

# CHILD SAFEGUARDING POLICY



## **JESUS YOUTH IRELAND**

A MISSIONARY MOVEMENT  
AT THE SERVICE OF THE CHURCH

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# INTRODUCTION

Jesus Youth is an international Catholic youth movement approved by the Holy See. It had its beginnings in Kerala (India) in 1985, but is now active in more than 30 countries around the world. Jesus Youth is an initiative of young people themselves, who, filled with the Holy Spirit try to reach out to other young people. The strength of the movement is its special focus on a life centred on the Lord Jesus Christ; beginning with an experience of God, nourished by prayer, the Word of God, the sacraments and fellowship, and sharing the Good News of Jesus Christ with others.

## MISSION OF THE MOVEMENT

With a focus on bringing youth to active life in Christ, and in a youth fellowship, Jesus Youth movement reaches out to youth, bringing them to an intimacy with Christ, providing them with faith and personal formation and sending them on mission. The fast spread of the movement can be attributed mainly to this missionary zeal of its members and their commitment to be constantly at the service of the Church. Youth, teens, and families are encouraged to lead a missionary life contrary to what the world promotes. Using technology and media to its advantage, the movement tries to make the Gospel message relevant to people living in modern times and situations, especially the youth.

## FORMATION IN THE MOVEMENT

In order to help members journey effectively in their pilgrimage. of faith, the Jesus Youth Movement envisages a five-phase faith formation plan, facilitating growth in holiness and mission. These phases are: i) Contact Phase, ii) Companion Phase, iii) Committed Phase, iv) Confirmed Phase, and v) Covenant Phase. Only from the third phase of formation - Committed phase - a person becomes a

## **AT THE SERVICE OF THE CHURCH**

Jesus Youth is passionately catholic in its vision, approach and teachings. The movement is accountable to the catholic church through various ways. Jesus Youth been recognised as an International Private Association of the Lay Faithful by the Pontifical Council for the Laity.

Jesus Youth coordination teams at various levels maintains the accountability to the local ordinary or Eparch either directly or through the Chaplain.

## **JESUS YOUTH IRELAND**

Initiated in Ireland nearly ten years ago, the Jesus Youth movement has now reached many parts of the country. The movement in Ireland has three main streams: Family, Youth and Teens. Other ministries like intercession, music, formation, media, night vigil, are also active. All these activities are coordinated by Jesus Youth National Team. Active members come together for prayer, sharing and catechesis in 'Households' which is held every month.

For more information on Jesus Youth movement please visit our Website: [www.jesusyouth.org](http://www.jesusyouth.org)

## **THE PRINCIPLES UNDERLYING OUR DOCUMENT**

### **The Principles are derived from:**

- ▶ Gospel Values
- ▶ International Law
- ▶ Domestic Legislation

### **These Principles include the following:**

The principles derived from Gospel values are:

- ▶ Each child shall be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all.
- ▶ Everyone in the Church has an obligation to ensure that the fundamental rights of children are respected.
- ▶ A child's right to safety and care is inalienable.
- ▶ Children have a right to an environment free from abuse or neglect.
- ▶ Children have a fundamental right to justice and freedom; they have a right to be listened to and to be heard.
- ▶ Children have a right to good role models whom they can fully trust, who will respect them and nurture their spiritual, physical and emotional development.

The principles derived from civil sources are:

- ▶ All adults have a duty to report allegations or suspicions of child abuse, where reasonable grounds for concern exist, irrespective of the status of the person suspected or their relationship to them or to the child.
- ▶ Due regard must be given to the criminal dimension of any action.

- ▶ It is the statutory duty of the civil authorities, not individuals or organisations, to investigate reports of child abuse.
- ▶ A proper balance must be maintained between protecting children and respecting the needs and rights of carers and adults however, where there is a conflict, the welfare of the child must be paramount.
- ▶ Actions taken to protect a child should not in themselves be abusive or cause the child unnecessary distress. Every action and procedure should consider the overall needs of the child.
- ▶ Organisations have a corporate responsibility to operate effective systems to assure the protection of children. They should ensure best practice in relation to recruitment and selection processes, provide appropriate training and ensure that all personnel are aware of their responsibility both to prevent child abuse and to report concerns about child abuse.
- ▶ All agencies and disciplines concerned with the protection and welfare of children must work cooperatively in the best interests of children.

