

CHRIST IN YOUTH

Child Protection Policy

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

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CHRIST IN YOUTH

INTRODUCTION

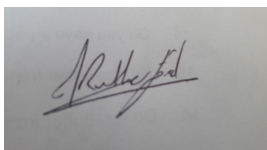
Christ In Youth is an interdenominational and international Christian youth organisation which originated in USA in 1968. Christ In Youth Europe was birthed in Ireland in 2016. At CIY we believe that God has uniquely and specifically equipped every young person to be a Kingdom worker. In response to 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

September 2018

CHRIST IN YOUTH EUROPE

Child Protection Policy Statement

1. Reflecting our aim to follow Biblical principles and recognising the value that Jesus gives to children and young people, we in CIY EUROPE seek to ensure the physical, emotional and spiritual well being 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 the working definitions of abuse detailed in *“Our Duty to Care” – The Principle and good practice for the protection of children and young people.*(Department of Health and Children booklet --Section Five)
3. In line with the advice from *“Children First: National Guidelines for the Protection and Welfare of Children”* (DH&C 1999 Section 6.7.2) Christ In Youth will ensure that a *Designated Officer* is appointed. The *Designated Officer* 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. Follow carefully 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 Health Board.
7. Assist and co-operate fully with any Health 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 is due to be reviewed in September 2021

Christ In Youth Child Protection Policy Statement.

“It is the policy of Christ In Youth Europe to safeguard the well being 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.”

Purpose of the Policy

Christ In Youth has adopted this Code of Practice 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

Project Director - refers to the principal staff manager and co-ordinator of the event

Staff member - refers to any person paid or voluntary who is involved in leadership of any way or on any of the CIY organising teams.

Volunteer – Any person vetted through CIY's procedures to be a member of a team and reporting to a Team Leader.

Designated Liaison Person – 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.

Child Abuse is defined in the appendix I of this document.

The Code is the CIY Child Protection Code

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.

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.

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 by the Designated Officer 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 Team Leader a.s.a.p. 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...

1. Promote the general welfare, health and personal development of children and protect them from harm of all kinds.
2. Recognise that children have rights as individuals and treat them with dignity and respect.
3. Raise awareness about what children are entitled to be protected from.
4. Adopt and consistently apply a thorough and clearly defined method of recruiting and selecting staff and volunteers
5. Plan the work of the organisation so as to minimise opportunities for children to suffer harm.
6. Plan an appropriate response procedure in relation to accidents and complaints and to alleged or suspected incidents of abuse.
7. 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:

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

RECRUITMENT PROCEDURES

Due to the numbers of children, young people and adults with learning difficulties who may attend CIY events all staff posts are designated as regulated and therefore all staff will be checked under Garda Síochána regulations prior to appointment.

Anyone wishing to volunteer as staff at CIY events, whether in a temporary or permanent role, in a paid or voluntary capacity must:

1. sign a declaration to the effect that he/she has not been investigated charged or convicted of any offence relating to children before taking on a position of responsibility within CIY and shall sign a consent form agreeing that a Garda check may be undertaken on their details.
2. give a written commitment to abide by the Christ In Youth Child Protection Code and undertake all the relevant training made available to him/her
3. be made fully aware of all duties and responsibilities pertaining to the appointment and the CIY Child Protection Policy.
4. obtain two references, including at least one from the individual's current pastor or priest.
5. each worker or volunteer will serve a probationary period following which the appropriate team leader will review their suitability for the post.
6. an inexperienced new worker may initially be required to assume an assisting role with a more experienced worker.
7. a member of the Child Protection Team will sanction all appointments.

Staff Undertaking

All staff of Christ In Youth are expected to adhere to our Code of Conduct and in particular will:

1. Report to the Director and Designated Liaison Officer any suspicion or misgivings he/she may have concerning inappropriate behaviour or circumstances affecting children and must co-operate in reporting the details to the appropriate civil agencies.

2. Should ensure as far as is reasonably practicable that he/she is not left alone with a child.
3. Shall have a basic knowledge of the nature and signs of child abuse
4. Should know how to respond should a child make a disclosure of abuse

Staff 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:

1. 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.
2. Travel alone with a child in a car or mini-bus, where this is unavoidable the child should sit in the back seat.
3. Engage in rough games with children.
4. Engage in sexually provocative games/contact/behaviour/discussion.
5. Allow or engage in any form of inappropriate touching.
6. Engage with private messages on a smart phone that can not be seen by others.
7. Use corporal punishment
8. Allow children to use inappropriate language unchallenged
9. Make sexually suggestive comments about or to a child, even in fun
10. Allow an allegation made by a child to go unchallenged or unrecorded
11. 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 II

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 will have their names forwarded to the appropriate authorities in regard to having their name placed on the Disqualified from Working with Children List.

