

# Climate Camp 2024 Child Protection Policy

## Why have a policy to protect children, young people and adults?

The following policy and procedures have been produced by Climate Camp Ireland as part of our commitment to provide a duty of care to children and young people on site.

Where children and young people are mentioned below all are intended, these terms are taken to be interchangeable. A child or young person refers to a person under 18 years of age. An adult is recognised as all adults on site over the age of 18.

While we recognise that young people are defined as all people under the age of 25, with varying developmental needs, the intention of this policy is primarily to safeguard the interests of young people in the care of their respective parents and guardians, in addition to young adults aged 18 – 25 who are identified as adults at risk of harm and adults in need of protection as recognised within Adult Safeguarding: Prevention and Protection in Partnership – (DOH and DOJ, 2015).

**Adult at risk of harm** – a person over 18 years or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances e.g disability, special educational needs and mental or physical frailty. Adults may also be deemed to be at risk due to current circumstances. These may include low self esteem, social exclusion, involvement in the criminal justice system, homelessness, domestic abuse, ethnicity and immigration.

**Adult in need of protection** – a person over 18 years or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances and who is unable to protect their own wellbeing, property, assets, rights or other interests and where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

This policy aims to provide clear direction for the organisers and partners of Climate Camp Ireland, volunteers and attendants to ensure good standards of welfare towards children and young people throughout the camp. The protection and well-being of children, young people and adults is both a national and international requirement. Climate Camp Ireland therefore accept and recognise their moral and legal responsibilities under the following legislation and policies;

**The U.N. Convention on the Rights of the Child 1989** – this is an international human rights treaty that sets minimum standards for children and young people’s civil, political, cultural and economic rights. The UK Government signed up to the UN Convention in 1991, thereby making a commitment to ensure UK law, policy and practice upholds the best interests of children and young people. It stipulates that “children have the right to be protected from all forms of violence. They must be kept safe from harm. They must be given proper care by those looking after them.”

**The Human Rights Act 1998** - this upholds the rights of adults, adults at risk of harm and adults in need of protection and includes the right to live a life free from neglect, exploitation and abuse.

**The Children (NI) Order 1995** - significantly influenced by the UN Convention this is the main legislative base for child care services in Northern Ireland and has five underlying principles. These include paramountcy, partnership, prevention, protection and parental responsibility.

**The Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)** – this aims to prevent unsuitable people from working or volunteering with children and/or vulnerable adults. It requests employers to request an Enhanced Disclosure with Barred List Check before offering a work/volunteering role in regulated activity with children. It also places a legal requirement on employers to ensure they do not involve a Barred person in regulated activity.

**Section 75 of the NI Act 1998** – this came into force in January 2000 and aims to promote equal opportunity with regard to disability, gender, religious belief, political opinion, racial group, age, marital status and sexual orientation.

**The Sexual Offences (NI) Order 2008** - this came operational provides a clear framework for protection from sexual crime and sets the legal age of consent to engage in sexual activity in Northern Ireland at 16. It strengthens provisions which protect children who are in relationships of trust with adults. A ‘relationship of trust’ arises when an adult is in a relationship of care, through their work or activity, paid or unpaid, with a young person which puts the adult in a position of power or influence over the child.

**Disability Discrimination Act 1995** – this helps to ensure greater access to goods, facilities, services and premises for disabled children and children, young people and young adults

**Race Relations (NI) Order 1997** – this outlaws discrimination on grounds of colour, race, nationality or ethnic or national origin. The Irish Traveller community is specifically identified in this as a racial group against which racial discrimination is unlawful.

**General Data Protection Regulations (GDPR) 2018** – this is the UK's new framework for data protection laws. It is designed to "harmonise" data privacy laws across the UK as well as give greater protection and rights to individuals. This governs how organisations and individuals collect, retain and dispose of your personal information.

**The Protection of Children and Vulnerable Adults (NI) Order (2003)** – this provides safeguards for children and vulnerable adults by preventing unsuitable people working with them in paid or voluntary positions. Information on individuals who are deemed 'unsuitable' to work with children or vulnerable adults is held by the Department of Health, Social Services and Public Safety.

**The Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)** - this makes provision for checking persons seeking to work with children or vulnerable adults, and for barring those considered to be unsuitable for such posts, whether in paid employment or voluntary work.

**The Human Trafficking and Exploitation (Criminal Justice and Support for Victims) Act (Northern Ireland) 2015** - this simplifies the offences of Human Trafficking and Slavery by defining them more clearly and introduces the offence of Forced Marriage and the new offence of paying for sexual services.

**The Forced Marriage (Civil Protection) Act 2007** - this seeks to assist victims of forced marriage, or those threatened with forced marriage, by providing civil remedies, such as applying to the court for support and protection.

**The Family Homes and Domestic Violence (NI) Order 1998** - this is the legislative framework which allows victims of domestic violence/ abuse to apply for protective civil orders. This can be either a non-molestation order or an occupancy order, which rules on who is allowed to live in the property where abuse may be taking place.

**Adult Safeguarding: Prevention and Protection in Partnership (July 2015)** – this makes it clear that safeguarding is everyone's business and aims to improve safeguarding outcomes for all adults, especially those who are at risk of harm through abuse, exploitation or neglect.

**Co-operating to Safeguard Children and Young People in Northern Ireland March 2016** – this again gives a clear message that safeguarding children and young people is everyone's business and includes promotion, prevention and protection.

**The Mental Health (NI) Order 1986** – this covers the assessment, treatment and rights of people with a 'mental disorder' defined in the Order as 'mental illness, mental handicap and any other disorder or disability of mind.' Learning disability has replaced the term mental handicap in current usage.

