



**YOUTH CAMP • ARMAGH 2018**

**CHILD PROTECTION  
POLICY, PRACTICE  
AND PROCEDURES**

This document provides the framework within which Arura 2018, an initiative of Rallies NI, operates its Child Protection Policy. As Every Boys and Every Girls Rallies are registered with the Education Authority and their child protection material was used as a basis for this document.

For the purpose of this guidance, a child or young person is someone under the age of 18.

This policy is freely available to all young people, parents and members of the public who have an interest in Arura 2018.

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## **1 Child Protection Statement**

We in Every Girls and Every Boys Rally are committed to practice which protects and safeguards children and young people from harm.

Volunteers, both leaders and workers, involved in Arura 2018 accept and recognise our responsibilities to develop awareness of the issues which cause harm to young people.

We will endeavour to safeguard them by:

- i. Adopting Child Protection guidelines through a code of behaviour for leaders and workers.
- ii. Sharing information about child protection and good practice with children, parents, leaders and workers.
- iii. Sharing information about concerns with agencies that need to know, and involving parents and children appropriately.
- iv. Following carefully the procedures for selection of leaders and workers.
- v. Providing effective support for leaders and workers through direction and training.

## **2 Arura Profile**

Arura, an initiative of Rallies NI, is an international camp for young people from across Northern Ireland and further afield.

Arura is an Australian Aboriginal word meaning gathering at camp. As the name suggests, the first ever Rally Arura was held in Australia in 1978. The first Rally Arura to be held in Northern Ireland was in 1984 and it is held here every four - six years. Arura is a week-long camp which provides an opportunity for young people to get together and enjoy a great holiday in a Christian atmosphere.

Arura 2018 is for everyone aged between 10 and under 18 years of age. Arura 2018 is open to young people who are not currently members of a Rally (EBR or EGR).

The chairman of Arura 2018 is Roger Mullan (contact via Crescent Church 028 90244026).

The Designated Worker dealing with Child Protection issues at Arura 2018 is Stephen Rogers (contact via Crescent Church 028 90244026).

Further information on programmes and activities can be obtained from the Leader-in-charge.

RalliesNI encompasses both Every Girls Rally & Every Boys Rally, and was founded in New Zealand in 1944. There are now Every Boys Rallies (EBR) and Every Girls Rallies (EGR) across the world.

The rally movement has four main aims - the spiritual, physical, social and educational growth of every EBR and EGR member. EBR and EGR leaders are committed Christians who want to encourage Rally members to find a personal faith in the Lord Jesus Christ.

*The children's welfare is always paramount and this overrides all other considerations.*

### **3 Types of Abuse**

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings: in a family; in an institutional or community setting by those known to them; or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them. The procedures outlined in this guidance are intended to safeguard children who are at risk of significant harm because of abuse or neglect by parents, carers or others with a duty of care towards the child.

#### **3.1 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 a room, or inappropriately giving drugs to control behaviour.

### 3.2 Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects in the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or not valued insofar as they meet the needs of another person. It may involve causing children frequently to 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.

### 3.3 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.

(Sexual Activity involving a child who is capable of giving informed consent in the matter, while illegal, may not necessarily constitute sexual abuse as defined for the purpose of this guide. One example which would fall into this category is a sexual relationship between a 16 year old girl and an 18 year old boyfriend. The decision to initiate child protection action in such cases is a matter for professional judgement and each case should be considered individually. The criminal aspects of the case, of course, should be dealt with by the police).

### 3.4 Neglect

Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing 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.

#### **4. Code of Behaviour for Leaders and Workers**

The leaders and workers involved with Arura 2018 should play a positive role in the lives of the young people in their care. Leaders and workers as a matter of course, value and respect young people as individuals, involve them in decision making, listen to and encourage them.

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Leaders and workers must always be mindful of the fact that they hold a position of trust, and that their behaviour towards children and young people in their charge must be above reproach. This document is not intended to detract from enriching experiences children and young people gain from the positive interaction with adults. It is intended to assist leaders and workers in respect of the complex issue of child abuse, by drawing attention to the areas of risk and by offering guidance on prudent conduct.

