



Koinonia John the Baptist Ireland

SAFEGUARDING

POLICIES AND PROCEDURES

Koinonia John the Baptist Ireland is a 'Private Association of the Lay Faithful', with canonical approbation in Down and Connor.

All safeguarding policies and procedures of Koinonia John the Baptist Ireland adhere to the guidelines of the 'National Board for Safeguarding Children in the Catholic Church in Ireland' (NBSCCI), as implemented by the Diocese of Down and Connor

POLICIES & PROCEDURES

- *Safeguarding Children and Young People*
- *Safeguarding Vulnerable Adults*
- *Safeguarding Older People*



SAFEGUARDING CHILDREN AND YOUNG PEOPLE

The policies and procedures included here are adopted from 'Child Safeguarding in the Diocese of Down and Connor: Best Practice Guidelines' published by the Diocesan Safeguarding Office, 2018 and updated with guidance for online ministry in 2021

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Approved and adopted for the charity:

Sr. Christine Sawey
(Chairperson/Pastor)

Francis IACUITTO
(Youth Ministry Lead)

Next review: **September 2023**

This policy contains:

- Context
- Statement of Intent
- Guiding Principles: Church and Legal Context
- Responsibilities, Vetting and Reporting Procedures
- Procedures
- Supporting Documents

Context

“For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope.” (Jeremiah 29:11)

From the earliest days of our community at Camparmò, Fr. Ricardo placed emphasis on ministry and service to children, young people and families. As a community at the service of the New Evangelisation, empowering children and young people to encounter Jesus in a new and fresh way brings life and joy to the community. Our ministry aims to enable them to receive the Lord's promises, discover His plans, and embrace them with confidence. This requires an environment that puts the welfare and wellbeing of the child at the centre of all that we do in ministry. When they feel welcomed, safe and accepted they can glimpse the welcome, safety and acceptance of Christ.

Safeguarding is central to the ministry of Christ and is an integral part of the life and mission of the church. This mission recognises and acknowledges the value of the physical, emotional, social and spiritual well-being of children and young people. Safeguarding children in the Diocese of Down and Connor is guided by religious teaching and both domestic and international law.

This policy seeks to lay out the value base, procedures and guidelines required for the personnel, volunteers (including trustees) and members of Koinonia John the Baptist Ireland, ordained, consecrated and lay, to ensure effective safeguarding, in line with NBSCCI guidelines as directed by the Safeguarding Office of the Diocese of Down and Connor. These Guidelines and the associated procedures are guided by the foundations of the message of the Gospel; core to that message is to recognise that to protect children is to give witness to God's love.

It can and should be added to and amended when circumstances and ministry require it. As encouraged by the *One Church* approach, this will be done 'in dialogue with' and/or 'as directed by', appropriate safeguarding guidelines from the Diocese or NBSCCI, or as required by legislation.



KOINONIA JOHN THE BAPTIST IRELAND

Safeguarding Children and Young People

POLICY STATEMENT

implementing the Child Safeguarding Policy of
The Diocese of Down and Connor

Koinonia John the Baptist Ireland ministers and serves with the approbation of the Bishop of Down and Connor, and as such fully endorses and adopts the Diocesan child safeguarding policies and guidelines as they apply to our organisation and its ministry.

Koinonia John the Baptist Ireland recognises and upholds the dignity and rights of all children and is committed to ensuring their safety and well-being, and will work in partnership with parents / guardians to do this.

Koinonia recognises each child and young person as a gift from God, and we value and encourage the participation of children and young people in all activities which enhance their spiritual, physical, emotional, intellectual and social development.

All personnel of Koinonia John the Baptist Ireland (including ordained and consecrated personnel, staff and volunteers) have a responsibility to safeguard children and young people through promoting their welfare, health and development in a safe and caring environment that supports their best interests and prevents abuse.

Sr. Christine Sawey (*Chairperson*)
on behalf of the Pastoral Council

Francis IACUITTO (*Youth Ministry Lead*)
on behalf of Safeguarding Committee

Date of last review



The Church's Vision

The Church's vision is that along with the family and parishes, faith organisations have a key role to play "in promoting and protecting the rights of children. This means that within the parish families, schools and parish organisations/groups work together in creating a safe and caring community in which children can develop and mature" (Pontifical Council for the Family).

Values and Rights of Young People

These guidelines and their commitment to the values and rights of young people are based on the words of Pope Francis, when he called on the bishops of the Church to "let us find the courage needed to take all necessary measures and to protect in every way the lives of our children, so that such crimes may never be repeated. In this area, let us adhere clearly and faithfully to zero tolerance."

(Letter of His Holiness Pope Francis, to Bishops on the Feast of the Holy Innocents, December 2016)

Relevant Legislation

Safeguarding is also underpinned by the requirements of international law, domestic law (outlined below), statutory policy and procedures, and the development of safeguarding best practice within the Catholic Church in Ireland over the past 20 years. Embedded in these requirements is the recognition that all children and young people have a fundamental right to be respected, nurtured, cared for and protected from harm.

Northern Ireland Law, Policy and Guidance

As with Down and Connor, Koinonia John the Baptist Ireland is headquartered in Northern Ireland. As a result, its law, policy and guidance forms the basis Koinonia's safeguarding policy, procedures and practice. As of March 2021, the guiding documents are as follows:

- Children (NI) Order 1995
- Criminal Law Act (NI) 1967
- Children Services Co-operation Act (NI) 2015
- Safeguarding Board Act (NI) 2011
- Our Children and Young People: Our Pledge 2006
- Co-operating to Safeguard Children and Young People in Northern Ireland, Department of Health (August 2017)
- Regional Core Child Protection Policy and Procedures (November 2017)
- Keeping Children Safe: Our Duty to Care, Standards and Guidance for
- Safeguarding Children and Young People (Volunteer Now, July 2017)
- Data Protection Act 2018

Aims

Koinonia John the Baptist Ireland adheres to the diocesan commitment to “Safeguarding Children Policy and Standards for the Catholic Church In Ireland 2016”, and aims to:

1. Proactively safeguard and promote the welfare of children
2. Take whatever action is necessary to protect children from harm
3. Have effective working structures in place to respond to concerns about children’s welfare.

Guiding Principles

In line with domestic and international legislation and to achieve the diocesan aims in relation to safeguarding children it is important that the respective roles and responsibilities relating to safeguarding within the diocese are underpinned by a comprehensive set of guiding principles, detailed as follows:

- Ensuring our practice is based on and informed by the best available evidence and implemented in a way that upholds the rights of children and young people and their families.

- Fully embracing the church's role in supporting children to achieve their full potential in an environment where they are protected from exploitation, abuse and maltreatment.
- Ensuring that those with responsibility within Koinonia John the Baptist Ireland are recruited in line with best safeguarding practice, and that they are aware of and accept their responsibility to prevent harm to children and take action when it appears that children need to be made safe from harm.
- Ensuring that those with responsibility Koinonia John the Baptist Ireland (ordained, consecrated and lay) are properly trained, especially in regards to collecting, handling and sharing personal information.
- Facilitating the training and supporting all those engaging with children and young people on behalf of Koinonia John the Baptist Ireland in recognised best practice in safeguarding.
- Adopting a partnership and collaborative approach in safeguarding children, based on openness and transparency in working with diocesan, statutory and other voluntary bodies.
- Ensuring that anyone who brings concerns or allegations to the notice of the organisation will be taken seriously and responded to sensitively and respectfully in line with Diocesan reporting guidelines.
- Challenging any abuse of power, especially by anyone in a position of trust.
- Ensuring adherence to the mandatory reporting of all suspicions, concerns, knowledge or allegations to statutory authorities and the supervision of any member of our community known to have offended against a child.
- Proactively monitoring our practice and including external review as part of good governance and accountability

Diocesan Safeguarding Structure

The diocese has committed to the One Church approach adopted by the Catholic Church in Ireland and to implementation of the seven safeguarding standards developed by NBSCCCI:

1. Creating and maintaining safe environments
2. Procedures for responding to Child Protection suspicions, concerns, knowledge or allegations
3. Care and support for the complainant
4. Care and management of the respondent
5. Training and support for keeping children safe
6. Communicating the Church's safeguarding message
7. Quality assuring compliance with the standards

Koinonia John the Baptist Ireland seeks to implement the diocesan safeguarding structure created and developed to meet these standards. These are outlined in Section 2 of *Child Safeguarding in the Diocese of Down and Connor: Best Practice Guidelines* (2018, pg. 10-15).

Understanding Concepts

Safeguarding

Safeguarding seeks to take preventative action and is not limited to responding to existing harm.

Safeguarding emphasises an active concern for the safety and welfare of ALL children and young people, not just those deemed to be at risk. While Koinonia John the Baptist Ireland recognises that the primary responsibility for the care of children and young people rests with parents and/or guardians, it looks to ensure that all children and young people are kept safe from all potential harm.

Children and Young People

As per legislation and safeguarding best practice, the definition of children and young people is a matter of age:

- a young person is anyone under the age of 18
- a child is anyone who has not yet reached the official minimum school leaving age (MSLA). Students will reach the MSLA in the school year they turn 16.
- The definition of a child in child protection guidance is anyone under the age of 18.
- This policy applies to all children and young people with whom Koinonia John the Baptist Ireland is involved with regardless of age.

Child Protection

Child protection focuses on three key messages:

- *Recognising Abuse*: Ability and openness to identify abuse
- *Responding to Abuse*: What to do
- *Reporting Abuse*: Who to contact

What do we mean by child abuse?

The area of child abuse is complex and challenging work. It is not always straightforward to identify, and a child or young person may experience more than one type of harm or significant harm. Harm can be caused in the following ways:

1. **PHYSICAL ABUSE** is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.
2. **SEXUAL ABUSE** occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others.
3. **EMOTIONAL ABUSE** is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

4. **NEGLECT** is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Often, children who are neglected also suffer from other types of abuse.

5. **EXPLOITATION** is the intentional ill treatment or manipulation of a child or young person; or the abuse of power and control over a child or young person; or to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms, such as child labour, slavery, or servitude.

It is not Koinonia John the Baptist Ireland's responsibility to identify and investigate possible instances of abuse. This is the role of the statutory agencies: Social Services, NSPCC and PSNI. However, Koinonia John the Baptist does have a statutory responsibility to report any safeguarding concerns, allegations or disclosures to either the Designated Liaison Person (DLP) or directly to statutory services. The process of reporting is detailed later in this policy.

It is important to be aware that children can also be involved in peer abuse. When any personnel of Koinonia John the Baptist Ireland becomes aware of an alleged offence we are under a legal obligation to report this to the statutory authorities whether we have the individual's consent or not.

Roles and Responsibilities

Pastoral Safeguarding Committee

Throughout the diocesan policies, a key role and function in the diocesan safeguarding procedures is given to the 'parish safeguarding committee'. While Koinonia John the Baptist Ireland is not a parish, the Charity Trustees (in its role as Pastoral Council) established a 'Pastoral Safeguarding Committee' (PSC) which fulfils a similar role to the 'Parish Safeguarding Committee' for all matters regarding safeguarding in Koinonia John the Baptist Ireland. *De facto*, the organisation's safeguarding committee acts as our management committee for youth, children, family and young adult ministry.

As defined in *Child Safeguarding in the Diocese of Down and Connor: Best Practice Guidelines*' (2018, pg. 14), this safeguarding committee is responsible for:

1. maintaining an overview of all strands of ministry engaging with children and young people, ensuring that safeguarding procedures are part of practice
2. ensuring that safe recruitment, including vetting, takes place
3. making sure that codes of behaviour for each ministry are in place
4. ensuring that records are appropriately maintained
5. effective cooperation and liaison with the Diocesan Safeguarding Office is maintained

As of March 2021, the following members of Koinonia John the Baptist Ireland form the organisation's Pastoral Safeguarding Committee:

- **Pat Magorrian** (Charity Trustee - Chairperson)
- **Norma Loder** (Charity Trustee - Secretary)
- **Cathy Gilligan** (Company Secretary)
- **Anne Mitchell** (Charity Trustee)
- **Christine Sawey** (Chairperson/Pastor)
- **Francis Iacuitto** (Representative - Youth Ministry)
- **Deirdre McCann** (Representative - Children's Ministry)

The Pastoral Safeguarding Committee operates according to the principles outlined in the Diocesan document, *Parish Safeguarding Committee Handbook*. This document is found at <https://downandconnorsafeguarding.com/wp-content/uploads/2020/11/04.09.20-2020PSC-HANDBOOK.pdf>

Youth Leadership Team

YOUTH MINISTER IN CHARGE

Each youth programme will have an appointed youth minister in charge. Normally, this will be a member of the consecrated community to ensure appropriate governance and adequate support. The youth ministers-in-charge are appointed by the PSC and agreed by Koinonia's Pastoral Council. Each youth minister in charge will be appointed according to the organisation's *safe recruiting* procedures (see below), and will have ongoing support and supervision by a senior member of the pastoral ministry team.

The leaders in charge have a strategic and operational role to ensure all safeguarding policies are implemented in a practical way in all provision of youth, children, and young adult ministry. It is their responsibility to ensure that all programming and provision meets best standards of youth work practice as described in the *Model of Effective Youth Work Practice* and interpreted in the latest youth work strategies.

The youth minister in charge will ensure that the following processes are complete:

- Operate according to the agreed code of conduct (found below)
- Risk assessments and mitigations are complete and updated regularly
- Appropriate ratio of leaders to young people in every gathering and face-to-face contact
- Ongoing volunteer induction and formation (with focus on safeguarding)
- PSC has received *Freedom to Appoint* for each volunteer in their programme
- Child Safeguarding Registration Forms for all children and young people under their care
- Attendance Records maintained and up to date
- Emergency contact information maintained according to GDPR guidelines
- Evaluation, accident and incident records are kept up to date
- Organisation's calendar is kept up to date with all dates and times
- All extra-curricular activities are approved by PSC
- Safe management of the organisation's social media and online ministry
- Adequate completion of financial management processes on an ongoing basis
- PSC is informed of any breach of the code of conduct by volunteers

VOLUNTEERS

Volunteers have a central role in ensuring best practice provision of youth ministry in the organisation. Normally, volunteers in youth, children and young adult ministry are adult members of Koinonia John the Baptist Ireland. The Youth Minister in charge and the PSC will ensure that all new volunteers are recruited and appointed according to diocesan safe recruitment guidelines. These are outlined below.

Volunteer responsibilities will vary depending on need and the gifts and talents of each individual volunteer. Roles and responsibilities will be agreed between each volunteer and their leader in charge in advance, and maintained in the group folder.

General responsibilities for all volunteers include:

- Operate according to the agreed code of conduct (found below)
- Ensure completion of all administrative processes as requested by leader in charge
- Attendance at training recommended by the organisation and/or Diocese
- Inform Youth Minister in charge if unable to attend any session
- Inform leader in charge or PSC of any concerns
- All health and safety mitigations are put in place as outlined in the organisation's risk assessments

Safe Recruitment

As a organisation canonically recognised in the Diocese of Down and Connor, Koinonia John the Baptist Ireland follows the safe recruitment processes set down by the diocese in line with NBSCCI guidelines.

Koinonia John the Baptist Ireland acknowledges that safe care starts with the appointment of suitably qualified, skilled and vetted personnel who have the desired competencies and skills to carry out their function in an effective, efficient and safe manner. Whoever is engaged by the organisation, in either a pastoral or a voluntary role, must be recruited safely and deemed suitable for the role that they are being asked to undertake.

Safe recruitment means that the organisation will ensure that:

- All reasonable steps are taken to ensure that the organisation does not appoint anyone disqualified, as advised by the Diocesan Safeguarding office. Someone would be disqualified if deemed to pose a risk to children, young people and adults in need of safeguarding
- Those engaged in the recruitment process are suitably supported to undertake this task
- The organisation's recruitment procedures are transparent, adhere to best practice and comply with the rules of natural justice, appropriate record-keeping and human resource management
- Koinonia Ireland is committed to the principles of inclusion and equality in their volunteer recruitment process
- Parents are assured that all possible measures are being taken to ensure only suitable people will be recruited to work with children.
- All staff and Volunteers must be subject to the appropriate recruitment procedures regardless of their position as a volunteer or employee, including clergy or consecrated.
- In relation to the appointment procedure for all other staff, both paid diocesan staff and clergy, a safe recruitment process is managed centrally by the diocese, who comply with best practice and legal requirements in relation to safe recruitment and vetting.

