

2024 Safeguarding & Child Protection Policy

Updated March 2024

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Introduction

Scripture Union is an interdenominational and international Christian movement, which works with children, young people, and families. It is therefore of the utmost importance that we produce and regularly review Child Protection Policies, Guidelines and Procedures to ensure all involved in this ministry have the care, welfare and protection of children and young people as their primary concern.

In the Republic of Ireland, our main contact with children is through programmes of camps, holiday clubs, schools work, training, and resource provision. In everything, our concern is the safety and welfare of the children and young people we are privileged to work with and that is why this document is so important. It is our intention that every part of Scripture Union's work in the Republic of Ireland will be informed by the principles and practice outlined in this document.

Scripture Union requires that all staff read the Child Protection Policy and all volunteers read the parts of the policy that is relevant to the area they are volunteering in and that they implement the guidelines and procedures therein. It is our intention that every part of Scripture Union's work in the Republic of Ireland will be guided by the principles and practices outlined in this document.

I commend it to staff and volunteers alike, with the prayer that as we make the Good News known, all participants in a Scripture Union activity will experience the love and care of God.



Gareth Lynch

National Leader

Scripture Union Republic of Ireland

Terminology and Abbreviations

Safeguarding – These are the actions we take to protect under 18s from harm and abuse

Child Protection – These are the way in which we are to respond to harm and abuse.

Scripture Union Ireland (SU or SUI) – In this document, this refers to Scripture Union Republic of Ireland

National Leader – The CEO of SUI who also has the role of Child Protection Officer (CPO) for SU Ireland. Currently Gareth Lynch (087 2978524)

Centre Manager – the person in charge of the running of Ovoca Manor. Currently Stephen Mullarkey (0402 35369)

Ovoca Manor and/or Densmore – Camp and Retreat centres in Avoca, Co. Wicklow. If just Ovoca Manor is mentioned, it often implies the whole grounds at Ovoca Manor including Densmore Lodge

Designated Liaison Person/s (DLP) – SU staff or volunteer authorised by Scripture Union Ireland to act as its representative in dealing with allegations of abuse and in referring such issues to external agencies. Role appointed by the Child Protection Officer. Currently this role is done by Andrew Wynne (086 8624289) and Suzie Evans (086 1985143)

Vetting Officer – A delegated SU staff member or volunteer authorised by SU to carry out checking and vetting procedures regarding all volunteer applications. Currently Suzie Evans (Suzie.Evans@scriptureunion.ie)

Camp Leader – The person or persons approved by Scripture Union to take overall responsibility for the event, group, or activity. A camp leader may be a volunteer, or a SU staff member.

Volunteer – Any person vetted through SU's procedures to volunteer in any capacity or role within the organisation

SU Activities – These include programmes for residential holiday activities and camps for a range of age groups and abilities, missions or holiday clubs for people under 18, family ministries, work in schools, training activities, youth work, Bible teaching programmes, school retreats and groups held at Ovoca Manor or Densmore.

Disclosure Report Form – A confidential form to be used in reporting by a volunteer or camp leader for all allegations of abuse.

Designated Liaison Person Report Form – A confidential form used by the DLP

Incident Form – The form for reporting any incident, other than an allegation of abuse, that has happened to a child during an SU activity.

Safeguarding Statement

SU Ireland believes that all people under the age of 18 should enjoy SU Ireland facilities, camps, and activities without fear of harm. SU Ireland, with the assistance of all staff and volunteers, will take every necessary step to ensure the safety and wellbeing of people under the age of 18 with whom we work, regardless of class, race, or creed.

We will endeavour to safeguard people under the age of 18 by:

- Adopting safeguarding guidelines for SU staff, camp leaders, and volunteers
- Sharing information about safeguarding and good practice with people under the age of 18, parents, staff, and volunteers
- Sharing information about concerns with agencies who need to know and involving parents and people under the age of 18 appropriately.
- Following careful procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training
- We are also committed to reviewing our policy and good practice at regular intervals.

Child Protection Policy Statement

“Jesus said, ‘Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these’ Matthew 19: 14 (NIV)

- Reflecting our aim to follow Biblical principles and recognising the value that Jesus gives to children, we in Scripture Union Republic of Ireland, seek to ensure the physical, emotional and spiritual wellbeing and development of each person under the age of 18 in all our work with them. Scripture Union is committed to the protection of people under the age of 18 from all forms of abuse.
- For the purposes of this policy, Scripture Union Republic of Ireland accepts the working definitions of abuse detailed in “Our Duty to Care” – The Principle and good practice for the protection of children and young people. Tusla.
- In line with the advice from “Children First: National Guidelines for the Protection and Welfare of Children” (1999 Section 6.7.2) Scripture Union Republic of Ireland National Leader will appoint a Designated Liaison Person/s. The DLP will be responsible for implementing SU procedures in the event of an allegation or disclosure of abuse. The DLP will refer all incidents of concern, disclosures, or allegations of abuse to the appropriate authorities.
- In line with best practice, Scripture Union Republic of Ireland has adopted and agrees with the definition of a child from the Child Care Act, 1991 and the United Nations Convention on the Rights of the Child, as being a person under the age of 18.

In order to carry out the above policy statement, we in SU will:

- Ensure that the welfare of the person under 18 will be the paramount consideration in all matters relating to decisions regarding the person under 18, who may or may not have been abused
- Ensure that all SU staff and volunteers are made aware of and have accepted SU's policy and procedures on safeguarding & child protection prior to undertaking direct work with children or young people.
- Put into practice recognized child safeguarding procedures for the prevention of and response to incidents or disclosures of abuse. These procedures will be reviewed regularly in the light of legislative and best practice developments.
- Apply procedures concurrent with the SU Child Protection Policy in the recruitment and selection of staff and volunteers.
- Provide instructive training to support staff and volunteers to acquire knowledge and understanding of child protection best practice, and SU's Child Protection Policy and procedures.
- Report allegations of child abuse to Tusla.
- Assist and cooperate fully with any Tusla or Police investigation or enquiries into any allegation of abuse involving staff, volunteers, children, or young people involved with SU.
- Regard all information pertaining to an investigation, written or otherwise, as confidential. All enquiry documentation will be stored in a secure place and will only be shared on a 'need to know' basis.
- Provide support for staff, volunteers, and other concerned parties during the process of a child protection investigation or inquiry, as appropriate in each circumstance.
- Make available on request our Child Protection Policy Guidelines and Procedures to parents of children involved in Scripture Union activities.
- Review this policy by March 2027

Section 1: What is Abuse?

“Child abuse occurs when the behaviour of someone in a position of greater power than a child causes the child harm”.

There are different types of abuse and a person under 18 may suffer more than one type of abuse.

- 1. Physical abuse** – deliberate physical injury of a person under 18 which could include hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating, confining to a room or cot or incorrectly giving drugs to control behaviour. Symptoms may include unexplained, recurrent injuries or burns with or without improbably excuses or refusal to explain how they occurred. It could also manifest in self-destructive behaviour or fear of physical contact, shrinking back if touched.
- 2. Neglect** – this is the persistent failure to meet a child’s physical and or psychological needs including adequate foods, shelter, clothing, failing to protect the under 18 year old from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or supervision. Symptoms may include constant hunger, constant tiredness, inadequate clothing and/or poor personal hygiene.
- 3. Emotional abuse** – This occurs when a person under 18 is verbally ill-treated or made to feel unloved. The person may be made to feel unloved, worthless, inadequate or valued only in so far as they meet the needs of another person. It may involve causing under 18s frequently to feel frightened or in danger. It can include the exploitation or corruption of under 18s. Symptoms may include delays in physical, mental and emotional development, continual belittling of oneself, overreacting to mistakes, extreme fear of new situations, inappropriate response to pain or neurotic behaviour.
- 4. Sexual abuse** – involves forcing or enticing a person under 18 to take part in sexual activities whether or not the person is aware of what is happening. These activities may involve physical contact including penetrative or non-penetrative acts. They may also include noncontact activities such as involving a person under 18 in looking at or the production of pornographic material, watching sexual activities or encouraging under 18s to behave in sexually inappropriate ways. Symptoms may include sexual knowledge, behaviour or use of language inappropriate for the person’s age, regression to younger behaviour patterns, selfmutilation, suicide attempts, running away, overdoses, anorexia, sudden loss of appetite or compulsive eating.