It is necessary however, in order to ensure protection both for young people and leaders and workers that leaders and workers operate under a code of conduct; therefore they will:

- Respect the young people in their care;
- Ensure that all possible safeguards are put in place;
- Ensure that parents are always kept informed;
- Plan programmes well in advance;
- Ensure that all relevant documentation is in place with regard to registration, outings and other records;
- ensure that relationships formed are appropriate to the age, maturity and gender of the young person, taking care that their conduct does not give rise to comment or speculation.

Leaders and workers should not:

- Treat any allegation or disclosure lightly;
- Guarantee confidentiality;
- Spend time alone with a young person, out of sight from others. (Therefore if on their own with a child a leader or worker should be able to be clearly observed or seen by other children or adults);
- Partake in one-to-one discussions with individuals in a closed room away from others;
- Take young people on car journeys, however short, except in exceptional circumstances;
- Take young people in transportation without wearing seatbelts, where they are provided;
- Engage in sexually provocative or rough physical games including horseplay;
- Use or allow young people to use inappropriate language without challenging them;
- Engage in any behaviour or banter, which causes young people to be concerned or feel uncomfortable;
- Carry out activities of a personal nature that young people are able to do themselves.

The issue of physical contact with young people is one of immense complexity. Leaders and workers should provide appropriate touch whilst applying accepted touch principles.

- Touch should always be in response to the child's needs, for example responding to an accident. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting if lost, unwell, frightened, as a caring parent would provide. Leaders and workers should not feel inhibited from providing this.
- Touch should always be appropriate to the age and stage of development of the child. It may sometimes be necessary for designated leaders or workers to do things of a personal nature for children if they are very young or are children with disabilities. These tasks should only be carried out in exceptional circumstances, with the full understanding and consent of

parents/carers. In an emergency situation that requires this type of help, parents/carers should be fully informed as soon as reasonably possible. In such exceptional situations, it is important that all leaders and workers involved are sensitive to the child and undertake personal care tasks with the utmost discretion.

- Touch should not be given when a child has clearly indicated that s/he is, or would be, uncomfortable with such contact, unless it is necessary to protect the child or others from harm. In such cases, physical restraint may be necessary. This must be reasonable and appropriate; otherwise actions can be identified as assault.

Please note that where it is a leader's or worker's decision to place themselves in a vulnerable situation (e.g. spending time alone with a child on his / her own) they should be influenced only by what is in the best interest of the child's welfare. The leader or worker should make all reasonable efforts to be transparent and accountable for his / her actions in such a scenario. Following any incident where a leader or worker feels that his / her actions have been, or may be misconstrued, a written report of the incident must be immediately submitted to the Camp Director. This would apply especially in a case where a leader or worker has been obliged to restrain a child or young person physically to prevent him / her from inflicting injury to others or self.

## **5 Confidentiality**

Personal information about children and families held by leaders or workers is subject to a duty of confidence and should not be disclosed without the consent of the subjects. This duty arises when a person shares information with another in circumstances where it is reasonable to expect that the information will be kept confidential.

The law however, permits the disclosure of confidential information necessary to safeguard a child. In all stages of child protection work professionals must be prepared to pass on information necessary to keep a child safe from harm. **No promise of confidentiality can or should ever be made to a child or anyone else giving information about possible abuse.**

Provide an **appropriate** 'listening ear'. Children and young people have the right to be heard and their views considered. This involves treating interactions and conversations with young people with mutual respect and confidentiality. However, if a young person transmits information or makes comments which creates concern regarding their emotional safety and well-being, leaders and workers are legally required to breach confidentiality.

## **6 Sharing Information**

All young people, leaders and workers with concerns should be listened to and taken seriously.

*Young people will:*

- Be informed of activities and events taking place during the week of the camp;
- Be informed of their responsibilities and those of the leaders and workers in terms of their own behaviour and participation in the camp;
- Be informed of a location, and a supporting team of adults (with appropriate name badges), where they may wish to discuss any concerns, complaints or anxieties.