SUMMARY OF THE PROCESS OF RECRUITING VOLUNTEERS WORKING WITH CHILDREN AND ADULTS



Role of Pastoral Safeguarding Committee

The role of the Pastoral Safeguarding Committee (PSC) is to ensure that statutory guidance is followed and best practice is encouraged in relation to the recruitment and vetting of volunteers. It is the responsibility of the PSC to remain up to date with any amendments communicated from a Diocesan or National level.

General principles of safe recruitment and vetting

In order for Koinonia John the Baptist Ireland to comply with the law and good practice, all those taking up a regulated position to work with children and young people must be vetted. The process for those who are wishing to work with adults in need of safeguarding follows the same procedures.

The process of vetting involves a criminal record check, which will show if a volunteer applicant has any criminal convictions. This is carried out by Access:NI, the Northern Dioceses Vetting Office.

APPOINTMENT OF SOMEONE WITH A CRIMINAL CONVICTION

A person who does have a criminal conviction will not necessarily be barred from working in a volunteer role in a church setting. Only convictions that are relevant will be taken into consideration.

BARRED LISTS

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 sets out the activities and work that are Regulated Activities, which a person who has been barred by the Disclosure and Barring Service must not do.

The PSC has primary responsibility for the vetting process in the recruitment of volunteers and will ensure:

- Standardisation of the process of recruitment
- That safe recruitment and selection procedures are followed
- Identification of volunteer training needs. For all volunteers in youth programmes, this includes completion of OCN Level 2 Certificate in Youth Work as a minimum.
- The applicant signs a practice agreement following confirmation of *Freedom to Appoint*.

With regard to the vetting process, for which the PSC has direct responsibility under the Safeguarding Vulnerable Groups (NI) Order 2007, there is a legal requirement to vet volunteers who are in a regulated activity in their role with children, young people and vulnerable adults.

The secretary of the PSC will undertake the following in the vetting process:

- Manage all associated vetting forms
- Ensure each applicant is provided with the appropriate vetting forms
- Check that the Identity Verification and Confidential Declaration Form (CDF) are completed by the applicant.
- The only people that have access to the CDF is the applicant and the Northern Diocese Vetting Office
- Ensure the Identity Verification and Confidential Declaration forms are sent to the Northern Diocese Vetting Office along with photocopies of the applicants' valid identity documentation taken from AccessNI's "List of Acceptable Documents"
- Confirm with the applicant the decision from the Vetting Office once vetting is completed.

The PSC will ensure that the recruitment of each volunteer will follow the '**Ten Step Recruitment and Vetting Process**' outlined in the updated Diocesan *Parish Resource Pack* (2020), pp. 8-10 (see appendix).

Repeat vetting

Given that all volunteers are active members in Koinonia, repeat vetting will only be necessary if there is a break of three months or more in a volunteer's ministry and service. This is in line with guidelines issued by the Diocesan office. Any exception to this rule will only be permitted if in line with communications from the same office.

Codes of Behaviour

A code of behaviour is a clear guide to what is and is not acceptable behaviour and practice when working with children and adults.

As part of the recruitment process volunteers are required to agree to work to the relevant code of behaviour related to their volunteer role.

Before joining a particular group or project, each young person agrees to a code of behaviour which encourages the core principles and values of the *Model of Effective Youth Work Practice*. A separate code of behaviour forms part of registration for residential or overnight educational visits. A specific code of conduct for online ministry is adhered to when using approved online platforms, as per guidance issued in February and March 2021.

The current code of conduct for volunteers includes the following guidelines:

IT IS IMPORTANT THAT ALL YOUTH AND CHILDREN'S LEADERS

- Be aware of the organisation's Child Protection and Safeguarding Policy and Procedure
- Treat young people and each other with courtesy, dignity and respect
- Treat all equally, favouritism is not acceptable
- Model positive, appropriate behaviour to all young people in your care
- Will ensure that any faith engagement is age appropriate and models good youth ministry practice
- Will ensure an appropriate and adequate ratio of adults young people of 1:8 under 12's,
- 1:10 over 12's and that all activities should be usually supervised by at least 2 adults
- Will maintain adequate, gender-appropriate, supervision for males and females
- Will arrive in good time so that the young people can begin the activity at the agreed time. The activity will not begin / young people will not have access, until the prescribed minimum ratio of leader: young persons requirement, can be complied with
- Will ensure that appropriate consent has been given by parent/guardians for the young person to participate in residential and other activities, and for the taking of digital recordings of the events and their showing
- Will develop appropriate guidelines in relation to the use of computers, videos, the internet, cameras and camera phones
- Use age-appropriate language, media materials and activities
- Listen to young people and their experiences when engaged in giving testimony, evangelising or praying with them

- Will not give their personal details to individuals and only the Youth Coordinator will hold personal details of all individuals
- Will only contact individuals via their parents / guardians
- Will listen to a young person if an issue of child protection should arise in the manner of disclosure from the young person to adult. The leader will assure the young person that they will try to help them. The leader will NOT promise to keep the information a secret.
- Report any suspicions, concerns, knowledge or allegations to the Diocesan Liaison Person or directly to statutory services without delay
- Record in an Accident and Incident book - accidents and incidents deemed worthy of note; written records of any disclosure of any confidential information from a young person to a leader. The book is confidential and the Youth Coordinator is responsible for its safekeeping.

ADULTS MUST NEVER:

- Use physical punishment under any circumstances
- Verbally abuse any young person or another leader
- Develop relationships with children that could be in any way be deemed sexual, exploitative or abusive
- Use inappropriate language and / or sexually suggestive comments, including telling jokes of a sexual nature, either towards young people or among themselves
- Show or distribute inappropriate pictures, images, photographs, drawings or other similar materials to children or young people
- Be alone with a young person e.g. in relation to outings, meetings, home visits, youth camp, in any Koinonia John the Baptist premises, transport i.e. car/ minibus- where two adults should always be present.
- Give alcohol, tobacco, drugs or other illegal substances to individuals under any circumstances
- Be under the influence of alcohol or consume alcohol, tobacco, vaping products or illegal drugs while having responsibility for, or in the presence of those in their care
- Engage in inappropriate physical contact of any kind – including tough physical play, physical reprimand and horseplay (tickling, wrestling)
- Do things of a personal nature for a child that they can do themselves
- Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade
- Tolerate bullying in any form from any member of the group
- Engage in discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexual orientation or political views



GROUP CONTRACT OF BEHAVIOUR

We will discuss this first list of rules as we begin the weekend. There you will be able to suggest anything or change anything. However, in general our group agreement aims to safeguard you and the other participants, and enable an atmosphere in which everyone can enjoy themselves. This is why we ask you to sign this agreement before coming.

Disciplinary Procedure

Koinonia Youth (Ireland) work a "3-strike" policy when someone (leader or young person) breaches the group agreement. This is when a warning (with clear explanation) is given twice, and on the third time arrangements are made for the participant to leave.

- **Respect others as individuals:** We should give others our undivided attention when they are sharing, listening politely and not ridiculing what other people say. We don't have to agree with their opinion, but we do need to respect their right to hold it.
- **Respect other's culture, race and background:** Our project will have people from a variety of traditions, cultures and backgrounds. While we are all different, everyone is a child of God and worthy of that dignity.
- **Take turns and include:** let everyone have a turn and be fair when picking teams, ensuring the inclusion of everyone.
- **Winning is not the only goal:** understand that, whilst winning is one goal, trying your best and shared teamwork matter too.
- **Speak openly:** but kindly and speak how you would like to be spoken to.
- **Have the right to say "no":** if we don't want to take part in a specific activity, that's our right, but we also appreciate that the youth weekend is a themed weekend and participation is generally expected.
- **Turn up for activities, meals and group work on time:** people should not have to wait because one youth group member is consistently late.
- **Make sure leaders know where you are**
- **Have fun and participate to the best of our ability:** Try as hard as you can. In return, we expect our progress and accomplishments to be recognised.
- **Respect other people's possessions:** don't damage other people's things or take anyone else's property without asking

'No Tolerance' Policy

Along with general expectations of how we should behave, there are a series of actions of activities that can't be tolerated and will result in **immediate** removal from the project or event. This is to safeguard your safety and the safety of others, and to ensure that every participant is free to enjoy the event to a maximum

- No sexism, sectarianism, racism, homophobia, or other prejudice or discriminatory act relating to anyone's identity
- No alcohol or drugs (child safeguarding policy asks leaders, if needed, to check content of bags to ensure safety of everyone)
- No sexual misconduct, including harassment or discrimination
- No violence
- No weapons or fireworks

Any breach of the no tolerance policy will result in your parents being contacted and you being asked to leave. This will be at your own expense. If there are suspicions of a crime the PSNI will be contacted.

Individual and Parental Agreement

I confirm that I have read the above guidelines and the "No Tolerance Policy" and understand the disciplinary procedures for both. I understand and accept my responsibility in the group and know that a serious breach of these rules will result in my removal from the project.

Signed: _____ (Participant)

Signed: _____ (Parent/Guardian) *if you are under 18*

Emergency Contact:

Please provide two emergency contacts that we can call if needed during *[name of event]*:

Contact 1: Name: _____ Number: _____

Contact 2: Name: _____ Number: _____

Dealing with behavioural issues

If a child/young person or an adult breaches the Code of Behaviour, efforts should be made to resolve the issue in one or more of the following ways:

- Discussion with and support for the adult or the child/young person
- Asking the child/young person or adult to apologise for their behaviour
- Involving the parents/guardians, in the case of a child/young person
- Agreeing on sanctions.

Sanctions may include:

- Time out of group activity
- For children/young people, a parent/guardian may be asked to attend group activities with their child for a period of time
- For adults, retraining in leadership skills, code of behaviour, etc. may be required
- For children/young people, the code of behaviour should be revisited and agreed upon
- Monitoring behaviour and support on an ongoing basis
- In serious cases, suspension or even exclusion from the group should be considered
- Formal reporting to statutory authorities.

DATA PROTECTION/GDPR

Children and their parents' should be informed that information provided will be held on file in accordance with the *Data Protection Act 2018*, the data protection policy of the Koinonia John the Baptist Ireland (and/or the policy of any partner organisation) and the Privacy Notice of Koinonia and Down and Connor Safeguarding Office. This information should be included in all youth registration forms and volunteer application forms.

Anti-Bullying Code

Koinonia John the Baptist Ireland is committed to ensuring that we create a safe space for all people involved in our ministry, and an atmosphere where people feel valued, supported and encouraged to grow in to the person that God has designed.

This code will be displayed whenever young people or children are present in our own premises.

- We provide a place where every member can feel secure
- We provide a place where it is known that bullying is not acceptable behaviour
- We provide a place where name-calling is not tolerated
- We provide a place where no one suffers abuse of any nature
- We provide a place where no one is victimised
- We provide a place where each member is supported and listened to
- We provide a place where it is each member's responsibility to ensure that all are treated equally
- We provide a place where solutions to problems are the concern of all

This is adapted from *Let's Beat Bullying* (National Youth Council of Ireland, 2000), accessed from www.youth.ie.

Safe Care of Children and Young People

General Guidelines

“Our generation will show that it can rise to the promise found in each young person when we know how to give them space. This means that we have to create the material and spiritual conditions for their full development; to give them a solid basis on which to build their lives; to guarantee their safety and their education to be everything they can be; to pass on to them lasting values that make life worth living; to give them a transcendent horizon for their thirst for authentic happiness and their creativity for the good; to give them the legacy of a world worthy of human life; and to awaken in them their greatest potential as builders of their own destiny, sharing responsibility for the future of everyone. If we can do all this, we anticipate today the future that enters the world through the window of the young”

Pope Francis (2014)

To build a safe and solid environment for children, Koinonia John the Baptist Ireland strives to be childcentred in our practice and behaviour. In practical terms, this includes clear written procedures outlined below.

General Safety

Safety is of prime importance during any activity organised and managed by Koinonia Ireland. This is not only the responsibility of every leader in charge but of every ministry volunteer. All those involved in running an activity should be aware of and understand the following guidelines.

1. Always check the premises you are about to use to identify any potential dangers or health risks, and update the organisation's risk assessment accordingly
2. Be aware of the fire exits in the community hub and ensure they are not obstructed. Occasional fire drills should be carried out for each project group to ensure all children and young people know the evacuation procedures in the event of a live fire.
3. In the case that Koinonia Ireland utilises an alternative venue, leaders must inform themselves of evacuation procedures and indicate this to any new group of children or young people
4. Ensure that at least one organisational phone is available at all times, containing the emergency contact details particular to that group, as well as other emergency contacts. Know where the nearest accessible telephone is.

5. The minister-in-charge must ensure that any relevant up to date medical information regarding a child or young person is easily accessible. This should include ongoing medication or allergies. This information should be gathered on the registration form, with expressed consent being granted for the processing of the child's medical information.
6. Know where the First Aid box is located and ensure it is regularly replenished.
7. Know where the Accident/Incident record forms are kept in which you should record details of all accidents/incidents.
8. Children and young people should not be allowed into the kitchen area. If the activity involves baking/cooking, then children and young people must be supervised at all times in the kitchen area.
9. Staff and volunteers should always supervise any equipment or activity which poses a higher safety risk
10. During games or "icebreaker activities" the ministry team should be aware of the potential risks of physical injury and guard against these. These should be included in the session's risk assessment
11. When using special equipment for the programme, e.g. a "one off" activity, ensure that this is adequately supervised by trained staff/ volunteers. These will often require special insurance to cover these higher risk activities. The minister-in-charge should seek permission from the PSC, who should check that any special insurance is in place before commencing the activity.
12. Be aware of the physical environment and remove/avoid items which may cause injury during the stated activities. If the organisation is undertaking what is deemed to be high risk activities, the leaders/volunteers must seek written permission from parents/guardians prior to the event.
13. Areas where maintenance work is taking place should never be used.

Reporting allegations or suspicions of abuse

Children occupy a central place in the heart of the Christian community. They have a right to be listened to and heard. The paramount consideration in all matters relating to children is their safety and protection from all forms of abuse.

All personnel who work with children, young people, or families - in whatever capacity - have a responsibility to safeguard and protect children/young people.

As outlined in *Co-operating to Safeguard Children and Young People in Northern Ireland* (revised August 2017), they must be alert to signs and indicators of harm, and know how to respond when concerns are identified. The term 'safeguarding' is intended to be used in its widest sense, encompassing the full range of promotion, prevention and protection activity.

A core responsibility of the Diocese of Down and Connor is to create and maintain a safe environment for children and young people across all its parishes and institutions. As a Private Association of the Lay Faithful, with canonical approbation by decree in this Diocese, Koinonia John the Baptist Ireland collaborate in this core responsibility.

We assume our responsibility to refer a child/young person to children's social services if any member believes or suspects that the child/young person has suffered or is likely to suffer significant harm (Safeguarding Board for Northern Ireland, Regional Core Child Protection Policy and Procedures)

As a faith organisation, Koinonia Ireland must respond effectively and ensure all allegations and suspicions of abuse are reported, both within the organisation/Diocese and to statutory authorities.

We recognise that this responsibility to report is mandatory, and the only exception to this rule is the receipt of any information by a priest or bishop under what is termed as the 'sacramental Seal of Confession'.

We commit to providing guidance and training (initial and ongoing) on recognition of abuse, and clear procedures on what to do when a child protection concern arises, so that everyone knows how to respond appropriately. This involves knowing who to tell and how to record it. It is important that the local reporting procedures are fully consistent with statutory legislation, regulations and guidance.