**The Mental Capacity Act (NI) 2016** – this includes core principles relating to mental capacity and best interests as well as guidance on establishing whether a person lacks capacity as well as supported decision making.

## **Who is responsible for helping to keep children, children, young people and adults safe?**

These guidelines are specifically targeted at all those working directly with children and young people. This includes all volunteers with Climate Camp Ireland. This policy and guidelines should be underpinned by and promote good standards of youth work practice whose purpose [NYCI define as](#):

- *To build young people's self-esteem and self-confidence;*
- *To develop their ability to manage personal and social relationships;*
- *To offer worthwhile and challenging new experiences;*
- *To provide learning opportunities to enable young people to gain knowledge and develop new skills;*
- *To build young people's capacity to consider risks and consequences and make informed decisions and take responsibility;*
- *To help young people to develop social awareness and a sense of social solidarity;*
- *To give young people a voice in decision-making which affect their lives;*
- *To enhance young people's role as active citizens;*
- *To listen to and hear what young people have to say.*

Adult Safeguarding: Prevention and Protection in Partnership (July 2015) principles including;

- A rights-based approach
- An empowering Approach
- A person centred approach
- A consent driven approach
- A collaborative approach

We also request that volunteers in carrying out their duties throughout the organisation behave in a manner that demonstrates integrity, maturity and sound judgement. This is also a 'working document' and therefore open to revision at any given time to ensure it remains relevant to current practices and policies and the delivery of good standards of welfare towards young people.

# Protecting Children and Young People Statement

Climate Camp Ireland is committed to keeping all children and young people safe from harm and exploitation and to upholding their rights throughout all our programmes and activities.

While on-site, children and young people are the responsibility of their parents and guardians. Though a dedicated youth space exists on-site, this is not a childcare facility though we endeavour to support parents and guardians and recognise a duty of care among all volunteers with Climate Camp Ireland in safeguarding child wellbeing.

Climate Camp Ireland accept and recognise both their moral and legal responsibilities to provide a duty of care for children and young people and endeavour to carry those out by the following;

- Adhering to our [“Just Be Sound”](#) policy and ensuring it is supported by robust procedures;
- Implementing a code of behaviour for volunteers. In general terms volunteers should always;
  - be consistent and reliable.
  - be open and honest.
  - treat all children, young people and adults equally and with dignity and respect at all times.
  - give praise and recognition when appropriate.
  - take due care to ensure that they provide a safe environment within and throughout all programmes and activities.
- Ensuring guidelines for general safety and risk management of activities are adhered to;
- Promoting full participation and having clear procedures for dealing with concerns and complaints;
- Managing personal information, confidentiality and information sharing about our Just Be Sound policy among organisers, volunteers, children, young people, parents and/or guardians;
- Reporting concerns of suspected or disclosed abuse through a designated officer to the relevant authority and involving parents, children and young people appropriately;
- Having procedures for effective induction of volunteers;
- Providing effective management of volunteers through induction and supervision
- Designating a senior organiser to take a lead role in ensuring that the procedures adopted are fully implemented, reviewed, recorded and updated when necessary.

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## Code of Behaviour

In addition to adhering with our overarching policy of [“Just Be Sound”](#), the following is the code of behaviour expected of all volunteers working with children and young people in the youth space in particular but on-site in general throughout all programmes and activities with Climate Camp Ireland.

We also request that volunteers carry out their duties in a manner that demonstrates integrity, maturity and sound judgement.

The following code of behaviour provides guidance and direction to volunteers with regard to positive behaviours, behaviours to be avoided and unacceptable behaviours on the following areas;

- General safety
- Professionalism and professional boundaries
- Bullying
- Physical contact
- Language
- Using technology

	<b>Positive Behaviours</b>	<b>Things to Avoid</b>	<b>Unacceptable Behaviours</b>
General safety	<ul style="list-style-type: none"> <li>● Ensuring age appropriate supervision</li> <li>● Maintaining a duty of care to all children, young people and adults involved with Climate Camp Ireland ,ensuring their safety and protection.</li> <li>● Keeping all information regarding programmes and activities in a safe and secure place</li> </ul>	Spending excessive amounts of time alone with a young person	<ul style="list-style-type: none"> <li>● Supervising a young people and adults whilst under the influence of alcohol or drugs recognising that the use of illegal drugs is also a criminal activity</li> <li>● Allowing unknown adult’s access to young people and adults under our responsibility</li> <li>● Letting</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring when appropriate young people are collected safely from groups</li> </ul>		<p>allegations made by a young person or adult go unrecorded and followed up</p>
<p>Professionalism and professional boundaries</p>	<ul style="list-style-type: none"> <li>• Being consistent and reliable</li> <li>• Being open and honest</li> <li>• Taking responsibility for your own actions</li> <li>• Taking responsibility to discuss issues in supervision to seek clarity</li> <li>• Empowering young people to take responsibility for themselves</li> <li>• Challenging young people and other colleagues regarding negative attitudes and behaviour towards other young people</li> <li>• Recognising the difference between your personal and professional working life</li> <li>• Being aware of your own professional values and how these impact on your work with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Sharing excessive personal information with young people</li> <li>• Dressing inappropriately</li> <li>• Bringing your personal life into the workplace</li> <li>• Storing young people's mobile numbers on your personal mobile</li> </ul>	<ul style="list-style-type: none"> <li>• Having a personal relationship with a young person who is a member of the organisation.</li> <li>• Bringing a young person to your home</li> <li>• Letting a young person stay in your home</li> <li>• Disclosing information of a personal nature to enable a young person to give support to you</li> <li>• Engaging in any activities of a sexual nature with young people</li> <li>• Using sexual language</li> <li>• Allowing inappropriate language to go unchallenged</li> <li>• Gossiping with young people about others including other workers</li> <li>• Making or receiving private calls or texts while supervising young people.</li> </ul>
<p>Bullying</p>	<ul style="list-style-type: none"> <li>• Discussing and creating a code of conduct with</li> </ul>		<ul style="list-style-type: none"> <li>• Letting bullying behaviour go unchallenged</li> </ul>

