

# Youth 2000 Ireland

## Safeguarding Policy and Procedures for Children

Reviewed May 2023



YOUTH 2000  
IRELAND  
[www.youth2000.ie](http://www.youth2000.ie)



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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”

## **Related Documents**

This document is linked to and should be read in conjunction with other Youth 2000 organisational policies including, but not limited to:

- Youth 2000 Ireland Safeguarding Policy and Procedures for Vulnerable Adults
- Youth 2000 Ireland Safeguarding Statement including retreat specific risk assessments.

## **Definition of Terms**

**Youth 2000** refers to Youth 2000 Ireland as a NGO operating in the Republic of Ireland.

A **Child** means a person under the age of 18 years, excluding a person who is or has been married, as defined in the Children First National Guidance. (In this document **U.18** refers to children aged 16 and 17, while **U.16** refers to all children 15 or younger.)

A Youth 2000 **Event** refers to a retreat, prayer group or other gathering which is run by Youth 2000 volunteers with the full knowledge and consent of the Youth 2000 National Leader and National Council.

A **Retreat** refers to a once-off event run by Youth 2000, usually residential over 3-4 days.

A **Prayer Group** refers to a regular event run by Youth 2000 on a weekly or monthly basis, which consists of a prayer meeting and social gathering for 1-3 hours.

The **Youth 2000 National Council (NC)** refers to persons who are elected to the roles specified in the Statutes of Youth 2000 Ireland to ‘govern, promote and oversee the work of Youth 2000.’(5.3)

The **Youth 2000 National Leader** is elected by the NC and responsible for leading Youth 2000.

The **Youth 2000 National Safeguarding Officer (NSO)** is a volunteer appointed by the National Council who is responsible for safeguarding within Youth 2000 Ireland.

The **Youth 2000 National Office** operates as headquarters for the organisation, and refers primarily to the role of the National Administrator, or other appointed persons, under the direction of the NL.

**U.18 Group Leader** refers to the trained and vetted volunteers who are designated persons of contact for U.18s who attend retreats without an adult designated by a parent/guardian to supervise them, or any U.18 staying onsite overnight.

**Volunteers** - Those persons who have applied or put themselves forward to be active in the work of Youth 2000 in various roles -but are not employed - and who have been approved, trained and vetted for their role.

**Vetted:** Those who have completed and cleared a background check by the Garda Vetting Bureau for their role as a Youth 2000 volunteer.

# **Section 1 - Policy Statement Aims and Objectives**

This document sets out Youth 2000 Ireland safeguarding policy and procedures for children.

## **Youth 2000's Safeguarding Statement:**

- *To be actively involved in safeguarding children, young people, vulnerable adults, volunteers and staff*
- *Providing a consistent approach to safeguarding.*
- *The welfare of the child and vulnerable adults is paramount.*

## **Geographical Boundaries Of The Policy**

Wherever Youth 2000 volunteers or staff members come into contact with children, such as Youth 2000 run retreats and prayer groups, and those representing Youth 2000 at other events, in the Republic of Ireland.

## **Who The Policy Covers-Target Audience**

This policy addresses Youth 2000 staff, volunteers and young people who attend a Youth 2000 organised event. Safeguarding of vulnerable adults is covered in a separate policy.

## **Procedures To Be Followed In Line With Children First**

Youth 2000's Safeguarding Policy is consistent with the principles of Children First National Guidance for the Protection and Welfare of Children 2017 and offers further elaboration to ensure local relevance and applicability.

## **Review of Policy**

Youth 2000's Safeguarding policy, procedures and practices are reviewed annually.

## **Section 2 - Recruitment, Vetting and Selection Procedures**

### **Recruitment, Vetting and Selection Procedures for Employees**

It is the responsibility of the Youth 2000 National Council to adhere to relevant employment legislation and procedures in respect of the advertising process, application process, job description, interviewing process and selection process for any employment position.

#### **Garda Vetting Process And Reference Checking System**

The Youth 2000 National Safeguarding Officer and National Office are responsible for processing the Garda Vetting forms for the above outlined employment positions through the National Youth Council of Ireland which is the Garda Vetting consortium used by Youth 2000.

The Youth 2000 National Safeguarding Officer and the National Office are responsible for ensuring two reference checks are carried out in respect of the new employee either themselves or by a suitable designated person.

#### **Verification Of Identity And Of Qualifications**

It is the responsibility of the Youth 2000 National Council to ask for verification of identity and of qualifications from the newly chosen employee.

#### **Induction And Probationary Period**

It is the responsibility of the Youth 2000 National Council to decide on the details of the induction and probationary period.

### **Volunteer Applications And Selection Process**

Volunteers who apply for a volunteer role or who are selected for a volunteer role are required to complete a Youth 2000 Volunteer Form and submit to the Youth 2000 National Office.

