



ALBERT SCHWEITZER'S
LEADERSHIP FOR LIFE™

11th Annual International Youth Leadership Conference

Chaperones

General Information

Child Protection Policy

Tobacco, Alcohol and Drugs Policy and Guidelines

General Information

Accommodation

- Your key card will open the door to your dorm building, suite and bedroom only. You cannot gain access to any other building with your card.
- If you have any queries in relation to your accommodation, please direct them to Nancy Gutierrez.
- If you leave the campus, please inform Nancy Gutierrez or Victoria Kamouh, so you can be signed out.

Catering

- All meals are served in the Phoenix Restaurant. Meal times are displayed on the schedule, however if you are on duty during this time, please ensure that you eat before or after your duty begins.
- Starbucks is located in the John Paul Library. There is also a Lonsis and Subway shop located in the John Hume Building on the North campus, should you require anything outside of main meal times. There is an Aldi Store directly across the road and The Manor Mills Shopping Centre is also located nearby.
- If using the cooking equipment in the apartments, please ensure you switch everything off prior to leaving the building.

Health and Safety

- Emergency contact numbers are located on the reverse of your name badge.
- There is 24-hour security on campus. They can be contacted on 01-7083929. Please save this number in your phone.
- If you or any of the delegates has a medical query, please contact Nancy Gutierrez, Victoria Kamouh or the delegation's chaperone.
- Please take a moment to read the child protection and tobacco, alcohol and drugs guidelines summary in your pack.
- Ensure you know the schedule for the day and if you see a delegate wandering around, make sure you check in with them and direct them to where they should be.
- All staff have a responsibility to ensure the safety of all young people during the course of the conference. If you are on campus you are 'on duty' and should act responsibly.

Conference Facilities

- Any queries regarding the conference should be directed Nancy Gutierrez, who will direct your query to the relevant person.
- Wireless Internet is available throughout the campus (see information sheet for code).
- Ensure your phone is on silent during all speeches and workshops.
- There is 'pay as you use' rate of €5.00 should you wish to use the campus gym. You can pay at the sports office inside the Phoenix Restaurant door.
- If you borrow any sporting equipment or games etc. please ensure you return them.

Other Points

- As this is a youth event, adults should not smoke in the presence of the delegates. If you do smoke, please ensure you do so only in the designated areas or off campus.
- While staff/volunteers are on down time or break periods, you are still part of a residential and therefore, will not be permitted to consume alcohol at any time throughout the course of the conference.
- If someone is not where they are supposed to be, you should ring them and remind them!
- Be respectful towards all delegates and all members of the leadership teams.
- Please keep noise to a minimum after midnight as people may be sleeping even if you are not! Please close the doors entering apartments quietly as they do bang loudly. Be mindful of others.
- If you are in a position to deal with a presenting issue yourself, prior to ringing the conference coordinator or contacting the office, please do so.

Child Protection Policy

It is the policy of ASLFL that the organization's staff and volunteers take all reasonable care to ensure that all young people involved in its services are protected from abuse of any kind.

ASLFL aims to create a safe setting for young people in which their dignity is both respected and promoted and where they can grow into more confident, caring and creative human beings. Your role as volunteer/staff person during the Leadership Conference is critical to making this happen.

Most of the organization's child protection guidelines are already put in place in the planning of the conference. However there are still some points to remember when working with young people.

Understanding Your Role with Young People

It is important to have a clear understanding of your positive role and relationship with the young people at the conference. Your role is mainly to be a mentor and guide to them and to act as a positive role model. In this way you can have a very significant influence on their development. Some important things to remember when relating to young people are:

- Chat informally and take part in activities with them
- Build good relationships based on mutual respect
- Listen attentively to what they say
- Praise them for their achievements and qualities
- Encourage individuals to make their contribution to the conference
- Challenge negative behavior in a supportive way
- Give information and guidance where necessary
- Be available to all delegates, should they require help and guidance

Mutual respect, trust, honesty and openness are fundamental to a healthy relationship between an adult and young person.

It is not acceptable to:

- Embarrass or humiliate a young person
- Use bad language in the presence of a young person
- Verbally abuse a young person in any way
- Tell jokes of an inappropriate nature or make comments of a sexual nature
- Use electronic media to do any of the above

It is not acceptable for an adult to develop an intimate/romantic relationship with a delegate during the conference.

