

# *Youth 2000 Ulster*

## *Safeguarding Children and Young People : Youth 2000 Ulster Child Protection Policy and Procedures*



Youth 2000 GiFS Retreat 2008



Youth 2000 Newry Retreat 2009

Approved by the NSPCC and reviewed by the Youth 2000  
Ulster Service Team  
10 November 2011

**BEST PRACTICE IN SAFEGUARDING AND PROTECTING  
CHILDREN AND YOUNG PEOPLE**

Youth 2000 Ulster



... @ Youth 2000 Events

*"Youth Leading Youth to the Heart of the Church"*



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Foreword from the National Leader of Youth 2000 Ireland

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

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

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

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

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James Mahon  
National Leader Youth 2000 Ireland  
November 2011

## Youth 2000 Ulster

### Guiding Principles

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

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

“Acceptance, love, esteem ... emotional, educational and spiritual concern for every child that comes into this world should always constitute a distinctive, essential characteristic of all Christians...” (Pope John Paul II; “The Christian Family in the Modern World”, 1981 para. 26).

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

### Mission and Nature of Youth 2000

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

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

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

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

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

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

## Youth 2000 Ulster

### How to use this Document

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

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

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

Designed in this way the Youth 2000 Child Protection Policy and Procedures should be a working document which allows volunteers to know what needs to be in place to protect children from harm. The Youth 2000 Ulster Child Protection Policy and Procedures will also be reviewed annually by the National Child Protection Teams.

For the purpose of these policies a child is defined as a person under the age of 18 years as defined in the Children (Northern Ireland) Order (1995)

## Youth 2000 Ulster

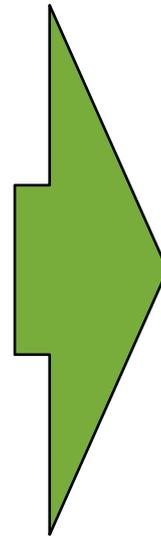
### Regional and National Structures

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

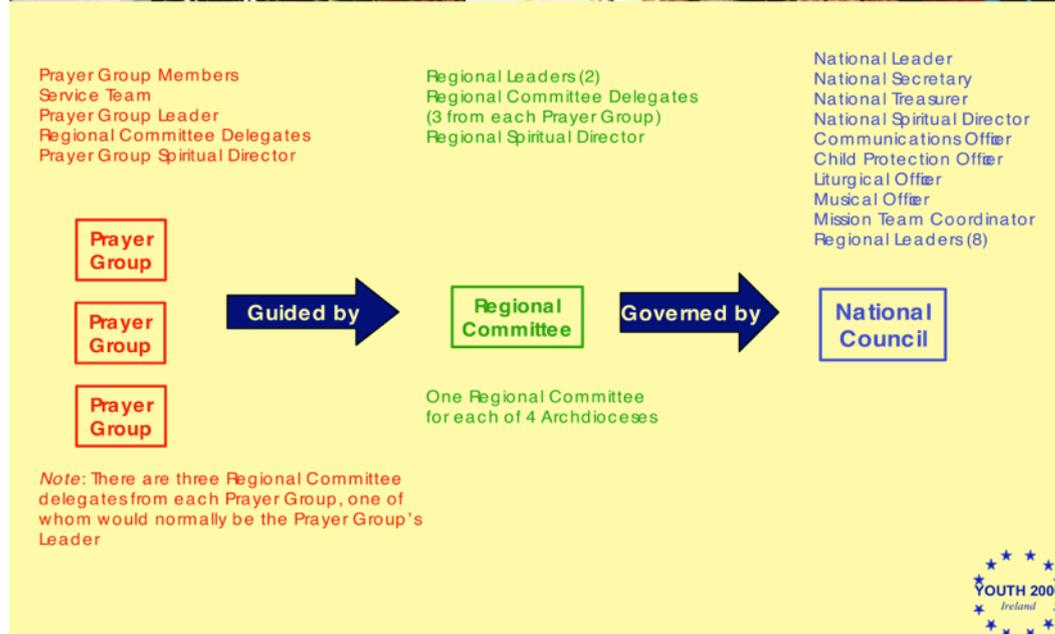
Nationally:

Regionally:

Regional Leaders x 2  
 Assistant Regional Leaders x 4  
 Designated Child Protection Officer  
 Assistant Designated Child Protection Officer  
 Regional Music Ministry Co-ordinator  
 Regional Spiritual Director  
 Regional Facilities Co-ordinator



Youth  
 2000  
 Ulster  
 Service  
 Team



### Role of the Youth 2000 Designated Child Protection Officer

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

The Designated Child Protection Officer will:

- Operate within the Youth 2000 Ulster Child Protection Policy and Procedures and Government (Legal) guidelines concerning Child Protection.
- Report suspicions and allegations of child abuse to the statutory authorities, i.e. Social Services or the PSNI.
- 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 Regional and National Leader, and at his/her discretion the National Council will be advised, of a case or suspicion of abuse
- Advise on good practice
- Facilitate training on Child Protection and Safeguarding to Youth 2000 Volunteers
- Maintain proper records on all cases referred to him/her in a secure and confidential manner
- Keep up to date on current developments regarding provision, practice, support services, legal obligations/requirements and policy
- Ensure the adequate provision of guardians at Retreats and residentials
- Ensure that the Youth 2000 Ulster Child Protection Policy and Procedures is upheld at all official Youth 2000 events
- Revise and update the Youth 2000 Ulster Child Protection Policy and Procedures along with the National Child Protection Teams
- Revise the codes of conduct along with the National Child Protection Teams

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

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

Youth 2000 Ulster Designated Child Protection Officer:



*Mrs. Roisin Scullion:*

*Contact Details...*

Tel : 07742871493

Email : roisnmck@gmail.com

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

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

The Designated Officer(s) will then:

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

### Concerns on location at a Youth 2000 Retreat

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

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

He/she will be familiar with the Youth 2000 Ulster Child Protection Policy and Procedures and pass on any referrals to the Designated Child Protection Officer who will report, as appropriate, to the statutory bodies as is their legal and moral responsibility. It is also the responsibility of the

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designated person to ensure that all adult leaders and active volunteers are aware of and familiar with the Youth 2000 Ulster Child Protection Policy and Procedures, have been Access NI vetted, and have received the relevant Youth 2000 Volunteer Training.

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

The role of the designated Child Protection Officer is further detailed in the Statutes of Youth 2000 and in the Youth 2000 Retreat Manual. A copy of these is to be held by the Designated Child Protection Officer, and can be obtained from the National or Regional Leader, or the National Officer.

## WHAT IS A CHILD PROTECTION POLICY?

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

It details:

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

The Youth 2000 Ulster Child Protection Policy and Procedures:

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

The Youth 2000 Ulster Child Protection Policy and Procedures are designed as guidelines for all those whose work in Youth 2000 brings them into contact with children and young people under the age of 18 years.

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

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

## WHY DO WE HAVE A Policy and Procedures?

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

The relevant legislation relating to child protection in Northern Ireland is:

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

The above legislation underpins the Youth 2000 Ulster Child Protection Policy and Procedures and is neither exclusive or exhaustive.

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

The relevant Guidance relating to child protection in Northern Ireland is:

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

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### Our “Three Pillars”

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

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

- Be Access NI vetted BY YOUTH 2000 ULSTER and complete the Youth 2000 Ulster Internal vetting (inc. completion of the Official Volunteer Application form as well as providing two Referees (who will subsequently be contacted by Youth 2000).
- Attend an Official Youth 2000 Training Session (this training session highlights the key messages of our Youth 2000 Ulster Child Protection Policy and Procedures and has safeguarding awareness as its focus.)
- Be familiar with and adhere to Youth 2000 Ulster Child Protection Policy and Procedures.

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

*What is the definition of ‘regulated activity’?*

Regulated activity is defined as:

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

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

*Why do we need a Youth 2000 Ulster Child Protection Policy and Procedures?*

It is both a legal and moral requirement to inform volunteers about the behaviour required of them when they engage in work with children and young people. Policy and Procedures protect both children and young people and the volunteers by informing them clearly and succinctly how to

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behave towards children and young people, and, what to do if they have a concern regarding Child Protection.



Youth 2000 Newry Retreat 2010

## WHAT DO WE MEAN BY CHILD ABUSE?

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

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

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

### Physical abuse

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

### Sexual abuse

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

### Emotional abuse

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

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

### Neglect

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

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stimulation or lack of supervision. It may also include non-organic failure to thrive.

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

### *Abuse of children and young people with a disability*

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

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

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

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

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

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

The above definitions are adapted from:

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

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

### *Racism*

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

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

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

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

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

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

### *Other Forms of Abuse*

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

### *What is bullying?*

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

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

The most common experiences of adult bullying are:

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

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

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

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

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

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

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

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



## ALLEGATIONS OR CONCERNS

### Dos

- If a child makes an allegation of abuse, LISTEN!
- Act and speak in a reassuring way
- Notify Designated Person for Child Protection of allegation or suspicion
- Act immediately on any serious suspicion or allegation of physical or sexual abuse

### Don'ts

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

### *What next?*

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

- Reassure the child he/she is in no way to blame for what has happened.
- Do not promise to keep it a secret, but do promise confidentiality so that the child can be helped.
- Contact the Child Protection Officer (or the Designated Person responsible for Child Protection Concerns for that retreat) who will then follow the procedure as stipulated to meet Northern Ireland's legal requirements regarding a disclosure of alleged abuse
- As soon as possible afterwards, write down, (is there an identified form which they complete, if so please state what it is called, what do they do with this form or paper, my advise would be to give it to the designated officer to keep in a safe and secure place ) what you have been told in a clear and detailed way, sign this and write on the date and time of the alleged disclosure
- Record how the child came to tell you of the abuse and your relationship with the child.