#### **Garda Vetting Process And Reference Checking System**

The Youth 2000 National Safeguarding Officer and National Administrator are responsible for processing the Garda Vetting forms for Youth 2000 volunteers through the National Youth Council of Ireland which is the Garda Vetting consortium used by Youth 2000.

The Youth 2000 National Office and National Safeguarding Officer are responsible for ensuring two reference checks are carried out in respect of the new volunteers either themselves or by a suitable designated person. This may be completed by telephone and the information being stored securely (either as hard copy, electronically, or both).



## **Section 3 - Support And Training**

### **Supervision And Support Processes For New And Existing Staff/Volunteers**

It is the responsibility of the National Council to ensure the appropriate supervision and support is provided for new staff and volunteers. This is completed through online training and volunteer weekends as well as one to one contact.

#### **Induction and Safeguarding Training**

It is the responsibility of the National Council, in particular the National Leader, the Safeguarding Officer and the Regional Leaders to ensure the appropriate training and Safeguarding policy is implemented with respect to new staff and volunteers and with specific regard to safeguarding and welfare. This training consists of the following:

- Verification of Tusla e-training. Certificate to be provided by the volunteer and kept on file by Youth 2000.
- Overview of Youth 2000 safeguarding policies and procedures.
- Sign up to the Youth 2000 Code of Behaviour and Safeguarding Policy
- Role-specific training

The training can be delivered in person, online or over the telephone, as the situation requires. Staff and volunteers are required to review the Youth 2000 Safeguarding policies and procedures at least every 3 years. The National Council will coordinate any additional training should the need arise, e.g. in the event of a significant update to the organisation's policies.

## **Section 4 - Code Of Behaviour**

### **Appropriate Adult Supervision And Ratios**

The following will be adhered to regarding U18 (who are aged 16 or over) attendance at Youth 2000 organised events.

- U18s must have expressed parental/legal guardians consent before they can attend a retreat. This will be verified before admittance. Parents/ legal guardians for registered U.18s are contacted by phone in advance of the retreat and a signed permission form must be produced by the U.18 on arrival. In the event that the child is in foster care or care of the state, permission must be obtained from the relevant social worker.
- Under 18s (16 and over) who are not accompanied by their parent or guardian (or another adult designated by the same) shall:
  - be assigned a vetted adult group leader appointed by Youth 2000. There will be one vetted adult group leader per ten U18's, with a maximum permitted number of 12 in exceptional circumstances.
  - check in with their group leader at regular appointed times throughout the day.
  - be obliged to remain on the premises for the full duration of the retreat, unless an exception is explicitly requested by the parent / legal guardian and confirmed by Youth 2000.

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

- U16s are NOT permitted to stay onsite overnight.
- Their parents/legal guardians/ or a designated adult selected by the parent must be present onsite with the U16 for the duration of the child's attendance. The parent/legal guardian must provide consent when selecting a designated adult other than themselves. This person must themselves be over 18. Youth 2000 should be notified in advance and will verify these arrangements before admittance. The appointed adult may also be a Youth 2000 volunteer if there is a pre-existing relationship between the volunteer and the family.
- If the above criteria are not met, particularly if the parent/legal guardian or designated adult is not providing adequate supervision or is breaking the rules of the event, then both may be asked to leave the site.

Furthermore, Youth 2000 operates a 'supervising system'. This means that only volunteers who are vetted and trained can be in regulated activity with children. Whilst volunteers are advised to never be on their own with a child, an additional layer of security is in place whereby Youth 2000 will supervise others, guests, retreatants or attendees. For example, if a person is kindly helping Youth 2000, they may do so but only if they are supervised by a vetted volunteer thus never placing them in regulated activity. In the case of sacramental ministries like a priest hearing confession, this is

done in a visible space and under the supervision of a vetted volunteer. This system is known to the NYCI and the Dioceses we work with.

Group Leaders: Where a number of children attend as part of a group, with an external appointed leader, the name of the designated group leader 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 event. This will be verified by the national office in the same manner as usual parental consent.

## **Appropriate Relationships And Boundaries Between Volunteers And Children**

No volunteer should be on their own with a child.

### **Appropriate Communication**

Volunteers should not engage in private communication with a child outside a Youth 2000 event unless they have a pre-existing relationship with that child, which is known to the child's parents or legal guardian.

If a child makes contact with the National Office by email, the reply should copy the National Safeguarding Officer (NSO). If contact is made through other means, eg phone call, a note of the call should be kept and the NSO informed if appropriate.

The safeguarding officer or designated volunteer on site may attempt to contact a child directly in the event of an emergency only. In all other instances the child should only be contacted in a public forum or via their parent/legal guardian.

If a child makes contact with a volunteer, designated person or the safeguarding officer with a concern, all procedures outlined herein will be strictly adhered to. In some instances it may be more appropriate to notify the relevant authorities rather than the parent or legal guardian.

