

Catholic Diocese of Bunbury

GUIDELINES FOR
WORKING WITH
YOUNG PEOPLE

in youth ministry activities,
excursions and camps.

Sept 2018

Approved by Bishop Gerard Holohan
for use in the Catholic Diocese of Bunbury

PO Box 2005 BUNBURY WA 6231

This guide has been reproduced with permission and was produced by the Perth Archdiocese Catholic Youth Ministry. It is based on the document by the Archdiocesan Office for Youth (Melbourne), 'Providing a safe environment for young people: A practical guide to the application of the *May Our Children Flourish – Code of Conduct for Caring for Children* in youth ministry activities, excursions and camps.'

www.cam.org.au/youth

How do I use this guide?

This toolkit provides youth ministry leaders with guidelines and forms to help you meet the Diocese of Bunbury's expectations for providing a safe environment for young people. It applies to excursions, overnight activities including camps, and any other times you might deal with young people. These guidelines are based on the "Safeguarding Handbook", the Catholic Diocese of Bunbury's code of conduct for caring for children, and should be read in conjunction with these protocols. For further information contact the Safeguarding Office at safeguarding@bunburycatholic.org.au.

The information in this guide applies to activities organised by Diocesan Youth Office and parishes in the Diocese of Bunbury, where parents are not present to supervise young people aged under 18 years. This includes activities on parish property, or activities which have been approved use a parish's name as the organiser.

If you are ever in any doubt about a situation or have any questions about providing a safe environment for young people, contact the Safeguarding Coordinator of the Diocese of Bunbury on (08) 9721 0524.

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PLEASE READ the Catholic Diocese of Bunbury 'Safeguarding Handbook'.

What is a safe environment?

A safe environment is one in which young people are protected from physical, emotional and personal harm. Organisers and leaders of an activity have a duty to take reasonable precautions to protect the safety of young persons in their care.

A safe physical environment:

- Prior to proceeding with the excursion or camp, conduct a formal risk analysis in relation to the potential risks for the conduct of the event and any activities to be organised during the event.
- If you are organising an excursion or camp, select venues which are experienced in hosting young people, and choose campsites accredited by the Australian Camps Association (see auscamps.asn.au).
- There should always be more than one adult leader supervising a group. If your participants include males and females, male and female leaders should be present. On overnight stays, at least two male and two female leaders should be available to supervise.
- Ensure that there is a record of who is present at an activity at all times. It is recommended that a sign in/sign out system be in place to prevent a young person from leaving an activity unaccompanied or collected by an unauthorised person.
- Have a mobile phone accessible at all times.
- At least one of your adult leaders should be trained in first aid. Ensure you have a first aid kit accessible at all times, and check that it is fully stocked. St John Ambulance Australia conduct regular first aid training and can recommend a suitable kit for your group (see stjohn.org.au)
- If a young person has a disability or medical condition, speak with their parents or carer to ensure there is a clear understanding about any special care required, and honestly determine whether your group has the capacity to provide this care. If necessary, invite the parent or other suitable carer to accompany the young person during the activity (the accompanying adult will need to have a Working with Children Check, as well as a Police Check for overnight stays – see page 5 “What checks should leaders have?”).
- Be aware of safe food handling practices, and register any activity involving the sale of food (including fundraisers) with your local council. See http://www.healthywa.wa.gov.au/Articles/F_I/Food-safety-tips for more information.
- Obtain copies of allergy management plans for young people with known allergies. If a participant has a known anaphylactic allergy, ensure that a leader is trained in responding to anaphylaxis, and that the participant has access to their own adrenaline auto-injector (eg. EpiPen) at all times. On excursions or camps, strongly discourage food sharing, and advise any known food allergies to those involved in preparing meals, including venues which provide catering for an activity and parents or carers of participants who may be packing meals.
- Remind young people to protect themselves from the sun and stay hydrated, and insist on sunscreen and hats. Take spare cases of water for outdoor activities.
- Encourage young people and adult leaders to raise any concerns about personal safety.