REF.OUR CHILDREN OUR CHURCH

## **DEFINITION OF CHILD ABUSE**

The rationale behind drawing up a Policy for the JesusYouth is based on best practice as outlined in Church and Statutory Guidelines. With this in mind, perhaps it is helpful at this point to define what is meant by child abuse<sup>1</sup>.

### **Definition of Child Abuse**

Child abuse occurs when the behaviour of someone in a position of greater power than a child or young person abuses that power and causes harm to that child or young person. Child abuse, for our purposes, is categorised into four groups:

1. Emotional abuse
2. Physical Abuse
3. Sexual Abuse
4. Neglect

#### **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. Emotional abuse is normally found in the relationship between a care-giver and child.

#### **Physical abuse:**

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child; e.g. shaking a child, excessive force.

#### **Sexual abuse:**

Sexual abuse occurs where a child is used by another person for his or her gratification for sexual arousal or for that of others.

Indirect abuse of children occurs where children have been photographed, videotaped or filmed for pornographic purposes or subjected to gross and obscene language or indecent images.

**Definition of Neglect :**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and medical care.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. It is the persistent failure to meet a child's physical, emotional and/or psychological needs that is likely to result in significant harm.

**Examples of neglect include :**

- ▶ Where a child suffers a series of minor injuries as a result of not being properly supervised or protected.
- ▶ The consistent failure of a child to gain weight or height may indicate that they are being deprived of adequate nutrition
- ▶ Where a child consistently misses school, this may be due to bullying or deprivation of intellectual stimulation and support.

When developing structures to safe-guard children in the JesusYouth, sensitive cognisance is taken of children with special vulnerabilities who may need additional support.

1 For Signs and Symptoms of each type of abuse, see Appendix 1



## **CHILD SAFEGUARDING REPRESENTATIVE**

As part of our policy the JesusYouth will nominate Child Protection Representatives.

The current child Protection Representatives are JESTEENA ABRAHAM (Designated Liaison Person) and BINU V MANI (Co Ordinator for Jesus Youth Ireland)

### **The responsibilities of the Child safeguarding Representative will be:**

- ▶ To promote awareness of Jesus Youth Irelands child protection policies.
- ▶ To ensure that the public has ready access to contact details for the Director of Child Protection.
- ▶ To facilitate anyone in Jesus Youth Ireland in bringing an allegation or suspicion of child abuse to the attention of the Director of Child Protection, should they wish to have such support.
- ▶ The Jesus Youth Ireland Child Protection Representative should be appointed by the Jesus Youth Ireland after appropriate consultation and agreement with the Jesus Youth Ireland National Team. The person appointed should have the personal qualities, interest and life experience fitting to the tasks involved. He or she will be given a role specification, be required to undergo training and will be able to draw on expert help and support from the Director of Child Protection.
- ▶ The Child Protection Representative will be given every assistance by the Jesus Youth Ireland National team.
- ▶ The Child Protection Representative does not deal with the reported child abuse him/herself, but refers it to the designated person within the diocese, i.e. the Director of the Child Protection Service.

## **MAKING INFORMATION AVAILABLE**

To assist the reporting of child protection concerns, the contact details of the Diocesan Designated Person, the H.S.E. and the Gardaí will be made widely available at Jesus Youth Ireland level.

The contact details for the Jesus Youth Ireland Child Protection Representative may also be made available.

Each Jesus Youth Ireland member, together with volunteers and visiting Jesus Youth International Members and visiting missionaries, will be given a copy of the Policy document and asked to read it to ensure that everyone knows the Jesus Youth Ireland Policy on Child Protection.

# **BEST PRACTICE AND CODE OF BEHAVIOUR WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE**

## **Code of Good Practice**

Jesus Youth Ireland when working with young people, to enhance their work practices and to reassure parents and guardians, as well as children themselves, commit themselves to working towards best practice.