*Parents will:*

- Be welcomed if they choose to visit during the week of camp, but it is expected that they sign a visitor's book and wear a visitor's pass while on site;
- Be encouraged to volunteer as a leader or worker;
- Be made aware that the Arura 2018 has a Child Protection Policy and be given the name of the designated worker on request;
- Be requested to provide information about medical and other issues when registering, which may affect their child.

*Leaders and workers will:*

- Be issued with a copy of the Child Protection Policy and briefed on current child protection issues prior to camp;
- Know who the registered First Aid volunteers are, and know how to contact them in an emergency;
- Be duty bound to pass on any concerns they might have to the designated worker and hence to the officer responsible for Child Protection;
- Not promise confidentiality to any individual in relation to a Child Protection issue.

Other bodies:

Arura 2018 accepts that the rights of the child are paramount. If a child expresses a concern or makes a disclosure, or leader or worker has a concern, Social Services may be contacted for advice. Following this advice, a formal referral may be made.

## **7 Sharing Information About Concerns**

- a) In the case of a child disclosing abuse, it is important to:
- Listen to the child, rather than question him or her directly;
  - Offer him/her reassurance without making promises, and take what the child says seriously;
  - Never stop a child who is freely recalling significant events;
  - Do not overreact, stay calm;
  - Not question or interrogate the child;
  - Explain what you have to do and whom you have to tell;
  - Record the discussion accurately, as soon as possible after the event, even if it is information you do not fully understand, or like writing down;

- Contact the Designated Child Protection person, they will then discuss the concern/suspicion with the relevant Social Services Department;
  - Record any discussions or actions taken within 24 hours.
- b) In the case of a disclosure not having been made but a leader or worker has cause for concern it is important that this is discussed with the designated Child Protection Officer.
- c) An allegation against a leader or worker will be treated seriously and investigated in line with the relevant procedures.

Dealing with and reporting abuse can be a distressing experience for leaders and workers. Arura 2018 and Rally Council N.I are committed to ensuring that leaders, workers and young people are supported throughout this process.

## **8 Recruitment and Selection**

All leaders and workers at Arura are required to have been vetted by Access NI. This is the statutory body used by all voluntary organizations to carry out criminal record checks on volunteers with substantial access to children.

The procedure is relatively straightforward. The adult in question provides relevant details and gives permission for relevant checks to be carried out.

In addition, external activity providers who have substantial access to young people are expected to have similar procedures in place for their own staff.

## **9 Effective Management for Leaders and Workers**

Arura 2018 expects high standards of its leaders and workers. In order to ensure leaders and workers meet these standards, the following process is in place.

### *Induction*

New leaders and workers will be given clear instructions on their role and responsibilities, and where possible will work alongside an experienced leader or worker.

### *Supervision and Support*

All leaders and workers can access supervision and support appropriate to their level of responsibility from the Area Managers. This will often take the form of group meetings however individual meetings can also be arranged when requested or required, which will provide the opportunity for both parties to communicate issues of importance and identify needs.

### *Training*

Leaders and workers, as previously mentioned, will be made aware of the current Child Protection Policy and general issues relating to their responsibilities.

## **10 Risk Assessment**

The planned programme during the week of Arura cannot be entirely risk-free. The aim, therefore, must be to contain risks within acceptable levels. This is achievable provided that organisers give activities careful consideration.

Care must be taken not to expose the child to unacceptable physical or psychological risk, particularly on those occasions when the programme aim is to exercise the child's sense of adventure.

Fundamental to the planning process of any programme is the process of risk assessment and risk management.

Risk assessment and risk management allows organisers to make a reasoned judgement about the level of risk involved and what needs to be put in place to reduce the risk to an acceptable level to permit the activity.

This is achieved by either:

i) Eliminating the identified hazards altogether for example, by choosing not to use a water sports centre if the Centre staff do not possess current life-saving qualifications

Or;

ii) Managing hazards by introducing effective control measures for example, by ensuring that participants are led by competent and experienced instructors when participating in adventurous activities.

Risk assessment comprises the following steps:

- Identifying the hazards;
- Identifying the people who may be at risk;
- Evaluating the potential risk;
- Establishing additional safety and/or control measures;
- Disseminating information to all relevant persons and maintaining appropriate records.