Youth 2000 Training Day 2010

### *Protecting Yourself*

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

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

### *Dealing with Allegations, Disclosures and Suspicions*

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

Allegations, disclosures or suspicions which are not directly linked to Youth 2000

Any reasonable suspicion of abuse or disclosure of abuse by a child must be responded to. In instances where there is a disclosure of alleged abuse at a Youth 2000 event and the instance is of abuse which is alleged to have happened elsewhere, i.e. beyond the sphere of Youth 2000, the Youth 2000 volunteer still must fulfil their obligation to follow Youth 2000 Child Protection procedure, by recording the instance and passing the information on to the Designated Child Protection officer immediately.

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

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

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

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

(Co-operation to Safeguard children 2003)

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

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

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

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

- Inform the Youth 2000 Child Protection Officer (or Designated Person for that retreat) of the concerns. (Note: the Designated Person may also consult a Regional Leader/person of highest authority to aid discernment in particular cases)
- Make a written account of the disclosure as soon as possible, sign and then date the written account with the time of disclosure and the time of recording.

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

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

Where appropriate the Designated Child Protection Officer will inform the child of what is happening and that it will be necessary to involve other adults, whilst at the same time offering continued reassurance that they have done the right thing in telling and making the disclosure.

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

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

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

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### Youth 2000 Ulster and dealing with Allegations, Disclosures and Suspicions

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

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

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

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

*Who should it be reported to?*

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

*When should it be reported?*

As soon as possible. Do not delay!

*Why should it be reported?*

To allow those with responsibility to take appropriate action.

REMEMBER!

Sometimes it is difficult to decide what to do when something is bothering you about a child or the conduct of someone towards a child, perhaps all you want to do is to talk to someone about it, and check out the best thing to do.

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

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### *Conclusion*

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

Youth 2000 will co-operate at all times with the relevant statutory authorities.

The procedures contained herein do not preclude anyone in his/her capacity as a private citizen, from making a report to relevant statutory authority in relation to any suspicions or information they may have in relation to possible child abuse.

The above procedures will be reviewed annually.



### Code of Discipline for Youth 2000 Retreats/Missions (and all 'regulated' activities within Youth 2000)

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

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

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

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

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

STRIKE 3 - Offender is asked to leave the Youth 2000 event (retreat, mission or otherwise), their third offence will be recorded and these will later be reviewed the respective Regional Leaders or National Leader to determine if they will be welcome at future Youth 2000 events.

This applies to instances of rule breaking or inappropriateness that do not require immediate forwarding to statutory authorities. Rules at retreats are clearly outlined at the beginning of retreats and are available to retreat participants over the course of the weekend. In other cases where people may not be clearly breaking the rules but are making nuisance, then this will be determined and decided by the respective Regional Leaders, National Leader or Acting person of highest authority.

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

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In the event of the Youth 2000 Participant being less than eighteen years of age three strike rule will continue to be implemented with the exception that upon strike three the parents or legal guardians of the child will be notified and the reasons for the disciplinary action will be explained. The parents or legal guardians will then be requested to collect the child from the venue.

If the parents or legal guardians are unable or unwilling to collect their child, the decision to drop the child home will be taken by the Regional Leaders or National Leader along with the Designated Child Protection Officer. In this case, two members of the Retreat or Mission Team will facilitate the lift home. If there is no suitable person there to meet the child then the relevant Statutory authorities may be contacted, i.e. Social services and/or the PSNI.

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



### Youth 2000 Ulster Policy Statement on... Photography

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

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

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

Photos are therefore not permitted outside of the above situations, however if photos are taken by individuals, Youth 2000 officials will remind them that they are not permitted to take photographs at Youth 2000 events.

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

### And... E -Safety

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

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

Emails are distributed via the Official Youth 2000 Ireland database where all personal details are kept and in accordance with the 1988 Data Protection Act. It is Youth 2000 Ulster's policy not to share the email addresses or contact details of those under-18 beyond the organisation, and that additional contact on behalf of Youth 2000 via personal email should adhere to the Youth 2000 Ulster Child Protection Policy and Procedures, and be approved by the Ulster Regional Leader.