### **Appropriate Physical Contact**

A volunteer should not initiate physical contact with a child. If physical contact is required, e.g for medical assistance, this should be provided with at least a second adult present, ideally another vetted volunteer. The Safeguarding Officer should be notified to attend as soon as possible.

### **Appropriate Language**

All volunteers must use appropriate language when communicating with under 18's and all participants of a Youth 2000 event.

## **Procedures For Addressing Challenging Behaviour**

If any child participating in a Youth 2000 event displays challenging behaviour, this must be brought to the attention of the Youth 2000 National Safeguarding Officer (or the designated safeguarding officer onsite) and the retreat or prayer group leader. The leader and safeguarding officer will respond and address challenging behaviour in an appropriate manner and will consult with the National Safeguarding Officer and National Leader where appropriate.

If any adult participant of a Youth 2000 event displays challenging behaviour, this must be brought to the attention of the Youth 2000 National Leader (or designated leader onsite). If there is a safeguarding concern, the safeguarding office will also be notified. The leader will respond and address challenging behaviour in an appropriate manner.

If any Youth 2000 volunteer or employee displays challenging behaviour at a Youth 2000 event, this must be brought to the attention of the Youth 2000 National Leader or a National Council Member. The Youth 2000 National Leader will respond and address challenging behaviour in an appropriate manner.

## **Procedures For Dealing With Bullying**

If any child who is a participant of a Youth 2000 event displays bullying behaviour or is subject to bullying behaviour, this must be brought to the attention of the Youth 2000 National Safeguarding Officer and the retreat or prayer group leader. The Youth 2000 National Safeguarding Officer will respond and address in an appropriate manner.

If any adult participant of a Youth 2000 event displays bullying behaviour or is subject to bullying behaviour, this must be brought to the attention of the Youth 2000 National Leader. If there is a safeguarding concern, the safeguarding office will also be notified. The Youth 2000 National Leader will respond and address as appropriate.

If any Youth 2000 volunteer or employee displays bullying behaviour or is subject to bullying behaviour at a Youth 2000 event, this must be brought to the attention of the Youth 2000 National Leader or a National Council Member. The Youth 2000 National Leader will respond and address as appropriate.

## **Considerations For Overnight Events (Retreats)**

- Only those aged 16 - 35 inclusive are permitted to be onsite overnight.
- The premises are supervised at night by vetted and trained volunteers. If a safeguarding concern arises the safeguarding officer and retreat leader is notified.
- Males and females will sleep in separate assigned accommodation. Adults and U.18s sleeping areas are kept separate. No one should be in a sleeping area to which they are not assigned. This is strictly enforced. An exception is made for vetted and trained volunteers who must be in pairs, and only enter u.18 areas when absolutely necessary, e.g. for security or safety reasons, and with the knowledge and consent of the Safeguarding Officer or the designated leader
- If a young person or parent/legal guardian objects to their assigned accommodation for any reason then, if possible, an arrangement will be made for the young person to stay in an alternative space on site in agreement with their parent/legal guardian. This will be at the discretion of Youth 2000 event leaders as well as dependent on the suitability of the facilities available at the site in question at the time. Where it is not possible the parent/legal guardian may be obliged to make alternative sleeping arrangements off-site.

- Youth 2000 appointed U.18 group leaders will be present for the duration of the weekend, including overnight, but not present in dormitories with their designated young people .

## **Safe Use Of Technology And Internet**

- No Youth 2000 volunteer or staff member has permission to communicate with an under 18 directly, outside of a Youth 2000 event or through the internet or phone without the permission of the legal guardian, except in the case of a pre existing relationship as outlined above.
- No under 18 can be photographed without the permission of their legal guardian which is incorporated in the registration process.
- Please see appendix six for a comprehensive policy regarding Youth 2000 activities carried out primarily online.

## **Use Of Transport**

No Youth 2000 volunteer or staff member can transport an under 18 except in exceptional or extreme circumstances such as a medical emergency and/or transport to hospital. In such an event an under 18 must not be alone with an adult. At least two adults must transport an under 18.

U.18s who avail of buses provided by Youth 2000 must be pre-registered for the retreat in question. The permission of the parent/legal guardian will then be confirmed in advance over the phone as usual, including permission to travel and all related details such as time, place, return trip etc. Their signed consent form and ID will need to be presented both upon boarding the bus and upon arrival at the retreat. Youth 2000 buses are supervised by vetted, and suitably trained volunteers.

Travel arrangements for an u.18 to and from a Youth 2000 event - or to the bus pick up and drop off point when they may be availing of that option - are the responsibility of the parent/legal guardian to arrange. If, for any reason, it becomes necessary for an u.18 to leave the retreat, parents or legal guardians are required to provide suitable transport arrangements. They must be contactable by Youth 2000 for the duration of the event in case this should arise. This is detailed in the terms and conditions agreed to upon registration and confirmed in the verification phone call to the parent/legal guardian.