The Co-ordinator should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessment during the programme and ensure that appropriate action is taken as necessary.

In planning an activity it is frequently the case that certain aspects of the exercise are 'assumed' to be adequately taken care of. Assumptions should not be made and all aspects of the programme should be assessed on an individual basis.

An example of an approach to Risk Assessment, using a scoring mechanism, is contained in Appendix 3.

## **11 Emergency / Contingency Arrangements**

Establishing emergency procedures is an essential part of planning. All leaders and workers should be aware of the procedures that are to be followed in the event of an emergency and know how to contact the recognized First Aid volunteers at Arura.

Such procedures should outline clearly what is to be done during the actual emergency and after the event. A possible framework to follow is set out in Appendix 4. An incident report form is provided in Appendix 5.

Contingency planning relates to areas and circumstances which should be anticipated in advance of an activity, e.g. unsuitable weather, transportation problems, cancellation of an event, illness or injury etc.

Those responsible for organising an activity should familiarise themselves, and others involved, with the contingency arrangements.

A planned fire drill will take place on Sunday 29<sup>th</sup> July to ensure all attendees are aware of the fire escape plans.

## **12 Supervision and Ratios**

It is important to have the optimum ratio of leaders to young people for activities at Arura. Supervision ratios should relate to: the type of activity; the specific objective(s) and; the outcome of a risk assessment.

### *Recommended Ratios*

The person in charge of an activity must be satisfied that the ratio of leaders / workers to young people meets minimum levels, and is appropriate to the type of activity.

The staffing ratios detailed in this section are minimum requirements. On the basis of a risk assessment, it is likely to be decided that additional supervision is required, particularly in relation to hazardous activities.

*Ratios - minimum requirements:*

- One adult for up to a maximum of six young people aged 10-11 years;
- One adult for up to a maximum of ten young people aged 11-16 years;
- One adult for up to a maximum of ten young people Post-16 years.

*Key factors which should be taken into consideration in the establishment of appropriate ratios are as follows:*

- Nature and location of activities to be undertaken;
- Age and ability of the group;
- Young people with special educational and/or medical needs;
- Day visit or overnight stay;
- Mixed or single gender group;
- Experience of supervisory staff in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of supervisory staff, both general and in relation to specific learning activities;
- Requirements of the organisation/location to be visited;
- Competence and behaviour of the young people;
- Seasonal conditions, weather and timing.

The following points should also be considered when establishing ratios:

- At least one male and one female leader should accompany mixed gender groups;

- Bus drivers i.e. those employed for the sole purpose of driving should not be considered as supervisory staff;
- Responsibility for supervision at external activity locations cannot be handed over to others unless previously agreed with the provider who will ensure an appropriate supervisory ratio of staff to participants;
- Supervision can be close or remote but it is always in place;
- Close (direct) supervision occurs when the group remains within sight and contact of the supervisor;
- Remote (indirect) supervision is planned and is subject to stringent controls, while the group is not necessarily within direct contact or vision of the leaders at all times. Both the leaders and the group will know of each other's whereabouts and clear lines of communication including rendezvous points will have been established. Leaders are required to remain in the area in which the indirect supervised activity takes place throughout the period.

## **13 Swimming**

There should be an **increased adult to child ratio** for all swimming trips. The swimming ability of each young person should be established (from their Camper Registration form) prior to the trip.

### *(1) Swimming pools*

Before the visit, the co-ordinator of Off-Site Activities will be satisfied that there will be a qualified lifeguard present at all times, as well as first aid/rescue equipment. It is important that the young people know how to behave in and around water.

### *(2) Sea or natural waters*

This is a potentially dangerous activity and should only be allowed in an area where swimming is permitted. One member of the team should remain in the water for the duration of time that any

campers are swimming. The swimmers should be instructed to always remain within sight of this leader. A leader / worker will remain onshore to maintain a careful watch over all swimmers.

## **14 Transport**

Those organising transport must be satisfied that all the transport arrangements meet the legal statutory requirements for the type of journey proposed. Areas to consider:

- The mode of transport is appropriate to the needs of the young people;
- There is adequate supervision during transit (excluding driver);
- Those involved in driving hold the relevant licence to drive the vehicle;
- Those involved are insured appropriately.