### **General Conduct**

- ▶ Physical punishment of children is not permissible under any circumstances.
- ▶ Verbal abuse of children or telling jokes of a sexual nature in the presence of children can never be acceptable. Great care should be taken if it is necessary to have a conversation regarding sexual matters with a child or young person.
- ▶ Being alone with a child or young person may not always be wise or appropriate practice. If a situation arises where it is necessary to be alone with a child, another responsible adult should be informed immediately, by telephone if necessary. A diary notes that the meeting with the young person took place, including the reasons for it, should be made.
- ▶ Best practice in relation to travel with children and young people should be observed. Personnel should not undertake any car or minibus journey alone with a child or young person. If, in certain circumstances, only one adult is available, there be a minimum of two children or young people present for the entire journey. In the event of an emergency, where it is necessary to make a journey alone with a child, a record of this should be made and the child's parent or guardian should be informed as soon as possible.

- ▶ Children and young people should not be permitted to work or remain in churches, parish property or schools unless there are at least two adults present.
- ▶ All children and young people must be treated with equal respect; favouritism is not acceptable.
- ▶ Personnel should not engage in or tolerate any behaviour – verbal, psychological or physical – that could be construed as bullying or abusive.
- ▶ A disproportionate amount of time should not be spent with any particular child or group of children.
- ▶ Under no circumstances should Jesus Youth Ireland personnel give alcohol, tobacco or drugs to children or young people.
- ▶ Alcohol, tobacco or drugs must not be used by personnel who are supervising or working with children or young people.
- ▶ Only age-appropriate language, material on media products (such as camera phones, internet, video) and activities should be used when working with children and young people. Sexually explicit or pornographic material is never acceptable.

### **Respect for Physical Integrity**

- ▶ The physical integrity of children and young people must be respected at all times.
- ▶ Personnel must not engage in inappropriate physical contact of any kind – including rough physical play, physical reprimand and horseplay (tickling, wrestling). This should not prevent appropriate contact in situations where it is necessary to ensure the safety and well-being of a child (for example, where a child is distressed).

## **Respect for Privacy**

- ▶ The right to privacy of children and young people must be respected at all times.
- ▶ Particular care regarding privacy must be taken when young people are in locations such as changing areas, swimming pools, showers and toilets.
- ▶ Photographs of children or young people must never be taken while they are in changing areas (for example, in a locker room or bathing facility).
- ▶ Tasks of a personal nature (for example, helping with toileting, washing or changing clothing) should not be carried out for children or young people if they can undertake these tasks themselves.

## **Meetings with Children and Young People**

- ▶ If the pastoral care of a child or young person necessitates meeting alone with them, such meetings should not be held in an isolated environment. The times and designated locations for meetings should allow for transparency and accountability (for example, be held in rooms with a clear glass panel or window, in buildings where other people are present, and with the door of the room left open).
- ▶ Both the length and number of meetings should be limited.
- ▶ Parents or guardians should be informed that the meeting(s) took place, except in circumstances where to do so might place the child in danger.
- ▶ Visits to the home or private living quarters of Jesus Youth Ireland personnel should not be encouraged, nor should meetings be conducted in such locations.
- ▶ When the need for a visit to the home of a child or young person arises, professional boundaries must be observed at all times.

## **Children with Special Needs or Disabilities**

- ▶ Child with special needs or disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.
- ▶ Where it is necessary to carry out tasks of a personal nature for a child with special needs, this should be done with the full understanding and consent of parents or guardians.
- ▶ In carrying out such personal care tasks, sensitivity must be shown to the child and the tasks should be undertaken with the utmost discretion.
- ▶ Any care task of a personal nature which a child or young person can do for themselves should not be undertaken by a worker.
- ▶ In an emergency situation where this type of help is required, parents should be fully informed as soon as is reasonably possible.