Youth 2000 Ulster also stipulates that volunteers in regulated activity should adhere to the Youth 2000 Ulster Child Protection Policy and Procedures should they contact an under-18 person regarding official (as decreed by the Ulster Regional Leaders) Youth 2000 business, and that if they do so in a context beyond Youth 2000 matters on a personal issue then they are again to do so adhering to the appropriate guidelines

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outlined in the Youth 2000 Ulster Child Protection Policy and Procedures, and the overarching National guidelines and Legislation, as this is best practice in Child Protection and safeguarding. It should also be noted that Youth 2000 Ulster will review the suitability of an individual to place themselves at, or take part in, a Youth 2000 Ulster event using all the information at their disposal, including their noted actions beyond their Youth 2000 experience, i.e any inappropriate behaviour outside the Youth 2000 context will be used and assessed in determining a persons suitability to be at or in a Youth 2000 event.

Regarding social networking, Youth 2000 Ulster presently has a Facebook page and this in turn is regulated by its administrators (who will be one designated person as decreed by the Ulster Service Team, and at least one of the two Ulster Regional Leaders).

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

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

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

However, should individuals make contact in a personal context beyond a Youth 2000 Ulster setting or business, they are again expected to adhere to the appropriate guidelines outlined in the Youth 2000 Ulster Child Protection Policy and Procedures, and the overarching National guidelines and Legislation for contact with under-18s, i.e. all contact should be conducted in an appropriate manner, foul or suggestive language is to be avoided and site members are to be aware that they are accountable for their actions with any and all inappropriate contact being referred to the relevant authorities. This list is neither exclusive or exhaustive.

Youth 2000 Ulster will again apply a Three Strike policy regarding any such breaches of its Youth 2000 Ulster Child Protection Policy and Procedures, and assess each depending upon severity. If inappropriate

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contact or comments are made then the Administrators, together, reserve the right to remove a person from the group and remove any comments that they feel are inappropriate from the forum.

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

The three strike policy here therefore will be as follows:

- 1) (a) Mildly inappropriate comment will result in a warning presented from Youth 2000 Ulster Designated Child Protection Officer and Regional Leader to the individual. Member will be reminded that this is inappropriate and outside the guidelines and requirements of the appropriate guidelines outlined in the Youth 2000 Ulster Child Protection Policy and Procedures.
- (b) Upon second breach (as above) a further second warning will be issued, and the member will be informed that further breaches however minor will result in their being removed as a member from the Facebook site, and their status as a Youth 2000 patron will come under review by the Ulster Regional Leaders as to their suitability or presence at Youth 2000 events.
- (c) Upon third strike the individual will be removed from the Youth 2000 Facebook page and they will be put on review as to whether they will be welcome at Youth 2000 events or removed from the database, and this will be at the discretion of the Ulster Regional Leaders and the Youth 2000 National Council, where the decision will be ratified or otherwise.

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

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

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

Parents can refer to this Youth 2000 Ulster Child Protection Policy and Procedures for further details or guidance, Alternatively they can consult

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with either the Youth 2000 Ulster Designated Child Protection Officer or the Youth 2000 Ulster Regional Leaders for more information.



### Practical Guidelines for Volunteers engaged in “Regulated Activity”.

#### Selection Procedure for Leader Volunteers

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

#### *Group Guardians*

Those attending the Youth 2000 residentials who are under 18 years old must be accompanied by an adult supervisor. There should be one such supervisor or group guardian for every five young people under 18.

In extreme cases where this is not the case, then Youth 2000 will provide ‘Guardians’ at a ratio of one guardian to five young people or less. The role of the Guardian is clearly outlined in the Youth 2000 Retreat Manual.

Guardians and Group Guardians will be present for the duration of the weekend and will also be present in dormitories, however, they must never be on their own with children. The guardians and group guardian must also sleep at the venue overnight. Males and females will sleep in separate accommodation, therefore both male and female guardians must be available to sleep at the venue.

The name of the group guardian must be included on the booking form, so that the parents of the child have signed in agreement that this adult will be responsible for their child during the residential. The booking form used for Youth 2000 festivals has been legally approved so as to ensure the young people come with a specified group guardian and that the parents have consented to this arrangement. For this reason, the wording on the form must NOT be changed.

#### *Medical Disclaimer*

The booking form also makes it explicitly what action should be taken to make a decision about emergency medical treatment for a young person. Again the format must not be changed. It is worded so that the parents legally give the organiser of the residential the authority to act on their behalf should the young person need emergency treatment. Remember that the parent or legal guardian must sign this consent form before any major medical procedure can be carried out. It is unlikely that you will need to exercise this authority, but in the event of any emergency where you are unable to contact the parents you need to have some legal provision for what to do. It is also important to obtain information from the parents regarding any allergies to drugs or food allergies. Any significant

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previous problems such as asthma, diabetes and epilepsy should be noted. This information can be requested on the booking form.