Training

All staff and volunteers are required to undergo basic Child Protection Training in advance of their involvement in activities with CIY. Training evenings are provided throughout the year and are facilitated by members of CIY or by Designated Liason Officers. 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 it's implementation at events.

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 Code.

DO'S AND DON'TS

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 it and inform the Child Protection Designated Liaison Officer. They will then manage the issue from there and be responsible for informing the relevant authorities, etc. 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 a member of the Child Protection team will need to be told 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 'allegations' as soon afterwards as possible to maintain accuracy. Report immediately to the Designated Liaison Person.

DO

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

DON'T

1. Panic
2. Ask leading questions
3. Make the child repeat the story unnecessarily
4. Promise to keep secrets
5. Enquire into the details of abuse
6. Delay
7. Start to investigate
8. Communicate with any person directly accused

RECOGNISING, RESPONDING AND REPORTING ABUSE.

REPORTING ARRANGEMENTS

It is only the Designated Liaison Officer that will report 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:

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

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 beneficial.

CONFIDENTIALITY TOWARDS FAMILIES

When handling any matter of disclosure it is vital that we 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.

CHILD PROTECTION GUIDELINES FOR RECRUITMENT and VETTING of STAFF and VOLUNTEERS

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

All volunteers are required to complete an application with declaration that they have not had any offences in relation to children.

All staff and volunteers must provide, on their application form, the names of two referees who can give character references. One of whom who has knowledge of their local church or another Christian ministry experience.

All staff and volunteers must be Garda vetted by Christ In Youth. Volunteers from overseas or who have been living in Ireland or Northern Ireland for less than 2 years must provide additional police checks. For those from overseas we require evidence of their own vetting certificates.

All volunteers must also attend an in-house training session on child protection and our child protection procedures.

The Designated Vetting Officer must process the Garda vetting forms from staff and volunteers, check the application and reference forms and where necessary contact the referees for any further clarification or information.

The Vetting Officer 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).

If the Vetting Officer is in doubt about the suitability of a potential volunteer or staff member, he/she will bring it to the attention of the Director.

The final decision to reject a volunteer is a matter for European or Associate Director and he/she is not obliged to provide a reason for this decision.

In certain circumstances a refused application may be reviewed by the Vetting Officer after one year and a recommendation made to the Director who will decide in the matter.

It is the responsibility of the Designated Child Protection Officer and Board of Trustees to ensure that all volunteers are 'approved' volunteers prior to any CIY event.

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 prior to employment. In addition, any staff from overseas or who have been resident in the Republic of Ireland or Northern Ireland for under two years will be required to provide additional background checks.

Christ In Youth requires that Garda Vetting be completed again after three to five years. All volunteers and relevant CIY staff members will be required to go through the Garda vetting procedures every three or five years.

What can CIY staff and volunteers do to protect themselves against allegations of abuse?

- 1.** Staff and volunteers should be familiar with and follow the guidelines given in 'Our Duty to Care' produced by the Department of Health and Children. Staff and volunteers of residential activities should also be familiar with and follow the guidelines and procedures contained in this CIY document which provides you with instructions on what actions you are required to take in these situations.
- 2.** It is the policy of CIY that no staff or volunteer should ever be alone with children in isolation from others, other than in an emergency, unless this is absolutely necessary and the arrangements have been approved in advance by CIY.
- 3.** On a residential event like MOVE, sleeping accommodation for the staff and volunteers, where possible, should be separate from that used by the children and young people, but within easy reach. Where dormitory arrangements make this impossible, or when under canvas, there should be at least two adults with each group. Separate sleeping accommodation should be provided for males and females. This will be supervised to ensure it is adhered to.
- 4.** No staff or volunteer should be accepted on a CIY team without completing the necessary forms and providing the necessary references and undergoing the vetting procedures as outlined above.
- 5.** All staff and volunteers should receive child protection training provided by CIY. Each staff/volunteer should be familiar with the contents of the CIY Child Protection Policy, Guidelines and Procedures. Staff and

volunteers who lead teams should also give consideration to how these guidelines apply specifically in their own situation and communicate this clearly to the volunteers on their team.

6. Have a copy of the '*CIY Child Protection Policy Guidelines and Procedures*' document available to be read.

IMPORTANT CONTACT INFORMATION

CHRIST IN YOUTH HEAD OFFICE:

4 Idea House, Killarney Road Business Park, Bray, Co Wicklow:

Phone:

EUROPEAN DIRECTOR:

Jasper Rutherford: (0044 7917357345)

ASSOCIATE DIRECTOR:

Johan van der Flier: (0877990259)

DESIGNATED LIASON OFFICER:

Jasper or Johan unless otherwise stated.