A safe emotional environment:

- Address young people by name.
- Select leaders who will be positive role models and contribute to a harmonious and nurturing setting which reflects gospel values.
- Older people attending a youth-oriented activity should have a clear purpose for being present.
It is appropriate to specify a suitable age-bracket for participation and exclude older people who are not attending in a leadership capacity.
- Respect the privacy of young people. Do not force young people to give personal sharings in conversations or group settings.
- Ensure dignity and respect are shown to young people at all times.
- Acknowledge efforts and not just achievements.
- Encourage young people to tell an adult leader about anything that makes them feel worried, embarrassed or afraid.

Protecting young people:

- Ensure all adult leaders (being persons over the age of 18), have all relevant checks required by the Diocese and state and federal law (see page 5: "What checks should leaders have?").
- Ensure all young participants and adult leaders have read and signed a code of conduct form (see pages 11 and 12 for sample "Code of Conduct" forms).
- An adult leader (being persons over the age of 18) should never be alone with a young person. Always remain within eyesight of others.
- Physical punishment is never appropriate. Ensure leaders have agreed on a standard plan for managing inappropriate behaviour, and ensure another leader is present when correcting a young person. If a young person is a danger to themselves or others, parents or carers should be contacted to remove their child. In an emergency situation contact 000.
- When praying with young people, request permission before touching a young person, and pray in teams of two adults.
- No private or excessive touching.
- Avoid showing favouritism or engaging in emotionally inappropriate or age inappropriate relationships.
- Advise young people that if anything is disclosed which is illegal or potentially harmful to themselves or others, it cannot be kept confidential.
- Only release young people aged under-18 to known people at the conclusion of an activity. If in doubt, contact the parents or emergency contact to confirm.

Overnight activities:

For more comprehensive information refer to Form 7 'Safeguarding Handbook'

- Adult leaders accompanying overnight activities are required to have a police check in addition to a Working with Children Check (see page 5 "What checks should leaders have?")
- Males and females must have access to separate changing areas.
- Under 18s and participants aged over 18 should have access to separate changing areas.
- Males and females must have separate sleeping arrangements.
- Under 18s and participants aged over 18 should have access to separate sleeping areas.
- If adult leaders are supervising in sleeping areas, there must always be more than one adult of the same sex as the participants present.
- Adults should not assist young people with toileting or changing clothes, unless a young person has a disability requiring assistance. In this case, assistance should only be provided by an adult leader of the same sex, and another adult of the same sex should also be present.

Transporting young people

Where possible, it is recommended that young people be transported directly to an activity by parents or carers. If you offer transport for young people as part of your activity ensure that:

- Preference is given to booking a bus company that can provide a WWCC from their drivers.

If it is deemed necessary for smaller transportation ensure that:

- Nominated drivers have submitted a police check within the last three years.
- Permission is obtained from the young person's parents or guardians.
- Drivers are accompanied by another adult leader and do not drive a young person alone.
- Only fully licensed or P2 probationary license holders (green P-plates) may transport young people; drivers on a P1 probationary licence (red P-plate) should not transport passengers for a youth ministry activity.
- Young people are taken directly to and from a venue as arranged, with no additional stop offs.
- Drivers observe all speed limits and road laws, vehicles are registered and roadworthy, and drivers have minimum third party insurance.

Social media and the internet

- It is recommended that a youth ministry engage with young people on social media via a group page or group profile which is administered by a number of adult leaders.
- Adult leaders should avoid having private correspondence with young people on social media. Public posting on walls, or via a shared group profile which can be seen and accessed by others is more acceptable.
- A youth ministry or adult leaders should not initiate friend requests with young people aged under 18.
- Photos posted on the internet should only be done as part of the church or youth ministry's communications or advertising. Ensure consent is obtained (see appendix for a parental consent form).
- Do not tag or identify individual young people by name when sharing photos from an activity online. Only approve tags where individuals have tagged themselves.
- For more information on the social networking protocol of the Catholic Church in Australia see <http://mediablog.catholic.org.au/?p=335>

What checks should leaders have?

