in detail and is as thorough as possible. | Yes, approval sought from Volunteer Now | N/A | N/A |
| 2.3 | There is an application form that covers past work/volunteering. | Yes, this is available in the appendices of the Policy Document. | Yes, approval sought from Volunteer Now | N/A | N/A |

| | | | | | |
|-----|---|--|---|-----|-----|
| 2.4 | There is a declaration form requesting information on previous convictions which are not protected, and investigations, if any. | Yes, this is available in the appendices of the Policy Document. | Yes, approval sought from Volunteer Now | N/A | N/A |
| 2.5 | A consent form for an AccessNI disclosure check is completed, if required. | Yes, the process is explicitly described in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 2.6 | There is an interview process appropriate to the post/role and task. | The interview process is replaced by the volunteer being present at a number of events, and then completing the application process with references and this is considered more thorough and fair. | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|---|-----------------------------|---|-----|-----|
| 2.7 | Written references are sought (and followed up when necessary). | Yes, including by telephone | Yes, approval sought from Volunteer Now | N/A | N/A |
|-----|---|-----------------------------|---|-----|-----|

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|-----|--|---|---|-----|-----|
| 2.8 | If a professional qualification is a requirement of the post, a registration check is made with the appropriate Professional Body. | N/A, but volunteers are encouraged to seek relevant and professional qualifications in the area of Theology, philosophy, catechetics or youth work. | Yes, approval sought from Volunteer Now | N/A | N/A |
|-----|--|---|---|-----|-----|

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| 2.9 | Where required, an appropriate AccessNI disclosure check is carried out. | Yes, as detailed in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
|-----|--|---|---|-----|-----|

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|------|-------------------------------------|--|---|-----|-----|
| 2.10 | The post is approved by management. | Yes, all posts are subject to veto by the regional leaders or the National Council | Yes, approval sought from Volunteer Now | N/A | N/A |
|------|-------------------------------------|--|---|-----|-----|

Standard 3 – There are procedures in place for the effective management, support, supervision and training of staff and volunteers.

| Checklist | | Supporting Evidence | Fully Met? | If not fully met: action | |
|-----------|---|---|---|--------------------------|----------|
| | | | | What? | By when? |
| 3.1 | There is an induction process for staff and volunteers. | Yes, this is completed either through weekend training sessions or online | Yes, approval sought from Volunteer Now | N/A | N/A |

| | | | | | |
|-----|---|--|---|-----------------------------|----------------------------------|
| 3.2 | There is a probationary period for staff and a trial period for volunteers. | Yes, this is the number of events that they attend and how suitable they are deemed. They may also be released if behaviour is not inline with codes of conduct and at any time. | Possibly needs to be included, approval sought from Volunteer Now | Inclusion of a trial period | Ratified by the National Council |
| 3.3 | Relevant training is provided appropriate to the post/role. | Yes, this is completed either through weekend, individual contact or training sessions or online | Yes, approval sought from Volunteer Now | N/A | N/A |
| 3.4 | There is a robust structure and process for support and supervision for all staff and volunteers, appropriate to the post/role. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|--|---|---|-----|-----|
| 3.5 | There is an annual appraisal for staff and review for volunteers. | Yes, this is conducted bi-annually at regional meetings with appraisal and concerns raised by regional leaders. | Yes, approval sought from Volunteer Now | N/A | N/A |
| 3.6 | Comprehensive written records are kept of: training completed, support and supervision; and annual appraisals/reviews. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |

Standard 4 – The organisation has clearly defined procedures for raising awareness of, responding to, recording and reporting concerns about actual or suspected incidents of abuse.