### *Emergency Contact Details*

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

### *Night-time Adoration of the Blessed Sacrament*

During the festival, young people are encouraged to sign up for an hour, or half an hour, of prayer during the night. If young people wish to do this they must be accompanied by their guardian. The guardian in turn must see them safely back to their sleeping area at the end of the prayer time. Due to the pressures of being a guardian, guardians have the authority to request that the young person in their responsibility attend adoration at a different time, particularly if this is late. Guardians must remember that this may create opportunities for them being alone with a child or young person and must make every effort to ensure they inform someone of their intent to take this young person to prayer and how long they intend to be and inform them on their return.

### *Testimonies*

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

### *Leaving the Retreat Premises*

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

### *Guardians who bring and accompany Under 18's*

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It is important that the group guardians are made to understand that they alone are responsible for those young people that they bring. It is highly inadvisable to offer leaders as guardians unless they are specifically designated to that task alone, and have the necessary skills and training to fulfill this responsibility, therefore the provision of Guardians by Youth 2000 will, as previously stated, only be done in extreme circumstances, and will be carried out by trained, vetted and experience Youth 2000 Volunteers.

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

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



## WHAT IS A CODE OF CONDUCT FOR BEST PRACTICE?

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

### *Why?*

A code of conduct is not just a list of do's and don'ts, with regard to behaviour.

It includes positive statements about how we view children, and reflects Church teaching on the value of children and young people. Every code of conduct must emphasise the importance of:

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

### *Who?*

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

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

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

### *When?*

Listed below are some examples of when a code of conduct MUST be drawn up and in place when engaging with children and young people through Church based activities:

- Youth 2000 Events or Group Activities:
  - any activity or event operating which brings adults and young people together.
  - any organised event (annual or one-off).
- Residential - any overnight or longer trips away from home

Whilst there are essential elements to be included in any code of conduct (not meeting children alone, guidance on physical contact, the use of inappropriate language, privacy, or travelling alone with a child etc) each activity may require its own individual code of conduct as well as the

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guidelines produced by Youth 2000 relevant to its activity and the age range of children involved. The code should contain the key elements outlined in the Youth 2000 Ulster Child Protection Policy and Procedures. Parents and children should always have a copy of this code of conduct or it should be available to them upon request.

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

### REMEMBER!

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

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

## WHAT CONTRIBUTES TO SAFE RECRUITMENT AND SELECTION OF VOLUNTEERS?

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

*What does safe recruitment mean?*

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

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

*Key Elements of Safe Recruitment*



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

Therefore volunteers will be required to:

- Complete a Youth 2000 Volunteer Application form
- Have two references taken up

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- Have confirmation of character by these
- Have confirmation of identification
- Have a criminal records check taken up through Access (N.I.) / ISA system.
- Attend the Youth 2000 Training Session (inc. Safe Guarding Awareness), in order to raise his/her awareness of safeguarding and child protection.
- Be familiar with the Youth 2000 Ulster Child Protection Policy and Procedures, Code of Practice / Conduct (Appendix 8) and the relevant codes of conduct, both overarching (See Appendix 1) and specifically regarding their volunteering role in Youth 2000 and have signed the Volunteer Guidelines Form (Appendix ) to this effect.

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

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

All personal details acquired by Youth 2000 in this process will be held securely by the designated Child Protection officer and only additionally accessed by the Regional Leaders, National Child Protection officers or the National Leader. Electronic Information, as well as being held securely by the Youth 2000 Ulster Designated Child Protection Officer, it is also their responsibility to ensure that a back up copy is securely held (this also includes hard copies of personal volunteer details so that Youth 2000 has an additional set of these, with the exception of Access NI clearance certificates, where one will be received by the person being vetting and with other will be received, securely held as a hard copy, not copied but recorded electronically by the Youth 2000 designated Child Protection Officer).

Further information can be found in

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### Youth 2000 Ulster - Northern Ireland and the Republic of Ireland policies.

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

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

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

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

## Appendix 1:

### *CODE OF CONDUCT*

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

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

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

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

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- will avoid being alone with a child e.g. in relation to travel, meetings, or at Youth 2000 events. Two adults should be present.
- will maintain adequate, gender-appropriate, supervision for males and females.
- will not give alcohol, tobacco, drugs or other illegal substances to individuals under any circumstances.
- will not consume alcohol or tobacco while having responsibility for, or in the presence of, those in their care.
- will not use drugs or other illegal substances under any circumstances.
- will respect their physical integrity at all times.
- will not engage in inappropriate physical contact of any kind – including rough physical play, physical reprimand and horseplay (tickling, wrestling)
- will respect their right to privacy at all times.
- will always act with particular care regarding privacy in locations such as toilets, changing areas etc.
- will not perform tasks of a personal nature for individuals while they are in changing areas (e.g. in the locker room).
- will seek permission from parents / guardians for the taking / use of photographs, the generating of computer images and the making / showing of video recordings of events.
- will not give their personal details to others. Only the named leaders will hold personal details of individuals.
- will contact children and young people through their parents / guardians, or the young people themselves with their parents / guardians permission

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

## Appendix 2:

What happens when I report a concern?