## **Vulnerable Children and Adults**

- ▶ Since especially vulnerable children may depend on adults more than other children for their care and safety, sensitivity and clear communication are of utmost importance.
- ▶ Workers should be aware that vulnerable children may be more likely than other children to be bullied or subjected to other forms of abuse, and may also be less clear about physical and emotional boundaries.
- ▶ It is particularly important that vulnerable children should be carefully listened to, in recognition of the fact that they may have difficulty in expressing their concerns and in order that the importance of what they say is not underestimated.

## Trips away from Home

- ▶ All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place.
- ▶ Written consent by a parent or guardian specifically for each trip and related activities must be obtained well in advance.
- ▶ A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- ▶ There must be adequate, gender-appropriate, supervision for boys and girls.
- ▶ Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.
- ▶ Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- ▶ The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- ▶ Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- ▶ At least two adults should be present in dormitories in which children or young people are sleeping. Under no circumstances should an adult share a bedroom with a young person.
- ▶ If, in an emergency situation, an adult considers it necessary to be in a children's dormitory or bedroom without another adult being present they should (a) immediately inform another adult in a position of responsibility and (b) make a diary note of the circumstances.

## **BEST PRACTICE PROCEDURES**

In order to implement the Jesus Youth Ireland Policy, the Jesus Youth Ireland will put the following procedures in place:

### **1. PARENTAL CONSENT**

Ensure that a signed consent form from parents or guardians is obtained prior to the participation of children and young people in events, activities and groups. Parents or guardians should be asked to indicate if the children have any specific dietary requirements, medical needs or special needs

### **2. RECORD KEEPING**

- ▶ An accurate record should be kept for each child and young person participating in activities, including, but not limited to, attendance, programme details and medical information. This record should include a copy of the consent form or letter signed by the parent or guardian. It should also contain details of emergency contact numbers.
- ▶ A written record of organisers, supervisors, employees and volunteers in attendance at events, such as meetings, choir rehearsals and sports activities, should be kept.
- ▶ An Incident/Accident Report Form should be completed in the event of an accident or incident relating to a child.

### **3. USE OF COMPUTERS**

- ▶ Jesus Youth Ireland should have a clear policy in place regarding the use of email and the internet:
- ▶ Where a computer is used by more than one person, each person should be obliged to have a unique username and password, or where this is not possible, to maintain a signed record of the date, time and duration of their use of the computer.



- ▶ Where a computer can be accessed by children or young people, it should be accessible only through the use of a username and password unique to each child. Where this is not possible, the children or young people should be obliged to provide a signed record of the date, time and duration of their use of the computer.
- ▶ Computers which can be accessed by children or young people should always have appropriate filtering software.
- ▶ All computers should be monitored regularly to ensure that they are being used in accordance with the stated policy. Where there is any suspicion or doubt, a person with specialist knowledge of computer hardware and software should be asked to assess the purposes for which the computer has been used.

## **RECRUITMENT & TRAINING OF VOLUNTEERS**

### **GENERAL PRINCIPLES**

‘Safe practice starts with safe recruitment procedures’. Most people who apply to work with children and young people in the Church are well-motivated and potentially suitable for the various tasks involved. It is most important, however, that all reasonable steps are taken to ensure that this is, in fact, the case. As well as enhancing the prospects of identifying the best person for the post, rigorous recruitment procedures can act as a deterrent to unsuitable applicants.

Some of the principles which enhance the safety of recruitment include :

- ▶ Always applying thorough selection procedures regardless of who the applicant is and whether the position is full-time, part-time, permanent, paid or voluntary.

- ▶ Judging the suitability of applicants across a broad range of criteria, through interview.
- ▶ Ensuring that interviews are conducted by more than one person and that at least one of those interviewing has established competence in interviewing and selection for posts involving work with children.
- ▶ Taking all reasonable steps to exclude unsuitable candidates by insisting on and verifying references, qualification and previous records of employment.

## **KEY ISSUES IN RECRUITMENT PROCESSES**

The safety of recruitment processes can also be enhanced by ensuring that due attention is paid to the following key issues.