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|-----------|---------------------|------------|--------------------------|------|
| Checklist | Supporting Evidence | Fully Met? | If not fully met: action | |
| | | | What? | By w |

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|-----|--|--|---|-----|-----|
| 4.1 | The policy outlines what constitutes abuse of children and adults, where abuse can occur and who can abuse. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 4.2 | There is a written procedure outlining how staff and volunteers respond to, record and report safeguarding children and adults concerns. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 4.3 | There is a system to communicate the reporting procedure to staff and volunteers to ensure they are familiar with it. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|--|--|---|-----|-----|
| 4.4 | There is a named Designated Officer and Adult Safeguarding Champion (or appointed person) who has responsibility for dealing with safeguarding concerns which come to light within the organisation. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 4.5 | There is a procedure for the Designated Officer and Adult Safeguarding Champion (or appointed person) to report safeguarding concerns to the appropriate authorities. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 4.6 | There is a written procedure outlining how staff and volunteers respond to and report allegations made against staff and volunteers. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |

| | | | | | |
|-----|---|--|---|-----|-----|
| 4.7 | There is a whistleblowing policy and procedure. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
|-----|---|--|---|-----|-----|

Standard 5 – The organisation operates an effective procedure for assessing and managing risks with regard to safeguarding children and adults.

| Checklist | | Supporting Evidence | Fully Met? | If not fully met: action | |
|-----------|---|--|---|--------------------------|----------|
| | | | | What? | By when? |
| 5.1 | A risk assessment is carried out to identify and evaluate risks to children and adults using services or participating in activities. | Yes, these are provided for prayer groups retreats and are amended to cover individual challenges of each event. | Yes, approval sought from Volunteer Now | N/A | N/A |
| 5.2 | The identified risks are managed by putting in place risk-reducing measures. | Yes, these company the risk assessments | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|--|--|---|-----|-----|
| 5.3 | All identified risks and risk-reducing measures are recorded and reviewed at least once a year. | Yes, this is completed Regionally by the Regional Leaders and Nationally by the National Council | Yes, approval sought from Volunteer Now | N/A | N/A |
| 5.4 | The organisation has a procedure in place for reporting, recording and reviewing accidents, incidents and near misses, which should in turn inform practice and the risk assessment and management procedures. | Yes, all these are recorded and referred to the National Leader | Yes, approval sought from Volunteer Now | N/A | N/A |

Standard 6 – There are clear procedures for receiving comments and suggestions and for dealing with concerns and complaints about the organisation.

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|-----------|---------------------|------------|--------------------------|----------|
| Checklist | Supporting Evidence | Fully Met? | If not fully met: action | |
| | | | What? | By when? |

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|-----|--|--|---|-----|-----|
| 6.1 | The organisation has an ethos of inclusion, transparency and openness which is communicated to all involved with the organisation, including children, adults at risk, parents and carers. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 6.2 | There are appropriate procedures in place to share concerns or make complaints about the organisation. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 6.3 | Complaints procedures are communicated appropriately to everyone involved in the organisation, including children, adults at risk, parents and carers. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |

Standard 7 – The organisation has a clear policy on the management of records, confidentiality, and the sharing of information.

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|-----------|---------------------|------------|----------------------|------|
| Checklist | Supporting Evidence | Fully Met? | If not fully met: ac | |
| | | | What? | By w |

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|-----|---|--|---|-----|-----|
| 7.1 | Consent forms are sought for all activities from those with parental responsibility (in the case of children), the adult at risk, or carer where appropriate. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 7.2 | There is a clear outline of what confidentiality means in relation to recording, use and management of personal information. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 7.3 | The policy informs staff and volunteers what information needs to be recorded. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|---|---|--|-----|-----|
| 7.4 | The policy informs staff and volunteers how written records should be secured, stored and eventually disposed of. | Yes, this is outlined in the policy document, being stored for ten years and then permanently destroyed (either hard or electronic copy). | Yes, approval sought from Volunteer or Now | N/A | N/A |
| 7.5 | The policy outlines what and how information is shared with relevant people within and outside of the organisation. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer or Now | N/A | N/A |
| 7.6 | The policy informs staff of the grievance procedure. | Yes, this is outlined in the policy document, and the structures will be strictly adhered to. | Yes, approval sought from Volunteer or Now | N/A | N/A |