## **Children With Special Needs or Illness and Vulnerable Young People**

Youth 2000 requests to be informed in advance by parents or legal guardians of any special needs that their child has, and the nature of these needs as they may pertain to the retreat. The parties involved must assess together whether the particular needs of the young person will allow them to appropriately participate in the event in question. This information is shared with other Youth 2000 volunteers on a need to know basis only.

Youth 2000 NSO, National Leader and National Office will work closely in advance of as well as during the event with those involved to offer any possible accommodations, acknowledging that this may occasionally be hindered by the practical realities and limitations of the site in use for a given event or other similar circumstances which may be unforeseen or outside of our control: eg. 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.

Youth 2000 reserves the right to request that the child be accompanied by their parent/legal guardian or an adult appointed by their parent/legal guardian (an arrangement which will be verified by Youth 2000 in advance) to provide whatever assistance is needed. We cannot expect or request that volunteers to lift, carry, accompany or make adjustments that might in any way cause them harm.

For overnight events, Youth 2000 requests in the Registration form that any medical conditions of and/or relevant medication required by the child be disclosed. This information is securely stored, kept in the strictest confidence and only shared on a need to know basis and in the event of an emergency.

Youth 2000 recognises that 16-18 year olds are medically empowered by law to make their own decisions regarding medical activities and the administration of medicine. Two vetted volunteers will accompany U.18 at all times in this situation, to act in a supervisory capacity and to provide support to the U.18 without infringing on their privacy. In the case of U16s, this decision shall rest with the parent / guardian or their accompanying adult. Should it be necessary for a 16-18 year old to receive medical treatment during the course of one of our events, the parent/guardian shall be contacted as soon as is reasonably practical and kept informed of the situation. In the unlikely event that a 16-18 year old is unable to make their own medical decisions and the parent/guardian cannot be reached, the retreat leader or safeguarding officer will assume responsibility for these decisions, as outlined in our registration form.

## **Section 5 - Reporting Procedures And Role Of The DLP**

### **A Named Designated Liaison Person And Their Role**

Name of two Designated Liaison Person's:

Phoebe Watson (National Safeguarding Officer): T: 00353 (0) 838405552 E: safeguarding@youth2000.ie

Emma Maloney (Office): T: 00353 (0) 1 675 3690 E: office@youth2000.ie

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

### **Role Of National Safeguarding Officer**

The Youth 20000 National Safeguarding Officer is the title given to the designated person appointed within Youth 2000 to deal with any Safeguarding concerns.

The National Safeguarding Officer will:

- Act as the primary DLP for the organisation
- Operate within the Youth 2000 Safeguarding Policy and Government guidelines concerning Safeguarding.
- Report suspicions and allegations of abuse to the statutory authorities, i.e. the Health Board or An Garda Siochana.
- Liaise between Youth 2000, young people 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 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 guidelines in Safeguarding to Leader 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.

- The National Safeguarding Officer should report to the National Leader on a regular basis and keep him/her informed on any Safeguarding concerns which may arise.

## **Role Of Safeguarding Officer at an Event**

As it may not be possible for the Youth 2000 National Safeguarding Officer(NSO) to be present at each Youth 2000, it is essential that during every Youth 2000 event, there should be one designated Youth 2000 safeguarding officer, and this person will be appointed and trained by the NSO.

All matters relating to the safety of the children should be dealt with through this person. He/she may consult with one Regional Leader present at the event (or person of highest authority) to aid discernment in particular cases and contact the NSO and National Leader if required.

The safeguarding officer should be familiar with the Youth 2000 Safeguarding Policy and pass on any referrals to the Designated Liaison Person, who will report as appropriate to the statutory bodies. It is also the responsibility of the Youth 2000 National Safeguarding Officer to ensure that all volunteers helping at an event are aware of the Safeguarding policy.

## **Information On Definitions Of Abuse As Per Children First**

Abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. More detailed information on each of these categories is available in Appendix One.

### **Neglect**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

### **Emotional Abuse**

Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

### **Physical Abuse**

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

### **Sexual Abuse**

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others.

\*Please refer to Appendix One for more detailed definitions of abuse as per Children First.\*



### **Information On Reasonable Grounds For Concern**

Tusla should always be informed when a person has reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected.

### **Procedure For Seeking Advice When Unclear Whether To Report**

Tusla should always be contacted to advise of concerns for a child.

### **Reporting Procedures With Clear Role And Responsibilities For All Involved**

The Youth 2000 appointed Safeguarding Leader at a Youth 2000 event is to report any concerns or disclosures to the DLPs.

The Youth 2000 National Safeguarding Officers are the designated liaison people who are responsible for ensuring that the standard reporting procedures are followed, so that suspected cases of neglect or abuse are referred promptly to the appropriate authority.

IF THE CONCERN(S) RELATE TO AN U18 the report will be referred to Tusla immediately, in the manner outlined below, in line with Children First guidance.

The regional contact details for Tusla safeguarding teams are listed in Appendix two to this document.