When using outside operators to provide transport, it is crucial that those responsible are satisfied that the operator(s) can demonstrate how they meet the above criteria.

Where leaders or workers choose to transport young people in their cars, they should satisfy themselves;

- That the vehicle is roadworthy, licensed and insured for the purpose;
- That private car users do not carry more passengers than the number of seat belts available.

## **15 Insurance cover**

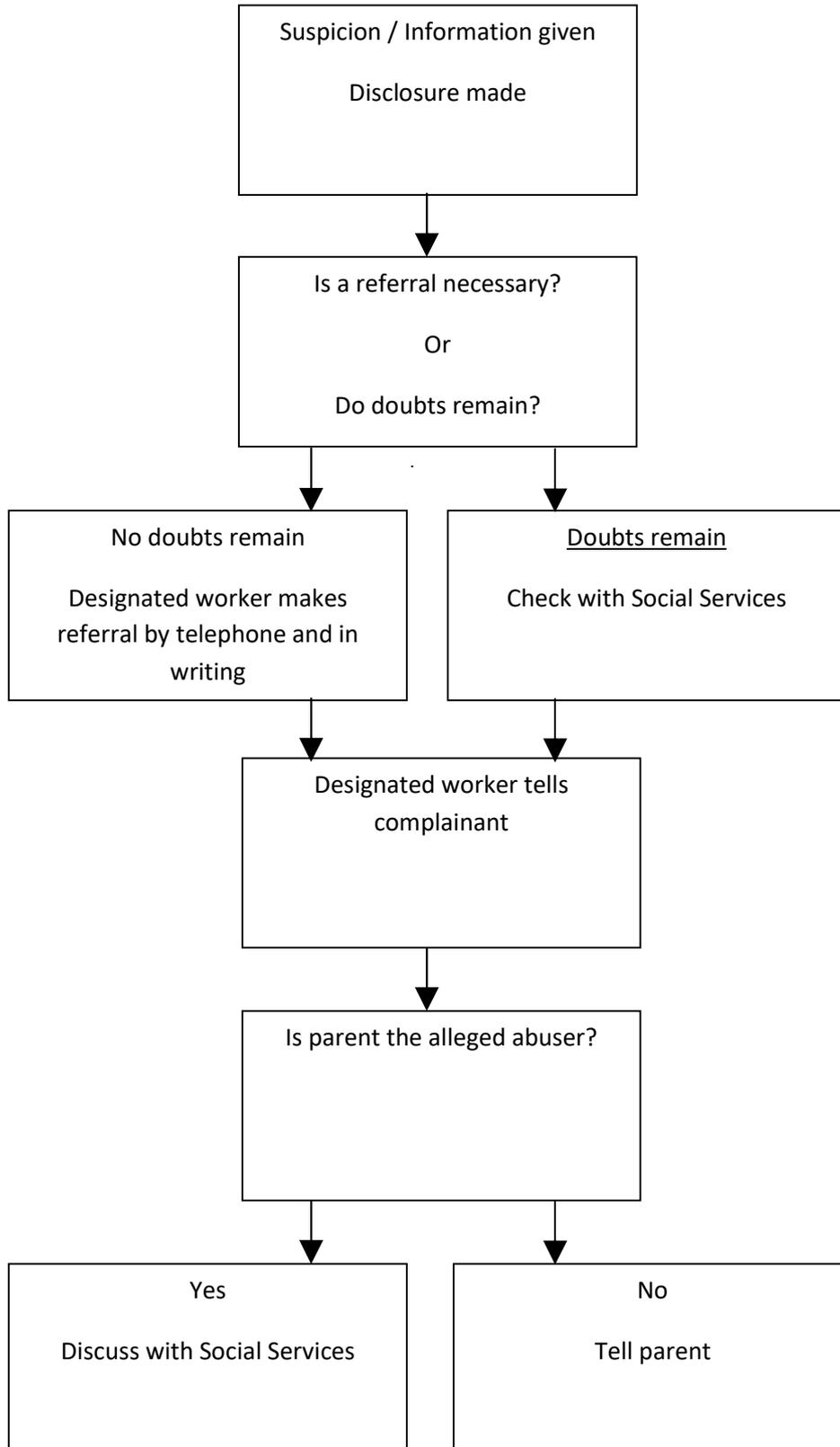
The Arura Steering Group will ensure that adequate insurance arrangements are in place. This will involve clarifying what insurance provision already exists and what additional cover may need to be arranged.