All adult leaders (being persons over the age of 18) who regularly lead activities using parish property, name or facilities with young people aged under 18 are required to have a Working With Children Check (WWCC). Volunteers can apply for a WWCC by obtaining a form from any Australian Post Office. The parish priest or youth ministry coordinator should keep a copy of all leaders' WWCCs on file and note expiry dates.

Adult leaders are also required to follow the guidelines of the 'Safeguarding Handbook' and complete Declaration Form 2 and complete a 'Code of conduct form' – for example Form 5 or alternatively see appendix 'Adult Leader Code of Conduct'.

What information do I need to collect from participants?

If you are running an activity, excursion or camp, you need to collect the following information from young people who will be in your care:

- Personal details
- Medical conditions including allergies and medication
- Emergency contact details
- Parental consent for young people aged under 18 years of age, including consent for photos and video.

Young people should also read and sign a participant code of conduct to ensure they understand expectations for behaviour and maintaining a safe environment.

All documents collected from participants should be securely filed permanently at your parish. Hard copies of documents can be retained, or scans may be made for electronic storage. Hard copies should only be disposed of if electronic copies have been made, and should be destroyed securely by shredding or other means. Be aware that there is legislation pertaining to the collection and storage of personal information - check with your parish to ensure you follow correct protocols.

See the appendix for personal details, consent and code of conduct forms you may use for your activity.

What information do I need to collect from leaders?

All adult leaders should provide:

- Personal details including copies of relevant checks
- Medical details including allergies and medication
- Emergency contact details

Adult leaders should also read and sign a leader 'code of conduct' to ensure there is a common understanding of appropriate behaviour for leaders and disciplining inappropriate behaviour from participants. They must also have read and signed the "Safeguarding Handbook" and be familiar with any updates (check the Website for latest updates).

All documents collected from leaders should be securely filed permanently at your parish. Hard copies of documents can be retained, or scans may be made for electronic storage. Hard copies should only be disposed of if electronic copies have been made, and should be destroyed securely by shredding or other means. Be aware that there is legislation pertaining to the collection and storage of personal information - check with your parish to ensure you follow correct protocols.

See the appendix for personal details, consent and adult leader code of conduct forms you may use for your activity.

What do I do if something goes wrong?

Before departing for your activity, ensure you have collected all necessary information from leaders and participants. Have a contingency plan for any known medical issues, particularly allergies and asthma.

When arriving at a venue, be aware of emergency exits and evacuation plans. Ask staff to brief your group about relevant safety issues.

If something does go wrong:

- Remove the danger if possible, or remove people from the dangerous situation
- Contact 000 immediately in the case of an emergency
- Transportation for a child to a medical facility should only be via an ambulance
- Contact the young person's parents
- Notify your parish priest about the incident
- Complete an incident report, keeping notes taken at the time of the incident or immediately thereafter, signed and dated (see the appendix for incident report templates)
- Incident reports regarding accidents should be filed at the Parish
- Incident reports regarding allegations of misconduct, sexual abuse or breaches of the Safeguarding Code of Conduct should follow the reporting procedure outlined in the Safeguarding Handbook Form 4 and contact the Catholic Diocese of Bunbury's Safeguarding Coordinator on (08) 9721 0524.

It is not the role of a youth ministry leader to investigate any allegations or serious complaints. If you are ever in any doubt about a situation or have any questions, contact the Safeguarding Coordinator for guidance on (08) 9721 0524.

APPENDIX

Forms

On the following pages are some forms which you can use for your youth ministry's activities:

1. Personal details and medical information form
2. Under 18's Parent Consent Form
3. Over 18's Form
4. Leader code of conduct
5. Participant code of conduct
6. Incident report form – accidents
7. Incident report form – allegations of misconduct / breaches of the code of conduct
[\(Form 3 from Safeguarding Handbook\)](#)
8. Organiser's checklist

Do not alter the wording of text of the personal details and medical information form, participant and parent consent form, and adult leader code of conduct, except where indicated on the form. The text of the participant code of conduct is suggested, but may be modified for your group and activity.