## **Guidelines In Relation To Dealing With A Disclosure**

If a person, including third parties, reports suspected abuse to the DLP, the Youth 2000 National Safeguarding Officer or a Safeguarding Leader at an event, it is their responsibility to;

- To establish, in consultation with the individual who has raised the concern, if reasonable grounds for concern exist.
  - If the DLPs are unsure whether the concern constitutes reasonable grounds for concern, they may consult with Tusla's social work departments which can be contacted through the designated contact points details in Appendix Two.
- If the thresholds have been met a report will be lodged with Tusla in one of the three ways below:
  - Tusla Online Portal (information in appendix 2)
  - In writing by Child Protection and Welfare Forms sent to local dedicated contact by registered post (information in Appendix 2)
  - By telephone via local dedicated Tusla Social Worker contact.
- If the concern is considered urgent and a designated contact person cannot be reached, the out of hours details should be used, and/or the Gardí should be contacted (information in Appendix 2).
- If reasonable grounds for concern exist they should be reported, regardless of whether the source wishes to be identified or not. The source should be made aware that DLPs will be reporting the information.

- Any professional who suspects abuse or neglect should inform the parents/carers if a report is to be submitted unless doing so is likely to endanger the child. This decision will be made under the direction of the relevant authorities.

## **Reference To Verbal & Written Reports Being Made**

If you identify a child as being at risk of harm – you must act.

National Guidance states that ‘It is the responsibility of all agencies working with children and for the public to recognise Safeguarding concerns and share those with the agencies responsible for assessing or investigating them, not to determine whether the Safeguarding concerns are evidenced or not’. In the first instance, the Youth 2000 Designated Liaison Persons (DLPs) where possible, make telephone contact with the relevant Social Worker, or if out-of hours or in an emergency with the Gardaí.

The completed report must contain as much of the following as possible:

Accurate identifying information – including all known full names and surnames, addresses, date of birth, age, disability if applicable, ethnicity, first language (need for interpreter, if known) of the child and all the known members of his or her family and other adults living in the household. In cases of suspected abuse and neglect, family members should not be used as interpreters.

Details of the concern, allegation or incident – outline exact nature of concern; include dates, times and names of persons present. It is important to describe any observed injuries or behaviours that may be linked to the incident. In cases where neglect or abuse is indicated over time, the reporter should be encouraged to provide a chronology of the evidence or symptoms in the child that give rise to the concern.

Views of the parent/carer and views of the child: the reporter must provide any accounts of the parents’ or child’s views about the concern that are known to them.

Keep a copy for your own records and send original to local Tusla contact. (See appendix 2)

## **Informing Parents/Guardians That A Report Is Being Made To Tusla**

If abuse or neglect is suspected, the Youth 2000 DLPs should inform the parents/carers if a report is to be submitted to Tusla, HSE Safeguarding Teams or to An Garda Síochána, unless doing so is likely to endanger the child. This decision will be guided by the relevant authorities.

## **Relevant Documentation In Appendix Section**

- Please find a copy of Standard Reporting Forms in Appendix Five.

- Please find relevant contact details for the regionally appropriate Tusla Safeguarding contacts in Appendix Two.

## **Out Of Hours Duty Social Work And Emergency Situations**

The Youth 2000 DLPs are to be aware of local area Emergency Services arrangements since different arrangements are in place in areas.

In the event of an emergency where a child is in immediate danger and cannot get in contact with the relevant body, the Youth 2000 safeguarding officer or event leader should contact the Gardaí.

Under no circumstances should a child be left in a situation that exposes him or her to harm.

## **Procedure For Reporting Retrospective Disclosures Of Child Abuse By An Adult**

Any information given to the Youth 2000 DLP(s) regarding retrospective disclosures of abuse should be forwarded in the same manner.

The source should be made aware that you will be reporting the information.

## **Procedure For Reporting Concerns That May Not Need To Be Reported To Tusla**

Where the Youth 2000 DLP(s) decide not to pass on the concern brought to their attention, they must inform the person of this and also tell them that they may report directly to Tusla and that the provisions of the Protection for Persons Reporting Child Abuse Act would pertain.

## **Section 6 - Dealing With Allegations**

### **Procedure For Responding To Allegations**

Any allegations against Youth 2000 staff or volunteers are to be reported to the Youth 2000 National Safeguarding Officer (NSO) or another appointed DLP.

The DLPs will respond to the allegations in an appropriate manner and make a referral to the appropriate authority (Tusla) using the information in Appendix 2.

The DLPs, along with the Youth 2000 National Council, will implement a proportionate response in relation to protective action/supervision/suspension of worker/volunteer pending assessment and investigation allegations.

The DLPs will inform the person whom the allegation is made against of the allegation and enable them the right to respond.

Where appropriate the DLPs will inform parents/guardians and young people of actions planned and taken.

