

**CHRIST IN YOUTH**

## **Child Protection Policy**

Guidelines for working with children, young people  
and vulnerable adults.

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## INTRODUCTION

Christ In Youth is an interdenominational and international Christian youth organisation which originated in USA in 1968. Christ In Youth Europe was birthed in Ireland in 2016. At CIY we believe that God has uniquely and specifically equipped every young person to be a Kingdom worker. In response to His call, we believe that young people can actively use their gifts, talents and abilities in the place God has them, with their families, in their schools, in their leisure time, with churches and in their local communities. We believe this call is not just for them someday in the future, but that the call is for today.

With this aim in mind, it is of the utmost importance that we have Policies, Guidelines and Procedures to ensure that all involved in this ministry have young people and children as the focal point of concern, care, welfare, and protection.

Christ In Youth raise up Kingdom Workers through our events, through our mission trips and also through our resources, such as films. Our ministry is wide reaching across the church and wide reaching across family and communities.

We take the safeguarding and protection of children and young people very seriously and require that all involved in this ministry must read and put into practice these Guidelines and Procedures. We also take the responsibility and care of our staff and volunteers very seriously. It is with these two aspects in mind that I commend and require this Child Protection Policy to be adopted and adhered to by all our staff and volunteers alike.

As we see God impact young people and make himself known, we rejoice in the privilege that we get to help tell the next generation about the glorious deeds of the Lord, about his power and his mighty wonders.



Jasper Rutherford

European Director  
**November 2024**

## CHILD PROTECTION POLICY STATEMENT

“It is the policy of Christ In Youth Europe to safeguard the wellbeing of young people at all times; ensuring their protection from physical, sexual and emotional harm and promoting the best practice amongst leaders to provide a safe environment for all.”

1. Reflecting our aim to follow Biblical principles and recognising the value that Jesus gives to children and young people, we in CIY EUROPE (CIY) seek to ensure the physical, emotional, and spiritual wellbeing and development of each child and young person in all our work with them. Within this context CIY is committed to the protection of children and young people from all forms of abuse.
2. For the purposes of this policy, CIY EUROPE accepts and adopts the working definitions of abuse detailed in Children First Act (2015) and the amended guidelines in 2019.
3. In line with the advice from “*Children First: National Guidelines for the Protection and Welfare of Children*” Christ In Youth will ensure that a *Designated Liaison Person* and Deputy Designated Liaison Person is appointed. The *Designated Liaison Person* or Deputy Designated Liaison Person will refer all incidents of concern, disclosures, or allegations of abuse to the appropriate authorities and take responsibility for coordinating adherence to CIY procedures should the disclosure of abuse or incidents of such abuse occur.
4. In order to promote best practice, CIY Europe has adopted and agrees with the definition of a child from the *Child Care Act, 1991* and the *United Nations Convention on the Rights of the Child* as being a person under 18.

**In order to carry out the above Policy, we in CHRIST IN YOUTH EUROPE endeavour to:**

1. Ensure that in all matters relating to decisions regarding children and young persons who may or may not have been abused, the child or young person’s welfare will be the paramount consideration.

2. Ensure that all CIY staff and volunteers are made aware of and have accepted CIY's policy and procedures on child protection prior to undertaking direct work with children or young people.
3. Have fully developed Child Protection procedures for the prevention of and responding to incidents or disclosures of abuse. (These will be reviewed regularly in the light of legislative and practice developments.)
4. Carefully follow the procedures for recruitment and selection of staff and volunteers.
5. Provide context-appropriate training to enable volunteers and staff to acquire knowledge and understanding of child protection issues, and CIY's child protection policy and procedures. This will be at a level consistent with the responsibility held by each individual.
6. Report allegations of child abuse to the relevant Child Protection Bodies and Police.
7. Assist and co-operate fully with any statutory bodies or Police investigation or enquiries into any allegation of abuse involving staff, volunteers, children, or young people involved with CIY.
8. Keep all information and written documentation concerning an investigation or enquiry confidential, in *a secure place* and sharing information only on a "need to know" basis.
9. Support staff and volunteers and any other involved parties during the process of any child protection investigation or inquiry as appropriate in each circumstance.
10. Make available on request our Child Protection Policy Guidelines and Procedures to parents of children involved in CIY Activities.
11. This Policy will be reviewed every three years.