You can report any concerns that you may have to:

The Police

Social Services

The Youth 2000 Designated Child Protection Officer

If you report an incident to the Youth 2000 Designated Child Protection Officer then their responsibility is to: Gather this information -> Seek advice and guidance from social services if necessary -> Make a referral to Police / Social Services if necessary -> Record relevant factual information -> Report back to the referrer the basic details of what has happened.

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

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

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

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

If there is an allegation that an adult who is not a volunteer but a participant at a youth 2000 event has breached the Youth 2000 Ulster Child Protection Policy and Procedures or legislation, then the gravity of the incident (included the distress caused, amongst a plethora of other factors) will be assessed by the Youth 2000 Ulster Designated Child Protection Officer, then the Youth 2000 Ulster Designated Child Protection

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Officer, accompanied by the Regional Leader will approach the person in question to ask them to explain what has happened. The incident will then immediately be reported to the relevant authorities.

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

If the initial allegation is more than minor, then the Youth 2000 Ulster Designated Child Protection Officer, accompanied by the Regional Leader will approach the person in question to ask them to explain what has happened and if the Youth 2000 Ulster Designated Child Protection Officer will refer the incident immediately to the relevant authorities.

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

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

Appendix 3:

USEFUL CONTACT DETAILS

Youth 2000 Child Protection Office (Designated)

Roisin Mc Keever

17 Annaghmore Road  
Castledawson  
Magherafelt

Tel: 07742871493

E-mail: [roisinmck@gmail.com](mailto:roisinmck@gmail.com)

Youth 2000 National Child Protection Officer(s) (Designated)

Brian Davis : 00353868659839

Anne Marie Gallagher : 00353 (1) 6753690

Youth 2000 Regional Leaders–

Lana Wilson : 07801505780

Peter Sands : 07598927931

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

NSPCC Child Protection Helpline: 0808 800 5000, text 88858 or visit  
[nspcc.org.uk/helpline](http://nspcc.org.uk/helpline)

Child protection, safeguarding and government - Useful Contact Numbers

[Access Northern Ireland](#)

Tel: 02890 259100

Email: [accessni@ani.x.gsi.gov.uk](mailto:accessni@ani.x.gsi.gov.uk)

[Businesslink](#)

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

[Criminal Records Bureau \(CRB\)](#)

Tel: 0870 9090 811

## Youth 2000 Ulster

### Child Exploitation and Online Protection Centre

Tel: 0870 000 3344

### Contact Youth Counselling - Northern Ireland

Tel: 02890 744 499

Email: [info@contactyouth.org](mailto:info@contactyouth.org)

### Department for Culture, Media and Sport (DCMS)

Tel: 020 7211 6200

Email: [enquiries@culture.gov.uk](mailto:enquiries@culture.gov.uk)

### Department for Education (DfE)

#### Every Child Matters

Tel: 0870 000 2288

### Directgov

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

### Home Office

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

### Independent Safeguarding Authority (ISA)

Tel: 0300 123 1111

Email: [info@vbs-info.org.uk](mailto:info@vbs-info.org.uk)

### Internet Watch Foundation

Tel: 01223 237 700

Email: [information@iwf.org.uk](mailto:information@iwf.org.uk)

### Northern Ireland Commissioner for Children and Young People

Tel: 02890 311 616

Email: [info@niccy.org](mailto:info@niccy.org)

Additional useful contact numbers include:

### Childline

Tel: 0800 1111

### NSPCC

NSPCC Helpline: 0808 800 5000

### NSPCC inform

The online child protection resource for professionals working to safeguard children.

### The Safe Network

Tel: 0116 234 7217

Email: [info@safenetwork.org.uk](mailto:info@safenetwork.org.uk)

### Appendix 4: Nature and Mission of Youth 2000

Youth 2000 is an international spiritual initiative. It grew out of the dialogue that took place between Pope John Paul II and the youth of the world in preparation for the celebration of the Great Jubilee of the Year 2000. Founded by Englishman Ernest Williams after the fourth World Youth Day held at Santiago de Compostella in 1989, Youth 2000 endeavours to respond, in a variety of ways, to the inspiring call made by the Pope for young people to: "...become shining heralds of re-evangelisation and generous architects of a new civilisation of love and truth. [...] It is up to you young people that the task first falls of bearing witness to the faith and bringing into the Third Millennium the Gospel of Christ, who is the Way, the Truth and the Life." <sup>1</sup>

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

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

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

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<sup>1</sup> Pope John Paul II, World Youth Day, 1989

<sup>2</sup> Pope John Paul II, World Youth Day, 2000

Appendix 5:

Aims of Youth 2000

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

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

1. Promote and foster a lively Christian faith among young people within the Catholic Church.

Sustain and support their spiritual life by drawing them ever deeper into the mysterious love of the Divine Trinity through a personal relationship with Jesus Christ who is the image of the invisible God (cf. Col. 1:15) – the Way, the Truth, and the Life.<sup>3</sup>

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

Youth 2000 strives to achieve this through:

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

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

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

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

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<sup>3</sup> cf. John 14:6

<sup>4</sup> Pope John Paul II, World Youth Day, 2000

<sup>5</sup> cf. 1 Peter 3:15

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

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<sup>6</sup> John Paul II, *Novo Millennio Ineunte*, 1

Appendix 6:

Roles requiring a vetting check

Only those individuals whose role provides any of the following:

Teaching, training or instruction of children, or;

Care for or supervision of children, or;

Any form of advice, assistance or guidance to children.

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

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### Policy and Procedures:

#### Selection Procedure for Volunteers

Potential volunteers can make themselves known to either the Regional Leaders or to the Youth 2000 Ulster Designated Child Protection Officer.

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

Because of the nature of Youth 2000, the Regional Service Team feel that it is necessary for people to have experienced Youth 2000 more fully as a participant before becoming a volunteer for the organisation. Therefore the suitability of potential candidates will be assessed by the Regional Service Team.

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

Once this process has been returned, the Youth 2000 Ulster Designated Child Protection Officer will check their suitability to Volunteer with Youth 2000 and if the person has been deemed suitable to Volunteer with Youth 2000, then the person will be asked to attend a Youth 2000 Training Session where they will receive accredited training on best practice and legal requirements when working with Children and Young people and where they will become familiar with the Youth 2000 Ulster Child Protection Policy and Procedures. This completes the Process.

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

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

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towards child protection then the applicant may be passed to the next stage of the vetting process at the discretion of the Youth 2000 Ulster Designated Child Protection Officer and Regional Leaders. This Decision must be unanimous and the National Child Protection Officers and National Leader will be aware of every stage of this process.

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

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

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

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

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

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

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

Election of Regional Leaders is subject to the Statutes of Youth 2000.

All volunteer information will be held by the Youth 2000 Ulster Designated Child Protection Officer in Accordance with the 'Policy for Maintaining Volunteer and Child Protection Records' Policy for Maintaining Volunteer and Child Protection Records

No records on volunteers will be kept as hard copies by the Youth 2000 Ulster Designated Child Protection Officer. This information will be stored in electronic form and will be compiled and amended by the Youth 2000 Ulster Designated Child Protection Officer as necessary. This information will only be available to the Youth 2000 Ulster Designated Child Protection Officer, the Ulster Regional Leaders, and if necessary, the National Child Protection Officers and the National Leader.

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

Appendix 8:

Code of Practice - For the Youth 2000 Volunteer

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

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

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

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

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

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

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

Volunteers should not be alone in dorms/bedrooms in which children are sleeping.

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

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

Avail of opportunities for further youth work training.

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

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

## Appendix 9:

### Definitions of Child Abuse

#### Physical abuse

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

#### Sexual abuse

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

#### Emotional abuse

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

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

#### Neglect

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

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

The following are brief descriptions of Child Abuse to supplement those found in the main body of the Youth 2000 Ulster Child Protection Policy

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and Procedures. A more detailed account is found in Co-Operating to Safeguard Children (2003)

Youth 2000 Ulster

Appendix 10:



Youth 2000 Leader Volunteer Form

1. Name (Mr./Mrs./Ms)

\_\_\_\_\_

2. Any other name previously known as

\_\_\_\_\_

3. Address \_\_\_\_\_

Email-address \_\_\_\_\_

Tel. No. (Daytime) \_\_\_\_\_

(Evening) \_\_\_\_\_

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

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

Occupation \_\_\_\_\_

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

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

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

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

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

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

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9(a) Name of Youth 2000 Leader who nominated you:

Signature of Youth 2000 Leader who nominated you:

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## Youth 2000 Ulster

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:

(1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No. \_\_\_\_\_  
Position \_\_\_\_\_

(2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No. \_\_\_\_\_  
Position \_\_\_\_\_

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

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

## Youth 2000 Ulster

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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:

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Date:

---

Appendix 11:  
Youth 2000 Leader Volunteer Reference Form

Confidential

\_\_\_\_\_ 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)

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	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

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Appendix 12:

Form for reporting Child Protection and / or Welfare Concerns

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

Private and Confidential

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

Details of Child:

Name \_\_\_\_\_

Male  Female

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

School \_\_\_\_\_

1a. Name of Mother with parental responsibility \_\_\_\_\_  
Name of Father\_ with parental responsibility  
\_\_\_\_\_

Address of Mother

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

Telephone Number \_\_\_\_\_

Address of Father (if different to Child): \_\_\_\_\_ (if different to Child):  
\_\_\_\_\_

Youth 2000 Ulster

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Telephone Number \_\_\_\_\_

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:

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

Male  Female

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

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

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

## Youth 2000 Ulster

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

Social Services:

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School:

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PSNI / Gardai:

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G.P.