- ▶ CLEAR DEFINITION OF ROLE
- ▶ WRITTEN APPLICATION FORM
- ▶ INTERVIEWS
- ▶ DECLARATION FORM
- ▶ REFERENCES

## **APPENDIX 1**

### **SIGNS AND SYMPTOMS OF ABUSE**

#### Signs and Symptoms of Emotional Child Abuse

- ▶ Rejection
- ▶ Lack of praise or encouragement
- ▶ Lack of comfort and love
- ▶ Lack of attachment
- ▶ Lack of proper stimulation
- ▶ Lack of continuity of care
- ▶ Serious over-protectiveness
- ▶ Inappropriate non-physical punishment
- ▶ Family conflicts and/or violence
- ▶ Inappropriate expectations of a child's behaviour – relative to his or her age and stage of development
- ▶ Every child who is abused sexually or physically is also emotionally abused

#### **Signs and Symptoms of Physical Abuse**

- ▶ Bruises
- ▶ Fractures
- ▶ Swollen joints
- ▶ Burns or scalds
- ▶ Abrasions or lacerations
- ▶ Haemorrhages
- ▶ Damage to body organs
- ▶ Poisonings – repeated
- ▶ Failure to thrive
- ▶ Coma or unconsciousness
- ▶ Death

#### **Signs & Symptoms of Child Sexual Abuse**

- ▶ Bleeding from vagina or anus
- ▶ Difficulty or pain in passing urine or faeces
- ▶ An infection may occur secondary to sexual abuse,

which may or may not be a definitive sexually transmitted disease. Professionals should be informed if a child has a persistent vaginal discharge or has warts or a rash in the genital area.

- ▶ Noticeable and uncharacteristic change or behaviour
- ▶ Hints about sexual activity
- ▶ Age-inappropriate understanding of sexual behaviour
- ▶ Inappropriate seductive behaviour
- ▶ Sexually aggressive behaviour with others
- ▶ uncharacteristic sexual play with peers or with toys
- ▶ Unusual reluctance to join in normal activities which involve undressing, for example, games or swimming

Particular behavioural signs and emotional problems suggestive of child abuse in young children (0-10)

- ▶ Mood change, for example acting out or the child becomes fearful or withdrawn
- ▶ Lack of concentration (change in school performance)
- ▶ Bed wetting, soiling
- ▶ Psychosomatic complaints: pains, headaches
- ▶ Skin disorders
- ▶ Nightmares, change in sleep patterns
- ▶ School refusal
- ▶ Separation anxiety
- ▶ Loss of appetite
- ▶ Isolation

## **Particular behavioural signs and emotional problems suggestive of child abuse in older children (over 10)**

- ▶ Mood change, for example, depression, failure to communicate
- ▶ Running away
- ▶ Drug, alcohol, or solvent abuse
- ▶ Self-mutilation
- ▶ Suicide attempts
- ▶ Delinquency
- ▶ Truancy
- ▶ Eating disorders
- ▶ Isolation

## **Signs and Symptoms of Child Neglect**

- ▶ Abandonment or desertion
- ▶ Children persistently left alone without adequate care and supervision.
- ▶ Malnourishment, lacking food, inappropriate food or erratic feeding.
- ▶ Lack of warmth
- ▶ Lack of adequate clothing
- ▶ Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- ▶ Persistent failure to attend school
- ▶ Non-organic failure to thrive, that is, a child not gaining weight, not alone due to malnutrition but also due to emotional deprivation
- ▶ Failure to provide adequate care for a child's medical problems
- ▶ Exploited, overworked

## **APPENDIX 2**

### **Jesus Youth Ireland Policy Statement**

We in the Jesus Youth Ireland value and encourage the participation of children and young people in parish liturgies, Jesus Youth activities and in activities that enhance their spiritual, physical, emotional and social development. We recognize the dignity and rights of all children and young people and are committed to their protection and support.

In keeping with this we will work to do all in our power to create safe environments for children and young people in order to secure their protection and enable their full participation in the life of the Church.