### **Purpose of the Policy**

Christ In Youth has adopted this Child Protection Policy to clarify our values and procedures and define our expectations of all staff and volunteers. This will serve to protect children and safeguard leaders working in positions of trust.

## Roles and Terminology

**CIY** – Christ In Youth

**Event Co-ordinator** - principal manager and co-ordinator of the event

**Designated Liaison Person (DLP)** – A delegated CIY staff member or volunteer officer authorised by CIY to act as its representative in dealing with allegations of abuse and in referring such issues to external agencies.

**Deputy Designated Liaison Person (DDLDP)** - A delegated CIY staff member or volunteer officer authorised by CIY to act as its representative in dealing with allegations of abuse and in referring such issues to external agencies.

**Vetting Officer** – A delegated CIY staff member or volunteer authorised by CIY to carry out checking and vetting procedures in regard to all volunteer applications.

**Designated First Aid Lead** – lead first aid person at CIY events.

**First Aider** – those qualified and assisting with first aid provision.

**Board of Trustee's** – The governing and policy-making body of CIY Europe.

**NEWB** - National Educational Welfare Board

**DH & C** – The Department of Health and Children Republic of Ireland. They are ultimately responsible for all of the legal and financial liabilities.

**Child Abuse** is defined in the Appendix I of this document.

**A disclosure** is when a child tells a staff member/ volunteer that they have or are being harmed or abused in some way. This may be physical, sexual or emotional abuse, neglect or bullying.

**Disclosure Report Form** – A confidential form to be used in reporting by a volunteer or Team Leader all allegations of abuse during or outside a CIY activity. This form should be completed by the Team Leader a.s.a.p. and given to the Designated Liaison Person.

**Designated Liaison Person Response Form** – A confidential form used in dealing with an allegation of abuse.

**Incident Form** – A form for reporting any incident but not an allegation of abuse requiring the attention of CIY. This form should be completed by the Volunteer or Staff member and forwarded to the Designated Liaison Person.

## PRINCIPLES OF GOOD PRACTICE

### Summary of general principles:

All staff and volunteers working with children and youth should...

- Promote the general welfare, health and personal development of children and protect them from harm of all kinds.
- Recognise that children have rights as individuals and treat them with dignity and respect.
- Raise awareness about what children are entitled to be protected from.
- Adopt and consistently apply a thorough and clearly defined method of recruiting and selecting staff and volunteers.
- Plan the work of the organisation so as to minimise opportunities for children to suffer harm.
- Plan an appropriate response procedure in relation to accidents and complaints and to alleged or suspected incidents of abuse.
- Develop links with leaders and relevant organisations.

### Preventing abuse

CIY is committed to taking all reasonable steps to prevent any abuse of children involved in our programmes. This involves:

- Training all staff and volunteers to be clearly aware of what constitutes the various forms of abuse.
- Remaining vigilante during youth events and preparing and executing adequate security arrangements.
- Reporting to the child protection agencies any suspicious person or known offender attempting to make contact with children.
- Excluding known abusers.

## **CIY Code of Conduct**

Staff and volunteers who come into contact with children and young people have a legal duty to help protect them from abuse or the risk of abuse. All staff are directed to ensure that their conduct is beyond question and as such should never:

- Spend excessive amounts of time alone with children away from others. A worker should ideally never be alone with a child unless they are in sight of others.
- Travel alone with a child in a car or minibus, where this is unavoidable the child should sit in the back seat.
- Engage in rough games with children.
- Engage in sexually provocative games/contact/behaviour/discussion.
- Allow or engage in any form of inappropriate touching.
- Engage with private messages on a smart phone that cannot be seen by others.
- Use corporal punishment
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments about or to a child, even in fun
- Allow an allegation made by a child to go unchallenged or unrecorded
- Sleep in a room with children. If this is unavoidable, a worker should never sleep alone in a room with children. At least one other worker should be present.