For the purposes of these procedures, abuse includes any inappropriate or sexualised physical contact; or other actions deemed to be an abuse of trust or power, which impact the person under 18's welfare.

Disclosures of Child Abuse

A disclosure is an act or statement that makes abuse known. A disclosure is an allegation until proven.

A camp leader or volunteer may be informed of an allegation of abuse. This allegation of abuse may concern a member of staff or volunteer during an SU activity or a disclosure of alleged abuse which has occurred or is occurring outside of an SU activity.

Responding to a disclosure of abuse

- Be calm and sensitive to the specific situation. (There are no guidelines to fit every circumstance.)
- Children will often ask an adult to promise confidentiality before disclosing abuse. To them, this usually means they want you to promise not to tell anyone else. You must NEVER promise this, or to keep secrets.
- Seek medical assistance immediately for any physical injury. The welfare of the child is your priority.
- Any questioning to assess a child's physical condition needs to be carried out by the camp leader in the company of an adult witness and should be carried out with the utmost care and sensitivity.
- The adult involved must be removed immediately from contact with the child and others attending the event. Arrangements should be made for a vetted individual to sit with the adult involved both ensuring that the individual does not have contact with any young people and to offer support. If it is a serious incident, arrangements should be made for the adult involved to leave the event location immediately.
- Once the welfare and safety of the child has been secured, and the individual at the centre of the allegation has been removed, the camp leader, as a matter of urgency, must contact the Designated Liaison Person or the National Leader.
- Any concerns about a child should be dealt with promptly and without over-reaction. Scripture Union is aware of potential difficulties and implications of any revealed situations and these procedures are designed to offer a measured response and provide appropriate support.
- Make arrangements for the child to be cared for by a SU Staff member or a suitable camp volunteer.
- The National Leader or the Designated Liaison Person may either travel to the camp or mission location or arrange for another suitable person to do so. The function of this visit will not be to speak

to the person under 18 but to discuss the matter more fully and offer on-site support to the team leader, and if possible, talk with the person identified in the allegation.

- If it is agreed that the camp leader should investigate the matter more fully by talking with the person under 18 concerned, it is vitally important that he/she does so with at least one witness and

Remember:

- Do not ask leading questions or put words into the mouth of the person.
- Under no circumstances collude in keeping the matter “a secret” between you and the person under 18, explain that you have a responsibility to protect them and others.
- Reassure the person under 18 that the information will be treated as confidential.
- It is important from the outset that you are open and honest.
- Information should not be communicated to any external persons, other than the National Leader and the DLP.

It is the responsibility of the National Leader or the Designated Liaison Person to contact the parents of the young person. Should external agencies be involved, the National Leader or the Designated Liaison Person, in consultation with camp leader, will agree as to how this is to be handled.

Section 2: Guidelines for Staff and Camp Leaders

Child Protection at Scripture Union Activities

Working on SU camps, and activities brings us into close contact with people under 18. They may see this as an opportunity to share their fears and concerns with a camp leader. Leaders need to be willing to listen and be attentive to what is being shared. People under 18 years old will look upon camp leaders as people to be trusted and may share personal fears and concerns or aspects of their home life with you, including issues such as bereavement, divorce, separation, or bullying.

On occasion, more serious matters may occur that constitute a threat to a person under 18's safety. As a representative of SU Ireland, it is crucial that any situation of abuse or suspected abuse are properly reported and managed. We all have a duty of care and responsibility to act where a person under 18 may be at risk of abuse.

Leaders at camps and events have a responsibility to be aware of and to show concern for people under 18 and families experiencing difficulties.

Camp leaders need to be aware the different types of abuse and how to recognise it (Section 1)

Safeguarding Practices and Procedures for camp leaders:

- Staff and camp leaders should be familiar with and follow the guidelines given in 'Our Duty to Care'. This online manual is produced by the Department of Health and Children.
- It is the policy of SU that no staff, camp leader or volunteer should ever be alone with anyone under the age of 18 in isolation from others, other than in an emergency. If circumstances necessitate that this will occur, then arrangements would need to be approved in advance by SU and the person's parents/guardians.
- On a residential activity, sleeping accommodation for the camp leader and volunteers will be separate from that used by the people under 18, but within easy reach. Separate sleeping accommodation will be provided for males and females (SU determine this to be the biological sex at birth). This will be supervised to ensure it is adhered to. In a possible exception where dormitory arrangements make this impossible, or when under canvas, there will be at least two adults with each group.
- No camp leader or volunteer will be accepted on an SU team without completing the SU Garda Vetting and Volunteer Application Process (Appendix 4)
- The camp leader is responsible for ensuring that a record is kept of all participants' attending their camp. The camp leader should make sure that a completed 'Parental Consent Form' containing the names, addresses and parent/guardian contact numbers has been received for each camp participant before the camp starts. These forms must be passed to the Youth Development Team administrator as soon as camp is over.

- Camp Leaders should also be aware of issues surrounding personal devices that can take photos, the use of phones etc.,. They must have read SU's 'Guidelines for Video Conferencing, Social Media, Photographic Guidelines and Online Interaction' (Section 8) and they must use the SU Ireland guidelines in relation to both the internet and photograph usage when formulating policy for the camp or activity they are running..
- It is the responsibility of SU staff and camp leaders to advise volunteers of appropriate forms of interaction with children. This should take place at a pre-event briefing.
- The camp leader will assign separate bathroom facilities for adult volunteers and inform them of which facilities are assigned for them.
- The camp leader should schedule a daily team meeting to review camp activities and opportunity for points of concern to be raised.
- A record is required for all incidents (not an allegation of abuse) that occur during a camp. The camp leader is responsible for the completion of an Incident Report Form (Appendix 3). This form needs to be returned immediately to the Youth Development Team administrator.
- Camp leaders should immediately report any suspicion that either a camper or volunteer is exhibiting signs of having a contagious illness. Upon notification, SU staff will initiate 'isolation' procedures, communicate with parents/family and make arrangements for a safe return home.
- All campers under 18 should have a signed parental/guardian consent form indicating that "in the event of illness or accident, having parental responsibility for the above named camper, I give permission for first aid to be administered where considered necessary by a trained first aider, or medical treatment to be administered by a qualified medical practitioner". In the event of a medical emergency, SU staff or the camp leader will endeavor to contact the parent/guardian of the person under 18 as soon as possible.
- The camp leader is responsible for contacting parents of a person under 18 that needs to return early from camp. The camp leader should confirm with parents that they are able to collect their child or arrange for their child to be collected as soon as possible. If the parents arrange for the person under 18 to be collected by a third party, the camp leader should request pertinent information for identification purposes.

Supervision

- SU staff and camp leaders are responsible to ensure that adequate supervision of people under 18 is provided and adhered to. The minimum adult/child (under 18) in any group should be 2 adults for the first 16 people under the age of 18 and 1 more adult for every subsequent 8 people under the age of 18. If the children are very young, more supervision will be needed, in which case, SU uses the adult/child ratios put forward by Tusla. Local circumstances, activities, special needs and the experience of leaders should also be considered when providing adequate supervision. This may require that the 1:8 ratio be lowered considerably.
- When dealing with group members of mixed gender it is recommended that there are sufficient adults of both genders to properly supervise activities and any premises in use.