PERSONAL DETAILS AND MEDICAL INFORMATION FORM

Participant details

Participant name: _____
Date of Birth: _____ Gender: _____
Address: _____
Contact phone no.: _____
Email address: _____

For adult leaders

Copy of Working with Children Check attached:
Copy of Form 2 Declaration attached:

Parent/Guardian details (for participants aged under 18)

Parent/Guardian name: _____
Relationship to participant: _____
Address: _____
Contact phone no.: _____

Emergency contact details

Emergency Contact: _____
Relationship to youth: _____
Address: _____
Contact phone no.: _____

Medical details

Medicare no.: _____
If applicable, please provide us with the following details:
Private health insurer: _____
Private health membership number: _____
Ambulance membership number: _____

Please advise us of any medical conditions including asthma, medications, allergies, special dietary requirements or any other information we should know about you/your child's needs to ensure you/your child's safety throughout the camp:

Please advise of any special arrangements regarding picking up your child at the end of the activity:

UNDER 18'S PARENT CONSENT FORM

Event: [NAME OF EVENT]

Date/ Time: [DATE & TIME OF EVENT]

Venue: [ADDRESS OF EVENT]

Child's information:

First Name _____ Surname _____ Date of birth _____

Address _____ Suburb _____

State _____ Postcode _____ Home phone _____

Mobile _____ Email _____

Medical Information (incl. allergies, mental health, medication etc.)

Do you require special assistance _____

Emergency Contact Details:

Name _____ Relationship to child: _____

Phone _____ Email _____

Parental Consent and Indemnity

As a participant in the [NAME OF EVENT], I understand and agree to the following, in order to ensure a positive experience for all involved. I will:

- Treat all with respect, kindness and participate in a positive way.
- Treat other people's personal space and property, and the venue property with respect.
- Not use, possess or be under the influence of tobacco, alcohol, or banned drugs, or misuse other medication.
- Not engage in anti-social behavior or inappropriate conduct
- Tell an event coordinator about anything that may make him/her feel unsafe

Permission:

I _____ Parent/Guardian give permission for my child to attend [EVENT NAME] on [DATE]

I will drop off my child at [VENUE] at [Start TIME] and pick them up from [VENUE] at [Closing TIME]. Parents/Guardian must accompany their child to the venue & collect them from the venue.

Indemnity: I understand that while every reasonable precaution will be undertaken to ensure my/my child protection, I hereby release the [Parish/Group name] organisers from any and all liability in the event of any injury, accident, misfortune, damage or loss that may occur to my child and/or my child's property while present at the event. Further, I indemnify the [Parish/Group name] organisers against all loss, including legal expenses, connected with or arising from any claims or demands in relation to my/my child attendance at the event.

Medical Treatment consent: I give permission for the designated event staff and volunteers to obtain emergency medical, hospital or ambulance assistance and/or treatment for my child at any time they consider necessary. I acknowledge that I will be liable for any medical, hospital or ambulance expense incurred in my child's treatment and I agree to pay those expenses.

Involvement Consent: I agree and understand that the [Parish/Group name] organisers reserves the right to exercise discretion to refuse entry to any person upon medical and/ or other grounds without providing a detailed reason for doing so.

Privacy Declaration: The event will be captured in photographs, video and audio. [Parish/Group name] reserve the right to use this material for promotional purposes or other resources.

Please tick.

- I **consent** to my child's details being used by [Parish/Group name] for the promotion of future events and resources via post, phone, email and sms.
- I **do not consent** to my child's details being used by [Parish/Group name] for the promotion of future events and resources via post, phone, email and sms.

I agree to the above terms and conditions. _____ (signature) _____ (date)

The information above is requested in order to provide assistance in case of illness or accident. This information must be completed with the utmost accuracy and will be held in confidence.

We are committed to respecting the privacy of individuals. Personal information is collected, held, used, corrected, disposed of or transferred in accordance with the National Privacy Principles and Privacy Act 1988 as amended.