A broader outline defining issues of 'contact' with young people can be found in Appendix III

## **Disciplinary actions**

Staff and volunteers have a responsibility to follow the Child Protection Guidelines as stated and where they do not do so, Christ In Youth reserves the right to institute disciplinary action in regard to these not being followed.

Staff and Volunteers who are suspected or accused of abusive behaviours will in line with policy and procedure be suspended from work until the situation has been investigated and concluded satisfactorily. Payment of salary during this period will be subject to the requirements of employment law.

Staff or volunteers who are found to have breached Child Protection procedures and have been subject to disciplinary procedures regarding inappropriate behaviour toward children, will have their names forwarded to the appropriate welfare authorities and police.



## Recognising, responding and reporting Abuse

Those working with children should be aware of the range of abuse – sexual, emotional, physical and neglect – to which some children may be subject. Most abuse is committed by close relatives and friends. It often takes place in the home of the child or young person concerned. Workers should be assisted to recognise how such abuse may show itself in the actions and reactions of children. These are spelled out in more detail in the Appendix I.

Responding to incidents of alleged or suspected child abuse must be based on clearly defined procedures. Knowing what to do, whom to contact, and who needs to know will ensure that all concerned are treated with respect and concern.

The workers should know what steps to take in response to a situation where they have reason to suspect that abuse may be occurring or where a child alleges that abuse is occurring. All such allegations must be treated seriously and dealt with according to the principles outlined in the Child protection policy.

### Reporting arrangements

**If you suspect that someone is being abused or have had a disclosure of such from an individual, then the primary duty of the CIY staff or volunteer is to report and inform the Child Protection Designated Liaison Person (DLP).** The DLP will then manage the issue from there and be responsible for informing the relevant authorities. The sooner this is done, the more likely it is that the abuse will stop, and the child will recover from his or her experiences.

If a child makes a disclosure to a CIY staff or volunteer, (or is about to) the worker must make it clear that the DLP will need to be informed and they in turn may have to inform the appropriate agencies in order to help them further.

The staff or volunteer must document the disclosure as soon afterwards as possible to maintain accuracy. Reporting immediately to the Designated Liaison Person.

### DO

- Stay calm
- Listen and hear
- Reassure them that they have done the right thing in telling
- Record in writing (afterwards) what was said
- Keep a note of your report, giving the date, time, name of the Designated Liaison Person that you told.
- REFER IMMEDIATELY TO CIY DESIGNATED LIASON PERSON

## DON'T

- Panic
- Ask leading questions
- Make the child repeat the story unnecessarily
- Promise to keep secrets
- Enquire into the details of abuse
- Delay
- Start to investigate
- Communicate with any person directly accused

It is only the Designated Liaison Person or Deputy DLP that will report on behalf of CIY incidents or disclosures to the statutory authorities and standardised forms are illustrated in Appendix VI.

It is advisable in any case to remember to have the following available:

- The name and address of any child you are concerned about
- Your reason for suspicion of abuse
- What you have done already
- Any practical information you may have, such as the name of the child's GP, school etc.
- Information as to whether or not the person, against whom a suspicion, complaint or allegation exists, has any children of his/her own.

When handling any matter of disclosure, it is vital that CIY only pass on information where "the welfare of the child requires it and then only to those with a legitimate need to know". This is how it will be treated within statutory agencies, and it rests with them to deal with the relationship with the family of anyone involved in an abuse or alleged abuse case.

Abuse of children often goes undetected because people who have pieces of information are reluctant to share them. This is why contact with social services is necessary.

## **Child Protection guidelines for recruitment, vetting and training of staff and volunteers**

These principles and guidelines will be applied to staff and volunteer recruitment.

### **Volunteers**

All volunteers are required to complete an application, including details of two referees, one of whom who has knowledge of their local church or another Christian ministry experience.

All volunteers must complete a declaration form that they have not had any offences in relation to children and must be Garda vetted by Christ In Youth. (This part of the process is coordinated by the Vetting officer.)

Those volunteers from overseas or who have been living in Ireland or Northern Ireland for less than 2 years must provide evidence of previous vetting certificates/police checks.

All volunteers must complete in-house training on child protection and our child protection procedures.

CIY will mark a volunteer as approved once all the necessary steps have been completed (application form completed, references received, and satisfactory Garda Vetting disclosure received).