The DLPs along with the Youth 2000 National Leader will provide the appropriate support measures for volunteers/staff/young people against whom an allegation has been made, including making referrals for the individual to other professional agencies

## **Section 7 - Record Keeping, Access And Storage Of Information**

All Youth 2000 records are regularly reviewed to monitor concerns and all information is monitored to ensure it is up to date.

Any actions to be followed up will be detailed. Outcome of concerns/situation recorded. This is then filed and locked away.

Recording systems are safe and confidential. They are securely locked away with only the National Safeguarding Officer, National Office and the National Leader having access to them. This includes both hard and electronic copies.

Information is stored in the Youth 2000 National Office and securely locked away or securely stored electronically.

Only the National Safeguarding Officers and the National Leader are permitted to access information.

Procedure in place for archiving old information. Old information is stored and locked away in the National Youth 2000 office. This will then be destroyed. The suggested period is ten years, and this may be amended in line with most recent regulations

## **Section 8 – Confidentiality And Sharing Of Information**

Limits of confidentiality are communicated to Youth 2000 staff, volunteers and attendees.

Limits of confidentiality are communicated to Youth 2000 staff and volunteers through the Safeguarding training that is delivered to them for their roles.

Limits of confidentiality are communicated to attendees at the start of a Youth 2000 retreat. Limits of confidentiality are also communicated to attendees if they start to share personal information to a Youth 2000 volunteer.

Where safeguarding concerns arise, information is shared on a ‘need to know’ basis.

Youth 2000 volunteers are aware that sharing information regarding safeguarding confidentiality is not a breach of confidentiality.

Parents/guardian and under 18’s have a right to know if personal information is being shared or a report is being made to authorities unless doing so could put the young person at further risk.

The National Safeguarding Officer shares with parents / legal guardians and under 18’s any information that they need to know.

Systems of communication involve the Youth 2000 Safeguarding Officer liaising with parents, under 18’s, and volunteers involved with under 18’s and the local Tusla contacts where the needs arise.

## **Section 9 - Interagency Working**

The Youth 2000 National Safeguarding Policy covers the welfare of under 18’s at Youth 2000 events.

It is the Youth 2000 National Safeguarding Officer who liaises with other agencies relating to Safeguarding issues and who completes the HSE Stand Reporting Form and submits to the local Tusla office of the minor involved . Another appointed DLP may do so if the NSO is not available.

The sharing of information with other agencies is only done on a ‘need to know basis’.

Youth 2000 also strives to meet the individual requirements of the Dioceses we work with regarding Priestly ministry at our events. In the case of a joint event, or where another organisation is

officially represented at a Youth 2000 event, Youth 2000 will liaise with the DLP of that organisation if a concern or allegation is raised in relation to a member of that organisation.

Youth 2000 is also aware that persons at their events, volunteers, employees or attendees may report a concern directly to the relevant authorities. Where this is the case the Youth 2000 NSO will work with these authorities and follow all procedures as relevant.

## **Section 10 - Accidents And Incidents**

The accident and incident procedure for under 18's involves the recording of the incident/accident and following it up as necessary.

The Youth 2000 National Safeguarding Officer informs the parents/guardian of any accident/incident that their child is involved in.

At a Youth 2000 event, there is a designated First Aid person with appropriate qualifications and access to First Aid supplies. Participants at a Youth 2000 retreat are advised to speak to a volunteer or a member of the security team if there is anything they need.

Youth 2000 has its own insurance policy.

## **Section 11 - Complaints (Not Related To Safeguarding Issues)**

All Youth 2000 complaints that are not related to Safeguarding issues are dealt with and responded to by the appropriate Youth 2000 personnel in coordination with and under the supervision of the Youth 2000 National Leader.

# Appendix One - Definitions Of Abuse As Per Children First

Abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time.

2.1.2 In the Children First: National Guidance, 'a child' means a person under the age of 18 years, excluding a person who is or has been married.

## 2.2 Definition of 'neglect'

2.2.1 Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

2.2.2 Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age.

2.2.3 Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

2.2.4 The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

## 2.3 Definition of 'emotional abuse'

2.3.1 Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples may include:

- (i) the imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;
- (ii) conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;

- (iii) emotional unavailability of the child parent/legal guardian;
- (iv) unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child;
- (v) premature imposition of responsibility on the child;
- (vi) unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way;
- (vii) under- or over-protection of the child;
- (viii) Failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development;
- (ix) Use of unreasonable or over-harsh disciplinary measures;
- (x) Exposure to domestic violence;
- (i) Exposure to inappropriate or abusive material through new technology.

2.3.2 Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/legal guardian.

## **2.4 Definition of 'physical abuse'**

2.4.1 Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

Physical abuse can involve:

- (i) severe physical punishment;
- (ii) beating, slapping, hitting or kicking;
- (iii) pushing, shaking or throwing;
- (iv) pinching, biting, choking or hair-pulling;
- (v) terrorising with threats;
- (vi) observing violence;
- (vii) use of excessive force in handling;
- (viii) deliberate poisoning;



- (ix) suffocation;
- (x) fabricated/induced illness;
- (xi) allowing or creating a substantial risk of significant harm to a child.