	<p>young people and agreeing a no-tolerance to bullying policy</p> <ul style="list-style-type: none"> <li>• Challenging and addressing bullying behaviour asap</li> <li>• Providing support to a young person who has been a victim of bullying behaviour if appropriate or sign posting to other specialist services.</li> </ul>		<ul style="list-style-type: none"> <li>• Scapegoating, ridiculing or rejecting a young person</li> <li>• Allowing abusive peer activities</li> </ul>
Physical contact	<ul style="list-style-type: none"> <li>• Providing positive affirmation through appropriate touch e.g. a high five or a pat on the shoulder</li> </ul>	<ul style="list-style-type: none"> <li>• Avoiding unnecessary touching of young people in icebreakers and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Allowing a young person to physically punch, hit or kick another young person in the group.</li> </ul>
	<ul style="list-style-type: none"> <li>• Challenging horseplay and aggressive behaviour within group sessions and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Avoiding assisting young people with intimate care issues unless you have permission from parents/guardians or the young person to do this.</li> </ul>	<ul style="list-style-type: none"> <li>• Engaging in inappropriate forms of physical touching.</li> </ul>
			<ul style="list-style-type: none"> <li>• Helping a young person with a physical task e.g. putting on a jacket, wetsuit, clothes that they cannot do for themselves</li> </ul>



			<ul style="list-style-type: none"> <li>Using energisers or games that are sexually provocative or instigate inappropriate touch.</li> </ul>
			<ul style="list-style-type: none"> <li>Sharing a close physical space with a young person i.e. share a bed, share a bed room etc.</li> </ul>
Language	<ul style="list-style-type: none"> <li>Encouraging young people you work with to embrace a language of respect and understanding .</li> </ul>		<ul style="list-style-type: none"> <li>Using foul language in describing young people or work with young people.</li> </ul>
	<ul style="list-style-type: none"> <li>Having a high regard for the variety or languages, dialects and cultures associated with language in Northern Ireland</li> </ul>		<ul style="list-style-type: none"> <li>Ridiculing a certain language, dialect or culture associated with language</li> </ul>
	<ul style="list-style-type: none"> <li>Being confident and articulate speakers and advocates for young people</li> </ul>		<ul style="list-style-type: none"> <li>Using foul, sexist, racist, sectarian or abusive language around young people.</li> </ul>
	<ul style="list-style-type: none"> <li>Endeavouring when working with young people for whom English is not their first language to have materials and methods that support young people in their learning.</li> </ul>		<ul style="list-style-type: none"> <li>Discriminating against a young person or colleague for whom English is not their first language .</li> </ul>

Using technology	<ul style="list-style-type: none"> <li>Using social media to; advocate on issues affecting young people inform young people about the groups they are involved in; and promote the aims and values of Climate Camp Ireland.</li> </ul>		
			<ul style="list-style-type: none"> <li>Allowing a young person to accept you as a 'friend,' on Facebook or other social media.</li> </ul>
			<ul style="list-style-type: none"> <li>Using social media to manipulate, bully, threaten, devalue, groom, embarrass or ridicule young people or colleagues within Climate Camp Ireland</li> </ul>
	<ul style="list-style-type: none"> <li>Embracing technology as a means to developing more creative approaches and practices within youth work.</li> </ul>		
			<ul style="list-style-type: none"> <li>Accessing material of a pornographic or a demeaning nature to young people on the internet</li> </ul>

## **Procedure for dealing with allegations of bullying**

Volunteers working with children and young people should respond to complaints of harassment or bullying and deal with all complaints in a prompt and supportive manner.

When an allegation is made the designated officer in charge of the youth space has a duty to investigate in conjunction with the conflict support team.

The designated officer will also need to make a judgement on informing parents or guardians depending on the nature of the conduct.

If an allegation is found to be substantiated a number of options are available. These include;

- Talking to the young person concerned and warning them of future conduct
- Requesting the young person leave the youth space and/or camp site.
- A full record of the allegation and investigation should be recorded, discussed with the volunteers involved and kept in a secure place.
- Parents or guardians should be made aware of the conflict mediation procedure as they make contact with the youth space for the first time.

## **Guidelines for the General Safety and Management of Activities**

### **Responsibility**

On-site with climate camp, responsibility for children and young people primarily lies with their parents/guardians. However, in maintaining an ethos of a culture of care on-site, we recognise the duty of care among all volunteers towards safeguarding youth wellbeing.

Where young people attend events on-site or at the youth space, parents/guardians recognise that they still maintain responsibility for their children and that volunteers are not acting in locus parentis, ie. They do not assume the responsibilities of the child's caregiver and their legal guardian has a responsibility to remain on-site and readily contactable.

Health and safety issues also need to be flagged with volunteers and the designated officers to ensure that parents/guardians, children and young people take ownership and responsibility for ensuring their own health and safety.

### **Supervision**

Where a parent is on-site but not actively supervising their children, it is necessary for supervision procedures among volunteers to be adhered to at all times.

This will vary depending on the needs of the group, age group of participants, vulnerability of children, young people and adults, gender breakdown and the overall nature of the activities involved.