## **APPENDIX 3**

### **Contact Personnel**

Jesus Youth Ireland Child safe guarding  
Representatives:

#### **Jesteena Abraham**

(Designated Liaison person)

Home:018603966

Mobile;0876706753

jesteenaabraham@gmail.com

#### **Binu V Mani**

(Jesus Youth National Co ordinator)

0871431026

binuvmani@gmail.com

#### **Dublin Diocese Child Protection Office**

01-8360314

Dublin Diocese Director of Child Protection Service

#### **Mr. Andrew Fagan**

01-8360314

Dublin Diocese Training & Development Coordinator

#### **Mr Garry Kehoe**

0860841734

**Garda Vetting Vivienne Knight, Garda Vetting  
Administrator Diocesan Offices, Clonliffe College.**

01-8360314

#### **Samaritans Helpline**

1850 609 090

#### **ChildLine**

1850 666 666

#### **Emergency Numbers**

999 or 112

## APPENDIX 4

### CHILDREN'S CODE OF BEHAVIOUR

1. Treat all other children with respect, and do not use bullying tactics.
2. Be fair and do not tell lies about others or adults.
3. Abide by the rules as set out in the Jesus Youth Ireland policy on Child Protection.
4. Respect the house of God and promote good behaviour.
5. Do not spread rumours.
6. Do not harm any other children, or church property.
7. Do not shout or argue in God's house.
8. Children must not keep secrets, especially if they have caused harm.
9. Do not use violence or physical contact with others.
10. Never cheat.
11. Talk to the person in charge if you have a problem of any kind.
12. Behave in a manner that coincides with the dignity of the Church of God.
13. Do not use or bring unwarranted or dangerous substances into the Church.
14. The use of mobile phones is prohibited within the Church.



# APPENDIX 5

## Code of conduct for volunteers

1. Ensure the safety of all children and young people by providing adequate supervision and proper pre planning using safe methods at all times
  2. Treat all children and young people with dignity and respect
  3. Treat all children and young people fairly
  4. Provide an example of good conduct
  5. Ensure the rights and responsibilities of children and young people are adhered to
  6. Operate within the Jesus Youth Statue
  7. Be visible to others when working with children
  8. Challenge and report potentially abusive behaviour
  9. Develop a culture where children can talk about their contacts with staff and others openly
  10. Respect each child and young person's boundaries and help them to develop their own sense of their rights as well as helping them to know what they can do if they feel that there is a problem
  11. Respect & listen to the opinions of the children & young people
  12. Be positive and approachable
  13. Record & report incidents of alleged abuse and poor practice to the designated person
  14. Maintain confidentiality about sensitive information
  15. encourage an anti-discriminatory outlook
  16. Develop and maintain appropriate working relationships with other volunteers and animators
- Adapted from Child safeguarding services  
Arch dioceses of Dublin

## APPENDIX 6

### Travelling Permission Consent Form :

Event:

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Venue:

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Date: \_\_\_\_\_ Pick-up  
location: \_\_\_\_\_

Drop off time: \_\_\_\_\_ Drop off  
location: \_\_\_\_\_

I have read and accept the conditions and rules as set out in the Code of Ethics and good behaviour when travelling to and from Jesus Youth Ireland organised trips and I agree to abide by the rules.

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

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

Parent/Guardian:

I have read and accept the conditions and rules as set out in the Code of Ethics and good behaviour when my child is travelling on Jesus Youth Ireland organised trip.

Name of Child(ren):

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---

Parent/Carer's name:

---

---

Emergency contact number:

---

---

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

# APPENDIX 7

## Parental consent form

1. Name of organisation: Jesus Youth Ireland

2. Nature of Event and Venue:

Date/Time:

Contact persons at venue:

Accommodation & transport:

3. Name of Child/Young Person

---

---

Address:

---

---

—

Telephone No

---

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

4. Give details of any medical condition/allergies of which the Organisers ought to be aware. Please

include details of any medication which has to be taken or any dietary requirements. (This information will be treated confidentially).

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In the event of illness or accident, having parental responsibility for the above named child, I give

permission for first aid to be administered where considered necessary by a trained first aider, if

available or medical treatment to be administered by a suitably qualified medical practitioner.

If I cannot be contacted and my child should require emergency hospital treatment, I authorise an

adult leader to sign on my behalf, any written form of consent required by the hospital.