Particular Situations Where Special Care is Needed

There may be some situations where you need to act with special care and attention. Here are some examples:

Private meetings with young people

These meetings should be avoided if possible. If such a meeting is necessary:

- They should be conducted in a room with visual access
- Other adults should be advised of the meeting
- It is a good idea to have an adult drop in and out occasionally
- A record should be kept of the meeting which includes date, time, content etc.

Sleeping area/changing room supervision

When supervising sleeping areas and/or changing rooms:

- Be mindful of the privacy of a young person
- Exercise discretion and respect when entering bedrooms/changing rooms
- Avoid situations where you are along with young people in bedrooms

Female sleeping areas/changing rooms are off limits to males and vice versa. Adult rooms should be off limits to young people.

Appropriate/inappropriate physical contact

As part of a normal healthy relationship between an adult and a young person, socially acceptable physical contact can occur from time to time. This can be very affirming to the young person. It can include a handshake, a pat on the back, an appropriate hug or a comforting arm on the shoulder in times of distress. However such contact can sometimes be misconstrued especially if they are continually repeated with the same young person. Appropriate physical contact should always be made:

- In open view
- With at least one adult present
- With other young people present
- Solely with the best interests of the young person in mind

Inappropriate physical contact should be avoided at all times. Any discomfort or resistance on any part of the young person should be respected. Physical force should never be used except where such force is the only means for protecting the young person (or another person) from injury.

How to Respond to Allegations/Suspicious of Child Abuse

If you are informed or become otherwise aware or suspicious that a young person is being abused you should report the matter in confidence to the manager on duty immediately. You should then maintain strict confidence.

If an allegation of abuse is made by a young person:

- Listen very carefully and reassure the young person
- Tell the young person that everything possible will be done to support and protect them
- Report what was said (as accurately as possible) to the manager on duty
- Do not engage in any investigation or diagnosis
- Do not make promises that cannot be kept (such as promising not to tell anyone)

The situation should be considered calmly and be guided by the principle that the young person's welfare must always be the over-riding and paramount concern.

Tobacco, Alcohol and Drugs Policy and Guidelines

Tobacco (including E-cigarettes)

- ASLFL recognizes that some young people smoke and actively discourage smoking at all times
- Smoking will not be permitted while workshops or formal presentations are in session
- Smoking must be in accordance with legal regulations
- **As common courtesy and to ensure a healthier smoke free environment for all those involved in the conference, we request all delegates, volunteers, staff and chaperones to refrain from smoking within 6m of the entrances to all campus buildings.**

Alcohol

- Young people must not use, possess or supply alcohol at any time
- All Staff and Volunteers present, must not consume alcohol and should be available to the young people at all times
- If alcohol is found in a young person's possession, the following action will be taken in accordance with the Guidelines:
It will be confiscated and disposed. Chaperones will be involved in managing the situation. Parents will be contacted.

Illegal Drugs, Head Shop Drugs and Solvents

- Young people must not use, possess or supply any illegal drugs at any time
- Young people must not misuse solvents at any time
- Young people must not use, possess or supply any head shop drugs at any time
- If a young person is found in position of or under the influence of an illegal substance, head shop drug or solvents during the ASLFL Conference, the following action will be taken in accordance with the Guidelines:
The substance will be confiscated. Chaperones will be involved in managing the situation. Parents will be contacted. Illegal substances will be handed over to the Gardaí

Over-the-Counter Drugs

- Volunteers and Staff cannot purchase or administer over-the-counter drugs for a young person during the ASLFL Conference. Anyone requiring such medication should be referred to Nancy Gutierrez and Victoria Kamouh who will liaise with parents/chaperones before administering over-the-counter drugs.
- Delegates should not have potentially unsafe quantities of over-the-counter drugs in their possession during the ASLFL Conference.

Prescription Drugs

- A delegate should have evidence of prescription for any prescription drugs in his/her possession. Details of administration should be on their medical information sheet signed by parents/guardians.
- Any concerns in relation to a delegate should be brought to the attention of Nancy Gutierrez, Victoria Kamouh, or your delegation's chaperone.
- Generally the responsibility is with the delegate to take their prescribed drugs and only with parental/medical consent should Volunteers or Staff remind a young person to take their prescription drugs.
- Only Nancy Gutierrez or Victoria Kamouh, subject to parental/medical consent, should store the required amount of prescription drugs for a delegate if necessary.