With regard to ratios of leaders and children, young people and adults it is preferable to have 2 leaders for groups of 12 or more. There should be one additional staff member for every ten extra children, young people and young adults'. Please see ratios detailed below. **At no point should a volunteer be alone with a young person or child.**

Due consideration needs to be given to the following;

- Ensuring the children and young people, both those in a leadership role and those they are working with are not left in a vulnerable position and at risk.
- High level of transparency to ensure relevant volunteers and organisers know their roles if relevant to the activities involved.
- Levels of training, experience and support with a requirement for at least one professionally qualified volunteer vetted to work with children and young people be present where young people are supervised, at all times.

The following volunteer to children, young people and young adults' ratios are recommended. These figures include at least one vetted professional;

7-10 years = 2 member of staff to 8 children

11-14 years = 2 member of staff to 10 children and young people.

15-18 years = 2 member of staff to 12 children and young people

## Information – Young People

Where parents/guardians first come on-site at camp, they are required to be made aware of this document, the Just Be Sound policy, and our conflict support process.

Where young people attend events at the youth space, parents/guardians are required in advance to complete a registration form including but not limited to;

- The name and ages of their children,
- Contact details for them
- Backup contact details in the event they cannot be contacted.
- Emergency or other relevant information.

They are also required to make themselves known to the volunteers facilitating the youth space.

Information submitted through the registration form will be stored electronically in accordance with GDPR regulations and will promptly and fully be destroyed within

one week of the conclusion of the camp, except where this information is relevant as part of an ongoing safeguarding issue arising from an incident on-site.

## **Information - Volunteers**

All volunteers are required to complete the Volunteer Induction Record - see Appendix 4.

This should be filled in and signed and stored in accordance with GDPR and will be destroyed upon conclusion of the camp.

## **First Aid**

All volunteers and the designated officers are required to have access to the on-call medical team on site. In the event of a medical emergency or incident, they are required to report this incident to the on-call medical personnel, even where the volunteer holds a current First Aid certificate.

Volunteers should also be aware of any medical needs of children, young people and adults. This should also include information concerning allergies and reaction to foods e.g. peanuts.

## **Fire Safety**

At camp, there will be a camp fire every evening. Children and young people are required to be supervised in the presence of the fire by their parents/guardians. Volunteers should be aware of the location of fire safety equipment in the event of an emergency. Children and young people are not to enter the kitchen / food preparation area.

## **Safe Games**

During games of icebreakers and energisers, it is necessary to be aware of the risks of physical injury and guard against these. It is also important to consider the physical environment and remove/avoid items that may cause injury during any activity.

Games should be facilitated in a non-threatening environment and account should be taken of physical and emotional abilities. Consideration must also be given to children and young people who have particular medical needs.

## **Emergencies**

In the event of an emergency, the designated officer must be immediately notified. Depending on the nature of the emergency, especially where a disclosure is made, parents/guardians may or may not be immediately notified depending on whether a disclosure relates to an alleged safeguarding issue involving the parents/guardians.

Please do not hesitate to seek advice from the designated officer involved or other senior members of staff in dealing with emergency situations.

Record details of accidents or injuries and send a copy to the welfare tent FAO Designated Officers. An incident report form is attached for this purpose. (Appendix 1)

### **Guidelines relating to physical contact**

As a general principle staff/volunteers are advised not to make unnecessary physical contact with children, young people and adults. It may of course be necessary and appropriate to offer comfort and reassurance at any given time but this should be proportional and in direct response to a young person's emotional and developmental needs.

### **Guidelines relating to special needs**

It may sometimes be necessary for staff to do things of a personal nature for children and young people particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and consent of the young person and the parents/ guardians. In an emergency situation which requires this type of help, parents/ guardians should be informed as soon as reasonably possible, alongside the on-call medical team. In such situations it is important that staff ensure sensitivity towards the individual concerned and undertake personal care tasks with utmost discretion.

### **Sanctions**

Failure to adhere to Climate Camp Ireland's policies and procedures may result in sanctions being applied to the following:

Designated officers – officers who fail in their duties to support the wellbeing of children and young people through direct contact with young people and/or supervision of volunteers in contact with young people will be reported to the conflict support team, a cause for concern form and incident report will be drafted (Appendix 1), and a full account of their actions and inactions be given to the parents and guardians of the young people affected. Further disciplinary action may be warranted subject to the nature and severity of the failure.

Volunteers who fail to adhere to Climate Camp Ireland policies and procedures may be asked to leave the youth space.

Children, young people and adults who fail to comply with the programme contract may be asked to leave the youth space and/or camp especially in relation to putting other children and young people at risk. This will only be as a last resort and all efforts will be made to support children and young people to fully participate in the camp.

## **Procedures for reporting concerns and disclosures with regard to CHILDREN and YOUNG PEOPLE including allegations against a volunteer**

Climate Camp Ireland accepts their moral and legal responsibilities in dealing promptly and effectively to concerns and disclosures regarding children and young people and allegations against a staff member or volunteer.

A concern relates to;

- the possibility of a child or young person suffering harm.

A disclosure involves;

- a child or young person telling a worker or volunteer of abuse or harm taking place.

An allegation against a member of staff or volunteer can involve;

- concerns about their behaviour towards children and young people.

### **Confidentiality**

The legal principle that “the welfare of the child is paramount” means that consideration of confidentiality should not be allowed to override the right of children and young people to be protected from harm.

There is also a legal obligation to pass on information concerning suspected or actual abuse of a child or young person. Any failure to do so may leave the person involved legally liable.