5. Bullying, photographing, smoking and alcohol are strictly prohibited inside and outside the venue.

The use of mobile phone and other electronic devices are strictly restricted to outside the normal

hours of the event. In case of any misbehaviour from child, parents will be notified and an arrangement

has to be made by the parent to collect the child immediately. You can access our child protection

policy online at [www.jesusyouth.ie](http://www.jesusyouth.ie)

6. I have read all the above information concerning the event. I hereby give permission for my

son/daughter/ward to participate in the event.

Signed (Parent/Guardian)

\_\_\_\_\_

Date \_\_\_\_\_

Name and Address:

\_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Name and telephone numbers of available persons, during the period of the programme, in the event

of non-availability of parent/guardian

\_\_\_\_\_

\_\_\_\_\_

Adapted from Child safeguarding services  
Arch Dioceses of Dublin

# APPENDIX 8

## Media Consent Form

Information to the participant

You are participating in an event in which Jesus Youth Ireland will be producing photographs

and/or video and/or audio recordings. These photographs and/or video and/or audio recordings

are for JY Ireland use in its activities, at its events and in its promotional material, in print and

electronic format, Internet via the Jesus Youth website or other social media websites.

Consent by the participant/parent/legal guardian

I....., give permission for  
Photographs/Video recordings/Audio recordings

to be taken of me/ my child and to be used if required, in the following:

- In newspapers, magazines, and other official Jesus Youth publications.
- On the Jesus Youth website (first name /videos/ photographs)
- On the Jesus Youth official social media sites like Facebook, you tube channel, twitter,  
Instagram etc. (First Name/video/ photographs)

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

Signature of participant      Signature of parent/legal guardian

(if participant is under 18 yrs)

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

# APPENDIX 9

## Incident/accident Reporting Form

Event and Venue

.....  
.....

Location of  
Incident.....

.....

Date and Time of  
incident.....

.....

Nature of  
incident.....

.....

Name(s) of children or young person  
involved.....

.....  
.....

Witnesses.....

.....

Reported  
By.....

.....

Give Details of the  
incident.....

.....

.....

.....

.....

.....

.....

.....

**Action taken both During and following  
incident.....**

.....  
.....

.....  
.....

.....  
.....

**Parent/Guardian Informed YES/NO**

**Name, Date and Person  
Contacted.....**

...

.....  
.....

**Signed  
Date**

**Any Follow up  
Required.....**

.....

.....  
.....

# APPENDIX 10

## Adult Volunteer Declaration Form (Confidential)

Legislation in both jurisdictions in Ireland, have at their core, the principle that the welfare of children and young people must be the paramount consideration.

Church organizations therefore ask that everyone working or volunteering for the Church, who will come into contact with children or personal details of children, abide by good practice by completing and sign this declaration:

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order (please tick) Yes No If yes,

please state below the nature and date(s) of the offence(s)

Date of offence:

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Nature of offence:

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Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child? (Please tick) Yes No If yes,

please give details including date(s) below:

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Full name (print): Any surname previously known by:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth:

\_\_\_\_\_

Declaration I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post whether paid or voluntary, without notice. I understand that the information will be kept securely by the Church organization.

I hereby declare the information I have provided is accurate.

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

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

Adapted from Dioceses of Cork & Ross

# APPENDIX 11

## Anti-Bullying Policy for Jesus Youth Ireland

Bullying will not be tolerated.

- All children/young people are entitled to participate in Jesus youth activities on an equal

basis appropriate to their ability and stage of development. They are entitled to be safe and happy

and be treated with dignity, sensitivity and respect. Bullying can be very painful, cause long-term

damage, destroy their self-esteem, and hinder the enjoyment and benefits of participation. Leaders

will be made aware of the main types of bullying, the signs of bullying and ways of preventing it.

They will follow procedures if instances occur and also know that it is usually subtle and hard to

observe or detect.

- Bullying is repeated physical, verbal or psychological aggression directed by an individual or

group against others. Bullying can occur at any age, in any environment, and can be long or short-

term.