As part of this process, it is the responsibility of the Vetting officer to bring to the attention of the DLP any concerns with the vetting process.

It is the responsibility of the Designated Liaison Person and Board of Trustees to ensure that all volunteers are 'approved' volunteers prior to any CIY event. The final decision to reject a volunteer is a matter for European Director and he/she is not obliged to provide a reason for this decision.

Volunteers will be rechecked every three years in line with good practice procedures.

### **Staff**

The recruitment and appointment of all CIY staff must be approved by the CIY Board of Trustees.

All CIY staff who, during the course of their work, will have direct contact with children and young people will be required as a condition of employment to permit CIY to carry out Garda Vetting. In addition, any staff from overseas or who have been resident in the

Republic of Ireland or Northern Ireland (UK) for under two years will be required to provide additional background checks.

## **Training**

All staff and volunteers are required to undergo basic Child Protection Training in advance of their involvement in activities with CIY. Training is provided throughout the year and are facilitated by members of CIY or by Designated Liaison Person. Attendance at these events is recorded on the Staff files for effective monitoring of standards and updating individuals on new developments in this field. The training covers all aspects of CIY Child Protection Code and its implementation at events.

## **IMPORTANT CONTACT INFORMATION**

### **CHRIST IN YOUTH**

OFFICES: CIY, Ovoca Manor, Avoca, Co. Wicklow, Y14 TE27  
CIY, 139 Ravenhill Road, Belfast, BT6 8DR

PHONE: +35319605885 or +442843851700

DESIGNATED LIASON PERSON: Jasper Rutherford

DEPUTY DESIGNATED LIASON PERSON : to be appointed by DLP

VETTING OFFICER: Elana Shaw

### **GARDA VETTING REGISTRATION AGENCY**

The County Wicklow Volunteer Centre  
Unit 2, Carlisle House, Adelaide Rd, Bray, Co. Wicklow.  
Phone: +353 85 862 2051

### **TUSLA:**

[www.tusla.ie](http://www.tusla.ie)

[info@tusla.ie](mailto:info@tusla.ie)

+353 1 7718500

## **APPENDIX I DEFINITION OF CHILD ABUSE AND POSSIBLE INDICATORS**

The term child abuse includes physical injury, neglect (including emotional neglect), continued ill treatment and sexual abuse.

The following outline demonstrates the range of matters that may be covered under the term 'abuse' the possible indicators that may give rise to concerns.

**NEGLECT:** persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development including, non-organic failure to thrive.

### **Physical indicators**

Constant hunger  
Exposed to danger  
Lack of supervision  
Inadequate/inappropriate clothing  
Poor hygiene, Untreated illness

### **Behavioural indicators**

Tiredness, listlessness  
Lack of peer relationships  
Low self-esteem  
Compulsive stealing/begging

**PHYSICAL ABUSE:** physical injury to a child, including, poisoning, where there is definite knowledge, or a reasonable suspicion, that the injury was deliberately inflicted or knowingly not prevented.

### **Physical indicators**

Scratches  
Bite marks  
Bruises in places difficult to mark e.g., behind ears, groin.  
Untreated injuries

### **Behavioural indicators**

Self-mutilation tendencies  
Chronic runaway  
Aggressive or withdrawn  
Fear of returning home  
Undue fear of adults  
Fearful watchfulness

**SEXUAL ABUSE:** the involvement of children and adolescents in sexual activities they do not truly comprehend, to which they are coerced, tricked or forced.

**Physical indicators**

Soreness, bleeding in genital or anal areas  
Stained or bloody underwear  
Stomach pains or headaches  
Pain on urination  
Difficulty in walking or sitting  
Bruises on inner thighs or buttocks  
Anorexic/bulimic

**Behavioural indicators**

Chronic depression  
Substance/drug abuse  
Afraid of the dark  
Low self esteem  
Making sexual advances to adults or other children  
Inappropriate language, sexual knowledge for age group

**EMOTIONAL ABUSE:** the severe adverse effect on the behaviour and emotional development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment.