### **Responsibility**

At the first point of contact with children and young people and staff members and volunteers should be;

Giving out information packs to both children and young people and parents

Access to this document, including an abridged copy (Appendix 2) highlighting the following

- the differentiated roles of parents/guardians as primary caregivers on site and the conduct expected of volunteers, a grievance policy and procedure; and
- Making it absolutely clear that there is a legal obligation to pass on information concerning suspected or actual abuse.

Discuss and confirm behaviours expected from;

- Children and young people towards each other
- Volunteers towards children and young people.

If information does become available concerning suspected or actual abuse the volunteer should make it absolutely clear to the person involved that the information will be passed on to a Designated Officer within the organisation and in accordance with the reporting procedures as detailed below.

## **Reporting Procedure for concerns regarding suspected or disclosed abuse**

Allegation/suspicion/concern noted and documented on Cause for Concern Form

– see Appendix 3 (volunteers are advised of this form during Induction). This needs to be completed as soon as possible after the incident occurs. Sensitivity to the young person involved is paramount especially with regard to reporting their story.

Report immediately to the Designated Officers - see below

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The designated person informs the on-call paramedic, conflict support team and reports to Social Services.

The designated officer advises the parent/guardian concerned what action has been taken.

NOTE: Parents/guardians will not be contacted if judged to put the young person or volunteer in danger.

In an emergency if unable to contact any of the above please call the numbers listed below.

Safeguarding referrals with regard to children and young people are processed through Gateway Teams established within each of the Health and Social Care Trusts.

There is a single number to contact the Gateway Service - 0300 1234 333

This will give the caller a list of options, so that the appropriate team can be contacted.

In addition contact details for Northern Health and Social Care Trust areas are as follows;



- Ballymena, Magherafelt and Cookstown 02879651020
- Out of Hours Emergency Service - 02894468833
- Police, Public Protection Unit (PPU's) (Covers all abuse relating to under 18's alongside vulnerable adults.)

Telephone Number: 028 90650222

or

- NSPCC Telephone Number: Freephone 0800 800 500 (24 hrs).

Social Services offices are normally open 9.00 am - 5.00 pm Monday to Friday. There is an emergency out of hours service which can be contacted at:

Telephone Number 02894468833

NB It is NOT the responsibility of designated officers or volunteers to identify or investigate possible instances of abuse. This is the role of the Statutory Services or the Northern Ireland Police Service.

## **Reporting procedures regarding allegations against a volunteer**

### **Allegations against a volunteer**

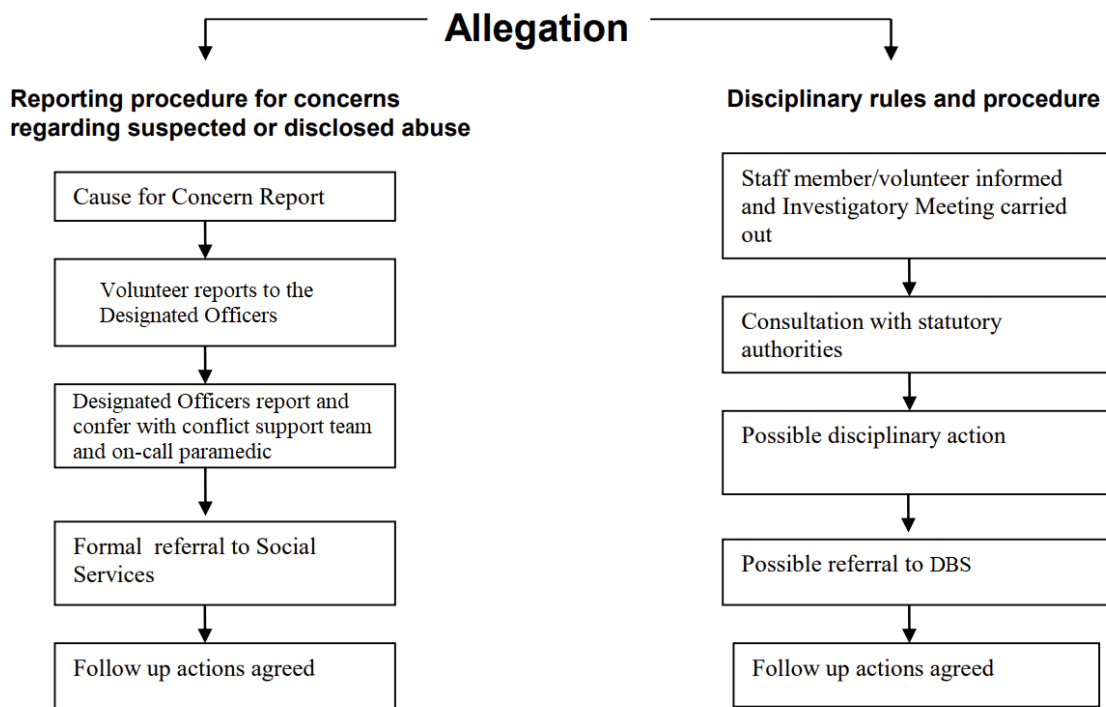
This should follow the reporting procedures regarding concerns of suspected or disclosed abuse as detailed above alongside the Just Be Sound policy.

This is detailed as follows;

1. Allegation against a staff member is documented on Cause for Concern Form – see Appendix 3. Volunteers who receive allegations concerning themselves are required to complete this form and forward to the Designated Officers who must confer with each other. Where a Designated Officer receives allegations concerning themselves, the co-Designated Officer must confer with the on-call paramedic. This needs to be completed as soon as possible after the allegation is received.
2. The volunteer is informed of the report and is asked to leave the site pending the findings of an investigatory meeting carried out by the Designated Officer, conflict support team, and on-call paramedic.
3. Information forwarded to Social Services confirming conclusions of investigatory meeting and follow up actions, if required.
4. Possible referral to the Disclosure & Barring Service (DBS).