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|-----|--|--|---|-----|-----|
| 7.7 | There is a procedure in place that outlines how information is shared with children, adults at risk, parents and carers. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
|-----|--|--|---|-----|-----|

Standard 8 – There is a written code of behaviour that outlines the behaviour expected of all involved with the organisation.

| Checklist | | Supporting Evidence | Fully Met? | If not fully met: action | |
|-----------|---|--|---|--------------------------|----------|
| | | | | What? | By when? |
| 8.1 | The Code of Behaviour contains positive statements about how staff and volunteers are expected to behave towards children and adults at risk. | Yes, this is outlined in the policy document and respective codes of conduct | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|--|--|---|-----|-----|
| 8.2 | The Code of Behaviour outlines the behaviours to be avoided. | Yes, this is outlined in the policy document and respective codes of conduct | Yes, approval sought from Volunteer Now | N/A | N/A |
| 8.3 | The Code of Behaviour outlines unacceptable behaviours. | Yes, this is outlined in the policy document and respective codes of conduct | Yes, approval sought from Volunteer Now | N/A | N/A |
| 8.4 | The Code of Behaviour includes anti-bullying guidelines. | Yes, this is outlined in the policy document and respective codes of conduct | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|---|--|---|-----|-----|
| 8.5 | The Code of Behaviour contains guidelines relating to physical contact and intimate care. | Yes, this is outlined in the policy document and respective codes of conduct | Yes, approval sought from Volunteer Now | N/A | N/A |
| 8.6 | The Code contains guidelines relating to physical intervention and restraint. | Yes, but we do not encourage this. Only a barrier is to be formed and volunteers are to protect themselves, protective vulnerable and then call the relevant authorities. We do not encourage physical intervention except where it is self defence or in defence of the vulnerable. | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|--|--|---|-----|-----|
| 8.7 | The Code of Behaviour contains guidelines relating to diversity and additional care and support needs. | Yes, this is outlined in the policy document and respective codes of conduct | Yes, approval sought from Volunteer Now | N/A | N/A |
| 8.8 | The Code of Behaviour contains guidelines on the handling of money. | Yes, we hold donation only events and the guidelines on money are included in the policy document and respective codes of conduct. | Yes, approval sought from Volunteer Now | N/A | N/A |
| 8.9 | The Code contains guidelines on the use of technology, including photography. | Yes, this is outlined in the policy document and respective codes of conduct | Yes, approval sought from Volunteer Now | N/A | N/A |

| | | | | | |
|------|---|--|---|-----|-----|
| 8.10 | The Code of Behaviour outlines the sanctions in the case of staff and volunteers breaching the Code. | Yes, this is outlined in the policy document and respective codes of conduct | Yes, approval sought from Volunteer Now | N/A | N/A |
| 8.11 | The Code of Behaviour sets out an expectation that everyone in the organisation should relate to each other in a mutually respectful way. | Yes, this is outlined in the policy document and respective codes of conduct | Yes, approval sought from Volunteer Now | N/A | N/A |
| 8.12 | The Code of Behaviour is tailored to organisational activities or services. | Yes, this is outlined in the policy document and respective codes of conduct | Yes, approval sought from Volunteer Now | N/A | N/A |

Standard 9 - The organisation has written guidelines to ensure the general safety and effective management of activities (where relevant to the setting and activities of the organisation).

| | | | |
|-----------|---------------------|------------|----------------------|
| Checklist | Supporting Evidence | Fully Met? | If not fully met: ac |
|-----------|---------------------|------------|----------------------|

| | | | | What? | By w |
|-----|--|--|---|-------|------|
| 9.1 | All staff and volunteers have, or have access to, a named or appointed first aid person for each activity. | Yes, but at prayer Groups the leader will refer to the ambulance service where necessary as a first point of contact | Yes, approval sought from Volunteer Now | N/A | N/A |
| 9.2 | There are written procedures for dealing with emergencies. | Yes, the Designated Officer is to be contacted immediately if of a safeguarding nature, and in all other emergencies the Regional Leader or person of highest authority, or these may be circumvented and the appropriate emergency services called. | Yes, approval sought from Volunteer Now | N/A | N/A |