- Isolated incidents of aggressive behaviour, which should not be condoned, cannot be described as

bullying. However, when the behaviour is systematic and ongoing it is bullying.

- Bullying differs from bossiness, which is directed at all members of a group, whereas bullying is

targeted at an individual or a few.

- Any child/young person/adult can be a victim of, and/or a perpetrator of bullying

Types: Bullying can be:

- Emotional: Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).
- Physical: Pushing, kicking, hitting, punching, “messaging” or any use of violence.
- Racist: Racial taunts, graffiti, gestures.
- Sexual: Unwanted physical contact or sexually abusive comments.
- Homophobic: Because of, or focusing on the issue of sexuality.
- Verbal: Name-calling, sarcasm, spreading rumours, teasing and slugging.
- Cyber: All areas of Internet, such as email and web, chat room misuse, mobile threats by text

messaging and calls, misuse of associated technology, i.e. camera and video facilities.

Faith Bullying: Being bullied because of your religious beliefs or because you partake in a church

organised activity

Signs of Bullying:

A child may indicate by signs or behaviour that he/she is being bullied. The following are warning

signs and cause of concern for adults/leaders that a child/young person may be getting bullied: -

- Does not want to attend youth group/school/club anymore.
- Has physical signs such as unexplained repeated bruises or scratches.

- Has poor or deteriorating schoolwork, inability to concentrate.
- Has a possession which is damaged or “gone missing & quot;
- Asks for money or starts stealing money (to pay bully).
- Continually & quot; losing&quot; money/belongings or having damaged belongings.
- Changes their usual routine.
- Is reluctant to go out and has few friends.
- Have torn clothes, broken glasses, missing schoolbooks.
- Becomes withdrawn, depressed, anxious, or lacking in confidence.
- Starts stammering or regresses in some way such as bed-wetting.
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Is afraid to use the internet or mobile phone.
- Is nervous and jumpy when a cyber message is received
- Attempts or threatens suicide or runs away.
- Cries themselves to sleep at night or has nightmares.
- Repeated signs of bruising and injuries.
- Gives improbable excuses for any of the above.

This list is not exhaustive and there are many other possible reasons for the above.

## PREVENTION:

- Leaders and adults will make it clear that bullying is unacceptable and will be treated seriously.

They will be aware of the possibility of bullying in the course of supervision and welcome

information and respect confidentiality.

- Anti-Bullying policy with its sanctions takes its place with other policies and rules. All share the

responsibility for making the place/activity safe and happy for all.

- The following methods may help children to prevent bullying. As and when appropriate, these may include: -

Include young people in discussions about what bullying is and why it can't be tolerated.

Encourage young people to take responsibility and report any incidents of bullying to leader.

Review this Anti-Bullying Policy with children/young people involved in our parochial/diocesan

activities.

## PROCEDURES:

- All incidents of bullying should be brought to the attention of the leader/person in charge of

group.

- All incidents will be recorded on incident report forms and kept on file.

- Parents of both the victim and the bully will be informed of any incidents of bullying and should

meet with leader/person in charge to discuss the problem.

- The bullying behaviour or threats of bullying must be investigated and the bullying stopped

quickly.

- This usually involves first talking to the victim, and finding out about the nature of the bullying, the

name of the alleged bully, and how the victim felt.

- Talking to the alleged bully and also to bystanders and those who may have had a part in the

incident, either initiation or joining in.

- Trying to bring about reconciliation and some 'circle time' for the group exploring feelings may

help find solutions.

- Both the victim and bully should be supported and helped throughout the process and for as long

as necessary. If necessary and appropriate, the Gardaí will be consulted.

#### OUTCOMES:

- If possible the bully (bullies) will be asked to genuinely apologise and be reconciled.

- Other sanctions may be agreed upon, e.g. time-out of group activity etc.

- In serious cases, suspension or even exclusion from the programme/club will be considered, as a

last resort.

- After the incident/incidents have been investigated and dealt with, each case will be monitored to

ensure repeated bullying does not take place.

- Some counselling may be necessary to build up self-esteem in victim and or in bully.