**Physical indicators**

Sudden speech disorders  
Wetting and soiling  
Signs of mutilation  
Attention seeking behaviour  
Frequent vomiting

**Behavioural indicators**

Rocking and thumb sucking  
Fear of change  
Chronic runaway  
Poor peer relationships

**GRAVE CONCERN:** Where a worker may be troubled about the condition of a child whose situation does not currently fit any of the four categories above but nevertheless feels that they could be at significant risk. These could include situations where another child in the household has been harmed or the household contains a known abuser.

Even for 'experts' it is often hard to decide if a child has been abused; it is simply our role to support and report.

## **APPENDIX II            CIY SOCIAL NETWORK POLICY**

It is important to note, that these guidelines will be beneficial in protecting not only our children and young people but also our staff and volunteers.

We would expect that all staff and volunteers to keep their own personal Social Networking platforms with integrity, showing a lifestyle beyond reproach and practicing safe internet usage.

### **Media and Children**

In an increasingly complex world, the opportunities for child abuse are growing. Cyber bullying is very much on the increase, and we have to be diligent in pursuing a standard of excellence to prevent such things from happening.

Staff and volunteers who care for children, need to be aware of the opportunities for abuse on CIY Activities through the misuse of video, pictures, and all forms of internet messaging. While the good use of such media can be beneficial, we must be vigilant and alert to the possibilities of misuse and consequent harm that can result to young people.

### **Dos and Don'ts**

1. When setting up a Social Network Platform for a CIY activity it must be done in consultation with a member of CIY Staff.
2. Specific camp pages must be "group" or "fan" pages. They cannot be personal sites.
3. Parental permission, via handwritten signature, must be obtained before taking any picture of a child/group of children. Each booking form has a tick box for this information. Please check every individual booking form.
4. All volunteers' personal emails or postal addresses and phone numbers must not be divulged. Identity theft is paramount and a very real issue.
5. Youth workers are increasingly communicating with children/young people using email and text messaging. Staff and volunteers must not give your number or details to any of the campers U18 years of age. Nor should you take theirs.



6. Do not 'add' or 'follow' any Under 18's on any of your own Social Networking Platform. Under 18's, even if you know them, are still children, so unless you have parental permission you must NOT add or follow them. If they are a family friend, still get permission from the parent.
7. Do not add people you do not know. They can get onto other people's pages through your own and get young people's information.
8. Never include images or videos of children on your own Social Networking Platforms whilst on CIY Activity.

### **CIY Policy for Photographs**

Since the introduction of the Data Protection Act in 1998, churches & parachurches must be very careful in their use of photographs, videos, and webcams of clearly identifiable people. There are several issues to be aware of:

1. Parental permission (verbal or written) should be obtained from all people who will appear in a photograph, video or webcam image before the photograph is taken or footage recorded. Parental permission is required for all under 18's.
2. Children and young people should not be identified by name or other personal details. These details include email or postal addresses and phone numbers.
3. Obtain a written and specific consent from parents/guardians or carers before using photographs on a website/advertising flyer/brochure.
4. Photographs of under 18's are to be only used publicly by Christ In Youth with permission.
5. Carefully consider the location and pose.
6. Do not insist that the child participates.

### **Personal Devices**

With the increased use of personal devices, leaders and young people need to be aware of appropriate and inappropriate use. Text and video bullying are on the rise in this country. Gossip and bullying via text can happen very quickly. This is why it may be a good idea to have rules about the use of personal devices on any given CIY event.

You should never allow a child to use one of your personal devices, except in an emergency situation.

## **APPENDIX III            CONTACT WITH CHILDREN AND YOUNG PEOPLE**

### **PRIVATE MEETINGS WITH MEMBERS**

- Staff and volunteers should be aware of the dangers which may arise from private interviews with individual members. It is recognised that there will be occasions when confidential interviews must take place, but such interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people.
- Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. The use of 'engaged' signs or lights is not advisable.
- Where possible another member or another adult should be present or nearby during the interview/meeting.