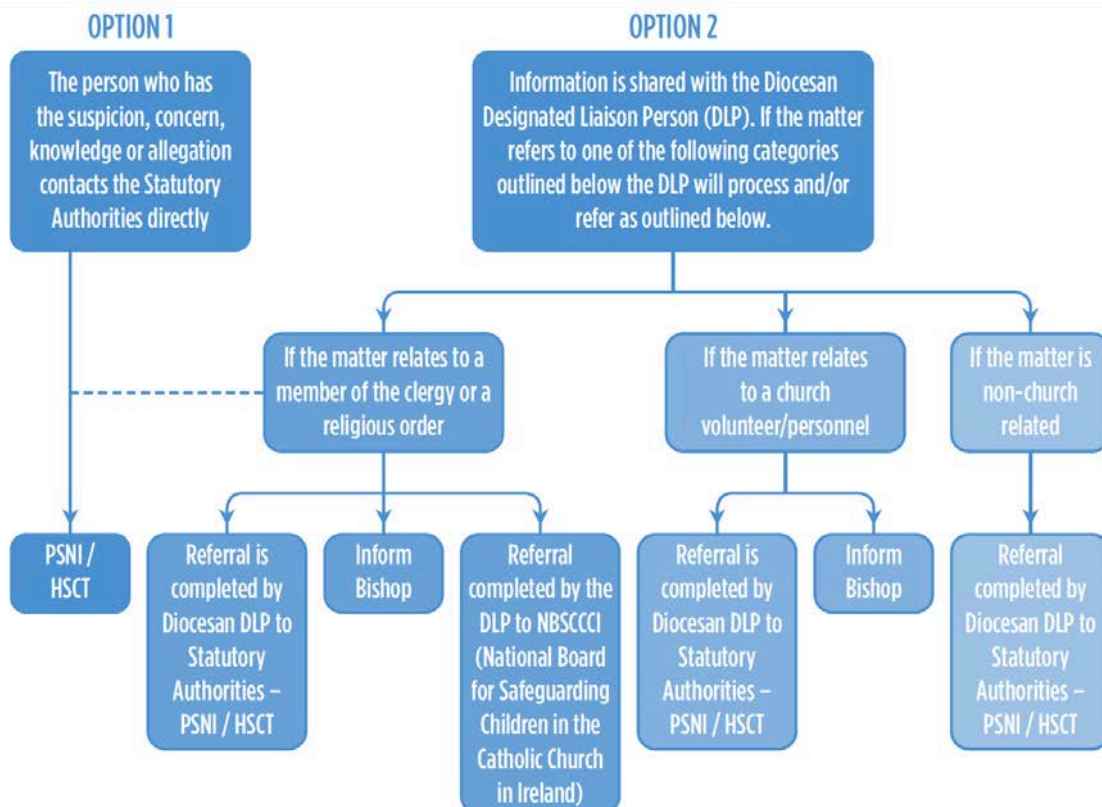
Koinonia Ireland recognises that reporting a concern can be a challenging responsibility. The procedure needs to ensure that everyone is clear what steps to take to ensure that the safety of children is the paramount consideration.

The reporting flowchart below is the process requested by the Diocesan Safeguarding Office, and is adopted by Koinonia John the Baptist Ireland. It refers to any child protection concern, including where the concern is about a situation or person involved in our organisation and the Church.

It is the responsibility of everyone in the Church to ensure that children who may need help and protection are not left at risk of abuse. Koinonia John the Baptist Ireland commits to playing its part in ensuring this does not happen.

REPORTING FLOWCHART FOR DIOCESE OF DOWN AND CONNOR

A PERSON WHO HAS A SUSPICION, CONCERN, KNOWLEDGE OR ALLEGATION RELATING TO A CHILD OR YOUNG PERSON HAS TWO OPTIONS WITH REGARDS TO REPORTING THIS MATTER



If you have any query about the referral process, please contact the Diocesan DLP who is a qualified social worker and will explain the process in full

Following receipt of an allegation, suspicion or concern, the following steps should be taken.

There are two options for the person who has a suspicion, concern, knowledge or allegation which are outlined in the Reporting Flowchart above.

1. Act immediately on receipt of a suspicion, concern, disclosure or allegation of abuse, and refer the matter to the Diocesan Designated Liaison Person (DLP) without delay (you have the right to refer directly to the statutory authorities but should inform the DLP that you have taken this action). Remember, that you are legally obliged to protect the confidentiality of all persons concerned including the alleged offender and complainant. You must respect the privacy, protection of data and confidentiality of everyone. If you have any questions about your confidentiality obligations, please speak to the DLP in the first instance. If the allegation does not relate to Church personnel or a volunteer within a Church organisation or activity, the DLP will refer the allegation to:

- The Health and Social Care Trust Children's
- Services Gateway Team
- PSNI

If the allegation relates to Church personnel or volunteers within Koinonia Ireland, a parish organisation or activity who are not clerics, religious or consecrated, the DLP will refer the allegation to:

- The Health and Social Care Trust Children's
- Services Gateway Team
- PSNI
- The Bishop

If the allegation relates to clerics, religious or consecrated, the DLP will refer the allegation to:

- The Health and Social Care Trust Children's
- Services Gateway Team
- PSNI
- The Bishop
- And inform The National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCI) in a redacted format.

If the complaint involves a Consecrated brother or sister of Koinonia John the Baptist Ireland, the chairperson of the PSC will seek permission to inform, in a redacted format, the Pastor General who is the *proper* authority for consecrated persons in the organisation.

Koinonia Ireland recognises that it provides a volunteer led service, and that some leaders may feel ill-prepared or unable to process an allegation. If a volunteer has any confusion on a situation and whether it meets the threshold to be reported, they should speak confidentially with Pat Magorrian, chairperson of the PSC or his delegate. This should not provide confidential information and is a consultation only. Their information is on the back of personnel IDs.

If there is any uncertainty about whether the allegation/concern meets the threshold for reporting, a consultation should take place by the DLP with the statutory authorities, who will advise on the requirements for notification.

2. Whenever possible and practical, take notes during the conversation, and all notes and records whether written, electronic or by way of oral communication shall remain confidential and you should securely store that private data in accordance with the relevant Polices and legal guidelines.

Always ask permission to take notes and explain the importance of recording all information. Where it is not appropriate to take notes at the time, make a written record as soon as possible afterwards, or before the end of the day. Record the

time, date, location, persons present and how the allegation was received, e.g. by telephone, face-to-face conversation, group discussion, letter, etc. This initial recorded information will be forwarded to the DLP and be transferred to the child protection referral form in the resource pack by the DLP, which is done in accordance with the Policies and legal guidance on secure storage of private sensitive data.

This will become the first entry in a file of information about the case that will be retained by the DLP. Please always sign and date the record and attach all relevant documentation. On receipt of the referral the DLP will send you an acknowledgement of receipt this will include a unique reference number.

3. The referral record would also normally include:

- Accurate identifying information of the complainant, as far as it is known. This should include the name, address and age of the complainant when the alleged abuse occurred;
- Where the person who has raised a concern/allegation is a child, details of parents/ guardians should also be given;
- Name of the individual against whom the concern/allegation is being raised, and any other identifying information;
- Dates when the concern arose, or when the incident occurred;
- The person's own words they used to describe the event or incident. Do not make
- assumptions about the intended meaning of the words used;
- Details of any action already taken about the incident/concern/allegation;
- Do not be selective. Include details that to you may seem irrelevant. This may prove invaluable at a later stage in an investigation. All original records, including rough notes, should be passed immediately to the DLP.

In cases of emergency (and/or outside normal business hours), where a child appears to be at immediate and serious risk, an urgent referral **must** be made to the Regional Emergency SocialWork Service (RESW) 028 9504 9999, as well as to the DLP – this regional emergency social work service covers the whole of Northern Ireland using the one contact number.

Where a child is at immediate risk PSNI **must** be contacted. Under no circumstances should a child be left in a dangerous situation pending Health and Social Services intervention.

4. In all cases, consideration should also be given as to whether an immediate referral to statutory authorities is necessary in order to preserve and safeguard against the possibility of any loss, deterioration or destruction of forensic or other potential evidence. Explain to the person raising the concern what will happen next. You should inform the person making the suspicion, concern or allegation that their identity and the identity of the respondent and complainant will be shared with the statutory authorities. Leave contact details of the DLP if the referrer needs to ask questions later.

The incident/concern should not be shared with anyone other than those who need to know, apart from the statutory authorities and the Bishop of the Diocese if the incident/concern relates to clergy or religious or church personnel or volunteer.

5. Written confirmation should be given to the person making the referral to the DLP that the information has been passed on to the statutory authorities.

6. Every effort should be made to obtain details of the identity of the referrer and their relationship with the child/young person concerned, their family and the person believed to pose a risk to the child or the alleged abuser. However, if a referrer is reluctant to provide this information, it is important that they are not deterred from making the referral. The appropriateness of the response given to a complainant is vital to ensure that they feel heard and taken seriously.

7. There are specific legal requirements of you when handling a complaint. This information includes personal data that directly identifies information of other person such as their name. Even if that data is recorded as pseudonymous data or any other non-directly identifying information which does not allow the direct identification of that person, it is still deemed in law as data because it allows the singling out of individual behaviour. The data is sensitive because it involves information in relation to an allegation or concern.

8. Due to the particularly sensitive and confidential information being recorded it is important to obtain the consent of the complainant when recording the information.

9. All oral and written communications and records shall be stored securely in accordance with the Privacy Policies, internal guidance and legal obligations required of you.

10. In order to ensure we comply with the law we must protect the private and sensitive data of all persons, including the complainant and the alleged perpetrator. You have a duty to hand over all originals and copies of records you retain. You must not retain any records or information and you are legally obliged to ensure that you have provided the DLP with all of your notes, records, electronic, written or otherwise.

11. The DLP shall then undertake the legally required security measures to ensure that all of the information you obtained is stored in accordance with the law and if necessary encrypted / anonymised in accordance with the legal requirements. If you have any questions about your legal obligations, please speak to the DLP in the first instance.

As of 1st September 2020, the Diocesan Liaison Person is Margaret Burke. For further information please contact:

Margaret Burke | Telephone 028 9049 2798 | Mobile 07534 992 124

Maintaining adequate supervision ratios

In planning a trip or activity, it is critically important to consider how many adults are needed to supervise children in a safe manner. It is recommended that a certain number of adults be available to supervise a certain number of children; however, this is also dependent on whether the children have specific needs or requirements, and on the duration of the activity.

At a minimum, two adults are required for any activity.

In addition, the minimum following ratios should be applied, depending on the number of children:

- zero to one years = one leader to three children, plus one extra leader
- one to two years = one member of staff to five children, plus one extra leader
- two to three years = one member of staff to six children, plus one extra leader
- three to six years = one member of staff to eight children, plus one extra leader
- seven to twelve years = one member of staff to eight children, plus one extra leader
- thirteen to eighteen years = one member of staff to ten children, plus one extra leader

If it is an overnight activity, this ratio will tighten further, dependent on activities and characteristic of the group. If the group is mixed, a gender balance should be maintained.

Mentoring and one-to-one contact

In general, unplanned pastoral activities should not involve one-to-one contact, and should usually involve at least two adults. However, there may be two circumstances where this may occur:

1. In a reactive situation, for example, when a young person requests a one-to-one meeting with you without warning, if a young person requires first aid or a mental wellbeing break, or where a young person has had to be removed from a group as part of a code of behaviour;
2. As part of a planned and structured piece of work (for example, mentoring, or one-to-one music tuition).

The points below provide some guidance in relation to these situations.

Reactive Situations

- If a ministry leader or volunteer need to talk to a young person alone, they should try to do so in an open environment, in view of others.
- If this is not possible, try to meet in rooms with visual access, or with the door open, or in a room/area where other people are nearby. You should advise another adult that such a meeting is taking place and the reason for it. A record should be kept of these meetings – including names, dates, times, location, reason for the meeting and outcome – and stored in the youth file held at the Braid. This will be maintained according to the legal obligations of securely storing and maintaining confidentiality of private and sensitive data of others.
- Avoid meetings with individual children where they are on their own in a building.
- One-to-one meetings should take place at an appropriate time, e.g. not late at night, and in an appropriate venue.

Planned and Structured Pieces of Work

- The particular activity should be approved by the PSC, and have a clear rationale and aims for involving one-to-one work. Parents/guardians must be fully informed as to the nature and purpose of this work and must give written consent.
- A clear code of behaviour must be agreed and adhered to by both parties. This should include limits of confidentiality and safeguarding procedures.

Ministry with Children with Special Needs

Statement of Intent

Koinonia John the Baptist Ireland will make every effort to ensure that all elements of the organisation's management, services and facilities are open to all young people regardless of their abilities, background, faith, political opinion or economic abilities. We will strive to create a climate of diversity and interdependence that celebrates difference.

Specific safeguarding issues for children with disabilities

Some children have specific needs that place additional responsibilities on those who care for and work with them.

It is often the situational and environmental factors that disable the child, rather than the physical or intellectual difficulty the child experiences. Where possible, the environmental factors should be adapted to the child's needs.

Attitudes which promote inclusion and positive engagement should be promoted and encouraged.

Children with disabilities/special needs have the same right as all children to live and grow in a safe environment. Children and Young People with disabilities can be more vulnerable to abuse and it is important to be alert to this possibility. There is a need to protect all children and to always ensure appropriate safeguarding arrangements are in place.

Points to consider when including a child with specific needs in our ministry:

- Work in partnership with the child, parents/guardians and any professionals involved to establish how the child can be included and feel included and valued;
- Inclusion benefits our young people and our ministry. Where possible, adapt the programme to make it accessible to ALL young people, rather than providing supplementary provision for the child with additional needs;
- Not all special needs are visible, and sometimes young people and parents/guardians are reluctant to declare these needs in registration. Ministry teams should be observant for any young person struggling and be flexible programme wise to create an atmosphere of trust and inclusion;

- Ministry leaders and volunteers are not qualified to diagnose. While identifying and responding to identified need, we should avoid classifying a child or young person;
- Make sure inclusion is possible before bringing the child into the group;
- Make all reasonable adjustments. When risks continue, it is often useful to speak to parents and the young person to identify alternatives to activities (eg. camping; overnight residential; outdoor activities);
- Be interested in the child and build a rapport with them. Rather than deciding for them, walk with them so that they find their space in our ministry;
- If the child has a communication impairment, acquiring some key skills in their communication method will be useful. This is a positive activity for the whole group too (eg. learning basic makaton, sign language, other languages);
- Some specific training may be useful or required, e.g. the autistic spectrum, epilepsy and others. The PSC and minister-in-charge should factor this in for ongoing training and formation;
- Risk assessments may be necessary to ensure the safety of some children with specific needs;
- Higher staff ratios may be required if the child has additional needs or behavioural problems;

INTIMATE CARE ISSUES:

- The basic principle, to only do for a child what they cannot do for themselves, applies in our work with all young people, independent of need.
- When introducing a child with specific needs into an activity, it is important to establish if they have intimate care needs, and who should provide or assist with this if it is necessary. It is important to remember that not every child with a disability has intimate care needs. Intimate care is, to some extent, individually defined and varies according to personal experience, cultural expectations and gender. It may be described as help with anything of a personal or private nature that the individual is unable to do themselves;
- Children with specific needs may be more likely than other children to be bullied or subjected to other forms of abuse, and they may also be less clear about physical and emotional boundaries;
- It is particularly important that children with specific needs are carefully listened to, in recognition of the fact that they may have difficulty expressing their concerns, and so that the importance of what they say is not underestimated.

Training for staff and volunteers

Koinonia John the Baptist Ireland recognise the benefits of, and commitment to, ongoing formation of personnel.

- Those who want to work with children with disabilities/special needs may have valuable experience either as parents or carers, or professionally, for example, as teachers. However, all volunteers will still require assistance and training.
- The ministers-in-charge, in conjunction with the PSC, will seek out the assistance of specialist charities and agencies to support this training.
- Ask parents or carers if you can talk to the child's school about specific training by, for example, the Special Educational Needs Coordinator (SENCO).
- Contact Children's Services in the local Health and Social Care Trust and enquire if they have any relevant training courses which parish volunteers can access
- The NSPCCC and Volunteer Now provide a range of child protection courses and programmes including children with disabilities

Koinonia Ireland recognises the importance of support and supervision for all who minister in their name and to their members. Each volunteer is supported by a member of the consecrated community with experience in youth ministry, while ministers-in-charge have support and supervision from a JNC qualified youth minister. A key part of this is an ongoing training need and skills gap analysis, which shapes ongoing formation days throughout the year.

Intimate / personal care needs

Generally, Koinonia's pastoral team and volunteers are not expected to be involved in the provision of intimate care of children and/or young people. This should be undertaken by suitably qualified people. Decisions regarding who provides intimate care for a child should be discussed and agreed by everyone concerned:

- the child's views should be ascertained;
- parents/guardians should be consulted, and their consent sought;
- a rota of carers of the same sex as the child should be agreed;
- the age, stage of development, ethnicity and language of the child will need to be considered.