Child Protection Practices and Procedures for camp leaders:

- All camp leaders and volunteers will receive 'Child Protection' training provided by Scripture Union. Each camp leader and volunteer should be familiar with the contents of the Scripture Union Child Protection Policy, Guidelines and Procedures.
- Camp leaders should also consider how these guidelines are to be applied at each camp and communicate this information clearly to all camp volunteers. Camp leaders should know how to deal with disclosures of abuse and the reporting channels
- A copy of the 'Scripture Union Child Protection Policy Guidelines and Procedures' document will be made available online and in the SU Office for all staff, camp leaders or volunteers to read.
- Camp leaders need to be prepared for dealing with a situation involving suspected abuse. They are the key link between the team of volunteers, the child and the SU head office.
- If **a volunteer reports a disclosure that a person under 18 has made** to them, Take time to
 - Allow the volunteer to relate exactly what has been said and in what context, and what is the basis of the concern.
 - Check thoroughly how the volunteer handled the situation and what commitments have been made. Ensure the volunteer made the child aware that the information may be passed on to a further authority.
 - Contact the National Leader or the Designated Liaison Person for guidance. Discuss with them the information you already have. Do not speak to the person under 18 yourself at this stage.
 - If it is agreed that the camp leader should investigate the matter more fully by talking with the child concerned it is vitally important that he/she does so with at least one adult witness.
 - Make arrangements for the person under 18 to be cared for. Encourage him/her to join in normal activities as much as possible, and request that the volunteer continue to monitor the person under 18's welfare.
 - Encourage the child not to talk to others about what he/she has shared in confidence.
 - As soon as the interview with the volunteer is over, complete the Disclosure Report Form (Appendix 1). This may be needed at some future date. Any written record should **be treated in the strictest confidence** and very carefully looked after. This record should include details of the person under 18 (name, date of birth, address), of the concerns (disclosures, signs or concerns of abuse) of the person to whom the concerns became apparent, and of the date and place. This form should then be posted, as soon as is practicable; to the Designated Liaison Person, Ovoca Manor, Avoca, Co. Wicklow and should be marked 'Strictly Confidential'. Disclosure Report Forms are found at the end of the SU CPP and online on the SU website.

It is the responsibility of the camp leader to respond to the disclosure, even if the initial disclosure was made to or noticed by a volunteer.

Section 3: Guidelines for Volunteers

Scripture Union is fully committed to the welfare and safeguarding of the people under 18 involved in our activities. Volunteers are expected to do all they can to protect those in their care from harm. Volunteers are expected to behave in a manner that is above reproach.

The following are some **safeguarding guidelines**:

- All SU volunteers will only be accepted after they have completed the application process which includes references, garda vetting and (if volunteering with people under 18) child protection training and education.
- Volunteers should always treat people under 18, and encourage them to treat each other, with dignity and respect. Volunteers should never allow inappropriate language or behaviour to go unchallenged.
- Volunteers should never be alone with someone under 18 other than in a medical emergency. Meetings with individual people under 18 should take place as openly as possible. If privacy is needed, the door should be left open and other volunteers informed of the meeting.
- Volunteers should never be alone in a car with a person under 18. If the situation is unavoidable, then the volunteer must obtain consent from a parent and inform the camp leader before starting the journey. An exception may be made in a medical emergency. The volunteer must always make every effort to be accompanied by another adult volunteer.
- Volunteers should avoid unnecessary physical contact with people under 18. There may be occasions when physical contact is unavoidable, such as when providing comfort and reassurance for a distressed person under 18. In all such cases, physical contact should take place only with the consent of the person under 18 and should always be initiated by them. Volunteers should never engage in rough physical games, including horseplay, other than sports activities which are properly organised and supervised.
- In extreme cases, it may be necessary for a volunteer to restrain a person under 18 physically to prevent injury to themselves or others. In such circumstances, along with another volunteer to act as a witness, no more than the minimum necessary restraint should be used for the minimum amount of time.
- Volunteers should never meet or communicate with children outside organised activities without the knowledge and consent of the person under 18's parents.
- Volunteers must have read SU's 'Guidelines for Video Conferencing, Social Media, Photographic Guidelines and Online Interaction' (Section 8)

- Volunteers should respect the person under 18's right to privacy. A volunteer must not invade their privacy when they are changing, showering, or using the toilet. They must be sensitive to people under 18 who may be uncomfortable in a communal changing or showering setting.
- SU staff, camp leaders and volunteers should be mindful and vigilant of actions that may lead to direct physical contact while working with people under 18 years old.
- Volunteers should never engage in sexually provocative games or activities and never make sexually suggestive comments about or to a person under 18 even in fun.
- Volunteers should never do things of a personal nature for a person under 18 that they can do for themselves. It may sometimes be necessary for volunteers to complete tasks of a personal nature for someone under 18, particularly if they are very young or disabled. These tasks should only be carried out with the full knowledge and consent of the person's parents, the person over 18 (when consent can be given) and the camp leader. If assistance is required in the event of an emergency, parents should be informed. In such situations it is important to ensure that the volunteer is sensitive to the person under 18 and undertake personal care tasks with the utmost discretion. If possible, another volunteer of the same gender as the person under 18 should be present. Volunteers should avoid any close/intimate physical contact with the person under 18.
- There are sufficient bathroom facilities at Ovoca Manor to provide separate services for volunteers and campers. All volunteers must ensure that they are familiar with the location of the services assigned to them.
- If a staff or volunteer needs to enter a bathroom designated for people under 18 to use, they should knock first and announce who they are and wait for confirmation from the person under 18 before entering. Adults should only go into bedrooms assigned for people under 18 when necessary, and if possible, there should always be another volunteer present. If another volunteer is not present the door should be left open.
- Volunteers should avoid any situation that may be open to misinterpretation. If there is any situation with which you are uncomfortable, the volunteer should consult your camp leader.
- If an incident (not an allegation of abuse) happens, the volunteer present must help the camp leader fill out an Incident Report Form (appendix 3)
- Bullying is not tolerated on SU activities and camps. Volunteers must adhere to the SU anti-bullying policy (Section 10)

The following are some Child Protection Guidelines:

- It is not the role of volunteers to seek for and to identify symptoms of abuse. Nevertheless, it is vital that no child in need of help is ignored. All volunteers need to know how to recognise abuse and how to deal with a disclosure (Section 1)

- If a volunteer has any concerns about a child being abused, or if any such disclosures are made to you, you must report these immediately to the camp leader or, in exceptional circumstances, either to the Designated Liaison Person or the National Leader. Contact details for the DLP and the National Leader are on the SU website.
- If you have any further questions or concerns relating to Child Protection, please speak to your Camp Leader or the Designated Liaison Person or the National Leader.
- If you notice abuse taking place or a person under discloses abuse to you:

Do:	Don't:
<p>Stay calm. Listen and hear. Give the child time to say what he/she wants. Reassure the child that he/she has done the right thing in telling. Record in writing what was said as soon as possible. Report to your Camp Leader who must report to the National Leader or Designated Liaison Person Complete the Disclosure report form in consultation with your Camp Leader. Always maintain confidentiality. Continue your relationship with the child as normally as possible</p>	<p>Panic. Ask leading questions. Promise to keep secrets. Inquire into the details of the abuse. Make a child repeat the story unnecessarily. Make any physical examination of the child. Refer to the matter again unless the child initiates the discussion. Pursue the matter any further</p>

Junior Leaders

SU Ireland operates a process that allows young people who are aged 16 or 17 to volunteer as 'junior leaders'. The aim of this process is to help develop a young person's sense of belonging and responsibility in a leadership setting. Junior leaders are under 18 years old and will therefore only ever co-lead a group or activity with an adult leader. Junior leaders should not be assigned to camps where the campers are the same age. Junior leaders must undergo the same volunteer application process as adult volunteers. Junior leaders are still classed as 'children' for the adult/child ratios as outlined by Tusla.

Section 4: Guidelines and Procedures for Designated Liaison Person and National Leader (CPO)

The care, welfare and protection of people under the age of 18 is paramount.

The DLP is responsible for implementing SU procedures in the event of an allegation or disclosure of abuse. The DLP will refer all incidents of concern, disclosures or allegations of abuse to the appropriate authorities.

Even where there is only a suspicion, the welfare of the child requires that any matter be taken very seriously. Caution should be exercised when considering the subjective views of the camp leader and the volunteers.

If a volunteer is concerned about the welfare of a person under 18 at an SU event, they can bi-pass (in exceptional circumstances only) the camp leader and go directly to the DLP or National Leader.

If a disclosure of abused allegedly carried out during a SU activity is reported, the camp leader will contact the DLP or the National Leader for guidance. The camp leader will share the information they already have. The DLP will agree with the camp leader a strategy for handling the situation and decide on the interim location and status of the alleged perpetrator. The DLP will ask the camp leader or volunteer to record all relevant details carefully, using the Disclosure Report Form.

The care of the child must be a priority and medical assistance must be obtained immediately where necessary. The DLP will advise the camp leader that the child should not wash off any evidence or cover any physical signs of the abuse before the A&E staff deal with the enquiry.