### **PHYSICAL CONTACT WITH MEMBERS**

- As a general principle, staff and volunteers are advised not to make unnecessary physical contact with children and young people. This is particularly the case with children of secondary school age and maturing children of primary school age.
- Physical contact which may be misconstrued by the young people or other casual observers should be avoided. Such contact can include well intentioned informal gestures such as putting a hand on the shoulder or arm, which if repeated with a particular young person, could be misconstrued, as well as more obvious and more intimate contact which should never occur.
- There may be occasions when a distressed child needs comfort and reassurance which may include physical comforting such as a caring parent would give, staff should use their discretion in such cases to ensure that what is, and what is seen by others present to be, normal and natural does not become unnecessary and unjustified contact, particularly with the same child over a period of time and never when alone with a child.
- Some staff and volunteers are likely to come into physical contact with children from time to time in the course of their activities, for example when showing

someone how to do a game or a fun activity. Workers should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted by the young person.

- Staff who have to administer first-aid should ensure wherever possible that other children or another adult are present if they are in any doubt as to whether necessary physical contact in the circumstances should be misconstrued.
- Following any incident where a staff member or volunteer feel that his/her actions have been or maybe, misconstrued a written report of the incident should be submitted immediately to the person to whom he/she is accountable/reports. This would apply especially in a case where a worker had been obliged to restrain a child physically to prevent him/her from inflicting injury to others or self-injury.
- Workers should be particularly careful when supervising others in a residential setting, outdoor camp, or extended visit away from home, where more informal relationships tend to be usual and where they may be in proximity to members in circumstances very different from their usual environment.

## **RELATIONSHIPS AND ATTITUDES**

- Staff should ensure that their relationships with young people are appropriate to the gender of the members, taking care that their conduct does not give rise to talk or speculation. Attitudes, demeanor, and language - all require care and particularly when staff of either sex are dealing with adolescent boys and girls.
- When young people seek advice on an individual basis the primary role of a CIY staff or volunteer is to listen to the member and refer him/her to qualified and competent sources of advice/counseling.

## **TRANSPORT**

- Avoid transporting a child/young person on your own. Try to ensure another worker is present with you in the vehicle or other children/young people are with you. If a situation occurs when you have to transport a child alone, ensure other leaders/ helpers know this is happening, and that the child is in the rear seat.

- Do not overcrowd the car. This will invalidate the insurance. Private cars cannot be used for hire or carrying passengers for reward. Special conditions apply to minibuses.

## **ADMINISTERING FIRST AID**

- At MOVE events and other residentials there will be basic qualified first aid volunteers.
- All leaders should ensure they have a means of getting help in an emergency.
- No team member should ever be alone with a child in isolation from others, other than in an emergency (and only if necessary) or if the arrangements have been approved in advance by CIY.
- Once first aid is administered an incident report form must be filled out soon afterwards and filed with the DLP or Designated First Aid Lead for the event.
- First Aid kits must be restocked and checked following an incident.

## **CONTACTS & RESPONSE**

- Emergency Contact list is to be made available to staff and available at events, with additional advice such as the hospitals that provide a children's emergency department.
- List of First Aid Qualified persons is to be recorded in the staff qualifications folder.

## APPENDIX IV      SUMMARY OF THE REFERRAL PROCEDURE

1. Allegation/suspicion/concern noted.
2. Report immediately to **Designated Liaison Person** concerned with child protection.
3. The **Designated Liaison Person** reports to **Social Services/Tusla and the local Garda Siochana Unit**
4. We will use the Tusla online portal for submitting the Child Protection Welfare Report and/or Retrospective Abuse Report.
5. The **Designated Liaison Person** will follow the advice given by the appropriate agency above.

### If the matter is to be taken further:

1. If in doubt, contact the Duty Social Worker at Tusla to advise as to how to proceed.
2. Contact Tusla. Provide all details, including a contact person/number for the event and advise if the alleged perpetrator remains on site. (the Designated Liaison Person should have a list of important telephone numbers).
3. It is assumed that Tusla will, if considered necessary, refer the case to the Garda Siochana.