Most importantly, it should be agreed in advance who will carry out intimate care and how it should be done. Guidelines to be borne in mind when providing intimate care include:

- the sensitive nature of such tasks;
- the need to treat every child with dignity and respect;
- the need to ensure an appropriate degree of privacy;
- the need to involve the child as much as possible in their own care;
- and trying to ensure consistency in who provides care.

If a child appears distressed or unhappy, this should be discussed with parents/guardians, if appropriate, and the minister-in-charge. Any concerns or allegations should be reported following the procedures outlined in the safeguarding policy and procedures (outlined above).

ASSISTING CHILDREN WITH TOILETING

Volunteers in pastoral ministry must respect a young person's right to personal privacy. Children who are able to toilet themselves should be left to do so. Children who are able to toilet themselves at home and school are left to look after themselves and care for their own bodies.

This is an essential part of growing up. In loving homes children are shown that their bodies belong to them and that they deserve privacy and respect.

Where a child does require help with toileting (perhaps because of age or health reasons), one volunteer should support the child and only undertake those tasks which the child is clearly unable to do. This should also be supported by another volunteer within the vicinity of the toilet area. This requires the consent of the parent/carer to do so.

If two volunteers are required to toilet a child (perhaps because of complex physical care needs) then this must be agreed with the parents and, whenever possible, the child or young person.

Where toilet facilities are used by a number of groups, an agreed procedure should be developed and applied to ensure everyone's safety. Agreed standards of hygiene should also be included.

ASSISTING CHILDREN WITH OTHER INTIMATE/ PERSONAL TASKS

Children with disabilities may require assistance with taking off and putting on coats, tying shoe laces, and with feeding and drinking.

The following best practice guidelines apply:

- Always ask the child how they would like to be helped
- Check if you are doing it right
- Listen to any requests the child may have
- Take time with the task
- Ensure parents/carers have given their consent and that they know who will be assisting their child
- Check with parents/carers about the needs of the child and what works well for the child in their own home
- Always inform the parent/carer if anything untoward happens during your assistance with the child (e.g. accidents/injuries, even minor ones)

Educational Visits

Young people derive considerable benefit from taking part in educational visits, often participating in activities, and experiences not available in the average youth club/project setting. It is widely acknowledged that such educational visits help young people to develop a wide range of valuable personal and social skills.

The vast majority of such visits take place without incident, and it is evidently clear that those involved in planning, and managing such visits are already demonstrating a high level of care, competence, and safety awareness.

However, occasionally serious incidents involving young people do occur, and there is a growing concern amongst staff and parents that further steps are required in order to promote the highest standards of safety on any educational visit/trip.

Koinonia John the Baptist Ireland organises such off-site visits in line with diocesan guidelines. These, in turn, are similar to the Education Authority's Educational Visits systems for planning, preparation, delivery and evaluation and combined with our risk assessment systems ensures we have considered all the risks. See <https://www.eani.org.uk/school-management/educational-visits>.

Definition of Educational Visit

Our working definition of educational visits is:

“All academic, sporting, cultural, creative, and personal development activities, which take place away from the young person’s school or youth club setting, and make a significant contribution to learning, and development of those participating.”

Legal Understanding (Source: YWA)

Under the common law, ‘children and adults at risk’, like all other citizens, are legally entitled to receive special care and attention, in terms of their welfare and safety, by those in whose charge they are placed. The safety and welfare of children in the charge of others is specifically addressed through a number of statutes, the basic requirements of which are set out below.

The common law “duty of care” is one, which is daily discharged by youth work staff and others who have a supervisory role concerning young people and ‘adults at risk’.

While the consequences of not adequately discharging any corresponding criminal duty cannot be insured against, this civil duty is however insurable under employee liability and public liability insurance provisions. It is nonetheless incumbent upon staff who are supervising young people to act reasonably in all circumstances, so that the personal safety and well-being of those in their care is not jeopardised during the visit.

Employers have a legal obligation, both to their employees, and young persons in their care, to ensure that their health and safety is safeguarded while they are in any way affected by such employers’ undertakings.

This duty is imposed through occupational health and safety statute, specifically under the Health and Safety at Work (N.I.) Order 1978, and is placed upon employing authorities to ensure that their management arrangements in general, (but also those arrangements which encompass specific activities such as educational visits) are adequate to protect the health and safety of all those who are permitted to participate.

The manner in which such arrangements are developed is through the process of a risk assessment, the outcome of which acts as the basis for the organisation to establish what needs to be put in place to allow the activity to proceed in a way which sufficiently controls the risks to which those going on the visit may be exposed.

This brief note is intended only as an introduction to educational visits and must be read in conjunction with the guidance booklet “Educational Visits, Policy, Practice and Procedures” (Education Authority).

Educational Visits: Safeguarding Considerations & Checklist

- A detailed plan and programme of activities should be prepared for the children who are involved in the group, this should include a specific risk assessment.
- Ministry team is responsible for the welfare and safety of the children for the whole time they are away from home.
- Young people should not be left to their own devices, e.g. in a town for the evening or on shopping expeditions.

- All children should be adequately supervised and engaged in suitable activities at all times.
- Each leader should have a list of the children he/she will have charge of and account for them at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, ministry team should have a number of alternative activities planned.
- Ministry team should obtain, in writing, parental consent to children joining an organised trip
- Parents should be given full information about a trip, including details of the programme of events, the activities in which the children will be engaged and the supervision ratios.
- Adequate transport arrangements must be organised.

PREPARATION OF OUTINGS - IMPORTANT ISSUES TO CONSIDER

- How old are the children - are they in a narrow age band, e.g. 3-5, 11-13 or a mixed age band?
- Do any have 'particular needs' to be taken into account?
- The type and range of activities being planned.
- Is there adequate and appropriate supervision?
- Do any of the activities (e.g. outdoor activities, swimming) require workers to have particular qualifications?
- How near will you be to other adult help?
- Will anyone else be in the premises?
- What is the layout of your premises?
- Do you mainly use one room or are the activities held in several at the same time?
- What is the experience and training of leaders who will be in charge and especially in First-Aid?
- Do any of the workers have special conditions that need to be taken into account?

Residential and Overnight Stays

Group leaders should ensure that all personnel accompanying a group are issued with a copy of this policy and understand their role during overnight visits.

The pastoral team accompanying groups on residential visits have a responsibility for the safety and welfare of those in their charge, in addition to which they are responsible for the pastoral care, behaviour, safety and discipline of their young people and 'adults at risk'.

During activities the team will ensure that all activities are carried out in a safe manner and will carry out a risk assessment of the activity prior to its commencement, youth workers, instructors and information from young people must be considered. The responsibility for the safety of the students remains with the group leader who has consent, who may call a halt to any activity about which they may have concerns. The pastoral team accompanying groups will not normally be asked to take sole charge of a group for an activity and are not expected to join in all but needs to supervise what is going on.

Briefings are held prior to each activity session. It is essential that all participants and staff attend these briefings. We would ask that the visiting staff ensure prompt attendance of all students at these briefings so that the programme can run to time.

The team is responsible for ensuring that acceptable codes of conduct are observed by the participants, particularly in relation to smoking, alcohol, drugs and relations between the sexes. Overseeing the preparation of packed lunches and ensuring that all participants have all of the equipment required for the day's activities that are part of their responsibilities.

Reviewing and reflection is essential to the learning experiences of the participants. Leaders are best placed to participate fully in the review and reflections especially if they have participated in the supervision of any activity and shared the students learning experience but cannot actively supervise the activity if they are actively involved in the event.

Free time is when children, young people and or 'adults at risk' are most likely to have an accident. The pastoral team should have a pre-planned series of activities to keep participants active and out of mischief during those times when they are not engaged in centre-led programmes.

Residentials: Safeguarding Considerations & Checklist

When arranging residential activities, it is important that the following aspects are given full consideration and included in a specific risk assessment for the event.

- **Written permission of the parents of children participating in the Residential is essential and a requirement.**
- One team member should be put in charge of each specific aspect of the residential, e.g. catering and accommodation routines. These jobs will vary, taking into consideration building, type of programme etc.
- Check the insurance cover of any building you will be sleeping in. There is usually a limit on the number it accommodates. If you exceed these limits insurances can be invalidated
- The Leader should have a list of rooms and the number of beds in each room.
- Check the building and know where water, electricity etc. can be turned off. Know the fire drill for the building and make sure you have a fire drill as soon as possible after entering the premises.
- Know where the fire extinguishers are positioned.
- Church halls and rooms used for sleeping larger numbers of people **MUST** have **TWO** means of exit.
- When staying overnight familiarise yourself with the location of the local hospital and the police station.
- Ensure that parents/guardians have returned a health form stating any special dietary requirements and current medication, e.g. asthma, diabetes, allergies. Forms should also give the name and telephone number of the child's doctor. This information should be provided on the Registration Form.
- Consent for an activity/event and express consent must be granted for the processing of the child's medical information.
- The leader must keep appropriate records such as a list of the children/young people, names and addresses including emergency contact details, an identification of any specific needs, a copy of the consent form and the itinerary.
- This information should be readily accessible to the leaders at all times during the event.
- Residential activities must have safety rules and boundaries, such as letting adults know where you are; not entering the kitchen without asking the cook.

- It is not permissible for a member of the ministry team to sleep in the same room as children or young people.
- Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit' list for residential activities.
- Make sure that each young person has emergency numbers with them at all times and the name and address of the accommodation.
- Contact details of persons in charge who may be contacted if an emergency arises at home should be provided to parents/guardians.

Residentials & Educational Visits: Leader Responsibilities

Meals – It is important and a health and safety issue that all participants attend for meals and have something to eat especially when dealing with high energy activities. Participants who do not eat will be at a much higher risk of developing hypothermia or losing energy. It is recommended that the group attend meals as a whole rather than having some participants drifting in and out of the dining room, not knowing who has eaten and who has not.

Preparation for activities – Much time can be saved during the day if staff check that participants have all the correct equipment for the activity to be undertaken. Help may be required for participants who are having difficulty in pulling on wetsuits but this must be done with safeguarding constantly in mind.

Transport – One member of staff should travel on each minibus, sitting where they can best assess the risks and ensure reasonable behaviour allowing the driver to concentrate on the driving. Staff should also ensure that all people travelling wear their seatbelts throughout the journey. This can be more easily carried out if staff sit near the rear of the bus where they can see everyone.

Drying Room – This is one of the most important rooms in the centre, it can also be the untidiest. It is essential that visiting staff check this room each time they return from activities to ensure that equipment is hung in the proper places. Equipment not hung properly will not dry.

Games Room – Participants may only use this room if there is a member of staff supervising.

Bedrooms – Bedrooms need to be patrolled to ensure that no horseplay takes place. Advice to staff would be that participants are to be discouraged from congregating in the bedrooms. Staff should stay out of bedrooms however, when

required entrance to bedrooms should always ensure there is two staff present. Bedrooms must never be shared between the male/female members.

Shower/Changing Rooms – When the changing rooms are in use there should be a member of staff in close proximity to maintain segregation between the sexes and put an early stop to any horseplay.

Bedtime is always a contentious issue with groups. Staff must ensure that those people wanting to sleep are allowed to do so, therefore it is recommended that there be QUIET TIME followed by BEDTIME.

The **quiet time** is a time when everyone not wanting to sleep should be in one downstairs location, e.g. the lounge. Loitering on the stairs should be stopped to maintain quiet upstairs.

Bedtime is when everyone should be in their rooms, quiet and ready to sleep. It is imperative that everyone gets sleep. A lack of **sleep** will result in numerous problems the next day, both physical and mental. To this end, if the participants do not sleep they will not be safe to join in the activities and may therefore be required to leave the programme.

To ensure that visiting staff get their much-needed sleep, we would recommend that they organise a rota between themselves so that after bedtime only one member of staff is on duty until all participants are settled.

If the enhanced relationships between the pastoral team and children, young people or 'adults at risk' which can be gained from a residential visit are to be achieved, then it is vital that the visiting staff accompanying the participants as fully as possible in the activities. No one will be left in the centre during activity sessions.

It is vital to the centre programme that we regularly use sites and facilities where we may meet other groups or members of the public. The standard of behaviour of the participants and above all their language must not be a cause for concern.

All of the instructional staff should be qualified in First Aid and one of these should be on call each evening. Any injuries, no matter how trivial they may seem must be reported to the centre staff and an accident form completed.

Shortly after arrival at the residential centre a fire drill should be carried out. This will be the only fire drill, therefore subsequent sounding of the fire bell should be treated as real. For this reason, visiting staff should familiarise themselves with the evacuation procedures posted on the notice boards in their bedrooms.

All participants should be discouraged from bringing mobile phones to the residential centre but where it is felt to be necessary that they have access to mobiles, then this should be at predetermined times and should never be allowed in bedrooms or changing/showering areas.

All participants who are to take part in rock climbing and some other activities will be asked to remove body piercing jewellery to reduce the risk of injury. Participants who do not remove body jewellery may not be permitted to take part in climbing activities.

Transporting Children and Young People

When any project has to transport individuals or groups as part of the activity should ensure that any transport used is roadworthy, fit for purpose and covered by the appropriate insurance.

The organisation commits to ensuring adequate supervision of children and young people while being transported.

SAFEGUARDING CONSIDERATIONS

Do not transport a child or young person on your own. Ensure another team member is present with you in the vehicle.

If a situation occurs when you have a child alone, ensure other team members know this is happening, that the parent or guardian of the child knows this, the expected duration of the journey, and that the child is in the rear seat.

Ensure the child can contact his / her parent at any time by telephone, particularly if the journey will be a long one.

PRIVATE CARS

Drivers should be aware of the limitations of third party insurance for transporting young people.

Private cars can be used so long as they are not used for hire or for carrying passengers for reward.

Drivers must check with their insurance company regarding the adequacy of passenger liability.

Overcrowding must be avoided at all costs. This is dangerous and will invalidate any insurance cover provided.

Seat belts must be worn at all times, adhering to the appropriate legislative requirements. For further information team members may refer to www.thinkroadsafety.gov.uk or www.gov.uk/child-car-seats-the-rules/using-a-child-car-seat-or-boosters-seat

MINIBUSES

All drivers for minibuses must have an appropriate licence.

If driving a minibus on behalf of Koinonia John the Baptist Ireland, drivers must be named on the organisation's insurance policy.

The law states that it is the driver's responsibility to make sure that the vehicle is in a roadworthy condition before use. Failure to do so may result in the driver being legally liable in the event of any accident. Therefore, each driver must carry out a range of checks to ensure the roadworthiness of the vehicle.

IF IN DOUBT, DO NOT DRIVE THE VEHICLE.

VEHICLE HIRE

When hiring a minibus or larger bus, it is Koinonia Ireland's responsibility to verify the legality and insurance cover of the operator prior to the use of the transport. If in doubt, ask to see a copy of the operator's insurance cover and operator's licence.

Where minibuses have seatbelts fitted, these must be worn for any journey, no matter how short, and again it is the driver's/ volunteer's responsibility to enforce this.

For further information volunteers may refer to www.thinkroadsafety.gov.uk or www.gov.uk/child-car-seats-the-rules/using-a-child-car-seat-or-boosters-seat

Volunteers who accompany young people in minibuses should, where possible, sit amongst the young people. Preferably, a volunteer should sit near the exit points of the vehicle.

An accident report book / breakdown log book should be carried in church minibuses and kept up to date.

Carry a First-Aid kit and fire extinguisher and familiarise yourself with their use.

Assessing and Managing Risk

Koinonia John the Baptist Ireland operates an effective procedure for assessing and managing risks with regards safeguarding children, young people and 'adults at risk':

1. A risk assessment is carried out to identify and evaluate risks to children and 'adults at risk' using services or participating in activities.
2. The identified risks are managed by putting in place risk-reducing measures.
3. All identified risks and risk-reducing measures are recorded and reviewed at least once per year.
4. Koinonia recognises that all children, young people and adults have the right to take risks and should provide help and support to enable them to identify and manage potential and actual risks to themselves and others.
5. This organisation has a procedure in place for reporting, recording and reviewing accidents, incidents and near misses, which should in turn inform practice and the risk assessment and management procedure.