The DLP or the National Leader may either travel to the camp or mission location or arrange for another suitable person to do so. The function of this visit will not be to speak to the child or young person. The purpose of this visit is to discuss the matter more fully and offer onsite support to the camp leader, and if possible, talk with the person identified in the allegation.

It is the responsibility of the DLP or the National Leader to contact the parents of the young person, if appropriate. They should be told that their child has been involved in an incident and emphasise that these are only allegations at this stage. They will tell them of the emotional and physical status of their child and inform them of what measures have already been implemented. The identity of the accused should not be revealed.

Should external agencies be involved the National Leader or the DLP, in consultation with the camp leader, will agree as to how this is to be handled.

After the notification, the DLP will review the facts carefully and objectively review the actions just taken. The DLP will fill out the Designated Person Report Form.

The Disclosure Report Form, completed by the camp leader, will be sent to the DLP.

If the disclosure is of abuse that has happened outside an SU event, the DLP must still advise the camp leader to fill out the Disclosure Report Form within in six hours of the event being disclosed and send it to the DLP. They must consider the physical and emotional status of the child and whether the child requires additional support to deal with the situation. The DLP must provide support for the volunteer who received the disclosure. It is the responsibility of the DLP to contact the person under 18's parents (if it doesn't put the child at risk) and advise them that their child has made an allegation of abuse and what measures have already been implemented. If involving the parents is not advisable, then the DLP needs to contact the Duty Social Worker at Tusla. The DLP must fill in the Designated Liaison Person Report Form.

The DLP must contact the National Leader and if necessary seek further advise from the Duty Social Worker at Tusla.

In reporting a disclosure of abuse to the authorities (that either happened at an SU event or outside an SU event but disclosed at an SU event) the DLP will contact the Duty Social Worker at Tusla (01 9213400) for advise on how best to proceed.

Under no circumstances should a person under 18 be left in a situation that exposes him or her to harm or risk of harm pending intervention by Tusla. If you believe the person under 18 is in immediate danger, you should contact An Garda Siochana without delay. You can make a follow up report to Tusla within 72 hours.

The DLP will be required to provide Tusla with a full report of the incident, including details on the geographical location of the event. They will also be required to provide an update on the location of the alleged offender. Tusla will require contact names and numbers for the Child Protection Officer (Gareth - 01-2869098 M: 087-2978524) and the DLP (Suzie -086 1985143/085 1464573 or Andrew - 086 8624289/ 0402 35118)

A child protection concern may also be a criminal offense. Under these circumstances, the DLP is required to report this to the Gardai and also make a report to Tusla. Under the Criminal Justice Act 2012, it is a criminal offense to withhold information about a serious offense, including a sexual offense, physical abuse and willful neglect against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specific offense has been committed against a person under 18 or vulnerable person and that he or she has information that would help arrest, prosecute or convict another person but fails without reasonable excuse to disclose that information as soon as possible to An Garda Siochana. It is the responsibility of the DLP to report a crime to An Garda Siochana, and to report child protection concerns to Tusla. Making a report to Tusla does not absolve the DLP of their responsibility to report a crime to An Garda Siochana. However, not every child protection concern warrants you contacting the Gardai.

It is the responsibility of the CPO to ensure that a list of important telephone numbers is compiled and available for use.

It is the responsibility of the Vetting Officer to ensure that all volunteers working with people under the age of 18 have read and agreed to the sections of the child protection policy that apply to them.

Section 5: Guidelines and Procedures for Retreat Staff and Volunteers

Safeguarding Procedures for Retreat Volunteers

- All school retreat staff and volunteers must be Garda Vetted and have completed the SU volunteer application process for working with people under the age of 18, which includes child protection and safeguarding training
- Staff and volunteers should always remain vigilant and avoid all situations that could be misconstrued.
- Staff and volunteers will not engage in any unnecessary physical contact with students.
- Staff and volunteers will always speak respectfully to students and not engage in any 'banter' which might be offensive, hurtful, inappropriate or otherwise unnecessary.
- Bullying will not be tolerated during retreats. All allegations of bullying will be taken seriously by the retreat team leader and investigated immediately. Retreat leaders will liaise with school representatives and request the removal of any students that engage in bullying behaviour.
- Retreat teams will always have at least one trained First Aider, however the ultimate responsibility for first aid lies with the school. In the case of an accident, the first aider will carry out an initial assessment and then refer to the school's designated first aider.
- The school is responsible for the transport, supervision, and any additional needs of the students
- For both day retreats and overnight retreats, the school will provide the necessary information for the facilitation of a well-managed retreat. This includes providing vital logistical information for organising the retreat and personal data which is required for the health and safety of students. This will help our activity staff and volunteers to safely tailor meals and participation in activities in line with a students' abilities and needs. Ideally this data should be provided in advance of a retreat.

The logistical information required includes

- o Arrival and departure times.
- o The number of students and teaching staff.
- o The names of students and teaching staff.
- o If the teacher isn't staying, a name, contact details and availability of a contact teacher for the day/s. This teacher should be available for any discipline issues that go beyond the remit of the retreat team.
- o The class year and age bracket
- o A list of students and teaching staff with special dietary and allergy requirements.
- o A list of students with medical conditions or injuries past or present that could affect a student's participation in an activity.
- o A list of students with physical disabilities or other special needs that could affect a student's participation in an activity.
- o Any additional information that the school deems necessary for the smooth running of the retreat.
- o The room number that each person is staying in.

All personal data will be stored by SU according to GDPR principles.

Section 6: Guidelines for Video Conferencing, Social Media, Photographic Guidelines & Online Interaction

Safeguarding is as important offline as online. These guidelines not only serve to safeguard the people under 18 years old in our care, but also protects volunteers, camp leaders and staff.

We require all volunteers, camp leaders, and staff to maintain their own social networking profiles with integrity, showing a lifestyle beyond reproach and practicing safe internet usage.

In an increasingly complex world, the opportunities for child abuse are growing. Cyber bullying is very much on the increase and we must be diligent in pursuing a standard of excellence to prevent such things from happening. (See Section 7)

All those who work with people under 18 need to be aware of the opportunities for abuse on Scripture Union activities through the misuse of video, pictures, and all forms of internet messaging. While the good use of such media can be beneficial, we must be vigilant and alert to the possibilities of misuse and consequent harm to people under the age of 18.

Personal Social Media Guidelines and Practice

It is likely that people under the age of 18 will look up online profiles of team members they have met at SU events. Staff and volunteers must be mindful that content they post online can be difficult to take back and can be shared widely. Staff and volunteers profile (include their profile picture) should reflect their position as a representative of a Christian organization. We strongly recommend that staff and volunteers keep their social media accounts on 'private' settings so their personal information is visible to friends only. Volunteers will not give or obtain their social handles, mobile numbers or contact details to any people under 18 at an SU Ireland activity. Staff and volunteers will not 'add' or 'follow' any people under 18 from an SU activity on any social media platform. Verifiable parental permission is the only accepted exemption to this rule. SU staff and volunteers will never include images or videos of people under the age of 18 from a SU activity on their personal social media platforms.

SU Social Media Guidelines and Practice

Any social media platform that is set up for a SU activity will be done in consultation with SU Staff. Specific camp pages must be "group" or "fan" pages. They will not be personal sites.

Camp leader's details can be used during camp. Volunteer personal emails, postal addresses or phone numbers will not be divulged.

Photography

Since the introduction of the Data Protection Act in 1998, churches & parachurches must be careful in their use of photographs, videos, and webcams of clearly identifiable people.

SU's safeguarding procedure for this area includes:

- Parental permission (written) should be obtained from all people under 18 who will appear in a photograph, video or webcam image before the photograph is taken or footage recorded. Even with parental permission, the photographer will not insist that anyone under 18 has to be in a photograph.
- Photographs of people under the age of 18 are to be only used publicly on a website/advertising flyer/brochure or social media platform by Scripture Union, with consent from parent/guardian or carer. When this happens, the people under the age of 18 should not be identifiable by name or other personal details. These details include email, postal address, or phone number.
- The photographer will carefully consider the location and pose.
- Only official SU Ireland cameras/memory cards are to be used unless an arrangement has been agreed with Youth Development Team in advance.
- When devices are used for any activities/game it is essential for photographic material to be removed from the devices after the event.