**NOTE:**      *Remember, the important task of deciding whether or not abuse has occurred rests with the professional agencies. The existence of this method of referral adopted by CIY does not preclude the individual worker making direct contact with the agencies about it if he/she so chooses.*

**APPENDIX V**

**DISCLOSURE REPORT FORM**



*Staff and volunteers must use this form to record details of any suspicions of abuse you may have or any disclosures of abuse, which may have been made to you during a CIY event.*

**Complete this form and if necessary, contact the Designated Liaison Person for advice.**  
**N.B. All Forms must be returned ASAP to the Designated Liaison Person.**

Name & role of person completing this form:	
Programme/Event name:	Date form is completed:

**Details of child, young person or adult at risk:**

Name:	Address:
Contact number:	Gender : Date of birth:
Has the child been spoken to? <input type="checkbox"/> Y <input type="checkbox"/> N If so, what was said? ( <u>Record exactly in words used by child or young person</u> )	

**Parents/carers details:**

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, please provide details:	

**Details of reportee:**

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
	Responding to someone else's concerns	



**APPENDIX VI DESIGNATED LIAISON PERSON REPORT FORM**



**DESIGNATED LIAISON PERSON REPORT FORM  
STRICTLY CONFIDENTIAL**

Date & Time	
Event/Programme name	
Team Leader & Contact Details	
Volunteer	
Volunteer	

**1: Young Person's Details**

Name	
Address	
Age: D.O.B: Gender:	
Parent's Name Contact details	



**2: Nature of disclosure/allegation (in words used by young person)**

[Empty rectangular box for text entry]

**3: Discuss with STAFF/VOLUNTEER and note the following issues**

Disclosure/allegation made to:	
Who is the allegation about?	
Details: E.g., Time of disclosure/allegation, group or 1-to-1, others present	
Context: What led up to the disclosure and or allegation, in what context was it made?	
What was said to the young person by volunteer receiving disclosure/allegation?	
What was said to the young person about how the information would be handled?	

<p>What views (if any) did the young person express about how the information should be dealt with? (and to whom were these expressed?)</p>	
<p>Does the young person require medical care?  If yes, details of injuries:</p>	<p>[YES] [NO]</p> <p><u>Important Note:</u> Any practitioner must be advised of the allegation prior to medical treatment</p>
<p>Details of any additional action taken or discussion which has taken place at the event.(for example, has the young person been spoken to by anyone other than the original volunteer who received the disclosure?</p>	
<p>Who else at the event is aware of the disclosure/allegation?  In what context?</p>	

**4: Other relevant information (identify source)**

Information	Source

**7: Action Taken By Designated Liaison Person**

Was the threshold of harm reached to file a report?      Y [ ]    N [ ]

Was Tulsa consulted about this incident?                      Y [ ]    N [ ]

Name of the Duty Social Worker who gave advice?              Name :

Was the relevant form on the Tulsa online portal completed, printed, and filed BEFORE sending?

Y [ ]    N [ ]

Date/Time	Action /Persons contacted	Agreed further action

Notes

Signed:

Date:

NAME (Block Capitals)

**APPENDIX VII      Accident & Incident Report Form**



**Accident & Incident Report Form**

**EVENT:**  
**DATES:**  
**CIY Staff:**

*This form should be completed by a CIY volunteer team or staff member and returned to the CIY staff named above.*

Date and Time of Incident:

Type of activity:

Location of incident:

To whom was the incident reported:  
Name:

Address:

Phone number:

Date reported:

Time Reported:

Name of Injured Person:

Address:

Postcode:

Phone Number :

Date of Birth

Group Name:

Give a brief description of the incident (a full statement of facts should be included on page 2 of this form.)

Did the injured person (complete all that apply)  
Receive first aid [ ]      If so what:

Who provided first aid treatment? :

Go to A&E [ ]      Visit Doctor [ ]  
Stay in Hospital [ ]      Go Home [ ]

Name of Doctor/Hospital:  
What treatment was given:

Name and addresses of the main witness(es) to incident:

I certify that the particulars supplied herein to true and to the best of my knowledge and belief.

SIGNATURE \_\_\_\_\_      DATE \_\_\_\_\_

CIY Staff [ ]      CIY Volunteer [ ]

**Give a full description of the incident and response**

## **APPENDIX VIII      STAFF AND VOLUNTEER CODE OF CONDUCT**

As an organisation, Christ In Youth is committed to the welfare and protection of Children and Young People and as such has put in place systems to ensure that Children, Young People and all working with them at CIY are protected from any form of abuse or unwarranted accusation.