Assessing and managing risks to children, young people and 'adults at risk' is integral to our organisation's risk management strategy. Risks relate to

- the working of the organisation;
- its provision of services;
- its delivery of individual activities;
- or its social guardianship responsibility.

Why manage risk in a youth or children's ministry setting?

Primarily to keep children safe - it is important for leaders to consider potential hazards that may lead to the risk of harm to children and also to the adults who work with them. We want to deliver activities while being in control of risk so that harm becomes unlikely. Necessary consideration should be given to the substitution or control of minimising the implications of a hazard, mindful that not all hazards can entirely be removed.

The criteria to control risk is:

1. Entirely eliminate the risk, if this is not possible

then

2. Substitute (use a different process)

if not possible, then

3. Control the risk to lowest level.

In order to protect children, we want to identify hazards and assess risks, the only acceptable risk is a low risk. This is achieved by introducing control measures.

Whilst primarily concerned with shortcomings identified in effective safeguarding practice any risk assessment for a children's activity will be undertaken within the context of Koinonia John the Baptist's duty to implement statutory health and safety regulations.

Focus of the risk assessment should remain on the children, young people and adults 'at risk' and those associated with the activity.

The organisation's Pastoral Council, is responsible for ensuring safe premises and procedures within the premises, while the youth and children's ministry teams are responsible for ensuring safe space and practice for any activity or gathering. Any risk must be included in the organisation's risk register, maintained on the server at the community hub in the Braid. The risk should be informed to the Pastoral Council where there is a fault or issue with anything broken or damaged that could cause personal injury.

Principles of working with risk

A number of important issues are considered by personnel and volunteers who carry out risk assessments and risk management:

- The assessment and management of risk should promote the independence, real choices and social inclusion of children, young people and 'adults at risk';
- Risks change as circumstances change;
- Risk can be minimised, but not eliminated;

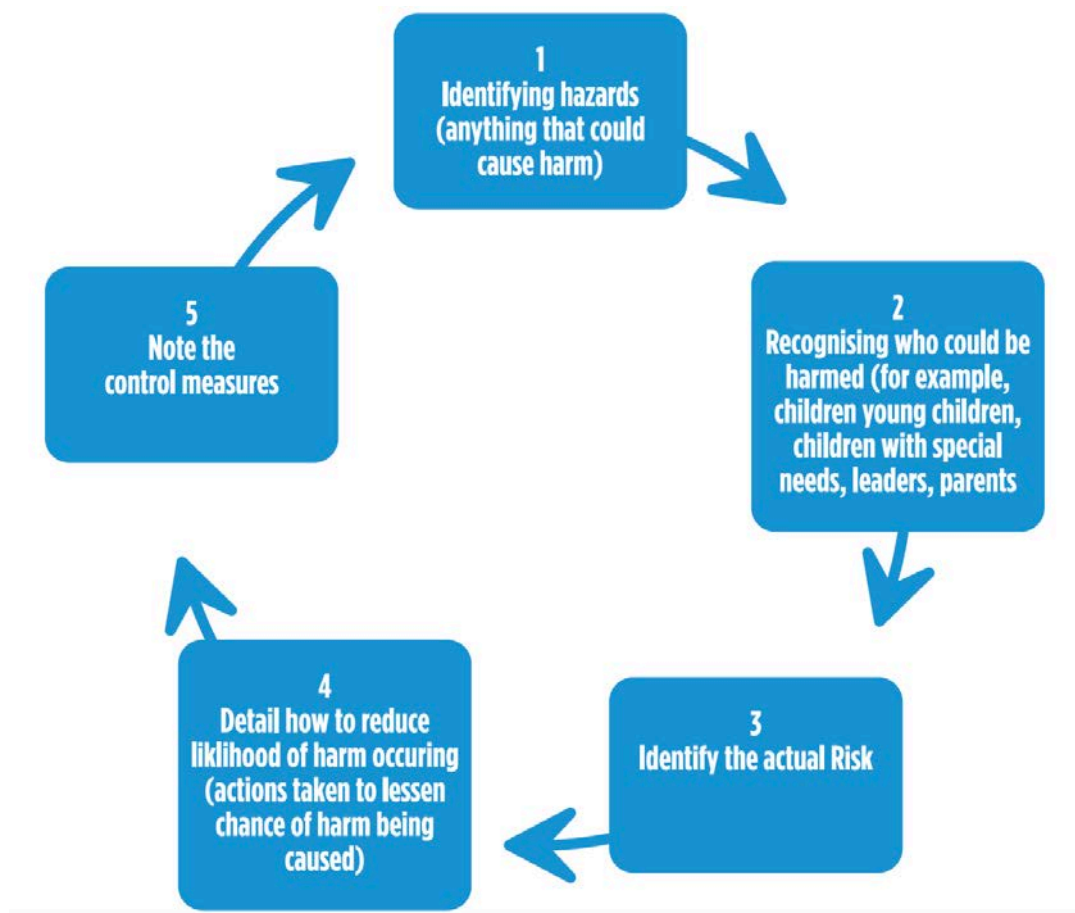
- Information relating to children, young people and adults, activities, relationships and circumstances will sometimes be incomplete and possibly inaccurate;
- Identification of risk carries a duty to do something about it, i.e. risk management;
- Involvement of children, young people and adults who use services, their families, advocates and practitioners from a range of services and organisations helps to improve the quality of risk assessments and decision-making;
- 'Defensible' decisions are those based on clear reasoning;
- Risk-taking can involve everybody working together to achieve positive outcomes;
- Confidentiality is a right, but not an absolute right and may be breached in exceptional circumstances when people are deemed to be at serious risk of harm, or it is in the public interest;
- The standards of practice expected of staff and volunteers must be made clear by their team manager/supervisor to give them the confidence to support decisions to take risk;
- Sensitivity should be shown to the experience of people affected by any risks that have been taken and where an event has occurred.

The Risk Assessment Process

There is a clear and regularly used risk assessment methodology used to assess and manage activities, which is acceptable to the Education Authority and meets the needs of the Diocese of Down and Connor. The risk assessment process involves:

- The identification of risks; and
- Determining the level of risk by evaluating its potential impact and the likelihood of it happening.
- Managing the risk with practical mitigation

The process can be in this diagram (*Source: Down and Connor*):



Identification of Risk

This involves identifying in advance what risks may be associated with all of the activities of our organisation and the services we provide. Risks may vary for individuals and can depend on the nature and extent of an individual's vulnerability. Identification of risk involves a balanced approach which looks at what is and what is not an acceptable risk. When identifying risks, there should be a specific focus on safeguarding risks, for example, by identifying the circumstances where abuse or exploitation are more likely to occur.

Risk assessments should be looked at under four broad headings: People; Premises; Processes; and External Factors.

A risk assessment is the process of looking at what could go wrong and deciding on ways to prevent or minimise that risk occurring. Risk to children and adults at risk is known to be greater when

- The child or adult is emotionally or socially isolated;
- A pattern of violence exists or has existed in the past;
- Drugs or alcohol are being misused;
- Relationships are placed under stress or bullying occurs
- When care services are provided, abuse is more likely to occur if staff and volunteers are:
 - Inadequately trained;
 - Poorly supervised;
 - Lacking support or working in isolation.
- In addition, to the known risk factors, a range of other factors may increase the likelihood of abuse:
 - Where an illness causes unpredictable behaviour;
 - Where the person is experiencing communication difficulties;
 - Where the person concerned demands more than the worker can offer;
 - Where the family dynamics undergo a change in circumstances (for example the sudden death of family member, recent unemployment, divorce, bereavement, etc);
 - Where a member has been forced to change their lifestyle;
 - Where a member's experiences disturbed nights on a regular basis;
 - Where a member becomes isolated and is offered no relief from a demanding role;
 - Where other relationships are unstable or placed under pressure;
 - Where persistent financial problems exist;
 - Where a family member abuses drugs (especially alcohol), is unemployed or under-employed, is poorly educated or has been in a previous, perhaps turbulent, relationship with the victim;
 - Where a victim seeks to disclose abuse; get support; or to leave an abusive relationship.

The circumstances and factors listed above are neither exhaustive nor placed in order of priority. The number of staff and volunteers available is crucial, and, for Regulated Activities, the need for an appropriate number of suitably qualified, skilled, competent and experienced staff is a requirement. How and where services and activities are organised can also heighten or lessen the level of risk.

The Management of Risk

The next step is to look at what can be done to reduce the likelihood and lessen the impact of the identified risks. Risks can be managed in a number of ways. It is the responsibility of a named individual (the risk owner, normally youth worker in charge) to ensure that each identified risk is properly managed.

Risk ownership is an ongoing process for the lifetime of the identified risk. The risk owner will be a senior team member with oversight responsibility and s/he will be named in the organisation's risk log/register/assessment, alongside the risk(s) for which s/he is responsible.

For the organisation, the primary aim of the Safeguarding Policy is to manage the risk of abuse to children, young people or 'adults at risk' by establishing an organisational culture in which the rights of all users are fully respected and by putting in place a range of procedures which support that culture.

Establishing a culture, which is mindful of and has a 'zero tolerance' of abuse wherever it occurs and whoever causes it and putting in place robust procedures are all part of an organisation's risk-reducing armoury. If properly implemented, the Safeguarding Policy will reduce both the likelihood and impact of abuse by, for example:

- Preventing unsuitable people from joining the organisation through good recruitment and selection practice;
- Making staff and volunteers aware of risk of harm, the possible signs of abuse and equipping them to respond quickly to concerns about actual, alleged or suspected abuse;
- Ensuring that staff and volunteers are properly inducted, trained, supported and supervised in their work with adults at risk;
- Ensuring that staff and volunteers know what constitutes acceptable behaviours and good practice and that they are supported when they challenge poor practice;
- Promoting a culture of inclusion, transparency and openness throughout the organisation and its services and activities;
- Making staff and volunteers aware of how information about children, young people and adults at risk should be handled; and
- Having in place good overall organisational management and practice supported by a range of organisational policies and procedures.

Mitigation: risk reducing measures

It is essential that all risks and risk-reducing measures are recorded. Typically, this will take the form of a Risk Register/Assessment template. Our organisation works with children, young people and or 'adults at risk' and has a section of the Risk Register that deals specifically with safeguarding risks. This register is 'live' and is continuously updated as risks arise.

We keep risks and risk-reducing measures constantly under review. It is recommended that a risk review should be carried out at least once per year. Also, a risk review may be necessary at the point an organisation undergoes a process of change, for example, in circumstances where organisations with different cultures or experience merge or an organisation takes on a new activity or service.

Recording and Reviewing Accidents, Incidents and Near Misses

Very often, there are lessons to be learned from accidents, incidents or near misses, which occur within our organisation. As a result, the organisation has in place a procedure for reporting and recording accidents, incidents and near misses that occur. These involve service users; they also involve staff members or volunteers.

Staff and volunteers should be aware of the reporting and recording procedure. Accidents, incidents and near misses, particularly those which are recurring, can be indicators of organisational risk, including a risk to safeguarding, which needs to be managed. It is important, therefore that the risk identification exercise refers to reported accidents, incidents and near misses and that the learning from these is:

1. identified and disseminated to staff and volunteers; and
2. used to inform changes in practice, policy and procedures.

Where the accident, incident or near miss is in some way connected to a safeguarding matter, it should be drawn to the attention of the PSC Chairperson for appropriate action.

Critical Incidents

Definition of a Critical Incident

A Critical Incident can be defined as a sudden and unexpected event that is distressing to the youth centre/organisation. It can be a physical incident or psychological trauma that has a severe immediate impact and likely long-term effect on young people, staff or parents. This constitutes a serious disruption arising with little or no warning on a scale beyond the coping capacity of a youth centre operating under normal conditions and requires the assistance of the emergency services and other agencies. (See Critical Incident Policy)

This may include:

- Death of young person/staff member
- Suicide
- Disappearance of a young person or staff member
- Death or injury of a young person or a staff member during an outing
- Traffic accident resulting in severe injury or death
- Serious assault on a young person or member of staff
- Violent/disturbed intruder on centre premises during operating session
- Serious damage to centre building or property through fire, flood or vandalism
- Young person/staff member with contagious illness
- Explosion
- Civil disturbance in the youth centre community
- Death of a young person at a sports-type event
- Death of a young person through drugs/substances
- A deliberate act of violence
- Civil disturbance
- Immediate evacuation from the community hub or any other centre with no likelihood of return for number of hours

Aims and Objectives of the Policy

1. To respond to critical incidents in an informed manner.
2. To create a positive, open, communicative climate where the needs of staff and young people are met in critical incident situations.
3. To create a safe centre environment whereby the physical, social and psychological health of young people and staff is prioritised.

4. To outline, monitor and review the management plans for dealing with different emergencies.
5. To promote active coping skills within the curriculum.
6. To establish positive working relationships and dialogue with outside agencies, thus enabling full and effective collaboration in the event of a critical incident
7. To provide information for dealing with all emergencies

Critical Incident Management Team

The Critical Incident Management Team for Koinonia John the Baptist Ireland is:

- Sr. Christine Sawey (Pastor)
- Br. Francis Iacuitto (Youth Ministry Lead)
- Pat Magorrian (Chair - Pastoral Safeguarding Committee)
- Norma Loder (Secretary - Pastoral Safeguarding Committee)
- Br. Darren O'Reilly (Senior Youth Worker)

In the event of a critical incident the main Contact Person and spokesperson is Br. Darren O'Reilly (Senior Youth Worker)

Whistleblowing Policy

Koinonia John the Baptist Ireland endorses the whistleblowing policy of the NSBCCI, and encourages openness and transparency on all aspects of safeguarding children, young people and adults 'at risk of harm'.

This guidance is written for all church personnel and volunteers working with children and young people within the Diocese of Down and Connor. As an organisation canonically recognised in this diocese, Koinonia opts in to this official guidance.

Safeguarding children and young people requires staff working with children and families to be committed to the highest possible standards of openness, integrity and transparency. Personnel and volunteers must acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult, this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong, but you may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues, or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. It is often the most vulnerable children or young people who are targeted. These children need an advocate to safeguard their welfare.

Aims and Scope of this Guidance

This guidance aims to:

- encourage all staff and volunteers to feel confident in raising serious concerns and to question and act upon concerns about practice provide avenues for you to raise those concerns and receive feedback on any action taken
- ensures that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith
- ensure that you understand how to properly and safely handle personal information in accordance with the Data Protection Act 2018 and other relevant data protection laws.

Whistle-blowing

Whistle-blowing is the term used when someone who works for or in an organisation (in a paid or voluntary capacity) wishes to raise concerns about malpractice in the organisation, for example crimes, civil offences, dangers to health and safety, and the cover-up of these. In the case of safeguarding, these concerns are likely to be about activity that presents a risk to children or systemic failure in relation to children and/or the services they receive.

It applies when you have no vested interest and are acting as a witness to misconduct or malpractice that you have observed.

Safeguards

HARASSMENT OR VICTIMISATION

Koinonia John the Baptist is committed to good practice and high standards and wants to be supportive of volunteers, community members and all others who we minister, serve and work with in the Diocese of Down and Connor and across the island of Ireland.

The organisation recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your faith community and those for whom you are providing a service.

Koinonia will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

Thus, any serious concerns that you have about any aspects of community life, or the conduct of other members of Koinonia Ireland, or others acting on behalf of the diocese can be reported under the Whistleblowing Policy.

This may be about something that:

- makes you feel uncomfortable in terms of known standards, your experience or
- the standards you believe Koinonia John the Baptist Ireland subscribes to; or
- is against the Catholic Church's constitution or policies; or
- falls below established standards of practice; or
- amounts to improper conduct.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

Anonymous allegations

This policy encourages you to put your name to your allegation whenever possible. Concerns expressed anonymously will be considered and addressed but will be treated with extra caution and at the discretion of Koinonia John the Baptist and the Diocese of Down and Connor. It should be remembered that wherever possible confidentiality will be preserved. In exercising this discretion, the factors to be taken into account would include:

- the seriousness of the issues raised
- the credibility of the concern
- the likelihood of confirming the allegation from attributable sources.

Untrue/unfounded allegations

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you.