Personal Devices

With the increased use of personal devices, leaders and young people need to be aware of appropriate and inappropriate use. With the increase of video and messaging bullying and cyber bullying, it is essential to have rules about the use of personal devices at all SU activities.

Volunteers, camp leaders or staff should not allow a person under 18 to use their personal device. Access to the device of the camp leader is permitted to facilitate an emergency or to contact a parent.

Online Interactive Sessions

- Online interactive sessions may use any appropriate video conferencing software eg. Zoom, Teams, Blue Jeans, Chime etc.
- All volunteers and staff used for any of these activities will be vetted and approved according to the SU Ireland standard.
- 2 volunteers will always be present in all elements of online meetings including breakout rooms.
- All participants will be required to be preregistered by their parent/guardian.
- Emails with codes and passwords will only be sent to the parent or guardians email address. Another layer of consent.
- Sessions will be recorded for record purposes only and archived accordingly.
- Private messaging within the interactive session will be disabled.

Code of Conduct for Online Events

To help everyone enjoy a safe and enjoyable online environment, participants are required to:

- be friendly and welcoming.
- be kind and show respect: do not disrupt or spoil the session for others.
- be careful with their words and actions; think before they post anything online.
- take care not to share personal information about themselves or others; They are not to take screenshots or record sessions.
- dress as they would for a live event; join the event from a family-space in their home or use a neutral background effect.
- remember that we are all different and may not always agree on everything.

Participants will be made aware of this code of conduct before the online event.

If you are worried about anything at the event or need help and advice about a wide range of issues, you can speak to anyone on the team. If you would like to speak to someone else, you can call our Child Protection Officer or one of our Designated Liaison Persons.

For parents and guardians (of people aged 18 or under) at an Online Event

Before the start of the event, consent from parents/guardians in writing (using the online consent for the event) for each child or young person will be obtained.

Parental requirements differ depending on the age of the participant:

- If the participant is under 13, a parent/guardian should be invited and encouraged to be in the room and within hearing distance. The parent is required to launch the session, which indicates their presence at the event. A video conferencing account must belong to the parent/guardian and the name on the account must be known before the session starts to ensure only those who have preregistered have access.
- If the participant is aged between 13 and 17, SU will still require parental permission but the parent/guardian does not need to be in the same room as the event. The initial invitation should be sent to the parent/guardian but subsequent sessions in the same series may run without explicit invitations each time. A video conference account belonging to a Parent/Guardian must be used as end users on video conference software need to be over 16. The name on the account must be known before the session starts to ensure only those who have preregistered have access.

Staff/volunteer Supervision of Online Events

- All staff and volunteers involved in the recording process will be vetted and will have undergone the SU volunteer process.
- All events will be actively managed. There will be a team of adults running the event
- including:
 - ◊ those delivering the content of the session,
 - ◊ those monitoring and managing behaviour.
 - ◊ those administering the event (allowing participants to join, creating breakout rooms etc)

- When breakout rooms are used, two adult team members must always be present. At the end of the Breakout Rooms, these adults will always be the last to leave and no adult must be left in a breakout room unaccompanied when someone under 18 is present.
- If it is necessary to prevent a person under 18 from taking part in the event, this will be done in a way which considers their welfare. Their parents will be notified.
- Session leaders should work from a 'public' space in a home. Volunteers and staff should wear appropriate clothing.
- In the case of an online video series, material will be prerecorded with no interactive elements.
- For more key principles for engaging children and young people online see Appendix 5

Section 7: Guidelines and Procedures For The Recruitment, Selection and Vetting of Staff and Volunteers

- The recruitment and selection of camp leaders for all SU camps and activities, school retreats, camps and missions is a matter for the Youth Development Team Leader.
- All Scripture Union volunteers, and camp leaders are required to complete an on-line application form. The form can be located at www.scriptureunion.ie and requires the applicant to provide personal information and details of their faith journey. (Appendix 4)
- All volunteers and camp leaders must provide, on their application form, the names of two referees, one of whom can comment on their faith journey.
- All volunteers and camp leaders must be Garda Vetted by Scripture Union. Volunteers and camp leaders from overseas or who have been living in Ireland or Northern Ireland for less than 2 years must provide additional police checks. (Appendix 4)
- The Vetting Officer must process the Garda vetting forms from volunteers and camp leaders, check the application and reference forms and where necessary contact the referees for any further clarification or information.
- The Vetting Officer will ensure a volunteer or camp leader is 'qualified' once all the necessary steps have been completed (application form completed, references received, and satisfactory Garda Vetting disclosure received).
- If the Vetting Officer is in doubt about the suitability of a potential volunteer or camp leader, he/she will bring it to the attention of the Youth Development Team Leader and the National Leader.
- The final decision to reject a volunteer is a matter for the National Leader and he/she is not obliged to provide a reason for this decision.
- In certain circumstances a refused application may be reviewed by the Vetting Officer after one year and a recommendation made to the National Leader who will decide on the matter.
- It is the responsibility of the Youth Development Team Leader to ensure that all volunteers are 'qualified' volunteers prior to any Scripture Union event.
- The recruitment and appointment of all SU staff must be approved by the SU Council.
- All SU staff who work directly with people under the age of 18 will be required to submit a Garda Vetting form as a condition of employment in line with government legislation.
- In addition, any staff from overseas or who have been resident in the Republic of Ireland or Northern Ireland for less than two years, will be required to provide additional background checks.
- It is Scripture Union policy for volunteers, camp leaders and staff that work directly with people under the age of 18 to go through the Garda vetting procedures every three years in line with government legislation.

Section 8: Anti-Bullying Guidelines and Procedures

In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, Scripture Union has adopted the following antibullying policy within the framework of the organisation's overall code of behaviour.

Scripture Union recognizes the serious nature of bullying and the negative impact that it can have on the lives of people under the age of 18.

Introduction

The aim of Scripture Union's activities is to create a safe, fun, and inclusive environment for children and young people to learn about faith. Bullying behaviour, by its very nature, undermines and dilutes the quality of learning. Research shows that bullying can have short and long-term effects on the physical and mental well-being of young people, on engagement with school, on self-confidence and on the ability to pursue ambitions and interests.

This policy will include a comprehensive set of procedures in how to address bullying and how to address the issue. It will look at the definition and types of bullying. The impact and indicators of bullying behaviour associated with bullying and key principles of best practice.

Anti-Bullying Statement and Prevention Strategies

Bullying can happen, anywhere. We at Scripture Union have thought about this. We have a plan to limit and stop bullying. We do what we say in our plan. We work together to stop bullying. We at Scripture Union love and appreciate that we are all different and equal. We all keep our eyes and ears open for bullying and we take action to stop it. We all keep learning how best to respond to bullying. We look for the good in everyone. We aim to build each other up and never knock anyone down. Any person under 18 attending a Scripture Union activity can talk to a trusted adult at Scripture Union about their feelings and worries. Adults will listen to and support every person, including people under 18. Anyone, including people under 18 and including bystanders can report any bullying behaviour to any adult at Scripture Union.

Procedures Regarding Bullying Behaviour

- All those working with people under 18 at SU will foster an environment that supports the disclosure, discussion and reporting of all acts of bullying. People under 18 are to be encouraged to share episodes of bullying with staff or volunteers. A failure to report bullying can have lasting effects on those being subjected to bullying behaviour.
- Scripture Union confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible on SU activities.
- SU staff and camp leaders will exercise sound judgement to establish whether or not bullying has occurred and decide on what steps need to be taken to resolve the situation. As far as is practical, efforts will be taken to help to restore relationships.

- Investigations of group bullying will involve a discussion with the group, followed by a conversation with each individual.
- Enquiries by SU staff and camp leaders may include people under 18 that are not directly involved, as they may have useful information.
- Incidents of bullying will be monitored to ensure that there are no further occurrences.
- An Incident Report Form will be completed by SU staff or the camp leader detailing the facts of each instance of bullying.
- Parents will be notified about all incidents of bullying behaviour.
- Serious acts of bullying and instances where the bullying behaviour persists will result in those responsible being removed from camp activities and arrangements being made for their return home.