OVER 18'S FORM

Event: [NAME OF EVENT]

Date/ Time: [DATE & TIME OF EVENT]

Venue: [ADDRESS OF EVENT]

Participant's information:

First Name _____ Surname _____

Date of birth _____ Gender _____

Group/Parish _____

Address _____ Suburb _____

State _____ Postcode _____ Home phone _____

Mobile _____ Email _____

Medical Information (incl. allergies, mental health, medication etc.)

Do you require special assistance _____

Emergency Contact Details:

Name _____ Relationship to participant: _____

Phone _____ Email _____

As a participant in [NAME OF EVENT], I understand and agree to the following, in order to ensure a positive experience for all involved. I will:

- Treat all with respect, kindness and participate in a positive way.
- Treat other people's personal space and property, and the venue property with respect.
- Not use, possess or be under the influence of tobacco, alcohol, or banned drugs, or misuse other medication.
- Not engage in anti-social behavior or inappropriate conduct particularly with any participants under the age of 18y.o.
- Tell an event coordinator about anything that may make me feel unsafe.

Indemnity: I understand that while every reasonable precaution will be undertaken to ensure my/my child protection, I hereby release the [Parish/Group name] organisers from any and all liability in the event of any injury, accident, misfortune, damage or loss that may occur to my child and/or my child's property while present at the event. Further, I indemnify the [Parish/Group name] organisers against all loss, including legal expenses, connected with or arising from any claims or demands in relation to my/my child attendance at the event.

Medical Treatment consent: I give permission for the designated event staff and volunteers to obtain emergency medical, hospital or ambulance assistance and/or treatment for my child at any time they consider necessary. I acknowledge that I will be liable for any medical, hospital or ambulance expense incurred in my child's treatment and I agree to pay those expenses.

Involvement Consent: I agree and understand that the [Parish/Group name] organisers reserves the right to exercise discretion to refuse entry to any person upon medical and/ or other grounds without providing a detailed reason for doing so.

Privacy Declaration: The event will be captured in photographs, video and audio. [Parish/Group name] reserve the right to use this material for promotional purposes or other resources.

Please tick.

- I **consent** to my details being used by [Parish/Group name] for the promotion of future events and resources via post, phone, email and sms.

- I **do not consent** to my details being used by [Parish/Group name] for the promotion of future events and resources via post, phone, email and sms.

I agree to the above terms and conditions. _____ (signature)_____ (date)

The information above is requested in order to provide assistance in case of illness or accident. This information must be completed with the utmost accuracy and will be held in confidence.

We are committed to respecting the privacy of individuals. Personal information is collected, held, used, corrected, disposed of or transferred in accordance with the National Privacy Principles and Privacy Act 1988 as amended.

LEADER CODE OF CONDUCT

All adult leaders are required to have read and be familiar with the Safeguarding Project Handbook. Check the Catholic Diocese of Bunbury website for the Code of Conduct and latest updates.

I will:

- Conduct myself in a Christian manner through language, dress and behaviour and be a positive role model to promote the values of the Catholic Church through my words and actions.
- Act in accordance with federal laws, and the laws, regulations and rules of the State/Territory in which the activity is hosted.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid all forms of discrimination and respect the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, sexual orientation, or physical or mental abilities.
- Use positive reinforcement and communication rather than criticism, unhealthy competition, or comparison.
- Adhere to emergency plans and evacuation routes appropriate to the venue and adhere to all instructions provided by venue staff.
- Uphold the authority of those responsible for the program or activity in which I am participating and assist them to engage youth participants.
- Ensure there is another adult present in any situations where I am in the presence of minors.
- Seek assistance if a young person's behaviour is causing danger to those around him or her, and if necessary contact police. I will only use physical restraint as a last resort or in an emergency.