You are asked to confirm your assent to the following:-

1. If you have any concerns regarding the welfare and protection of Children and Young People, or any concerns are expressed to you by any person, these should be passed immediately to the CIY Designated Liaison Person, who can be contacted via the Director or Programme Coordinator for each event. The Designated Liaison Person (or DDLP) are available 24 hours per day throughout CIY events to ensure that any concern is appropriately addressed.
2. We will reduce likely situations for abuse of children and help protect staff and volunteers by ensuring that all staff, and others on site NEVER:-
  - Allow children to use inappropriate language unchallenged
  - Spend time alone with children or young people away from others
  - Let allegations a child makes go unchallenged or unrecorded
  - Make sexually suggestive comments about or to a child even in fun
  - Engage in rough physical or sexually provocative games, including horseplay
  - Engage in private phone or social media messages that other people cannot see.
  - Allow or engage in inappropriate touching of any form
  - Do things of a personal nature for children that they can do for themselves
3. General code of conduct for staff and volunteers.
  - During events we ask that no romantic attachments are pursued amongst the team.
  - No mixed sleeping arrangements are allowed on site other than married couples

#### 4. Health and Safety

- No one should behave in such a manner or undertake any activity or operation that would put others or themselves in danger of injury or harm.
- All team members (staff and volunteers) must follow out the Health & Safety instructions given by their team leaders
- If anyone has particular concerns about Health & Safety on site, they should immediately inform their team leader or go directly to the Event Co-ordinator.

#### **Staff and Volunteer Child Protection Declaration**

As a member of staff or volunteer at Christ in Youth, I am happy to adhere to the above guidance.

Name:

Address:

Signed:

Date:

I can also personally declare that I have had no arrests, convictions, or pending convictions in relation to child offences of any kind. I can also declare that I am not under any suspicion of any such offence.      Yes  No

Signature:

Date:

**(Signed copy to be retained by CIY Team)**



## **APENDIX IX COLLABORATIVE EVENTS WITH OTHER ORGANISATIONS**

CIY will only work with organisations that have their own Child Protection Policy and are responsible for the recruitment and management of their own staff and volunteers, including meeting the legal requirements of Garda Vetting.

CIY may ask to view the Child Protection Policy of an organisation that they work with on joint events.

CIY is responsible for the recruitment and vetting process of their own staff and volunteers.

In the event of a collaborative residential event, CIY reserves the right to ask the other organisations Vetting Officer for written confirmation of Garda Vetting of staff and volunteers involved.

## APPENDIX 10 RISK ASSESSMENT TEMPLATE FOR MOVE CAMP – CHILD PROTECTION

Potential Risk	Potential Impact	Steps to mitigate risk	CIY's actions in place	Assessment of:			Planned action	Responsible Person
				Low	M	High		
<b>Child protection incident or allegation</b>	Disclosure Abuse False Allegation	Follow CIY child protection policy	All CIY staff and volunteers for MOVE have gone through CIY child protection training including vetting				Follow the Child Protection Policy	Jasper Rutherford (DLP) or Deputy DLP
		All leaders from Churches have gone through the appropriate child protection procedures including Garda vetting / Access NI	Grounds are secure and security guarded with no unknown adults on premises.				Report any concerns to Designated Liaison Person	Jasper Rutherford (DLP)
		Young people should never be alone with adults	Remind leaders and volunteers of the Child Protection Procedure in team briefings at Camp				Fill in incident report forms in accordance with the incident	Jasper Rutherford (DLP) or Deputy DLP
	Police Incident/ Prosecution							
	Tulsa/Social Services	Follow and merge Risk Assessments given by school/campus	Check with School before event				Follow up with any required response	Jasper Rutherford (DLP) in conjunction with Denise Nichol or other School Rep
	Organisational Liability							

DATE CARRIED OUT \_\_\_\_\_ SIGNED \_\_\_\_\_

**KEY:** L = Low likelihood of occurrence

M = Medium likelihood

H = High Likelihood

(1 to 5 Scale – Very Unlikely 1, Very possible 5)