## **16 Use of External Providers**

The term 'External Providers' refers to other organisations or companies which provide a service that is outside the direct control of Arura e.g. Specialist Activity Providers, etc. When opting to use the services of an 'External Provider' the person responsible for the organisation of this aspect of Arura must ensure that:

- Providers are reputable and have the necessary public liability insurance in place for the services they provide;
- Staff involved in the delivery of the service are competent and are aware of their roles and responsibilities in relation to the group and child protection;
- Adequate emergency and contingency plans and procedures are in place in the event of unforeseen circumstances.

**Appendix 1: Reporting Procedures**



**Keep written records**

## **Appendix 2: Use of Computers and Electronic Equipment**

### Photography and Use of Video Cameras

- Children may be photographed and videoed for personal and promotional use.
- Parents may exclude their child from this material by opting out on the registration form, or by written notification to the Arura office in advance of the camp. This instruction will be made clear in the registration documentation.
- The use of mobile phones to take photographs/video in dormitories and changing rooms is not permitted. Anyone found breaking this rule will be disciplined in accordance with the Arura Discipline Policy.

### Appendix 3: Risk Assessment

Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Note that a hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realized.

Probability of occurrence	Score	Consequence of outcome
Highly unlikely to ever occur	1	Slight inconvenience
May occur but very rarely	2	Minor injury requiring First-Aid
Does occur but only rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Fatality or serious injury leading to disability

$$\text{Risk} = \text{Probability of occurrence} \times \text{Consequence of outcome}$$

The level of risk can be calculated by multiplying probability by consequence, so providing a theoretical maximum score of 25. If the resulting score totals 10 or more, then an active management of the risk is required.

The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is advisable to change the activity and/or the location. Where there is considerable concern as to the outcome, it is better to abandon and redesign the activity than to expose young people to an unacceptable level of risk.

**Organisers must fully record their risk management decisions on paper.**



Name of Activity / Event: \_\_\_\_\_

Venue / Location: \_\_\_\_\_

Assessed by: \_\_\_\_\_

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

Likelihood	Severity
1 = improbable	1 = trivial (grazing)
2 = possible	2 = minor (small cuts)
3 = likely	3 = severe (broken bones)
4 = very likely	4 = major
5 = certain	5 = fatal

Hazard	Potential Injury / Risk	Existing Controls & Precautions	Risk Score	Further Action	Review Date
What hazards to health and/or safety exist?	What risks do they pose and to who?	What measures have been taken to reduce the risk?	(Likelihood x Severity) Max permitted = 9	What else can be done to reduce the risk?	

## Appendix 4: Emergency Procedures

- Emergency procedures must be established and must be communicated to and understood by all leaders and workers.
- Designated first aiders should be available. In the event of a young person being injured, specialist help must be sought as appropriate and parents informed as soon as possible.
- If it is necessary, due to the seriousness of the circumstances, for the parents to visit the young person(s) arrangements should be made for them to do so.
- A 'lost person' procedure should be discussed in advance by all leaders and workers in each off-site activity including:
  - action to be taken if separated from the group or lost
  - advice on where assistance may be sought
  - notifiable personnel and contact details
  - notification of safe return
- If any leader has cause to believe that a young person has been abducted or has absconded the Police must be notified.

**Appendix 5: Incident Record Form**

1. Name of Activity

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2. Person in charge of activity and leaders or workers present

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3. Date, Time and Location of Incident

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4. People involved in the incident, including Area Manager and Leader of young person's group

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5. Name and address(es) of witness(es)

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

6. Please state in your own words what happened including details of names and status of those involved

7. Describe what action was taken (e.g. details of First-Aid, police or medical involvement)

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date & Time \_\_\_\_\_