Definition of Bullying

- In the context of these procedures, bullying is defined as unwanted negative behaviour (verbal, psychological or physical) conducted by an individual or group against another person (or persons) and which is repeated over time.
- The following types of bullying behaviour are included in this non-exhaustive definition:
 - » Deliberate exclusion, malicious gossip, and other forms of relational bullying.
 - » Cyber-bullying.
 - » Identity-based bullying such as homophobic bullying, racist bullying, and bullying of those with disabilities or special educational needs.
- In addition, in the context of these procedures placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.
- Isolated or once-off incidents of intentional negative behaviour including a once-off offensive or hurtful text message or other private messaging do not fall within this definition of bullying and should be dealt with, appropriately, in accordance with the SU's code of behaviour. A single incident can have a serious effect on a child or young person.

Types of Bullying

- **Physical aggression** - This behaviour includes pushing, shoving, punching, kicking, poking, and tripping people. It may also take the form of severe physical assault.
- **Intimidation** - This behaviour may take the form of aggressive body language or facial expressions which convey aggression and/or dislike.
- **Isolation/Exclusion** - This behaviour occurs where a person is deliberately isolated, excluded or ignored.
- **Cyber-bullying** - This behaviour is increasingly common and is continuously evolving. It is bullying carried out using information and communication technologies such as text, social network sites, e-mail, instant messaging, apps, gaming sites, chatrooms, and other online technologies. Cyber abuse is a growing concern and can have a significant impact on the welfare of children or young people. It is very important that this is stopped as soon as it is discovered for the sake of both the victim and the abuser, for whom it could become a dangerous habit. The sooner you act, the more likely it is that the abuse will stop, and that the person under 18 will recover from their experiences.
- **Name-calling** - This behaviour is persistent name-calling directed at the same individual(s) which

hurts, insults, or humiliates.

- **Damage to property** – Personal property can be the focus of attention for bullying behaviour.
- **Extortion** - Demands for money may be made, often accompanied by threats.

Impacts of Bullying Behaviour

People under 18 who are being bullied may develop feelings of insecurity, humiliation and extreme anxiety and thus may become more vulnerable. Self-confidence may be damaged with a consequent lowering of self-esteem. While they may not talk about what is happening to them, their suffering is indicated through changes in mood and behaviour. Extreme cases of bullying may result in suicide. It is essential to be alert to changes in behaviour as early intervention can be effective.

People under 18 who witness bullying may also be affected and may suffer in similar ways to those who are bullied.

There are also consequences for individuals who engage in bullying behaviour. People under 18 who become involved in such behaviour can be at higher risk of depression.

Indicators of someone who is being bullied.

Indicators may include anxiety, unexplained changes in behaviour, distress, unexplained bruising or cuts, damage to clothes or personal property, missing possessions, and a reluctance to say what may be troubling the child or young person in question.

Key Principles of Best Practice

SU is fully committed to the following key principles of best practice in preventing and tackling bullying behaviour. These include:

- Establishing a positive culture and climate which is welcoming of difference and diversity and is based on inclusivity. This encourages people under the age of 18 to disclose and discuss incidents of bullying behaviour in a non-threatening environment and promotes respectful relationships, empathy, and resilience.
- Effective leadership and a team-wide approach to bullying.
- A shared understanding of what bullying is and its impact.
- Implementation of education and prevention strategies (including awareness raising measures)
- Addressing the issues of cyber-bullying and identity-based bullying including homophobic and transphobic bullying.
- Effective supervision and monitoring of people under the age of 18.
- Training and support for staff.
- On-going evaluation of the effectiveness of the anti-bullying policy.

Who is Responsible for Doing What?

- **Volunteers** should report any suspected bullying to the camp leader or SU staff in charge.
- The **camp leader or SU staff** who oversees the Scripture Union activity is responsible for investigating

and dealing with bullying.

- The **camp leader or SU staff** in charge will investigate and record incidents of bullying behaviour at SU activities.

Section 9: First Aid Guidelines and Procedures for Activities and Events

Ovoca Manor:

Private Group Bookings - Groups are required to supply their own First Aid kit, and a qualified first aider with the means to transport group members in need of medical care (doctors, hospitals etc). Ovoca Manor staff and instructors are available to provide additional First Aid support for emergencies and incident management.

SU Activities - Staff and activity instructors are the first authority in administering first aid where they are responsible for leading programs or activities, or any other leadership roles. SU staff and instructors also have a primary responsibility to administer First Aid during an emergency or the management of an incident.

There will always be a manager on duty when SU activities are happening at Ovoca Manor. The Duty Manager is a shared responsibility by the Ovoca Manor staff. The camp or activity leader will be informed of who the duty manager is at the time of the camp/activity. When a group is on site the duty manager must always monitor the on-call phone and be available to manage a scenario or administer first aid should the need arise.

Ovoca Manor's Centre Manager is responsible for the stocking and managing of the Ovoca Manor first aid kits & AED + Cardiac Arrest Kit.

Qualifications and Training:

Due to the remote location of Ovoca Manor SU will ensure that adequate first aid is available.

Scripture Union will ensure that

- All freelance & full-time staff hold valid first aid certificates relevant to their role. Instructors must hold a minimum of the Remote Emergency Care Level 2 or equivalent. Other staff may hold an Occupational First Aid Qualification or higher.
- AED training will be undertaken by the core staff (managers, coordinators, office administrators).
- That a first aider is on site and available when the facilities are occupied.

First Aid Kits

These are available in the following locations:

- The First Aid Kit (Major Incident) is stored: at the Ovoca Manor Office Reception (Size - Large)
- Ovoca Manor Office, Ground Floor (Size - Medium)
- SU Van (Size - Small)
- The bushcraft knife bag (Activities Store)
- The high ropes shed next to the linear course.
- Other camps first Aid kits in storage.

Activity Instructors are required to carry waterproof First Aid Kits when working with a group. An exception is made for instructors operating the linear high-ropes course on their own, as they have access to the large first aid kit.

Administering First Aid

- All leaders should check that they have what they need to get help in an emergency.
- No team member should ever be alone with a child in isolation from others, other than in an emergency and only if necessary.
- Following the administration of First Aid, an incident report form must be completed and forwarded to the Youth Development Team Administrator as soon as possible.
- First Aid kits must be checked and restocked immediately following any usage after an incident.

Transport

If transport is needed for professional medical care:

- Private groups should have & use their own transport.
- During a school retreat an Ovoca Manor staff member with a valid first aid qualification with a teacher will transport and accompany a student to hospital.
- During SU camps, two personnel from either Ovoca Manor staff or camp volunteers will transport the person under 18.
- In an emergency or if necessary, SU staff with an additional adult will provide transport for a private or SU group.

No volunteer or staff member should ever be alone with a child in isolation from others, other than in an emergency and only if necessary.

Contacts & Response

- Call 112 or 999 for support and advice in an emergency.
- A list of emergency contact numbers is on display in the Ovoca Manor ground floor office.
- The emergency contact list should be made available to groups & staff.
- The list should provide additional advice on what hospitals provide a children's emergency department.
- The Duty Manager's phone will be monitored when there is a group on site.
- A list of staff with First Aid qualifications is filed in the staff qualifications folder.
- An Emergency Action Plan is to be put in place, and staff are to undergo training in the implementation of this plan on an annual basis as part of the First Aid Training/Refresher.

Minimisation of risk & accidents

The following measures are to be followed to reinforce the safe delivery of activities and programmes:

- Risk assessments are to be implemented for both indoor and outdoor activities at Ovoca Manor. These assessments are to be made available to SU staff, activity instructors and volunteers. The assessments should provide details on what steps are required to minimise the risk or remove the risk altogether.
- Standard operating procedures are in place for all adventure activities. Instructors are to read and implement these procedures to ensure the safe operation of adventure activities.

- All staff, activity instructors and volunteers must be Garda Vetted.
- Staff, activity instructors and volunteers are to be trained in Child Protection and Safeguarding.
- Instructors are to be provided with and adhere to Scripture Union's child protection policy.
- The process of "Near miss recording" is to be continually undertaken by activity staff and reviewed by the Centre Manager. The intention is to spot a pattern or hazard and eliminate it before someone gets hurt. It is also useful in developing accurate risk assessments and amending standard operating procedures.