## **2.5 Definition of 'sexual abuse'**

2.5.1 Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others. Examples of child sexual abuse include:

- (i) exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- (ii) intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- (iii) masturbation in the presence of the child or the involvement of the child in an act of masturbation;
- (iv) sexual intercourse with the child, whether oral, vaginal or anal;
- (v) Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;

Chapter 2: Definition and Recognition of Child Abuse (VI) consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.

2.5.2 It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

# Appendix Two - Contact Information For Reporting Concerns Or Seeking Advice

## Relating To U18s

Tusla Online Portal

<https://www.tusla.ie/children-first/web-portal/>

### Tusla Dedicated Contact Points

These contact numbers may be updated from time to time. Please consult Tusla website page also for most current information:

<https://www.tusla.ie/children-first/mandated-persons/contact-a-social-worker-mandated-persons/>

TUSLA AREA	SOCIAL WORKER LOCATION	PHONE NUMBER
Carlow, Kilkenny and South Tipperary.	Child and Family Agency, Yellow House, Wester Road, Clonmel, Co Tipperary. E91 PR83	052-6177302
Cavan, Monaghan	Child and Family Agency, Support Services Building, Rooskey, Monaghan.	049-4369801
West Cavan, Sligo, Leitrim,	Child and Family Agency, Markievicz House, Barrack St, Sligo	071-9155133
Clare, Limerick, North Tipperary	Child and Family Agency, Unit 3, St. Camillus Hospital, Shelbourne Road, Limerick	061-588688
Cork	Tusla Child & Family Agency, Unit 4A, Floor 3, North Point House,	021 2373774

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	North Point Business Park, Cork, T23 AT2P.	
Donegal	Child and Family Agency, Ground Level, Sally Place, Justice Walsh Road, Letterkenny Co. Donegal	074 9123672
Dublin South Central	Child and Family Agency, Bridge House, Cherry Orchard Hospital, Dublin 10	087 3981713
Dublin South East	Child and Family Agency, Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14	01 9213400
Dublin South West, Kildare, West Wicklow	Building 2, Vista Primary Care Centre, Ballymore Road, Naas, Co Kildare. W91 HT2X	045839300
Dublin North City	Child and Family Agency, Wellmount Health Centre, Wellmount Park, Finglas, Dublin 11	01 8567704
Dublin North	Child and Family Agency 180=189 Lakeshore Drive Airside Business Pk Swords Co. Doblin	018708000
Galway and Roscommon	Child and Family Agency , 25 Newcastle Road, Galway	091 546235
Kerry	Child and Family Agency, Unit 7/8, Block 1, Reeks Gateway, Cleoney Roundabout, Killarney, Co Kerry.V93 CTX9	064 6636030
Kildare	Building 2, Vista Primary Care Centre, Ballymore Road, Naas,	-45 839300

	Co Kildare. W91 HT2X	
Laois, Offaly, Longford, Westmeath	Child and Family Agency Primary Care Centre Harbour Rd Mullingar Co. Westmeath	044935997
Louth and Meath	Child and Family Agency, Meath Enterprise Centre, Trim Road, Navan, Co Meath	046 9098560
Mayo	Child and Family Agency, 1st Floor, Mill Lane, Bridge Street, Castlebar, Mayo	094 9040137
Wexford and Waterford	Child and Family Agency , Ely House, Ferrybank, Co Wexford	0539198201
WICKLOW	Child and Family Agency , Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14	019213400

# Appendix Three: Youth 2000 Volunteer Form



## YOUTH 2000 LEADER VOLUNTEER FORM

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

---

Any other name previously known as

---

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

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---

Home Tel. No: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Diocese: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

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

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**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.**

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**Is there any reason why you might not be considered suitable to work with children of vulnerable adults?**

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**Name of Youth 2000 Leader who nominated you:**

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**Signature of Youth 2000 Leader who nominated you: (May be signed in absentia via telephone)**



## 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:**

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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:**

---

---

**F or Group/Office Use Only**

Checked by phone \_\_\_\_\_ Visit \_\_\_\_\_ Letter \_\_\_\_\_  
Checked by: \_\_\_\_\_ Date: \_\_\_\_\_



# Appendix Four: Youth 2000 Volunteer Reference form



**YOUTH 2000 LEADER VOLUNTEER  
REFERENCE FORM – CONFIDENTIAL  
(MAY BE COMPLETED VIA 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 by phone with any further queries we may have?