| | | | | | |
|-----|--|--|---|-----|-----|
| 9.3 | There are regular fire drills and these are recorded. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 9.4 | Staff and volunteers have quick access to emergency telephone numbers. | Yes, this is outlined in the policy document, these participant details are available at event registration. | Yes, approval sought from Volunteer Now | N/A | N/A |
| 9.5 | All staff and volunteers are qualified and competent in their role. | Yes, this is outlined in the policy document as all volunteers will be trained verbally by their regional leader and will have undertaken Youth 2000 Weekend or online training. | Yes, approval sought from Volunteer Now | N/A | N/A |

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|-----|--|--|---|-----|-----|
| 9.6 | There is a system for ensuring the safety of equipment. | Yes, this is outlined in the policy document as this will be looked after by volunteers and accounted for by Regional Leaders and the National Office. | Yes, approval sought from Volunteer Now | N/A | N/A |
| 9.7 | There are clear ratios for supervision of children and adults at various activities. | Yes, this is outlined in the policy document | Yes, approval sought from Volunteer Now | N/A | N/A |
| 9.8 | Transport is roadworthy and adequate for purpose. | Yes, this is overseen by the Manager of the National Office | Yes, approval sought from Volunteer Now | N/A | N/A |

| | | | | | |
|------|---|---|---|-----|-----|
| 9.9 | There is agreement on which organisation's procedures will be followed on a residential activity. | Yes, these are outlined in the relevant manuals and statutes of Youth 2000 | Yes, approval sought from Volunteer Now | N/A | N/A |
| 9.10 | There are clear guidelines for sleeping arrangements for residential. | Yes, this is outlined in the policy document and respective manuals , including the Youth 2000 Retreat Manual | Yes, approval sought from Volunteer Now | N/A | N/A |

Glossary

1. Child: throughout the document, when reference is made to child/children/young people all children up to the age of 18 are included.
2. Consent: is a clear indication of a willingness to participate in an activity or to accept a service. An adult at risk may signal consent verbally, by gesture, by willing participation or in writing. Decisions with more serious consequences will require more formal consideration of consent and appropriate steps should be taken to ensure consent is valid. No one can give, or withhold, consent on behalf of another adult unless special provision for particular purposes has been made for this, usually in law.
3. Guidelines: Advice on how something should be done.

4. Parent: where reference is made to parents, carers are also included. It is assumed this is the person with parental responsibility for the child.

5. Parental responsibility: the natural mother always has parental responsibility, a natural father has parental responsibility:
 - If married to mother at time of birth

 - Or gains it through agreement witnessed by a solicitor

 - Through a Parental Responsibility Order

 - Post 15 April 2002 if they jointly register the baby's birth

 - Through re-registering the child's birth.

6. Policy: is a governing principle of an organisation that requires all those connected with the organisation to provide a consistent response to a given situation.

7. Procedure: is way of performing a task or conducting activities. Procedures are related to the implementation of a policy.

8. An 'Adult at risk of harm' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:
 - a) personal characteristics AND/OR

 - b) life circumstances

Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. Life circumstances may include, but are not limited to, isolation, socio- economic factors and environmental living conditions.

An 'Adult in need of protection' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

 - a) b) c) d)

personal characteristics AND/OR

life circumstances AND

who is unable to protect their own well-being, property, assets, rights or other interests; AND

where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

The decision as to whether the definition of an 'adult in need of protection' is met will demand the careful exercise of professional judgement applied on a case by case basis. This will take into account all the available evidence, concerns, the impact of harm, degree of risk and other matters relating to the individual and his or her circumstances. The seriousness and the degree of risk of harm are key to determining the most appropriate response and establishing whether the threshold for protective intervention has been met.

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‘Salt of the Earth and & Light of the World’.