If, however, you make an allegation frivolously, maliciously or for personal gain, a disciplinary process within Koinonia may be taken against you.

Don't think, "What if I'm wrong?" Think, "What if I'm right!"

Reasons for Whistle-blowing

There are good reasons for speaking out about concerns that come to your attention:

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent yourself becoming implicated.

What Stops People from Whistle-Blowing?

It is recognised that people can have genuine fears and misgivings about raising any concerns.

These can be:

- Fear of starting a chain of events which spirals out of control
- Disrupting the work and ministry
- Fear of getting it wrong
- Fear of repercussions or damaging reputations
- Fear of not being believed.

It is important, however, not to ignore the concerns you have. If it helps, you are encouraged to seek help and support from a colleague.

How to Raise a Concern

You should voice your concerns, suspicions or uneasiness as soon as you feel you can – the earlier a concern is expressed, the easier and sooner action can be taken.

Try to pinpoint exactly what practice is concerning you, and why.

Approach your coordinator/ministry leader, or any member of the Pastoral Council, or the Designated Liaison Person(DLP) for the diocese.

If your concern is about your immediate team leader/area coordinator, speak to a member of the Pastoral Council or the DLP. If you feel you need to take it to someone outside of the Safeguarding Office, then make contact with the Chancellor or the Bishop of Down and Connor.

Concerns may be raised verbally or in writing. If you wish to make a written report, you are invited to use the following format:

- the background and history of the concern (giving relevant dates)
- the reason why you are particularly concerned about the situation.

If your concern is raised verbally, a written note will be taken in line with the format above. Please note that the information provided will be held on file in accordance with the Data Protection Act 2018, and the data protection policies of Koinonia John the Baptist Ireland and the Diocese of Down and Connor.

Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

Advice or guidance on how to pursue matters of concern may be obtained from your line manager or the people named at the end of this section.

You may wish to consider discussing your concern with a colleague first, and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or have the same concerns. You may invite a community brother or sister to be present during any meetings or interviews in connection with the concerns you have raised.

How the organisation and Diocese will respond

The person to whom you report your concerns under this policy must, in turn, report them to the DLP within five working days. If the concern raised indicates immediate risk, it would be expected that this be brought to the attention of the Diocesan Safeguarding Office immediately and no later than within 24 hours.

The Diocese of Down and Connor will respond to your concerns. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.

Where appropriate, the matters raised may:

- be investigated by management, internal audit, or through the disciplinary process
- be referred to the police
- be referred to an external auditor, i.e. National Board for Safeguarding Children in the Catholic Church in Ireland (NSBCCCI)
- form the subject of an independent inquiry.

In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle which the diocese will have in mind is the public interest.

Concerns or allegations which fall within the scope of specific procedures (for example, child protection, vulnerable adults, and discrimination or harassment issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted. Within ten working days of a concern being raised, the diocese will write to you:

acknowledging that the concern has been received

indicating how the diocese proposes to deal with the matter

giving an estimate of how long it will take to provide a final response

telling you whether any initial enquiries have been made

supplying you with information on support available from the diocese, and telling you whether further investigations will take place and if not, why not.

The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided.

If necessary, the diocese will seek further information from you. Where any meeting is arranged, off-site if you so wish, you can be accompanied by a colleague or community brother or sister.

The Diocese of Down and Connor will take steps to minimise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the diocese will arrange for you to receive advice about the procedure and you may also wish to contact the support officers.

Koinonia John the Baptist Ireland and the Diocese of Down and Connor accepts that you need to be assured that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation but any information needs to be kept confidential.

A community member/volunteer is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

What Happens Next?

You should be given information on the nature and progress of any enquiries. The diocese has a responsibility to protect you from harassment or victimisation. No action will be taken against you if the concern proves to be unfounded and was raised in good faith. Malicious allegations may be considered a disciplinary offence.

Self-Reporting

There may be occasions when a community member/volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their competence.

Koinonia coordinators or ministry leaders have a responsibility to discuss such a situation with the Pastor or member of the Pastoral Council, so professional and personal support can be offered to the community member/volunteer concerned. While such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

Further Advice and Support

It is recognised that whistle-blowing can be difficult and stressful. Advice and support are available from the Safeguarding Office by contacting 028 9049 2798 and the NBSCCCI at www.safeguarding.ie

“Absolutely without fail – challenge poor practice or performance.
If you ignore or collude with poor practice it makes it harder
to sound the alarm when things go wrong.”
(Reproduced with acknowledgement to *Sounding the Alarm*, Barnardo’s)

Complaints Policy

Koinonia John the Baptist Ireland has clear standards and systems for enable, recording and dealing with complaints by either children, young people or adults.

Having a culture of openness, transparency and fairness means that our community has nothing to hide in terms of practice, and that it is open to hearing feedback from children, vulnerable adults, carers, pastoral team leaders, volunteers and other community members about the services Koinonia John the Baptist Ireland offers and how it can improve upon them.

Where any community member has a concern or complaint about some aspect of our evangelisation, ministry or service activities, they should be able to voice this concern and have it taken seriously. Any faith organisation should have a complaints procedure for dealing with such issues, and this needs to be distinguished from complaints of a serious nature, for example where abuse or exploitation is suspected (then the reporting procedure takes precedence over the complaints procedure).

Community members, volunteers, carers and children should be made aware of this process, and of the complaints procedure being outlined in this guidance, and it should also be provided to groups/parents/carers at the beginning of each pastoral year in an information leaflet.

All recorded information relating to complaints should be kept confidential and stored in a secure place in the Community office at The Braid. Records regarding complaints should be kept for a period of time as indicated in the data protection guidelines.

Complaints Procedure

This information is for the pastoral teams, parents or adults with parental responsibility, or members of the community.

It is the aim of Koinonia John the Baptist Ireland to maintain happy and harmonious relationships with all who are associated with it and ensure that experiences provided are positive. It is extremely important that everyone feels their views and opinions are valued.

It is also recognised that, on occasion, concerns may arise which require looking into and a response. It is expected that most of these will be dealt with quickly and effectively by local community leadership. However, a complaint may arise that

requires a more formal consideration and response. The following is the complaints procedure of Koinonia John the Baptist Ireland, for dealing with complaints fairly and in the best interests of everyone involved.

Koinonia Ireland aims to ensure that all complaints will be looked into in strictest confidence and that a response will be offered within any timeframe agreed.

MAKING A COMPLAINT WHICH IS NOT RELATED TO CHILD PROTECTION

Any complaint should normally be raised first by speaking with the area coordinator or ministry leader and then, if not satisfied, with the Pastor or a member of the Pastoral Council.

If you feel that you do not want to discuss the matter with an area or ministry leader, if they cannot answer your concern, or if your query is more serious, a formal written complaint should be submitted to the Pastor:

Sr. Christine Sawey
'The Braid'
189 Carnlough Road
Broughshane
County Antrim
BT 43 7JW
christine@koinonia.ie

Please be assured that all complaints will be looked into in the strictest confidence and that a response will be offered within the agreed time-frames.

If the nature of your complaint suggests that a child may be at risk of significant harm, then a report will be made to the statutory child protection agencies in line with organisation's Child Protection Policy and Procedures.

Koinonia Ireland undertakes to acknowledge any formal complaints within five working days. It is our aim to resolve all complaints within four weeks, but this may take longer depending on the nature of the complaint. In any event you will be kept informed of progress. Please understand that most leaders are volunteers and that it may take a little while for them to reply in detail.

Should you feel unhappy with the initial response there are arrangements to appeal a decision regarding a complaint or grievance.

Please note that the information provided will be held on file in accordance with the latest Data Protection Protection legislation and policies.

Commitment to Youth Participation

Koinonia John the Baptist Ireland which purports to treat everyone with dignity and respect and is committed to safeguarding them from harm, will encourage and enable them to take an active role in planning and decision-making.

SOME WAYS THIS CAN BE ACHIEVED ARE THROUGH:

- A commitment to a listening environment within the organisation;
- A suggestion box to give everyone an opportunity to make suggestions about how things could be improved;
- A senior member's forum for those who use our services and staff/volunteers who discuss matters affecting their interests;
- Maintaining a record of matters and suggestions made by members and their representatives and actions taken;
- Involvement of member representatives on interview panels;
- Providing regular feedback on actions taken and developments in the organisation.

It is also important to establish and maintain contact with the parents and legal guardians who are involved in our organisation. Users will have a wealth of knowledge about the emotional, physical and cultural needs of the participants whom they care for or work with.



DATA PROTECTION POLICY

Last updated: June 2020

By: Cathy Gilligan (Data Protection Officer)

This policy contains:

- Context
- Relevant Legislation
- Policy Statement
- Data Protection: Definition & Principles
- Processing of Data
- Data Security
- Data Sharing
- Subject Action Requests
- Supporting Documents: Privacy Statements for Personnel, Members and Participants

Context

“Discretion will protect you, and understanding will guard you.” (Proverbs 2:11)

The integrity of each person who comes in contact with Koinonia John the Baptist Ireland, whether in the capacity of consecrated personnel, lay volunteers or trustees, members or participants in our ministry. We make every practicable effort to ensure that any information we hold is maintained according to data protection legislation and the biblical principles of discretion and good stewardship.

This policy, and any other documents referred to in it, sets out the basis on which we will process any personal data we collect or process. It does not form part of any personnel's contract of employment and may be amended at any time.

Relevant Legislation

This document details Koinonia John the Baptist Ireland's legal obligations under the **Data Protection Act 2018**, and the **General Data Protection Regulation**, collectively referred to in this policy as 'data protection requirements'.

Policy Statement

Every day our organisation will receive, use and store personal information about individuals who relate to Koinonia John the Baptist Ireland in different ways - consecrated and lay colleagues, volunteers, members, ministry participants, those requesting prayer or information, and colleagues of various networks, sectors and nationalities. It is important that this information is handled lawfully and appropriately in line with the Data Protection Requirements as identified in the laws named above.

We take our data protection duties seriously, because we respect the trust that is being placed in us to use personal information appropriately and responsibly.

As of 24 June 2020, the Pastoral Council has nominated Cathy Gilligan (Company Secretary) as Data Protection Officer. She is responsible for ensuring compliance with the Data Protection Requirements and with this policy. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to the Data Protection Officer or reported in line with the organisation's Grievance Policy.

What is Personal Data?

Personal data means data (whether stored electronically or paper based) relating to a living individual who can be identified directly or indirectly from that data (or from that data and other information in our possession).

Processing is any activity that involves use of personal data. It includes obtaining, recording or holding the data, organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

Sensitive personal data includes personal data about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric, physical or mental health condition, sexual orientation or sexual life. It can also include data about criminal offences or convictions. Sensitive personal data can only be processed under strict conditions, including with the consent of the individual.

Data Protection Principles

Anyone processing personal data, must ensure that data is:

- Processed fairly, lawfully and in a transparent manner.
- Collected for specified, explicit and legitimate purposes and any further processing is completed for a compatible purpose.
- Adequate, relevant and limited to what is necessary for the intended purposes.
- Accurate, and where necessary, kept up to date.
- Kept in a form which permits identification for no longer than necessary for the intended purposes.
- Processed in line with the individual's rights and in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- Not transferred to people or organisations situated in countries without adequate protection and without firstly having advised the individual.

Fair and Lawful Processing

The Data Protection Requirements are not intended to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the individual.

In accordance with the Data Protection Requirements, we will only process personal data where it is required for a lawful purpose. The lawful purposes include (amongst others): whether the individual has given their consent, the processing is necessary for performing a contract with the individual, for compliance with a legal obligation, or for the legitimate interest of the charity. When sensitive personal data is being processed, additional conditions must be met.

Processing for Limited Purposes

In the course of our administration and ministry, we may collect and process personal data. This may include data we receive directly from a data subject (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and data we receive from other sources (including, for example, location data, business partners, sub-contractors in technical, payment and delivery services, credit reference agencies and others).

We will only process personal data for the specific purposes or for any other purposes specifically permitted by the Data Protection Requirements. We will notify those purposes to the data subject when we first collect the data or as soon as possible thereafter.

Notifying Individuals

If we collect personal data directly from an individual, we will inform them about:

- The purpose or purposes for which we intend to process that personal data, as well as the legal basis for the processing.
- Where we rely upon the legitimate interests of the charity to process personal data, the legitimate interests pursued.
- The types of third parties, if any, with which we will share or disclose that personal data.
- The fact that the charity intends to transfer personal data to a non-European Economic Area (EEA) country or international organisation and the appropriate and suitable safeguards in place.
- How individuals can limit our use and disclosure of their personal data.
- Information about the period that their information will be stored or the criteria used to determine that period.
- Their right to request from us as the controller access to and rectification or erasure of personal data or restriction of processing.
- Their right to object to processing and their right to data portability.
- Their right to withdraw their consent at any time (if consent was given) without affecting the lawfulness of the processing before the consent was withdrawn.
- The right to lodge a complaint with the Information Commissioners Office.

- Other sources where personal data regarding the individual originated from and whether it came from publicly accessible sources.
- Whether the provision of the personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the individual is obliged to provide the personal data and any consequences of failure to provide the data.

We will inform data subjects whose personal data we process that we are the data controller with regard to that data and our contact details are **Cathy Gilligan (Data Protection Officer)**, Koinonia John the Baptist Ireland, 189 Carnlough Road, Broughshane, Ballymena, County Antrim BT43 7JW.

Adequate, Relevant, Non-Excessive Processing

We will only collect personal data to the extent that it is required for the specific purpose notified to the data subject.

Accurate Data

We will ensure that personal data we hold is accurate and kept up to date. We will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data.

Processing of Data

Timely Processing

We will not keep personal data longer than is necessary for the purpose or purposes for which it was collected. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required.

Processing in line with Data Subject's Rights

We will process all personal data in line with data subjects' rights, in particular their right to:

- Confirmation as to whether or not personal data concerning the individual is being processed.
- Request access to any data held about them by a data controller (see also Clause 15 Subject Access Requests).
- Request rectification, erasure or restriction on processing of their personal data.
- Lodge a complaint with a supervisory authority.
- Data portability.
- Object to processing including for direct marketing.
- Not be subject to automated decision making including profiling in certain circumstances.

Data Security

We will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental or unlawful destruction, damage, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

We will put in place procedures and technologies to maintain the security of all personal data from the point of the determination of the means for processing and point of data collection to the point of destruction. Personal data will only be transferred to a data processor if he agrees to comply with those procedures and policies, or if he puts in place adequate measures himself.

We will maintain data security by protecting the **confidentiality, integrity** and **availability** of the personal data, defined as follows:

- A. **Confidentiality** means that only people who are authorised to use the data can access it.
- B. **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed.

C. **Availability** means that authorised users should be able to access the data if they need it for authorised purposes. Personal data should therefore be stored on Koinonia John the Baptist Ireland's central computer system instead of individual PCs.

Security procedures include:

- **Entry controls:** Any stranger seen in entry-controlled areas should be reported.
- **Secure lockable desks and cupboards:** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
- **Data minimisation**
- **Pseudonymisation and encryption of data**
- **Methods of disposal:** Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required.
- **Equipment:** Personnel must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

Data Breach

The GDPR introduces a duty on all organisations to report certain types of personal data breach to the relevant supervisory authority. Koinonia John the Baptist Ireland undertakes to comply with this duty within 72 hours of becoming aware of the breach, where feasible.

If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, Koinonia John the Baptist Ireland will inform those individuals without undue delay.

Koinonia John the Baptist Ireland will keep a record of any personal data breaches, regardless of whether or not it is necessary to notify the relevant supervisory authority.

Data Sharing

Transferring Personal Data Outside of the EEA

We may transfer any personal data we hold to a country outside the UK or European Economic Area ('EEA') or to an international organisation, provided that one of the following conditions applies:

- A. The country to which the personal data are transferred ensures an **adequate level of protection** for the data subjects' rights and freedoms.
- B. The data subject has given his **consent**.
- C. The transfer is **necessary** for one of the reasons set out in the Act, including the performance of a contract between us and the data subject, or to protect the vital interests of the data subject.
- D. The transfer is **legally required** on important public interest grounds or for the establishment, exercise or defence of legal claims.
- E. The transfer is **authorised by the relevant data protection authority** where we have adduced adequate safeguards with respect to the protection of the data subjects' privacy, their fundamental rights and freedoms, and the exercise of their rights.