VETTING OFFICER:

Sarah Campbell: (0879036337)

TUSLA:

www.tusla.ie

info@tusla.ie

(01 – 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
 eg. 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

Behavioural indicators

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

Frequent vomiting

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.

Teenage abuse is a growing concern; this is when older children abuse younger children or even their peers. It is very important that this is stopped as soon as it is discovered for the sake of both the victim and the abuser, for whom it could become a dangerous habit. The sooner you take action, the more likely it is that the abuse will stop and that the child will recover from their experiences.

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.

Do's 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. Only in an emergency can a concession.

APPENDIX III

CONTACT WITH CHILDREN AND YOUNG PEOPLE

PRIVATE MEETINGS WITH MEMBERS

1. 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.
2. 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.
3. Where possible another member or another adult should be present or nearby during the interview/meeting.

PHYSICAL CONTACT WITH MEMBERS

1. 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.
2. 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.
3. 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.

4. 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.
5. 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.
6. 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.
7. 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

1. 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.
2. 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

1. 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.
2. 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

1. At MOVE events and other residentials there will be basic qualified first aid volunteers.
2. All leaders should ensure they have a means of getting help in an emergency.
3. 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.
4. Once first aid is administered an incident report form must be filled out soon afterwards and handed to the Director or PC or Designated First Aid person for the event.
5. First Aid kits must be restocked and checked following an incident.

Contacts & Response

1. Emergency Contact list is to be made available to staff and volunteers, with additional advice such as the hospitals that provide a children's emergency department.

2. List of First Aid Qualified persons is to be recorded in the staff qualifications folder.
3. Emergency action plan is to be put in place with the location manager and staff and volunteers are to undertake training in the implementation of this at each venue.

APPENDIX IV

SUMMARY OF THE REFERRAL PROCEDURE

1. Allegation/suspicion/concern noted.
2. Report immediately to Designated Officer concerned with child protection.
3. The Designated Child Protection Officer reports to **Social Services/Tulsa and Garda Siochana Unit**
4. The Designated Officer 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 Tulsa to advise as to how to proceed.
2. Contact Tulsa. 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 Tulsa 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 by a child 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 of
volunteer _____

Date of this report _____ Time

Camp/Mission Leader(s)

Name of child _____ D. O. B.

Age of child _____ MALE FEMALE

Parent's name

Have the parents been spoken to?
If so, what was said?

Yes

No

Has anyone been alleged to be the abuser?
If so, record details:

Yes

No

Action taken by team leader or small group leader:

NOTE: This form must not be completed by a person under 18 years. If the allegation was made to a volunteer under 18 years state the name of the person that this information was taken by.
Also if it is the case that the person to whom the allegation was made is under 18 years the Designated Liason Person should inform the volunteer's parents of the process being followed.

IF PERSON TO WHOM ALLEGATION WAS MADE IS UNDER 18 YEARS STATE:

HIS/HER NAME: _____

DETAILS OF PERSON COMPLETING THIS FORM:

NAME _____ OCCUPATION

ADDRESS

—

—

TEL NO _____

NATURE AND EXTENT OF CONTACT WITH CHILD.

Signed _____ **(Volunteer)**

Signed _____ **(Team Leader)**

APPENDIX VI

STRICTLY CONFIDENTIAL

DESIGNATED LIAISON OFFICER REPORT FORM

Date & Time	
Event/Camp Name	
Team Leader Name & Contact Details	
Volunteer	
Volunteer	

1: Young Person's Details

Name	
Address	
Age/D.O.B	
Male or Female	
Parent's Name and contact details	

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

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

Disclosure/allegation <u>made to:</u>	
Who is the allegation <u>about?</u>	
Details: Time of disclosure/allegation Group or 1-to-1 Others present	

<p>Context:</p> <p>What led up to the disclosure/allegation, in what context was it made?</p>	
<p>What was said to the young person by volunteer receiving disclosure/allegation ?</p>	
<p>What was said to the young person about how the information would be handled?</p>	
<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?</p> <p>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.</p> <p>(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 ?</p> <p>In what context?</p>	

4: Other relevant information (identify source)

Information	Source

5: If an allegation is made about a Volunteer:

What is the current Status/Location of Volunteer?	
Action to be taken by Team Leader regarding volunteer (s)	The Team Leader must be asked if they clearly understand the agreement/instruction. [Note any concern/disagreement expressed here].

6: Responding to the caller

<p>Agreement on action to be taken by Designated Liaison Person</p> <p>Note any concerns or disagreement voiced by Team Leader</p>	
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<p>Return contact agreement:</p> <p>Who? When? How?</p>	
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Arrangements for dealing with young person meantime	
Other relevant Matters from call	

7: Action Taken By Designated Liaison Person

Date/Time	Action /Persons contacted	Agreed further action

Notes

Signed: _____ Date: ____/____/____.

