



## DIOCESE OF SALE GUIDELINES FOR MINISTRY WITH CHILDREN AND YOUTH

The target audience for these guidelines are Junior and Senior Youth Group Leaders

### Youth Leader pre-requisites

- Every Leader is required to have a valid Working with Children Check and reference check.
- The Parish Code of Conduct needs to be reviewed and signed by Leaders annually.
- Leaders must undertake an annual Safeguarding Refresher Course.

### REQUIRED PRACTICES

#### ❖ **Safeguarding Ratios (for regular face to face meetings)**

- Adult to child ratio – the recommended ratio is 2 adults to 10 children (for those of primary school age). It can be 2 adults to 20 for older children with no high-risk activities.

#### ❖ **Risk Assessments**

- Outside of regular face to face meetings (Excursions, Overnight Events and Online Sessions), risk assessments are to be conducted for proposed events, excursions, overnight or online activities.

#### ❖ **Youth Code of Conduct**

- Every Leader is required to go through the Youth Code of Conduct with the youth when they join the group. The children should be encouraged to discuss this and are required to sign this.

#### ❖ **Information Collection (Parental Consent) and Communication**

- Information Collection Forms (current for that year) should be used for every child and should be obtained before a child is left in the care of Leaders. This should be updated when there is a change of circumstance (custody arrangements) or health of the child.
- The Folder (containing the Information Collection Forms) should be collected just before the activity and returned straight away after the activity. It is not to be stored at home.
  - Information Collection Forms (both past and present) on children or youth need to be stored on Parish premises.
  - A record of the folder being returned to the Parish each time is to be made.
- Outside of youth group meetings, communication is to be conducted only with the child's parents, carers or guardians. No communication using digital media should be conducted directly with the child unless parents, carers or guardians are included.

#### ❖ **Medical Equipment / Resources**

- First Aid Kit – this should be readily available including an EpiPen. Leaders need to ensure that they have the consent of parents to administer medication.
- Injury Forms - If injury occurs, first aid is to be administered followed by notifying the parents straight away. Depending on severity, an ambulance will be called. Details are to be recorded in injury forms within 24 hours.
- Incident Forms should be available and Incidents (including 'near misses') should be recorded within 24 hours.

#### ❖ **Toilets / Change Rooms (both at Meetings and Excursions)**

- Leaders to check the toilets or change room (for syringes, no undesirable people) first before each group activity commences.
- Children to go in pairs (with a buddy). Secondary age children of 16+ can go on their own.
- Follow up with children if they have not returned after 5 minutes.
- A Leader is not to take a child to the toilet or change room alone (to safeguard both the Leader and the child).
- On excursions, Leaders to station themselves outside the toilets or change room when children are using them (in case of an emergency).