

## **GUIDELINES FOR SAFEGUARDING YOUNG PEOPLE**

### **Education Sponsorship Trust (EST)**

#### **1. Definitions:**

- A) Centre - residential centres owned by EST in New Zealand where activities for young people are held or run from;
- B) Young Person/People – a child or young person under the age of 18 who attends activities run by the Centres;
- C) Director of the Centre - the individual who is the director of the relevant Centre;
- D) Leaders – individuals who live in the Centres and who are responsible for the activities for Young People attending activities run by the Centres (this may include the Director of the Centre);
- E) Helpers - individuals who assist the Leaders in running activities for Young People;

#### **1.1 Equal respect, fairness and welfare**

- (a) Leaders and Helpers will treat Young People with respect and consideration, without favouritism, and ensure their safety and welfare.
- (b) Leaders and Helpers will take great care of what they say and the manner in which they talk to Young People. All situations, actions and language that compromise a relationship of trust with Young People are to be avoided. Leaders should choose Helpers who will act in a responsible, modest and Christian manner.
- (c) Leaders and Helpers are to avoid taking risks with the safety of Young People; and avoid any situations that could lead to misinterpretations, difficulties or accusations of abuse. It is acknowledged that some activities will have inherent risks (by way of example only sports and games). Where planned activities have inherent risks consent will be obtained from the parents or guardians of the Young People taking part and the Leaders and Helpers will ensure that all reasonable safety precautions are taken.

#### **1.2 Separation of Certain Facilities**

- (a) Sleeping accommodation, shower, toilet and changing facilities for Young People will, when possible, be separate from those for Leaders and Helpers.
- (b) In the event that, due to limited facilities, it is impossible to have separate shower, toilet and changing facilities, persons under 18 will use the facilities at a different time from persons over the age of 18.
- (c) No person over 18 is allowed to shower in a common facility whilst there are persons under 18 present.
- (d) In the Centres, Young People should not be allowed into the bedrooms of those who live in the Centres.

#### **1.3 Two Adults Present**

- (a) For all activities involving Young People, our best practice is at least two Leaders/Helpers should be present at all times except in unexpected, unusual and unforeseen circumstances.
- (b) While the minimum ratio of Leaders/Helpers to Young People will vary from activity to activity, a minimum of two Leaders/Helpers is always required for activities involving overnight stays.
- (c) During activities, our best practice is that a Leader/Helper is not to be left alone with a Young Person in an isolated place.

#### **1.4 Mentoring**

(a) Any private conversation (e.g. for mentoring, discipline or tutoring purposes) between a Leader/Helper and a Young Person should take place in a location visible and accessible to others.

#### **1.5 Travel**

(a) Other than in a clear emergency, a Leader/Helper must not travel alone with one Young Person in a motor vehicle unless the parent or guardian of the Young Person has been informed and consent obtained.

(b) Drivers of vehicles used for transporting Young People for activities should only be persons who have the appropriate licence;

(c) Only vehicles having a current warrant of fitness should be used for transporting Young People for activities.

#### **1.6 Movies and Other Media**

(a) EST recognizes that it is inappropriate to expose Young People to movies, television programs, internet content, computer games, print media, music or language that promote violence, intolerance or harm of a person in a sexual, physical or emotional way.

(b) For all activities involving use of media Leaders will ensure that only age appropriate media content in the context of the Catholic Tradition is provided.

#### **1.7 Alcohol, Drugs and Tobacco**

(a) Under no circumstances are Leaders/Helpers to give alcohol, tobacco or illicit drugs to Young People.

#### **1.8 Physical Contact During Sporting Activities and Games**

(a) Leaders/Helpers are to avoid inappropriate physical 'horseplay' with Young People. Due to the nature of some games and activities (e.g. touch rugby), some physical contact may occur between Leaders/Helpers and Young People in the context of the game or activity. In these cases Leaders/Helpers shall conduct themselves within the rules of the game and behave within the general expectation of fair play and good sportsmanship.

#### **1.9 Privacy**

(a) EST will not publish personal details of Young People on websites or in publications. All published media items that show images or other records of Young People are to comply with the appropriate standards of modesty and decency.

#### **1.10 Records**

(a) For the purposes of activities, EST and the Centres may keep the following personal details and records of Young People:

i. a parental consent and contact form;

ii. Dietary and medical details information form;

iii. Completed incident reports in the event of an accident or incident relating to a Young Person, and;

iv. Accurate records of Young Person attendance, program details and medical treatment information.

#### **1.11 Managing Allegations against Directors, Volunteers and Leaders and Helpers**

(a) It is important to note that anyone involved in EST activities has the right to report any concerns or suspicions about a Director, Leader or Helper in confidence and free from harassment.

(b) Any allegation that a Director, Leader or Helper has behaved in an inappropriate or unsafe way must be taken seriously and handled in an appropriate manner that ensures the safety of the Young Person/People first, as well as respecting the confidentiality (where appropriate) of the adult or adults involved.

- (c) EST will support any person who reports concerns made in good faith about abuse even if an investigation results in no further action being taken.
- (d) EST must immediately ensure that any Director, Leader or Helper that a complaint of abuse has been made about does not have any contact with the Young Person/People concerned and will be prevented from having further unsupervised access to Young People during any investigation.
- (e) EST, in every instance, will support a person's right to make a report to public authorities.
- (f) It is important that no internal enquiry is undertaken by EST, and no evidence gathered that might prejudice any criminal investigation. If the Police or any other relevant authority decide to undertake an investigation, then further precautionary measures may be taken at the discretion of the Board of EST. If a criminal prosecution is not pursued then an internal enquiry may still be undertaken and depending on the findings of the internal enquiry, further action may be taken by the Board of EST. EST will cooperate fully with any investigation by a competent authority.
- (g) Allegations will be treated in such a way that the rights of the accused Director, Leader or Helper and the stress associated with potential false allegations are also taken into consideration and EST will ensure appropriate support is made available.

#### **1.12 Vetting and Training**

- (a) Volunteers, Leaders and Helpers are to be interviewed by the Director of the Centre and have the EST best practice principles as outlined in these guidelines explained to them prior to the Leader or Helper assisting in EST activities for Young People.
- (b) Directors, Leaders and Helpers are required to obtain a police check. A copy of a Director's police check should be provided to the Secretary of EST; a copy of a Leader or Helper's police check should be provided to the Director of the relevant Centre.
- (c) Directors, Leaders and Helpers will be expected to undertake ongoing refresher training in Young Person & Youth Protection at a level appropriate to their involvement.
- (e) A Director may terminate the involvement of Leaders and Helpers in EST activities for Young People if they believe on reasonable grounds that the person is not suitable to work with Young People.

#### **1.13 Other Matters**

- (a) These guidelines supplement the legal obligations of EST as an entity and the legal obligations of the Directors/Leaders/Helpers as individuals including the obligation to report any allegations of abuse or other harm to the appropriate authorities.
- (b) These guidelines may be modified for use by the Centres to better suit local requirements. Where the guidelines are modified the director of the Centre will provide a copy of the modified guidelines for approval from the Board of EST.
- (c) Any person who wishes to raise a matter of concern regarding activities held at, or run by, a Centre should raise the concern to the attention of the Secretary of EST.
- (d) A copy of these guidelines should be displayed on the EST website.