Yes  No

# Appendix 5: Form for reporting Safeguarding or Welfare Concerns



## 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 EVENT.

### PRIVATE AND CONFIDENTIAL

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

#### Details of Child:

Name: \_\_\_\_\_

Male  Female  (Please tick)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Age/D.O.B: \_\_\_\_\_

School: \_\_\_\_\_

1a. Name of Parent with parental responsibility (and relationship):

\_\_\_\_\_

Address of Parent with parental responsibility:

\_\_\_\_\_

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**Telephone Number of Parent with parental responsibility::**

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**Name of Second Parent with parental responsibility (and relationship):**

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**Address of Second Parent with parental responsibility: (if different to Child):**

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**Telephone Number of Second Parent with parental responsibility::**

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

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**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.**

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

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---

**Name:\_\_\_\_\_ Age\_\_\_\_\_**

Male  Female  (Please tick)

**Address:\_\_\_\_\_**

---

---

---

Relationship to Child \_\_\_\_\_

Occupation: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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:

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**Occupation:**

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**Address:**

---

---

---

**Telephone Number:**

---

**Nature and extent of contact with child family:**

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**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 6: Social Media Policy

This social media policy is in line with the ethos and mission of Youth 2000: *Youth leading youth to the heart of the Church.*

Therefore Youth 2000 requires that any volunteers do not post anything contrary to this mission and ethos on behalf of Youth 2000. All images, video and content posted must be universally suitable viewing.

This applies across all media and social media platforms used by Youth 2000.

If anything inappropriate, or contrary to the mission, is sent to a Youth 2000 account or online activity then volunteers acting as operators or administrators of that account have the right to hide or remove the comment or material, and block the person or persons involved. Subject to the seriousness of the action deemed inappropriate Youth 2000 may seek to refer the comment and that individual or individuals to the relevant authorities. Youth 2000 recognises that it is difficult to filter altogether those comments which may be inappropriate. It is also difficult to anticipate which individuals may say or do something which is inappropriate during an online activity. Therefore Youth 2000 will seek to mitigate against these in the same manner that it does at in-person events, where the rules of the forum are available and verbally pointed out to individuals, and an individual who behaves in an inappropriate manner will be 'removed' (and their content removed) from the activity or forum and 'reported'. Youth 2000 acknowledges that it may be difficult to ascertain the identity of individuals in an online forum if they give false information or disguise themselves. Therefore, if needs be, Youth 2000 will forward all information they have to the service provider and statutory authorities.

If anything is sent to Youth 2000 or appears in a Youth 2000 forum that is criminal in nature, or in breach of safeguarding then it is the administrators responsibility to report this immediately to the PR / Safeguarding Officers who will promptly inform the statutory authorities (Police and social services etc) and also the National Leader.

At present these apply to WhatsApp (16+), Facebook (13+), Twitter (13+), Instagram (13+), YouTube (18+, but 13 to hold an account with parental permission) Google [Suite] (13+), Skype [or similar technology] (13+), TikTok (13+) and Snapchat (13+), although these are neither exclusive nor exhaustive as these platforms change and new ones may be adopted for the mission.

Youth 2000 works within all GDPR guidelines and follows its policies and procedures. With this in mind Youth 2000 will utilise technologies like Whatsapp. Youth 2000 leaders and volunteers will make individuals aware that when they are added to a Youth 2000 related Whatsapp group that their number will be visible to other members of the group. If the individual is not comfortable with this then they will not be admitted to the group.

Official Youth 2000 online groups are monitored by vetted members and used in line with all other youth 2000 policies. They will be for general communication between members and in the planning of official Youth 2000 gatherings and events only. Members will be made aware that informal gatherings which are taking place outside of Youth 2000 structures and procedures should not be planned within official groups, or promoted to members under 18.

Where the individual is under 18, the individual is permitted to attend a prayer group or virtual prayer group as this is a public space (and the leader will remove all members before they leave themselves) and also it is accepted by Youth 2000 that the young person, having been given access to the internet and social media by their parents are permitted to use the same.

Any online content Youth 2000 produces will be suitable for all ages if it is streamed online. Youth 2000 will not request parental permission for those under 18 to view its content as internet permissions are the responsibility of the parent. Youth 2000 will continue to engage parental permission for young people attending events, except when these events are public, for example, public liturgies and open to the public without registration.

However, just like the prayer group, the under 18 must furnish the leader with parental consent that they are allowed to attend the prayer group in future, the social elements after the group and the associated Whatsapp group and technologies. This can be done verbally to the leader by the person with parental responsibility for the under 18, and will subsequently be recorded by the leader recording this consent, date, time and location. Similarly if the young person requires a means for contact for their parent to contact the leader or Youth 2000 to offer this consent then the leader should give the email address: [prayergroups@youth2000.ie](mailto:prayergroups@youth2000.ie).

No volunteer is to engage in a conversation that is outside the ethos of Youth 2000 on a social media platform or anywhere else.

This policy is ongoing, constantly reviewed and subject to dynamic risk assessments also. The policy has been formulated in light of a risk assessment completed at National Council level and therefore is the culmination of risk identification and reduction measures. This policy will also be an addendum and placed as an appendix to our existing Safeguarding Policy.