Subject to the requirements above, personal data we hold may also be processed by personnel operating outside the EEA who work for us or for one of our suppliers. Those personnel may be engaged in, among other things, the fulfilment of contracts with the data subject, the processing of payment details and the provision of support services.

Disclosure and Sharing of Personal Data

We may share personal data we hold with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

Subject Access Requests

Individuals must make a formal request for information we hold about them. Personnel who receive a request should forward it to the Data Protection Officer immediately.

When receiving telephone enquiries, Koinonia John the Baptist Ireland will only disclose personal data held on its systems if the following conditions are met:

1. We will check the caller's identity to make sure that information is only given to a person who is entitled to it.
2. We will suggest that the caller put their request in writing if we are not sure about the caller's identity and where their identity cannot be checked.

Where a request is made electronically, data will be provided electronically where possible.

Personnel will refer a request to their line manager for assistance in difficult situations.

Changes to this Policy

Koinonia John the Baptist Ireland reserves the right to change this policy at any time. Where appropriate, changes will be notified by mail or email.



Koinonia John the Baptist Ireland

PRIVACY NOTICE – PERSONNEL DATA

Dear Brother/Sister/Colleague,

We wish to inform you about the steps Koinonia John the Baptist Ireland has taken to comply with the EU's General Data Protection Regulation (GDPR), effective from 25 May 2018.

The aim of the GDPR is to protect individuals from privacy and data breaches in an increasingly data-driven world. As a result, this privacy notice explains how Koinonia John the Baptist Ireland will use the personal data it collects from you.

How your information will be used

1. As your employer, Koinonia John the Baptist Ireland needs to keep and process information about you for normal human resource purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the charity and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the ministry contract, to comply with any legal requirements, pursue the legitimate interests of Koinonia John the Baptist Ireland and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

2. In pursuit of Koinonia John the Baptist Ireland's charism, of being a community at the service of the New Evangelisation, we may sometimes need to process your data to pursue our legitimate charity interests, for example to prevent fraud,

administrative purposes or reporting potential crimes. We will never process your data where these interests are overridden by your own interests.

3. Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager or pastor, or in some cases, external sources, such as referees.

4. The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records.

5. You will, of course, inevitably be referred to in many charity documents and records that are produced by you and your colleagues in the course of carrying out your duties and the ministry of the charity. You should refer to the Data Protection Policy which is included in your Employee Folder, General Organisational Policies and Rules.

6. Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and charity sick pay.

7. Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency. Where we are

processing data based on your consent, you have the right to withdraw that consent at any time.

8. In addition, we monitor computer and telephone / mobile telephone use, as detailed in the Employee Handbook, General Organisation Policies & Rules and Information Technology Systems Policy. We also keep records of your hours of work by retaining weekly programming sheets completed by the ministry team and verified by the pastor.

9. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you or to allow us to pursue our legitimate charity interests, for instance we may need to pass on certain information to HMRC, our external charity accountant or legal / HR advisors or pension schemes.

10. We may transfer information about you to other affiliate charities for purposes connected with your employment or the management of the charity's ministry and administration.

11. In limited and necessary circumstances, your information may be transferred outside of the European Economic Area (EEA) or to an international organisation to comply with our legal or contractual requirements. We have in place safeguards including the following, to ensure the security of your data, ie paper records in these categories are kept in lockable cupboards or drawers when not in use; a clear desk policy is recommended, where files and other paper documentation are locked away at the end of the working day; electronic records in these categories are kept password protected within databases or stored in a shared drive that the relevant people have access to; portable storage devices should be encrypted or not used at all; antivirus software will be kept up to date on all desktops and laptops and any mobile devices will be password protected; email is not a secure system, so confidentiality cannot be assured for any information sent via email.

12. The personal data we hold on our employees falls into a variety of categories for example financial records, health and safety records and employment records. Some of these we need to retain for a statutory period and others we retain for set

periods for legitimate reasons. Details of our retention periods are contained at the end of this document.

13. If in the future we intend to process your personal data for a purpose other than that which it was collected for we will provide you with information on that purpose and any other relevant information.

Your rights

14. Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

15. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

16. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 2018 with regard to your personal data.

Identity and contact details of data controller

17. **Cathy Gilligan** (Company Secretary - Koinonia John the Baptist Ireland) is the controller of data for the purposes of the DPA 2018 and GDPR.

18. If you have any concerns as to how your data is processed you can contact: Cathy Gilligan, Company Secretary.

HR Records – Retention Periods

- **Remuneration related records** - 6 years for public limited companies
- **Accident Books / Accident Records / Reports** – 3 years from the date of the last entry
- **Accounting Records** – 6 years for public limited companies
- **HMRC Approvals** – permanently
- **Income Tax / NI Returns / Income Tax Returns / Correspondence with HMRC** – 3 full tax years
- **National Minimum Wage Records** - 3 full tax years
- **Retirement Benefits Schemes** – 6 years from the end of the scheme year in which the event took place.
- **Statutory Maternity Pay records** – 3 years after the end of the tax year in which the maternity period ends.
- **Pay records** – 6 years
- **Money purchase details** – 6 years after transfer or value taken.
- **Pensioners records** – 12 years after benefit ceases
- **Statutory sick pay records** – 6 years after employment ceases

Employment records

- **Records relating to children and young adults** – until the person reaches the age of 21
- **Working time records** – 2 years from date on which they were made
- **Application forms / Interview Notes (for unsuccessful candidates)** – 1 year
- **Fair employment monitoring records** – 3 years
- **Parental leave** – 18 years from the birth of the child
- **Pension scheme investment policies** – 12 years from the ending of any benefit payable under the policy
- **Personnel files and training records** – 6 years after employment ceases
- **Redundancy records** – 6 years from the date of redundancy

- Senior management records – permanently
- Works council minutes - permanently

In addition

Relevant documentation, as listed above, will be retained for longer periods in accordance with stipulations set by Koinonia John the Baptist Ireland funders

1. Education Authority Funding

The Organisation shall maintain current and accurate records of all personnel who are engaged by the Organisation in the provision of the Services. These records shall be retained for at least 1 year after the termination of Funding Agreements.

The Company Secretary will hold responsibility for documentation retention and documents will be retained within Koinonia John the Baptist Ireland's filing systems at its Community Hub (Oasis), 'The Braid', 189 Carnlough Road, Broughshane, Ballymena, County Antrim. BT43 7JW.



Koinonia John the Baptist Ireland

PRIVACY NOTICE

MEMBERS, VOLUNTEERS & PLACEMENT STUDENTS

Dear Brother/Sister (Member/Volunteer/Professional Placement Student)

We wish to inform you about the steps Koinonia John the Baptist Ireland has taken to comply with the EU's General Data Protection Regulation (GDPR), effective from 25 May 2018.

The aim of the GDPR is to protect individuals from privacy and data breaches in an increasingly data-driven world. As a result, this privacy notice explains how Koinonia John the Baptist Ireland will use the personal data it collects from you.

How your information will be used

1. Koinonia John the Baptist Ireland needs to keep and process information about you in order to support your involvement in our ministry and service, as well as any payments to you, if applicable. The information we hold and process will be used for our ministry, management and administrative use only. We will keep and use it to enable us to run the charity and manage our relationship with you effectively, lawfully and appropriately. This includes using information to enable us to make payments to you, to comply with any legal requirements, pursue the legitimate interests of Koinonia John the Baptist Ireland and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

2. We only collect basic personal data necessary for effective ministry and service. This does not include any special types of information or location based information. This does however include name, address, email etc.

3. Where we process personal data relating to the diversity categories protected by Section 75 of the Northern Ireland Act (1998) we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

4. Much of the information we hold will have been provided by you when you became a member, volunteer, trustee, or placement student of Koinonia John the Baptist Ireland or submitted your Curriculum Vitae if interested in casual work, but some may come from other internal sources, such as your coordinator/manager, or in some cases, external sources, such as referees.

5. The sort of information we hold may include your Curriculum Vitae, evidence of your qualifications and references and correspondence with or about you.

6. Koinonia John the Baptist Ireland has a Data Protection policy in place to oversee the effective and secure processing of your personal data. This policy is available on its website or upon request.

7. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you or to allow us to pursue our legitimate business interests, for instance we may need to pass on certain information to HMRC, Companies House, the Charity Commission for NI or our external charity accountant or legal advisors.

8. In limited and necessary circumstances, your information may be transferred outside of the UK and European Economic Area (EEA) or to an international organisation to comply with our legal or contractual requirements. We have in place safeguards including the following, to ensure the security of your data, ie paper records in these categories are kept in lockable cupboards or drawers when not in use; a clear desk

policy is recommended, where files and other paper documentation are locked away at the end of the working day; electronic records in these categories are kept password protected within databases or stored in a shared drive that the relevant people have access to; portable storage devices should be encrypted or not used at all; antivirus software will be kept up to date on all desktops and laptops and any mobile devices will be password protected; email is not a secure system, so confidentiality cannot be assured for any information sent via email.

9. Some of the data we hold about you we need to retain for a statutory period and others we retain for set periods for legitimate reasons. Details of our retention periods are contained at the end of this document.

10. If in the future we intend to process your personal data for a purpose other than that which it was collected for we will provide you with information on that purpose and any other relevant information.

Your rights

11. Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

12. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

13. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 2018 with regard to your personal data.

Identity and contact details of data controller

14. **Cathy Gilligan** (Company Secretary - Koinonia John the Baptist Ireland) is the controller of data for the purposes of the DPA 2018 and GDPR.

15. If you have any concerns as to how your data is processed you can contact: **Cathy Gilligan** (Company Secretary - Koinonia John the Baptist Ireland).

Retention Periods

Remuneration related records

- **Accident Books / Accident Records / Reports** – 3 years from the date of the last entry
- **Accounting Records** – 6 years for public limited companies
- **HMRC Approvals** – permanently
- **Income Tax / NI Returns / Income Tax Returns / Correspondence with HMRC** – 3 full tax years

In addition

Relevant documentation, as listed above, will be retained for longer periods in accordance with stipulations set by Koinonia John the Baptist Ireland funders, as detailed below.

EDUCATION AUTHORITY FUNDING

The Organisation shall maintain current and accurate records of all personnel who are engaged by the Organisation in the provision of the Services. These records shall be retained for at least 1 year after the termination of Funding Agreements.

The Company Secretary will hold responsibility for documentation retention and documents will be retained within Koinonia John the Baptist Ireland's filing systems at its Community Headquarters at 'The Braid', 189 Carnlough Road, Broughshane, Ballymena, County Antrim. BT43 7JW.



Koinonia John the Baptist Ireland

PRIVACY NOTICE

MINISTRY PARTICIPANTS

Dear Programme Participant,

As an organisation who ministers with children, young people and vulnerable adults, Koinonia John the Baptist Ireland regularly asks young people and adults for information about themselves and those in their care. It is Koinonia John the Baptist Ireland's responsibility to ensure the information it holds about others is held safely and securely.

We wish to inform you about the steps Koinonia John the Baptist Ireland has taken to comply with the EU's General Data Protection Regulation (GDPR), effective from 25 May 2018.

The aim of the GDPR is to protect individuals from privacy and data breaches in an increasingly data-driven world. As a result, this privacy notice explains how Koinonia John the Baptist Ireland will use the personal data it collects from you.

What we need

Koinonia John the Baptist Ireland will be known as the 'Controller,' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, address, email etc.

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

Why we need it

We need your basic personal data to record your participation in our ministry programmes or services, and to report to our commissioners and funders on the numbers and experiences of our participants and also to register you for accreditation with the appropriate awarding organisation (eg. Youth Link: NI, Volunteer Now), if applicable. We will not collect any personal data from you we do not need to.

What we will do with it

All the personal data we process is processed by our personnel in Koinonia John the Baptist Ireland and for the purposes of IT hosting and maintenance this information is located locally at the charity headquarters, or on servers within the European Union. No third parties have access to your personal data unless the law allows them to do so.

Koinonia John the Baptist Ireland has a Data Protection policy in place to oversee the effective and secure processing of your personal data. This policy is available upon request.

How long we keep it

The data we hold on our Programme participants falls into a variety of categories for example incentive payment records, basic personal data (name, address, contact details). Some of these we need to retain for a statutory period and others we retain for set periods for legitimate reasons. Details of our retention periods are contained at the end of this document.

Your rights

1. Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
2. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
3. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

Identity and contact details of data controller

4. **Cathy Gilligan** (Company Secretary - Koinonia John the Baptist Ireland) is the controller of data for the purposes of the DPA 2018 and GDPR.

If you have any concerns as to how your data is processed you can contact: **Cathy Gilligan** (Company Secretary - Koinonia John the Baptist Ireland).

Retention Periods

Payroll related records

- **Accident Books / Accident Records / Reports** – 3 years from the date of the last entry
- **Accounting Records** – 6 years for public limited companies
- **HMRC Approvals** – permanently
- **Income Tax / NI Returns / Income Tax Returns / HMRC Correspondence** – 3 full tax years
- **Pay records** – 6 years

Awarding organisation records

- OCN NI – 3 years
- Volunteer Now – 3 years

In addition

Relevant documentation, as listed above, will be retained for longer periods in accordance with stipulations set by Koinonia John the Baptist Ireland funders, as detailed below.

1. Education Authority Funding

The Organisation shall maintain current and accurate records of all personnel who are engaged by the Organisation in the provision of the Services. These records shall be retained for at least 1 year after the termination of Funding Agreements.

The Company Secretary will hold responsibility for documentation retention and documents will be retained within Koinonia's filing systems at its community headquarters (Oasis) at 'The Braid', 189 Carnlough Road, Broughshane, Ballymena, County Antrim. BT43 7JW.

Guidance on Use of Technology

Church authorities need to assess the benefits of technology and how this can be used safely and effectively, in line with rules that respect the dignity and rights of all users, particularly children.

Detailed policies and procedures should be provided on the use of technology, including digital and online systems such as:

- Photography
- The internet
- Texting and emailing
- CCTV and webcams
- Online Groups

The majority of occasions when people use mobile phones or computers or take photographs of children do not provide any cause for concern.

However, there are occasions when this is not the case. At the outset it is important to identify the risks associated with the use of technology, and then to minimise the risks by putting in place the measures outlined below.

Consent

The consent of parents/guardians and children should always be sought prior to engaging in any activity that involves the use of IT equipment, such as those outlined above.

Koinonia John the Baptist will seek consent in a variety of ways:

- overall consent from its members/group leaders or
- specific permission for set occasions.

When seeking consent for the use of images or videos for church purposes, the following should be considered:

The issue of consent for photography/videoing for church purposes should be addressed with parents/guardians and children prior to the event and the policy should be explained to all families who will be attending.

In seeking consent for photography/videos, children and families should be reminded about the rights to privacy and data protection of other children, their families and the wider community.

Those organising an event for organisational purposes, and who are seeking consent for photography/video usage, should be sensitive to the fact that some parents/guardians are reluctant to allow the general viewing of their children, or of children in their care, on sites such as YouTube, Facebook, etc.

Any consent will be held on file in accordance with the Data Protection Act 2018, and the data protection policy of Koinonia John the Baptist Ireland.

The data entered will be used only for the purpose indicated and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and events and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer required

Purpose

Guidelines should be clear as to the reason and purpose of the use of the particular form of technology. They should:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour and use of equipment
- Provide guidance on acceptable language
- Provide guidance on storage of information in accordance with the Data Protection Act 2018 and other relevant data legislation
- Provide guidance on use of photography: if using an external photographer/videographer, seek confirmation about any publications that will be made by them after the event, and ensure that they have been vetted, have identification and do not have any unsupervised access to children or one-to-one photo sessions at events
- Images of children should never be taken that capture them in what are commonly understood as non-public activities. Children should be fully and appropriately dressed and related images should always be about the activity and not focused on any individual child
- Images should not allow the identification of a child or their whereabouts. The full name of a child should not be used

- Children in vulnerable circumstances (e.g. those in care, or victims of any type of abuse) should not be photographed without the consent of those who hold parental responsibility
- Provide guidance on the use of mobile phones, and especially on the use of mobile phone cameras, which can be easily used for offensive actions without the subject being aware of their use
- Provide guidance on how to communicate this policy with parents/guardians and young people.