I will not:

- Engage in any inappropriate conduct, but especially with minors
- Form inappropriate relationships with a young person; for instance, by placing myself in a position where a young person may come to rely on me emotionally, or by attempting to act as a surrogate parent. It is my responsibility, not the young person's, to set appropriate guidelines and boundaries. I will not show favouritism to any particular young person such as through gifts or continually showing greater attention than is given to others.
- Upload, post on social media or transmit via a mobile device embarrassing or inappropriate photos of myself or others.
- Smoke in the presence of minors, purchase tobacco products for or distribute tobacco products to minors.
- Possess or be under the influence of alcohol while supervising minors or while participating in the activity, or purchase alcohol for or distribute alcohol to anyone under the age of 18 years.
- Use, purchase, possess, distribute, or be under the influence of illegal drugs at any time.
- Purchase, download, possess, or distribute pornography.
- Participate in, or tolerate behaviour which humiliates, ridicules, threatens or degrades others.
- Use physical discipline in any way for behaviour management of others. No form of physical discipline is acceptable. This includes but is not limited to slapping, pinching, shaking, hitting or any other physical force as retaliation or correction for inappropriate behaviour of a minor.
- Use rude or offensive language in the presence of others.

I hereby represent that I am not currently being investigated for, nor have I ever been convicted of an offence against any person whether an adult or minor (including but not limited to murder, assault, battery, sexual assault, injury to a minor, and abandoning or endangering a minor); I have never been terminated from employment or a volunteer position for reasons related to allegations of physical or sexual abuse by me; nor have I sought or received any medical, physical, or psychological treatment for reasons involving physical or sexual abuse by me. I understand that should my response to any of the statements above change, I am obligated to inform **[name of activity organisers]** immediately. Moreover, I understand that should I admit to or be found guilty of an incident of sexual misconduct or other offence against any person (as noted above), or if it appears that an alleged claim is substantiated; my involvement with the activity shall be immediately terminated.

Further, I understand that my failure to agree to and abide by the Adult Code of Conduct will bar me from participating in the activity. I have read the above Code of Conduct and agree to follow it. I understand that if the Code is breached then the **[name of activity organisers]** may:

- Report my misconduct to local statutory authorities, if the breach in any way violates local ordinances or laws
- Dismiss me from the activity
- Ban me from involvement in future events

Signature: _____ Date: _____

PARTICIPANT (OVER 18) CODE OF CONDUCT

As a participant in the **[Youth Ministry name and activity]**, I understand and agree to the following in order to ensure a positive experience for all involved. I will:

- Treat all with respect and kindness and listen to what others have to say.
- Treat other people's personal space and property, and the venue property with respect.
- Show respect during group activities, prayer time and Mass by not causing disruptions and not talking unless called on to respond.
- Pay attention to and follow instructions given to me by the leaders at all times and will make sure leaders knows my whereabouts at all times.
- Not enter the room of a person of the opposite gender.
- Not use rude or offensive language
- Not use, possess or be under the influence of tobacco, alcohol, or banned drugs, or misuse other medication.
- Tell an adult leader about anything that may make me feel worried, afraid or unsafe.

Signature: _____ Date: _____

INCIDENT REPORT FORM – ACCIDENTS AND MISHAPS

All critical incidents must be reported. Critical incidents include those involving a lost person, medical illness requiring hospitalisation, death of a person, transport breakdown/problems/accident, major public emergency, significant lost property or any other serious incident.

Date/time of incident: _____

Names of people involved: _____

Brief description of incident and causative elements:

Outcome of incident and follow up required:

Parents / emergency contact notified (please circle): Yes No Not required

Name of person reporting incident: _____

Signature: _____ Date: _____

Name of witness to the incident: _____

Signature: _____ Date: _____

PROVIDING A SAFE ENVIRONMENT FOR YOUNG PEOPLE ORGANISER CHECKLIST

Planning

- Suitable venue
- Completion of formal risk analysis**

For overnight activities:

- Suitable sleeping arrangements for males and females / under 18s and over 18s
- Suitable changing arrangements for males and females / under 18s and over 18s

- Adequate number of leaders
- Assigned First Aid officer
- Allergy management plan
- Report dietary and other special requirements to venue

Information collection

- Working with Children Checks for all adult leaders
- Form 2 Declaration for all adult leaders (overnight activities and drivers only)
- Code of conduct forms for adult leaders
- Personal details and medical information form for all participants
- Code of conduct forms for participants

Packing List

- First Aid kit
- Mobile phone
- Water for outdoor activities
- Copies of all participant personal details and medical information form
- Blank copies of incident report forms