External Camps and Retreats

Camps and CSSM Events

All external camps are to be supplied with the necessary first aid kits for their event. All camps are to have a dedicated first aider(s), with access to transport for medical care purposes.

Retreats in school.

The school is responsible for the first aid care of their students.

Retreats outside of school premises.

All schools are to supply their own first aid kits and have a dedicated first aider(s) with access to transport for medical care purposes.

Section 10: The Fire Procedures for Ovoca Manor and Densmore Lodge

All our **fire detection systems** and **first intervention tools (extinguishers)** are contracted and checked by:
Fire Sentry Systems LTD
Guardian Fire and Security
Unit 1, Woodbine Business Park
New Ross Co Wexford

On arrival each group will be given the **Duty Manager's telephone number (086 4667141)**. The Duty Manager should always have the on-call phone on their person.

A '**Safety Briefing**' is provided for each group staying overnight. This briefing is given upon arrival and includes:

- The obligation for the group leaders to contact the Duty Manager in case of a fire alarm.
- The obligation for all visitors to immediately evacuate the buildings whenever the fire alarm sounds. The evacuation should be carried out in an orderly manner.
- The importance of not taking any belongings when exiting the building, other than shoes and weatherproof clothing.
- The importance of not going back inside the building for any reasons.
- The fire alarm evacuation is not over until an Ovoca Manor staff member gives the 'All Clear' notice.
- The 'Evacuation' meeting points are as follows:
 - Ovoca Manor: The end of the car park (beside the playground)*
 - Densmore: The top of the Densmore Lodge driveway*
- Guests are requested to familiarise themselves with the emergency exit notices in their room.
- Group and camp leaders are advised that they need to ensure they are aware of who is on site at any one time, to be able to confirm that everyone has safely evacuated during a fire alarm.

In case of fire alarm:

- All calls to the on-call phone will be responded to by the Duty Manager.
- The Duty Manager will check the Fire Panel, then go to the zone affected and check the area.
- In case of containable fire, the Duty Manager or other appropriate person will start to fight the fire with extinguishers.
- In case of out-of-control fire, the Duty Manager will call the fire brigade. Call 112 immediately.
- In case of false alarm, the Duty Manager will call an all clear and reset the fire panel. Each member of staff should be adequately trained to deal with fire alarms and to use the fire extinguishers. A training session will be organised yearly.

Each member of staff should be adequately trained to deal with fire alarms and to use the fire extinguishers. A training session will be organised yearly.

Section 11: Guidelines for Guests at Ovoca Manor Residences

Staff Houses on Ovoca Manor grounds include Woodview and Orchardview semi-detached houses between the Manor house and the sports hall, the Annex/Apartment and the static caravan beside the sports hall.

Staff are permitted to have guests in their staff houses. However, if the guests are staying overnight, the Duty Manager must be informed.

Any guests, who are not SU volunteers, are free to be on the grounds of Ovoca Manor as long as their activity does not interfere with any group using the site. They should not enter the following areas unaccompanied by staff when there is a group using the site.

- The Manor House
- Densmore Lodge
- Sports Hall, Pool or Playgrounds
- Campsite facilities (at campsite)
- Workshop (below Annex)

Guests should not enter the high ropes area at any time without staff supervision.

Staff are expected to ensure their guests are aware of expectations in Scripture Union's Child Protection Policy.

Staff/Visitor I.D.

- Staff, including casual staff are to be always identifiable when a group is on site. Staff must wear either an Ovoca Manor branded uniform, arm band or a name badge which will be supplied by the Ovoca Manor Centre Manager.
- Ovoca Manor volunteers must wear a lanyard with staff clearly visible when a group is on site. These will be supplied by Ovoca Manor Centre Manager.
- Freelance instructors must wear an appropriate form of identification based on the activity they are instructing. The Ovoca Manor Centre Manager is responsible for defining and providing appropriate identification.

Section 12: Collaborative Events with Other Organisations

Scripture Union will only work with organisations that have their own Child Protection Policy and are responsible for the recruitment and management of their own staff and volunteers, including meeting the legal requirements of Garda Vetting.

Scripture Union may ask to view the Child Protection Policy of an organisation that they work with on joint events.

Scripture Union is responsible for the recruitment and vetting process of their own staff and volunteers.

In the event of a collaborative residential event, Scripture Union reserves the right to ask the other organisations Vetting Officer for written confirmation of Garda Vetting of staff and volunteers involved.

Section 13: Important Phone Numbers

Scripture Union Ireland Head Office

Ovoca Manor,
Castlemacadam,
Avoca,
Co. Wicklow,
Y14 TE27
Phone: 0402 35369

National Leader

Gareth Lynch
Office (0402 35369)
Mobile (087 2978524)

Garda Vetting Officer:

Suzie Evans (086 1985143)

Designated Liaison Person/s:

Andrew Wynne (0402 35369)
Suzie Evans (086 1985143)

Tusla:

www.tusla.ie
<https://www.tusla.ie/children-first/individuals-working-with-children-and-young-people/howdo-i-report-a-concern-about-a-child/>
info@tusla.ie
(01 9213400)

This is a policy that Scripture Union takes very seriously and wishes for all SU staff, camp leaders, and volunteers to adhere to the rules and regulations therein.

Section B1 – Please describe, using the exact words used, the disclosure of abuse and additional statements shared by the person under 18. Please include any ancillary observations leading up to and following the disclosure (e.g., scheduled activity, behaviour, state of mind)				
Section B2 - Has the camp leader spoken with the person under 18 following the disclosure?			Yes	No
Team Leader's Name		Name of Witness		
If the answer is <u>Yes</u> , please provide a record of what was said.				



Section B3 – Did the circumstances necessitate contacting the parents?		Yes	No
Who Contacted the Parents?			
If the answer is <u>Yes</u> , please provide a record of what was said.			
Section B4 – Has the person under 18 identified the alleged abuser?		Yes	No
Name of Accused		Role of Accused	



Designated Liaison Person Report Form			
<u>The Initial Call Received</u>			
Date & Time			
Event/Camp Name			
Camp Leader Name & Contact Details			
Volunteer Name & Contact Details			
Volunteer Name & Contact Details			
Young Person's Details			
Name			
Address			
Age/D.O. B		Gender	Male Female
Parent's Name and contact details	Address:		
	Phone Numbers:		

Nature of disclosure/allegation <u>(in words used by person under 18)</u>			
Determine the physical and emotional state of the person under 18 as a result of the incident or disclosure.			
Discuss with the camp leader and note the following issues			
Disclosure/allegation made to:			
Who is the allegation about?			
Details:			
Time of disclosure/allegation		In Group Setting or 1-to-1	
Others present			
Context:			
What led up to the disclosure/allegation, in what context was it made?			

What was said to the person under 18 by the volunteer receiving the disclosure/allegation?
What was said to the person under 18 about how the information would be handled?
What views (if any) did the person under 18 express about how the information should be dealt with? (and to whom were these expressed?)

Does the young person require medical care?	Yes	No
Important Note: Any practitioner must be advised of the allegation prior to medical treatment		
If yes, details of injuries:		
Details of any additional action taken or discussion which has taken place at the event. (for example, has the young person been spoken to by anyone other than the original volunteer who received the disclosure?)		
Who else at the event is aware of the disclosure/allegation? In what context?		

Other relevant information (identify source)	
Information	Source
If an allegation is made about a volunteer:	
What is the current status/location of volunteer?	
Action to be taken by camp leader regarding volunteer/s	The camp leader must be asked if they clearly understand the agreement/instruction. [Note any concern/disagreement expressed here].
Responding to the caller	
Agreement on action to be taken by Designated Liaison Person	
Note any concerns or disagreement voiced by Camp Leader	



Incident Report Form					
Scripture Union – Republic of Ireland					
Incident Report – Injury or Accident at an SU Ireland Activity					
Name of Event		Date of Event			
Location		Camp/Retreat Leader/S			
Person under 18's name		Age		Phone Number	
Address					
Describe what happened: (nature of incident, all people under 18, all leaders, or volunteers involved need to be recorded – use a separate sheet if necessary. Please give as much detail as possible)					



Describe what action was taken:
(by both people under 18 and volunteers and any medical attention; if the parents were contacted or what follow up took place etc.)