Following the above procedure and whether the allegation is substantiated or not the Designated Officers, conflict support team and on-call paramedic should agree follow up actions. At this point, the volunteer may be barred or welcomed back on-site.

The dual responsibility in respect of the young person and the volunteer concerned is outlined as follows;



## Recruitment and Selection of Staff and Volunteers

Climate Camp Ireland is committed to effective recruitment and selection of staff and volunteers.

### Vetting procedure

Due to the size of the camp, VettingNI have confirmed that we are not obliged to conduct a formal vetting process for volunteers with access to children and young people as set out in the Protection of Children and Vulnerable Adults Order 2003 and the Safeguarding Vulnerable Groups (NI) Order 2007.

This is due to the number of volunteers with substantial access to young people being under 20 and the active days of the youth space being no more than 3 days.

Nevertheless, no volunteer will be allowed to supervise the youth space without having previously completed the induction training and having demonstrated an understanding of child protection protocol.

## **Management of Volunteers**

Climate Camp Ireland are committed to effective management of volunteers. Where volunteers will be in contact with young people and children, they will be formally inducted by the Designated Officers.

### **Induction**

Staff and volunteers through their induction receive a copy of 'Climate Camp 2024 Child Protection Policy'. They also sign a record of receiving and understanding this policy (Appendix 4). This record of induction is kept in Climate Camp's personnel files.

### **Designated Officers Responsibilities**

Taking the lead role in ensuring that the procedures adopted are fully implemented, reviewed, recorded and updated when necessary.

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# Appendices

## Appendix 1: Incident Report Form

### CLIMATE CAMP IRELAND

#### ACCIDENT / INCIDENT REPORT FORM

Even when the greatest care and attention to safety are taken, incidents and accidents will occur, resulting in personal injuries or damage to property. Camp organisers should keep a written record of all incidents and accidents. Where medical attention is required or damage to a third party's property has occurred, this form should be completed and given to the designated officer / welfare tent as soon as possible.

1. Site where incident/ accident took place: \_\_\_\_\_

2. Names of active volunteers: \_\_\_\_\_

3. Name of injured person: \_\_\_\_\_

4. Address of injured person: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Date and time of incident/ accident: \_\_\_\_\_

6. Nature of incident/ accident: \_\_\_\_\_

7. Give details of how and precisely where the incident/ accident took place. Describe what activity was taking place, e.g. games etc, and who was involved.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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8. Please provide brief details of injuries or damage to property.

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9. Give full details of the action taken including any first aid treatment and who gave same.

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10. Where any of the following contacted?:

<i>Parent/guardians</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Ambulance</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Police</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Social services</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

11. To whom was the incident reported, and when? \_\_\_\_\_

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12. What happened to the injured person following the incident/ accident? If medical attention was required, please state the name and address of the doctor or hospital that attended the injured person.

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13. Was there any other follow-up to the incident?

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14. Witnesses to the incident, if any:

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

Contact details: \_\_\_\_\_

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

Contact details: \_\_\_\_\_

Declaration

The above facts are a true and accurate record of the incident/ accident.

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

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

**Co-designated person Chris Nolan +353 861981807**

**Co-designated person Eadaoin DeFaoite +353 834022204**

## Appendix 2: Child Protection Policy for Parents/Guardians

### Introduction

Where parents/guardians first come on-site at camp, they are required to be made aware of this document, the Just Be Sound policy, and our conflict support process.

Where young people attend events at the youth space, parents/guardians are required in advance to [complete a registration form](#) including but not limited to;

- The name and ages of their children,
- Contact details for them
- Backup contact details in the event they cannot be contacted.
- Emergency or other relevant information.

They are also required to make themselves known to the volunteers facilitating the youth space.

Information submitted through the registration form will be stored electronically in accordance with GDPR regulations and will promptly and fully be destroyed within one week of the conclusion of the camp, except where this information is relevant as part of an ongoing safeguarding issue arising from an incident on-site.

### Statement on Protecting Children and Young People

Climate Camp Ireland is committed to keeping all children and young people safe from harm and exploitation and to upholding their rights throughout all our programmes and activities.

While on-site, children and young people are the responsibility of their parents and guardians. Though a dedicated youth space exists on-site, this is not a childcare facility though we endeavour to support parents and guardians and recognise a duty of care among all volunteers with Climate Camp Ireland in safeguarding child wellbeing.

Climate Camp Ireland accept and recognise both their moral and legal responsibilities to provide a duty of care for children and young people and endeavour to carry those out by the following;

- Adhering to our [“Just Be Sound”](#) policy and ensuring it is supported by robust procedures;
- Implementing a code of behaviour for volunteers. In general terms volunteers should always;
- be consistent and reliable.
- be open and honest.

- treat all children, young people and adults equally and with dignity and respect at all times.
- give praise and recognition when appropriate.
- take due care to ensure that they provide a safe environment within and throughout all programmes and activities.
- Ensuring guidelines for general safety and risk management of activities are adhered to;
- Promoting full participation and having clear procedures for dealing with concerns and complaints;
- Managing personal information, confidentiality and information sharing about our Just Be Sound policy among organisers, volunteers, children, young people, parents and/or guardians;
- Reporting concerns of suspected or disclosed abuse through a designated officer to the relevant authority and involving parents, children and young people appropriately;
- Having procedures for effective induction of volunteers;
- Providing effective management of volunteers through induction and supervision
- Designating a senior organiser to take a lead role in ensuring that the procedures adopted are fully implemented, reviewed, recorded and updated when necessary.