Use of Photographs and Images of Children and Young People

Parents/carers often want to be able to celebrate the achievements of their children when taking part in our activities through photographs and will also, on occasion, be happy to promote their activities to encourage increased participation.

Koinonia John the Baptist Ireland promotes the following appropriate and proportionate safeguards to ensure a safe community environment for children and young people.

This is to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere.

Risks

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on websites, social media platforms and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information, e.g. this is X who lives at Y, is a member of the Z youth club and likes a certain music group.

This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse – online (e.g. through websites or social networking) or through direct contact in the off-line, “real” world.

Information placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children.

The content of photographs can itself be inappropriate, or used or adapted for inappropriate use. There is evidence of this inappropriate or adapted material finding its way onto sites showing child abuse images, and of inappropriate images being shared within groups of offenders.

Principles

Koinonia John the Baptist Ireland adopts the following principles:

The interests and welfare of children taking part in parish activities is paramount.

Children and their parents/carers have a right to decide whether their photograph is taken, and how those images may be used.

Children and their parents/carers must provide written consent for their images to be taken and used.

The following rules are a useful guide:

- If the child is named, avoid using their photograph.
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the organisation.
- Always ask the child's as well as their parent's permission. This ensures that they are aware of the way the image is to be used to represent the parish activity.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the parish activity.

Normally, Koinonia will seek this permission as part of the registration form, (or permission slip for single events)

Storage

Koinonia John the Baptist Ireland will store any images held in a secure hard disk, as described in the Data Protection Policy above. Only personnel or volunteers with permission to undertake regulated activity will have access to these images, and the Pastoral Safeguarding Committee will be informed whenever a young person's image is used for any legitimate purpose.

Inappropriate Use

Koinonia will only take and use images of children, young people or adults at risk if in suitable dress to reduce the risk of inappropriate use.

With regard to the actual content, we recognise that it is difficult to specify exactly what is appropriate given the range and variety of activities and events organised by our youth and children's ministry team.

Applying the above principles, along with common sense indicates what is appropriate or inappropriate. Ministry leaders and volunteers should be observant during open activities. The organisation permits any suitably trained personnel to intervene if photographs or videos are being taken in inappropriate circumstances.

There are some activities when the risk of potential misuse is much greater than for others. With these activities the content of the photograph should focus on the activity, not on a particular child, and should avoid full-face and body shots.

For example, close-up shots of children in a pool or during water-sports would only be appropriate if poolside, from the waist or shoulder up, or if in wetsuits.

Any suspected inappropriate capture of images should be reported in the following way:

- Open events should have a clear media policy, agreed by the PSC. Guests and visitors should be made aware of this policy.
- If in doubt, intervene. It is better to prevent than to react afterwards
- Inform the minister-in-charge or event coordinator as soon as possible. The concerns should be recorded in the incident report book.
- If any further risk is evident, the minister-in-charge should inform the PSC. If a clear breach of child safeguarding has occurred, this should be reported to the Diocesan Designated Liaison Person.
- Most inappropriate photography is be mistake, or if someone is unaware by the policies safeguarding children and young people. The minister-in-charge should contact the photographer to delete the images.

Practical Guidelines

Follow your safeguarding procedures, ensuring the Designated Officer and social services and/or police are informed, depending on the level of risk

Establish the types of images that appropriately represent the community in different media platforms.

Apply an increased level of consideration to the images of children and young people used on the website or on public social media platforms.

Guidelines for use of photographic filming equipment for official use at community activities or events

1. Provide a clear brief about what is considered appropriate in terms of content and behaviour.
2. Issue the photographer with identification which must be worn at all times.
3. Inform children and parents that a photographer will be in attendance at an event, and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (e.g. close-ups, small group photos).
4. At many events, organisers and others will reasonably wish to take wide-angle, more general photos of the event sites, whole group activities, opening and closing ceremonies, and so on. Separate to the issue of consents for “identifying” photographs/footage (as above), parents and children should at least understand that these types of images will be taken during, activities. This information should be included in any information letters sent to parents or on the registration form.

It is not reasonable, practical or proportionate to require parental consents for this type of photography, or to preclude it on the basis of the concerns of a small number of parents.

5. Do not allow unsupervised access to children or one-to-one photo sessions at events.
6. Do not approve/allow photo sessions outside the event or at a child’s home.
7. Children, parents and others should be informed that if they have concerns they can report these to the organiser/Designated Officer.
8. Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or Designated Officer and recorded in the same manner as any other child protection concern.
9. Other professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least three working days before the event or activity
10. Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from the club/group or educational

establishment, outlining their motive for attending the event and the planned use of the material.

11. Accreditation may be provided through applying the following procedure:

- Professionals should register prior to the event, and their identification details should be recorded:
 - Name and address and contact details of the person using the camera
 - Names of subjects (if specific)
 - The reason for making the images, or use to which the images will be put
 - Signed declaration that the information provided is valid and that the images will only be used for the reasons given.
 - A clear brief about what is considered appropriate in terms of content and behaviour should be issued. It may include a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. specific areas, toilet areas).

12. Unsupervised access to children and young people, or one-to-one photo sessions at events, or photo sessions outside the events or at a child's home should not be approved/allowed.

Guidelines for use of photographic or filming equipment by parents, guardians or spectators

If parents/guardians or other spectators are intending to photograph or video at an event, for example certificate presentation or closing event, they should also be made aware of Koinonia's expectations.

This is the responsibility of the leader-in-charge or designated team member.

If possible An identification badge will be provided for all registered spectators. This allows children, young people and families to easily recognise those who have registered and respond to those who do not appear to have registered.

A summary of this policy will be displayed prominently during any open activities where individuals may be unaware of our safeguarding procedures.

Use of the Internet

Koinonia John the Baptist Ireland recognises that the internet is a valuable and widely used resource in ministry.

Safeguards are included in the Code of Conduct. Personnel and volunteers should remain familiar with the following key points:

If there is a computer being used as part of the activity or programme clear guidelines must be in place.

The following are deemed unacceptable behaviours and must be avoided in every situation:

- Visiting internet sites that contain offensive, obscene, pornographic or illegal material
- Using a computer to perpetrate any form of fraud or piracy
- Using the internet or email systems to send offensive and harassing material to others
- Using obscene or racist language in computer assisted communications
- Publishing defamatory or otherwise false material generated by oneself or by others through social networking
- Introducing any form of malicious software into the used network
- Intentionally damaging any information or communication technology equipment
- Using another user's password, or giving that password to a third party.

It is important that the following are made clear to all who use the internet:

- All pastoral personnel/volunteers/group leaders must be made aware of their responsibility, and sign up to appropriate use of the internet as part of the leader's code of conduct.
- Responsibility is about safeguarding children and taking care of oneself, one's co-workers and group leaders
- Anyone using a shared computer requires their own individual password

- Training in appropriate and responsible internet and computer use is imperative in order to follow best practice in all activities that concern children, co-workers and volunteers. The PSC will ensure that it is included in the induction and formation of all new volunteers.

Use of Texting and Email

Texting and email are very quick and effective methods of communication for those involved in youth and children's ministry.

Usually this does not include adult members of community personnel contacting young people directly, especially from a personal (rather than community) mobile phone. Contact is usually made via their parents/guardians. However, there are certain circumstances where contacting young people directly may be necessary (e.g. in an emergency, mental health support, mentoring or on a trip away);

Any members of community personnel using this method of communication with young people should ensure appropriate safeguards are in place, especially permission from parents.

There are certain risks associated with the safe and appropriate use of texting and email, which must be managed.

- The risks of text and email messaging for children and young people are:
- Inappropriate access to, use of, or sharing of personal details (names, numbers, email addresses)
- Unwanted contact with children/young people from adults, text bullying by peers, etc.
- Being sent offensive or otherwise inappropriate materials
- Grooming for sexual abuse
- Direct contact and actual abuse.

The risks for adults include:

- Misinterpretation of their communication with young people
- Potential investigation (internal or by statutory authorities)
- Potential disciplinary action.

Text and email messaging

A way to minimise the risks above is to use bulk text messages. This is where the same text or email message is sent to several young people involved with a particular activity or group. The advantage of this approach is that it presents fewer opportunities for misuse and abuse than personal, one-to-one texting or emailing arrangements between team members or volunteers.

Therefore, one-to-one texting or emailing should be used only when circumstances require it, with prior permission from the Pastoral Safeguarding Committee, and the express permission of parent/guardian. This has been necessary during the COVID lockdowns.

The same applies to emailing young people. The following guidance is provided to minimise risk to all.

1. Consent must be obtained from young people and their parents/guardians prior to sending young people text or email messages. Parents/guardians should be copied/granted access on texts and emails that their child will be sent.
2. The young people's mobile phone numbers or email addresses should be stored safely and securely, with access only available to the specific team responsible for the ministry to which the child or young person belongs
3. The numbers or details should not be shared with anyone else, and should only be used for the purposes of the text and email messaging system regarding the community activity.
4. All text and email messages must be sent via a computer or mobile registered to the charity, or via bundle to a group of young people, i.e. the same standard text message is sent to every member of the group.
5. In general, text and email are inappropriate to hold a conversation with anyone, and certainly not children, young people or adults at risk.
6. The text and email messaging system should never be used to send text or email messages on an individual basis (i.e. to just one person).
7. All text and email messages sent must make it clear to the young people receiving them who has sent the message.
8. The text and email messages that are sent must never contain any offensive, abusive or inappropriate language or language or images that could be misinterpreted
9. When this guidance is being provided in relation to community activities, all of the text or email messages sent must be directly related to those activities.
10. It should be made clear to young people and parents that they have the right to 'unsubscribe' from receiving further communication from the organisation. General text and email messages sent should include a sentence at the bottom that provides young people with the opportunity to unsubscribe from receiving further text and email messages.

Use of Web Cams and Broadcasting

The increasing use of CCTV, and online broadcasting and interactive group work during COVID, has wide implications. Koinonia John the Baptist Ireland recognises that unless such systems are used with proper care and consideration they can give rise to concern that the individual's "private space" is being unreasonably invaded or eroded.

The use of online webcams, CCTV images, broadcasts or interactive platforms for youth or children's ministry is strictly covered by the organisation's data protection policy. This policy carefully considers the implications of the Data Protection Act 2018 and other related legislation.

CCTV System

No CCTV system is installed on Koinonia's premises and will only be installed if the data controller, having considered what it will be used for and if these uses are deemed reasonable in the circumstances, is satisfied that installation is justified.

Web Broadcasting/Interactive Platform

There are a number of data protection issues that must be met in relation to broadcasting on the internet. This policy, while not exhaustive, aims to be reflective of these:

Recording people via a web camera, and the subsequent displaying of such images over the internet, is regarded as the processing of personal data. It is imperative that it must be done with the consent of the individual.

Camera shots (images) of children/young people, or the wider community, should be wide shots, minimising the possibility of easily identifying individuals with close-up images.

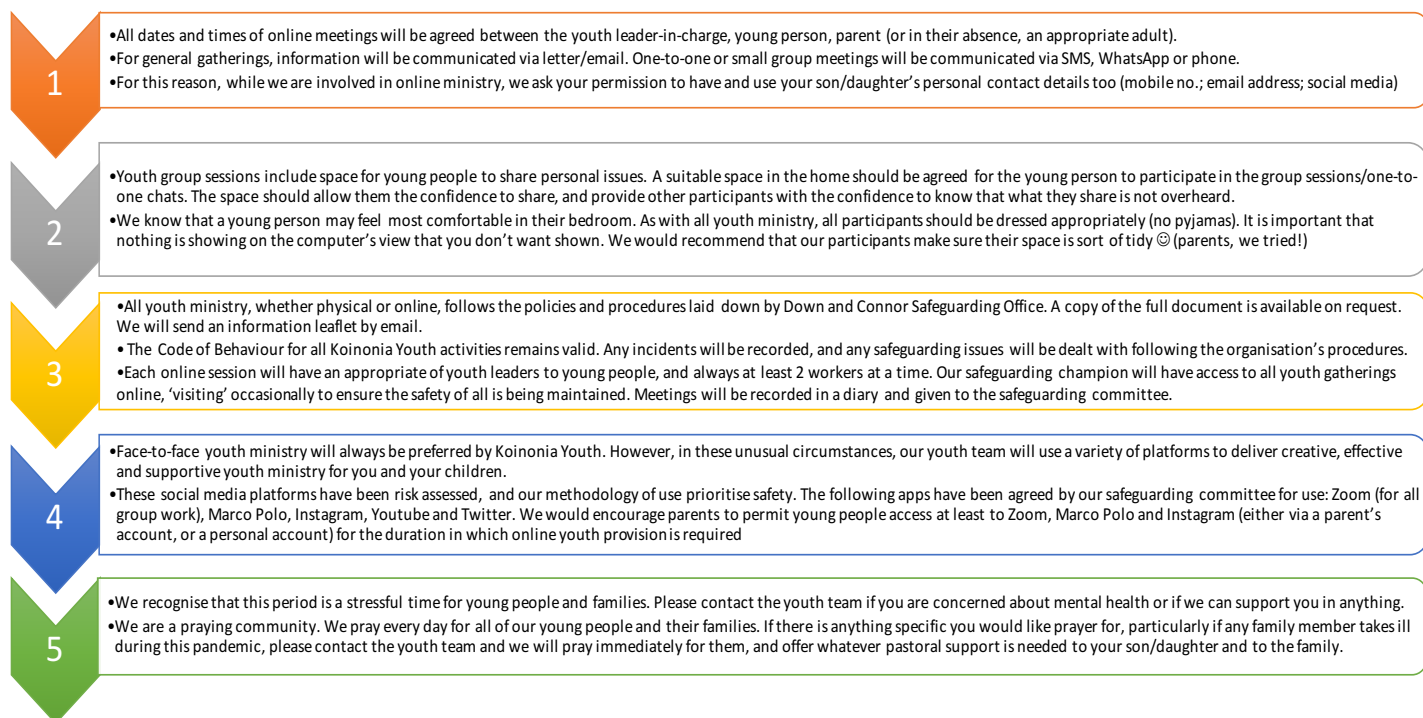
Signs should be placed at all entrances to spaces where broadcasts are taking place or webcams are recording, informing those attending worship or other community event that web cameras are in operation.

If the activity being recorded and broadcast involves children (for example in the worship band, kerygmic presentations, giving testimonies) then their written consent and that of their parents/guardians is required.

It is imperative that live broadcasts can be terminated to stop transmission. This should be done by accessing the control panel of the system. If this is not accessible by the presenter/preacher/ animator, someone should be delegated to break transmission if required.

Use of Online Platforms for Group Work (COVID-19)

From March 2020 onwards, it has been necessary to use various online platforms to engage with young people during national lockdown. The guidelines in the following chart were followed, and should be followed in the event of any recurrent lockdowns, or disruption to provision, or during exceptional closures of youth and children's ministry. This flowchart along with accompanying documentation should be provided to young people and parents to inform their consent.



Exceptional Closures

There are unfortunately occasions when our youth organisation may close unexpectedly or at very short notice. We have planned closures due to holidays, staff training sessions, staff meetings and some other events. We may also need to close due to factors such as serious illnesses, extreme weather, electricity failure, heating failure, etc.

Decision-making process

Before taking the decision to open or close a youth organisation during periods of severe weather or other circumstances the most senior staff member, or an agreed deputy, must consider the following:

- Can young people and staff access the building safely?
- Can young people and staff be evacuated in an emergency?
- In an emergency could the emergency services access the premises?
- Is the area where young people are dropped off by transport safe?
- Will there be enough staff to keep within our policies and procedures?
- Local weather forecasts and road conditions; including those for areas from which staff will be travelling.
- Guidance from government departments or arms-length bodies, such as Public Health Agency.

Communication with parents when Koinonia decides to close

Koinonia John the Baptist Ireland will seek parental agreement on the best way to make contact with a child/young person. This method will be used to let them know of any exceptional closures. Further to this, any exceptional closures will be circulated using Koinonia's social media platform, parish and local media, through text, email, website and telephone if necessary.

The youth organisation will ensure that you are aware of the method(s) of communication that we will use in cases of exceptional closure. We will make sure that we use your up-to-date mobile number and email address via permission slips and the registration form. We ask you to inform us of any changes to contact details so that you can receive any information necessary.