NAME (Block Capitals) _____

APPENDIX VII

**INCIDENT REPORT FORM
CHRIST IN YOUTH**

(Not An Allegation Of Abuse)

NAME OF EVENT _____

DATE OF EVENT _____

LOCATION _____

DIRECTOR _____

CHILD/S:
NAME _____

ADDRESS _____

TEL NO _____

DESCRIBE WHAT HAPPENED:

(child/s names, ages, nature of incident, leaders or volunteers involvement etc – use a separate sheet if necessary. Please give names of all children and leaders involved with incident.)

DESCRIBE WHAT ACTION WAS TAKEN:

(by both children and volunteers and any medical attention; if the parents were contacted or what follow up took place etc.)

WHO WITNESSED INCIDENT:

(volunteers, children & contact details)

WHO WAS THE INCIDENT REPORTED TO:

(CIY Staff; parents/guardians, Doctor)

WAS MEDICAL ATTENTION GIVEN AND BY WHOM:

(name of nurse or doctor and detail any medical attention or medication given etc.)

GENERAL COMMENTS:

SIGNATURE _____

DATE _____

APPENDIX VIII

CHRIST IN YOUTH - STAFF CODE OF CONDUCT UNDERTAKING

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 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:-
 1. Allow children to use inappropriate language unchallenged
 2. Spend time alone with children or young people away from others
 3. Let allegations a child makes go unchallenged or unrecorded
 4. Make sexually suggestive comments about or to a child even in fun
 5. Engage in rough physical or sexually provocative games, including horseplay
 6. Engage in private phone or social media messages that other people can not see.
 7. Allow or engage in inappropriate touching of any form
 8. Do things of a personal nature for children that they can do for themselves
9. General code of conduct for staff and volunteers.
 1. During events we ask that no romantic attachments are pursued amongst the team.

2. No mixed sleeping arrangements are allowed on site other than married couples

3. Health and Safety
 1. 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.
 2. All team members must follow out the Health & Safety instructions given by their team members and comply with instructions in the CIY Health and Safety Policy Guide
 3. If anyone has particular concerns about Health & Safety on site they should immediately inform their team leader or go directly to the H&S Advisor

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

Signed _____

Name

Address

Date

(Signed copy to be retained by Admin Team)

CHRIST IN YOUTH

APENDIX IX

INFORMATION SHARING DOCUMENT – CIY USA

This agreement is between ***Christ In Youth Europe*** and ***Christ In Youth USA*** where ***Christ In Youth USA*** is placing volunteers/staff into relevant work in ***Christ In Youth Europe*** for the purposes of CIY Europe summer events and outreach activities.

Christ In Youth USA will obtain vetting and police disclosures from the appropriate vetting authorities in USA (in line with the legislation which includes the verification of ID) for its own staff/volunteers and will in turn pass on a vetting disclosure to ***Christ In Youth Europe*** for all vetting subjects where the work they are doing is deemed to be relevant work.

Christ In Youth Europe agrees to receive this vetting disclosure and hold it on file for the period of time that the vetting subject is working/volunteering in their organisation in a safe manner in accordance with the data protection act.

Christ In Youth Europe

Christ In Youth USA

CHRIST IN YOUTH

INFORMATION SHARING DOCUMENT – Alpha Ireland

This agreement is between **Christ In Youth** and **Alpha Ireland** where **Alpha Ireland** is placing volunteers / staff into relevant work in **Christ In Youth** for the purposes of CIY summer events and outreach activities.

Alpha Ireland will obtain vetting disclosures from the Garda Vetting Bureau (in line with the legislation which includes the verification of ID) for its own staff/volunteers and will in turn pass on a vetting disclosure to **Christ In Youth** for all vetting subjects where the work they are doing is deemed to be relevant work.

Christ In Youth agrees to receive this vetting disclosure and hold it on file for the period of time that the vetting subject is working/volunteering in their organisation in a safe manner in accordance with the data protection act.

Christ In Youth Europe

Alpha Ireland

CHRIST IN YOUTH

INFORMATION SHARING DOCUMENT – Scripture Union Ireland

This agreement is between **Christ In Youth** and **Scripture Union Ireland** where **Scripture Union Ireland** is placing volunteers / staff into relevant work in **Christ In Youth** for the purposes of CIY summer events and outreach activities.

Scripture Union Ireland will obtain vetting disclosures from the Garda Vetting Bureau (in line with the legislation which includes the verification of ID) for its own staff/volunteers and will in turn pass on a vetting disclosure to **Christ In Youth** for all vetting subjects where the work they are doing is deemed to be relevant work.

Christ In Youth agrees to receive this vetting disclosure and hold it on file for the period of time that the vetting subject is working/volunteering in their organisation in a safe manner in accordance with the data protection act.

Christ In Youth Europe

Scripture Union Ireland