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Safeguarding – Co-Designated Officer and Appointed Person, Eadaoin DeFaoite –  
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## **Guidelines for the General Safety and Management of Activities**

### **Responsibility**

On-site with climate camp, responsibility for children and young people primarily lies with their parents/guardians. However, in maintaining an ethos of a culture of care on-site, we recognise the duty of care among all volunteers towards safeguarding youth wellbeing.

Where young people attend events on-site or at the youth space, parents/guardians recognise that they still maintain responsibility for their children and that volunteers are not acting in locus parentis, ie. They do not assume the responsibilities of the child's caregiver and their legal guardian has a responsibility to remain on-site and readily contactable.



Health and safety issues also need to be flagged with volunteers and the designated officers to ensure that parents/guardians, children and young people take ownership and responsibility for ensuring their own health and safety.

## **Supervision**

Where a parent is on-site but not actively supervising their children, it is necessary for supervision procedures among volunteers to be adhered to at all times.

This will vary depending on the needs of the group, age group of participants, vulnerability of children, young people and adults, gender breakdown and the overall nature of the activities involved.

With regard to ratios of leaders and children, young people and adults it is preferable to have 2 leaders for groups of 12 or more. There should be one additional staff member for every ten extra children, young people and young adults'. Please see ratios detailed below. **At no point should a volunteer be alone with a young person or child.**

Due consideration needs to be given to the following;

- Ensuring the children and young people, both those in a leadership role and those they are working with are not left in a vulnerable position and at risk.
- High level of transparency to ensure relevant volunteers and organisers know their roles if relevant to the activities involved.
- Levels of training, experience and support with a requirement for at least one professionally qualified volunteer vetted to work with children and young people be present where young people are supervised, at all times.

The following volunteer to children, young people and young adults' ratios are recommended. These figures include at least one vetted professional;

7-10 years = 2 member of staff to 8 children

11-14 years = 2 member of staff to 10 children and young people.

15-18 years = 2 member of staff to 12 children and young people

## **What informs our approach to young people on site?**

These guidelines are specifically targeted at all those working directly with children and young people. This includes all volunteers with Climate Camp Ireland. This policy and guidelines should be underpinned by and promote good standards of youth work practice whose purpose [NYCI define as:](#)

- *To build young people's self-esteem and self-confidence;*
- *To develop their ability to manage personal and social relationships;*
- *To offer worthwhile and challenging new experiences;*
- *To provide learning opportunities to enable young people to gain knowledge and develop new skills;*
- *To build young people's capacity to consider risks and consequences and make informed decisions and take responsibility;*
- *To help young people to develop social awareness and a sense of social solidarity;*
- *To give young people a voice in decision-making which affect their lives;*
- *To enhance young people's role as active citizens;*
- *To listen to and hear what young people have to say.*

We also request that volunteers in carrying out their duties throughout the organisation behave in a manner that demonstrates integrity, maturity and sound judgement. This is also a 'working document' and therefore open to revision at any given time to ensure it remains relevant to current practices and policies and the delivery of good standards of welfare towards young people.

## **Safety Information**

### **First Aid**

All volunteers and the designated officers are required to have access to the on-call medical team on site. In the event of a medical emergency or incident, they are required to report this incident to the on-call medical personnel, even where the volunteer holds a current First Aid certificate.

Volunteers should also be aware of any medical needs of children, young people and adults. This should also include information concerning allergies and reaction to foods e.g. peanuts.

### **Fire Safety**

At camp, there will be a camp fire every evening. Children and young people are required to be supervised in the presence of the fire by their parents/guardians. Volunteers should be aware of the location of fire safety equipment in the event of an emergency. Children and young people are not to enter the kitchen / food preparation area.

### **Safe Games**

During games of icebreakers and energisers, it is necessary to be aware of the risks of physical injury and guard against these. It is also important to consider the

physical environment and remove/avoid items that may cause injury during any activity.

Games should be facilitated in a non-threatening environment and account should be taken of physical and emotional abilities. Consideration must also be given to children and young people who have particular medical needs.

## **Emergencies**

In the event of an emergency, the designated officer must be immediately notified. Depending on the nature of the emergency, especially where a disclosure is made, parents/guardians may or may not be immediately notified depending on whether a disclosure relates to an alleged safeguarding issue involving the parents/guardians.

Please do not hesitate to seek advice from the designated officer involved or other senior members of staff in dealing with emergency situations.

Record details of accidents or injuries and send a copy to the welfare tent FAO Designated Officers. An incident report form is attached for this purpose [here](#).

## **Guidelines relating to physical contact**

As a general principle staff/volunteers are advised not to make unnecessary physical contact with children, young people and adults. It may of course be necessary and appropriate to offer comfort and reassurance at any given time but this should be proportional and in direct response to a young person's emotional and developmental needs.

## **Guidelines relating to special needs**

It may sometimes be necessary for staff to do things of a personal nature for children and young people particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and consent of the young person and the parents/ guardians. In an emergency situation which requires this type of help, parents/ guardians should be informed as soon as reasonably possible, alongside the on-call medical team. In such situations it is important that staff ensure sensitivity towards the individual concerned and undertake personal care tasks with utmost discretion.

## **Sanctions**

Failure to adhere to Climate Camp Ireland's policies and procedures may result in sanctions being applied to the following:

Designated officers – officers who fail in their duties to support the wellbeing of children and young people through direct contact with young people and/or

supervision of volunteers in contact with young people will be reported to the conflict support team, a cause for concern form and incident report will be drafted, and a full account of their actions and inactions be given to the parents and guardians of the young people affected. Further disciplinary action may be warranted subject to the nature and severity of the failure.