Who witnessed incident:
(volunteers, people under 18 & contact details)

Name	Contact Details

Who was the incident reported to? (Camp leaders; SU staff; parents/guardians)			
Name	Contact Details		
Was medical attention given and by whom? (name of nurse or doctor and detail any medical attention or medication given etc.)			
Name	Contact Details		
General Comments:			
Signature		Date	

Scripture Union Garda Vetting and Volunteer Application Process

Firstly, all Scripture Union volunteers are required to complete an online application form giving details about themselves and their faith journey. Each applicant must also provide details of two referees and be Garda Vetted by Scripture Union. All volunteers are also required to do some relevant training or courses.

References:

Each applicant must provide details of two current/recent referees, at least one of whom can comment on their faith journey. A standard Scripture Union template reference is sent by email to each referee to complete. Scripture Union reserves the right to request further references at their discretion.

The Garda Vetting Process:

Garda Vetting is a vital part of the application process. It is a two-stage process.

Stage 1

- ◇ Each applicant must firstly complete an NVB1 Garda Vetting application form.
- ◇ This form is available to be downloaded and printed from our website or else can be emailed directly to the applicant.
- ◇ Detailed guidelines are issued with the NVB 1 form.
- ◇ Applicants fill in the form by hand and post it back to the Scripture Union Vetting Officer.
- ◇ Applicants must also include photocopies of documents which verify their identity and provide proof of their current address. (Each document is awarded a score by the Vetting Bureau and the documents provided must total at least 100 points collectively for the form to be advanced to the next stage.)
- ◇ Applicants who are Under 18 must provide the completed NVB 1 form and their parent or guardian must complete an NVB 3 form, giving their consent for the Garda Vetting to take place. The NVB 3 form is available on our website or can be emailed to the applicant.
- ◇ People aged under 16 cannot be Garda Vetted.
- ◇ The date of consent provided by an applicant on an NVB 1 form has a lifespan of six months.

Stage 2

- ◇ Scripture Union staff receive the NVB 1, identity verification, proof of address (and NVB 3 form if required) in the post, the rest of the process is online through the National Youth Council portal.
- ◇ The National Youth Council process the applicant's details and they get sent on to the Garda Vetting Bureau.
- ◇ The Garda Vetting Bureau will issue an email with a link to the applicant with a detailed online form to be completed, including all the addresses they have lived at since they were born. This online form expires after 30 days and the process must begin again if the online form is not completed.
- ◇ The Garda Vetting Bureau will then issue a disclosure to the National Youth Council who pass it onto Scripture Union. The applicant also receives an email that informs them a disclosure has been made.

- ◇ Please note that it can take up to six weeks, from the date of the application being processed, for the Garda Vetting Disclosure to be issued.

Volunteers from outside of the Republic of Ireland and Northern Ireland:

Scripture Union requires applicants residing outside of the Republic of Ireland or Northern Ireland to provide current police check or 'safe to work with children' check from their country of residence, in addition to the regular Garda Vetting process.

Volunteers living in the Republic of Ireland or Northern Ireland for under 2 years:

Scripture Union reserves the right to ask applicants residing in the Republic of Ireland or Northern Ireland for under two years for evidence of background checks or 'safe to work with children' checks from previous countries of residence, in addition to the regular Garda Vetting process.

Expiry of Garda Vetting:




Garda Vetting will expire after three years and Scripture Union requires all volunteers to repeat the Garda vetting process to continue volunteering at Scripture Union events.

Garda Vetting Forms:

NVB1 and NVB3 Garda Vetting Invitation Forms, along with guidelines, are available to download from the Scripture Union website www.scriptureunion.ie or can be requested from vetting@scriptureunion.ie

Key principles for engaging children and young people online

It's a real privilege to do this work. Doing it well and safely will help people to see Jesus in us.

Safety first	Planning	Run the session	Keep things going
 <p>A meeting in an online space is a real meeting and should not be seen as less</p> <p>Know your safeguarding policy and the impact of online engagement</p> <p>All session leaders should have been subject to a Safer Recruitment process</p> <p>Deal with all issues as you would with any concerns, as per your organisation's policies</p> <p>Your Data Protection policies may well apply to some of your engagement</p>	 <p>Understand what you're trying to do, AND what you're not doing</p> <p>Explore which software is best for your needs. This is a great site: bit.ly/2JCoAEk</p> <p>Make sure you know how to run the session as you want, and test it several times</p> <p>Get consent from parents or guardians, in line with your current policy for face to face contact</p> <p>Plan your sessions to include not only the content, but how the meeting should be run</p>	 <p>Getting the context right is important: location (ie not bedrooms), time, dress, language</p> <p>Parents or guardians should get invitations and be present in the room for under 13s</p> <p>Agree rules of behaviour with everyone before the session starts</p> <p>Always have two leaders, with one managing the session to mute users if necessary or take other actions</p> <p>ALWAYS use your organisation's account details and never your personal one</p>	 <p>Start slowly, give yourself and others reflection time before the next session</p> <p>Agree the time of the next session with your group as you finish the current one</p> <p>Make a note of what happened at the meeting and who was there</p> <p>Pray for you, your team, the children and young people and the technology you're using!</p> <p>Keep reviewing how things can be improved and made safer</p>

Working Principles of Scripture Union Ireland

We seek to exercise the ministries God has given us in obedience to our Lord Jesus Christ and in reliance on the Holy Spirit, following Biblical principles in all that we do.

We approach our work in the following ways:

Evangelism and Teaching

- We are committed to teaching basic Christian truths as an essential part of evangelism.
- We aim to express God's good news to children, young people, and families, by building caring relationships.
- We make every effort to communicate the gospel in contemporary language and in ways appropriate to the context.
- We emphasise that faith should always lead to action and to growth in Christian character and service.
- We acknowledge that the gospel has social dimensions that require a commitment to social justice and service to others. In view of our specific aims, we have a special responsibility for people under 18 who are poor, deprived or exploited.
- We encourage children to follow Christ in ways that are appropriate to their age, culture, and background, taking special account of their home and family situation and level of maturity.
- We believe that the new birth is a profound supernatural experience, brought about by the Holy Spirit. We invite people to respond to what He is doing in their lives and guard against calling for pressured responses.
- We are committed to working in ways that reflect our beliefs, in appropriate cooperation with organisations and institutions, such as schools, that welcome us.

Bible Ministries

- In encouraging people to meet God through the Bible, both the New and Old Testament.
- We encourage people to read the Bible so that they come to faith, repentance, and obedience to God.
- We prepare programmes and materials for children, young people, and adults, appropriate to their age and situation.
- We are committed to Bible reading, which is thoughtful, prayerful, and regular.
- We encourage children and young people to respond to the message of the whole Bible. Showing them that the Bible is as relevant today as the day it was written.

Churches

- We recognise we are part of God's church and we are committed to working alongside Christian Churches worldwide.
- We encourage people who come to faith through our ministries to seek out a church in their local area.

Appendix 6

Equality and Unity

- We believe that all human beings are of equal worth in the sight of God and that all those who put their faith in Christ are one in Him.
- We are committed to exercising our ministries without discrimination as to race, colour, gender, disability, language, or social position.
- We recognise that Scripture Union worldwide is a family of national movements in which resources can be shared in a responsible way on a basis of trust.
- We express our Christian commitment in varied and creative ways since we are drawn from diverse backgrounds.

Volunteers and Staff

- We work with a relatively small number of staff, that recruit, motivate, train, equip and support a larger number of volunteers.
- We believe that the Holy Spirit confers gifts of leadership on Christians of all nations without discrimination.
- SU staff and volunteers, from a variety of backgrounds, are united in their commitment to the aims, beliefs and working principles of Scripture Union.
- SU staff and volunteers involved in Scripture Union activities, we will handle controversial issues, such as baptism, spiritual gifts, and church order, in ways that promote harmony.

Biblical Standards

- We aim to follow Biblical principles in all that we do. This includes our administration, our publicity, and the way we care for our staff and volunteers.
- We seek to honour God in carrying out our ministries. By combining prayerful reliance, with the use of the best available means, and maintaining the highest standards possible.
- We believe in praying for financial support, in dependence on God, and telling the Christian public of our needs, without distorting the truth or using undue pressure.