---

Youth Clubs

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Hospital

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---

Other (specify)

---

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

Yes

No

Details of Person Reporting Concerns:

Name:

---

Occupation:

---

Address

---

---

Telephone

Number

---

## Youth 2000 Ulster

Nature and extent of contact with child/  
family: \_\_\_\_\_

Details of Person completing form:

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

Date: \_\_\_\_\_

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

Signed: \_\_\_\_\_

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

## Appendix 13:

### **The Role of Guardian for Youth 2000 Retreats and Events**

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

#### **Selection of Guardians**

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

The guardian must be informed prior to the retreat or at the latest at the very beginning of the retreat who they are acting as guardian to and for how long.

The guardian must always be the same sex as the young people and must sleep in the same room.

#### **Functions of a Guardian**

Guardians must familiarize themselves with the retreat venue layout, retreat timetable, health & safety rules and first aid arrangements.

They must make themselves known to the young people in their care at the beginning of a retreat.

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

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

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

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

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

## Youth 2000 Ulster

the retreat premises, unless circumstances allow otherwise (e.g. going home at night).

The guardian is asked to try and ensure the young people go to bed at the appropriate time (time decided by retreat organizers not guardian).

The guardian must report back immediately to the retreat's Designated Person for child protection on any issues of a serious nature that arise during their role at the retreat.

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

### Policy on U18s attending retreats

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

- 1) Their parents/legal guardians are present for the whole retreat or
- 2) They are related to a Leader Volunteer in Youth 2000 who will act as their guardian or
- 3) They are well-known by a Leader Volunteer and their parents/legal guardians are happy for the leader volunteer to be responsible for them on the retreat

U18s must have parental/legal guardians consent before they can attend a retreat

U18s are obliged to remain on the premises for the full duration of the retreat

If someone under 18 wants to participate in night-time Adoration they must have their guardian present or else another Leader Volunteer who has been pre-assigned by the guardian for this purpose

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

## Youth 2000 Ulster

### Appendix 14: - Volunteer guidelines

#### YOUTH 2000 ULSTER

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

#### VOLUNTEERS ARE EXPECTED TO:

Ensure the safety of all children by careful supervision using safe methods at all times.

Consider the wellbeing and safety of participants.

Encourage and guide participants to accept responsibility for their own behaviour.

Treat all young people equally and ensure they feel valued. Have no favourites.

Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.

Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.

Be positive, approachable and offer praise to promote the objectives of Youth 2000 Ulster at all times.

Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in accordance with existing Youth 2000 Ulster Child Protection Policy and Procedures.

Report accidents or incidents of alleged abuse or poor practice to the designated person.

Refer all incident of illness or accidents to the Designated First Aider, and where appropriate send for an ambulance immediately.

Have access to telephone for immediate contact to emergency services if required.

Foster team work to ensure the safety of youth members in their care.

Ensure the rights and responsibilities of youth members are enforced.

Not abuse members physically, emotionally, neglectfully or sexually.

Respect and listen to the opinions of young people.

Develop an appropriate working relationship with participants, based on mutual trust and respect.

Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.

Refrain from smoking and consumption of alcohol or take any illicit substance during Youth 2000 Ulster activities

Never condone rule violations, rough play or the use of prohibited substances.

Protect themselves from false accusation:

- o not spending time alone with children away from others

- o never taking children to their home independently

Hold appropriate valid qualifications and insurance cover.

#### VOLUNTEERS HAVE A RIGHT TO:

Access ongoing training and information on all aspects of leading/ managing activities for youths, particularly on Safeguarding.

## Youth 2000 Ulster

Support in the reporting of suspected abuse.

Access to professional support services.

Fair and equitable treatment by the governing body.

Be protected from abuse by children/youths, other adult members and parents.

Not to be left vulnerable when working with children.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from Youth 2000 Ulster and Youth 2000 Ulster Events.

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

Signature of Volunteer: \_\_\_\_\_

Printed name of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

## Youth 2000 Ulster

**Acknowledgements** - Youth 2000 would like to offer its sincerest thanks to all the people who helped in the compilation of this document, and the Child Protection Policies and Procedures

A special word of thanks to Down and Connor Diocese for all their help in the provision information, example of high quality Policy and Procedure, guidelines and suitable templates to follow.

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A big thank you also to all the Regional Leaders of Youth 2000 Ulster to date for their hard work, especially in regard to Child Protection.

And most of all, thank you to all the Youth 2000 Volunteers who make this work possible, you are the...

*'Salt of the Earth and the Light of the  
World'.*

## Youth 2000 Ulster

Notes...