Volunteers who fail to adhere to Climate Camp Ireland policies and procedures may be asked to leave the youth space.

Children, young people and adults who fail to comply with the programme contract may be asked to leave the youth space and/or camp especially in relation to putting other children and young people at risk. This will only be as a last resort and all efforts will be made to support children and young people to fully participate in the camp.

### **Procedures for reporting concerns and disclosures with regard to CHILDREN and YOUNG PEOPLE including allegations against a volunteer**

Climate Camp Ireland accepts their moral and legal responsibilities in dealing promptly and effectively to concerns and disclosures regarding children and young people and allegations against a staff member or volunteer.

A concern relates to;

- the possibility of a child or young person suffering harm.

A disclosure involves;

- a child or young person telling a worker or volunteer of abuse or harm taking place.

An allegation against a member of staff or volunteer can involve;

- concerns about their behaviour towards children and young people.

### **Confidentiality**

The legal principle that “the welfare of the child is paramount” means that consideration of confidentiality should not be allowed to override the right of children and young people to be protected from harm.

There is also a legal obligation to pass on information concerning suspected or actual abuse of a child or young person. Any failure to do so may leave the person involved legally liable.

## **Responsibility**

At the first point of contact with children and young people and staff members and volunteers should be;

Giving out information packs to both children and young people and parents

Access to this document highlighting the following;

- the differentiated roles of parents/guardians as primary caregivers on site and the conduct expected of volunteers, a grievance policy and procedure; and
- Making it absolutely clear that there is a legal obligation to pass on information concerning suspected or actual abuse.

Discuss and confirm behaviours expected from;

- Children and young people towards each other
- Volunteers towards children and young people.

If information does become available concerning suspected or actual abuse the volunteer should make it absolutely clear to the person involved that the information will be passed on to a Designated Officer within the organisation and in accordance with the reporting procedures as detailed below.

## **Reporting Procedure for concerns regarding suspected or disclosed abuse**

Allegation/suspicion/concern noted and documented on [Cause for Concern Form](#)

Volunteers are advised of this form during Induction. This needs to be completed as soon as possible after the incident occurs. Sensitivity to the young person involved is paramount especially with regard to reporting their story.

Report immediately to the Designated Officers - see below

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The designated person informs the on-call paramedic, conflict support team and reports to Social Services.

The designated officer advises the parent/guardian concerned what action has been taken.

NOTE: Parents/guardians will not be contacted if judged to put the young person or volunteer in danger.

In an emergency if unable to contact any of the above please call the numbers listed below.

Safeguarding referrals with regard to children and young people are processed through Gateway Teams established within each of the Health and Social Care Trusts.

There is a single number to contact the Gateway Service - 0300 1234 333

This will give the caller a list of options, so that the appropriate team can be contacted.

In addition contact details for Northern Health and Social Care Trust areas are as follows;

Ballymena, Magherafelt and Cookstown 02879651020

- Out of Hours Emergency Service - 02894468833
- Police, Public Protection Unit (PPU's) (Covers all abuse relating to under 18's alongside vulnerable adults.)

Telephone Number: 028 90650222

or

- NSPCC Telephone Number: Freephone 0800 800 500 (24 hrs).

Social Services offices are normally open 9.00 am - 5.00 pm Monday to Friday. There is an emergency out of hours service which can be contacted at:

Telephone Number 02894468833

NB It is NOT the responsibility of designated officers or volunteers to identify or investigate possible instances of abuse. This is the role of the Statutory Services or the Northern Ireland Police Service.

**Reporting procedures regarding allegations against a volunteer**

## **Allegations against a volunteer**

This should follow the reporting procedures regarding concerns of suspected or disclosed abuse as detailed above alongside the Just Be Sound policy.

This is detailed as follows;

1. Allegation against a staff member is documented on Cause for Concern Form – [see here](#). Volunteers who receive allegations concerning themselves are required to complete this form and forward to the Designated Officers who must confer with each other. Where a Designated Officer receives allegations concerning themselves, the co-Designated Officer must confer with the on-call paramedic. This needs to be completed as soon as possible after the allegation is received.
2. The volunteer is informed of the report and is asked to leave the site pending the findings of an investigatory meeting carried out by the Designated Officer, conflict support team, and on-call paramedic.
3. Information forwarded to Social Services confirming conclusions of investigatory meeting and follow up actions, if required.
4. Possible referral to the Disclosure & Barring Service (DBS).

Following the above procedure and whether the allegation is substantiated or not the Designated Officers, conflict support team and on-call paramedic should agree follow up actions. At this point, the volunteer may be barred or welcomed back on-site.

The dual responsibility in respect of the young person and the volunteer concerned is outlined as follows;

## Appendix 3: Cause for Concern Form

### CLIMATE CAMP IRELAND CAUSE FOR CONCERN FORM

Name of person completing this form

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Address

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Telephone number

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Email address

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Name of volunteer(s) involved

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How were you or your child affected by the above mentioned volunteer?

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Signed \_\_\_\_\_ Date \_\_\_\_\_

Please submit this form to the welfare tent, mark it in an envelope as Confidential and FAO Designated Officers

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

## Appendix 4: Volunteer Induction Record

By signing below, I acknowledge that I have completed the induction training and understand the information presented. I agree to adhere to the guidelines and responsibilities outlined during the training.

- **Your name:** \_\_\_\_\_
- **Contact information:** \_\_\_\_\_