



The Catholic Archdiocese of
Canberra and Goulburn

YOUTH EVENTS

1. POLICY¹

The Archdiocese of Canberra and Goulburn endeavours to provide events for the young which will nurture their relationship with Jesus Christ, belief in the Trinity and formation in the teachings of the Catholic Church. Such events will be conducted in a manner that upholds the dignity of each young person and ensures that they remain safe.

Events will be steeped in Catholic traditions and practice and Leaders are expected to uphold the teachings of the Church in both word and deed.

2. OPERATIONAL PROCEDURES

The original *Youth Events Operational Guidelines* for the management of Youth Events in the Archdiocese was formulated in 2009 and updated in 2013.

The Archdiocesan Youth Events Policy provides explicit details of archdiocesan requirements with respect to organising Youth Events.

Should parishes choose to formulate their own policy and procedures they must first make reference to the archdiocesan policy. Additional reference documents include church documents:

- Integrity in Ministry
- Integrity in the Service of the Church
- Towards Healing
- Archdiocese of Canberra & Goulburn Code of Conduct
- Archdiocese of Canberra & Goulburn Privacy Policy
- Archdiocese of Canberra & Goulburn Working with Children and Vulnerable People Registration (NSW and ACT)

3. IMPLEMENTATION

Participants at Youth Events will be informed of the relevant guidelines from this policy at the start of each event.

A copy of the policy will be made available to parents or guardians of participants via the archdiocesan website, or in hard copy if requested.

¹ This policy should be read in conjunction with: *Integrity of Ministry; Towards Healing and archdiocesan policies; Code of Conduct; Privacy Policy; Working with Children and Vulnerable People Registration (NSW and ACT) Policy; Working with Children and Vulnerable People Checks for Employment*

Governance & Management

3.1 Operational Procedures Manual

An *Operational Procedures Manual (OPM)* is a comprehensive document covering every aspect of the management of a Youth Event. It should be reviewed after every Event and suggestions made as to how procedures may be changed/improved in light of experience.

3.2 Accountability

3.2.1 Responsible Person

The Responsible Person will address any breaches of these guidelines or other relevant policies, manage disclosures by young people of actual or potential harm, and implement emergency procedures when required.

The Responsible Person must be present for the duration of any overnight event. For shorter events such as youth group meetings or youth rallies they must be easily contactable and able to be present at the event location at short notice in the event of an incident or emergency.

For events facilitated by any Archdiocesan Agency or the Office of the Archbishop, the Responsible Person is the Archdiocese of Canberra & Goulburn Youth & Young Adults Coordinator or their delegate.

For Parish events, the Responsible Person is the Parish Priest or their delegate.

For events facilitated by Groups or Movements the Responsible person is the Director/Leader of that Group or Movement or their delegate.

3.2.2 Coordinator

The Coordinator will be responsible for running an event with the support of a leadership team and with specialist support from the Responsible Person in the case of emergencies or other serious problems. They should prepare a plan for the event, delegate tasks to other leaders, manage the budget, and follow up any outstanding matters after the event. The Coordinator is accountable to the Responsible Person.

3.2.3 Leadership team

The structure of the Leadership Team will vary depending on the event but will normally include archdiocesan employees along with volunteers with experience in Youth Ministry and possibly clergy. The Leadership Team will be responsible for facilitating all activities that occur during an event and any related outcomes. The Leadership Team must abide by this policy and will report to the Coordinator(s).

3.2.4 Discussion Group Leaders

Discussion Group Leaders are responsible for leading and facilitating designated small group discussions during the event under the direction of the Coordinator. They will be trained in their area of responsibility and must abide by this policy.

3.2.5 Participants

Participants must abide by the rules outlined at the beginning of an event.

3.2.6 Primary Caregivers

Primary Caregivers are obligated to provide all the information requested on a participant's application form. The withholding of any information may result in the participant being sent home or refused attendance.

3.2.7 Chaplains

The Chaplain should be included in Leadership Team meetings where appropriate but will not necessarily need to be a formal part of the leadership of the event. It is important that the role and responsibilities of the Chaplain are kept separate from those of the Coordinator and Responsible Person.

3.3 Authority

The hierarchical structure at youth events is as follows:



Leaders must advise the Coordinator if another Leader or Discussion Group Leader cannot or is not fulfilling their duties. The Coordinator, in consultation with the Responsible Person, will advise the appropriate action to be taken.

3.4 Chaplains

It is recommended that a Priest or Religious should be invited to serve as Chaplain for either the whole or part of an event. The Chaplain will provide spiritual leadership, assist with prayer/sacraments, and help with pastoral care.

Whenever ministering to a young person, the Chaplain should maintain appropriate boundaries in keeping with Integrity in Ministry guidelines. At all times the Chaplain should be in view of other Leaders/Participants when with a young person, including when administering the Sacrament of Reconciliation or similar.

3.5 Child Protection

All Leaders and Coordinators must be familiar with the Archdiocese of Canberra & Goulburn Child Protection policies. Coordinators must ensure adequate training takes place for all Leaders in this area. The CatholicLIFE Child Protection Policy and the Archdiocesan Code of Conduct are attached to this document.

Anyone who is undertaking a Leadership role in a regular capacity such as a youth group must complete the relevant Government Working with Vulnerable People checks. Please consult the Coordinator for Youth & Young Adults for further information.

3.6 Confidentiality

The Coordinator and Leadership Team must avoid asking leading/probing questions about a participant's life. Leaders should never promise confidentiality to participants but should exercise extreme discretion with any personal information about participants. Any disclosure of actual or suspected abuse and/or self-harm by a participant must be passed on to the Responsible Person.

See Also: 3.4 Child Protection

3.7 Disclosure

Should a young person disclose information to any Leader regarding potential or actual harm, it is the moral and mandatory obligation of that person as stated in the Archdiocese of Canberra & Goulburn's instruction on Child Protection to

immediately inform the Responsible Person who will take action in accordance with Archdiocesan standards.
See Also: Archdiocese of Canberra & Goulburn Working with Vulnerable People (Children) policies

3.8 Extenuating Circumstances

Despite the best intentions and planning, youth events can sometimes not go to plan and even the most thorough policy and procedure document cannot factor in every variable. Leaders may be faced with problems that require quick thinking and immediate action that stretch the boundaries and/or go beyond the policies and procedures outlined in this document, especially in scenarios that put the safety of participants at risk.

Should such extenuating circumstances arise, the Leader(s) involved must report to the Coordinator and/or the Responsible Person and record the details of the incident and action taken in the Incident Notification Form.

Please note that Leaders must always abide by their legal and moral responsibilities for Child Protection and Duty of Care regardless of the situation.

3.9 Insurance

Archdiocesan events are covered by the Insurance of the Trustees of the Roman Catholic Archdiocese of Canberra & Goulburn. Extra insurance may be arranged through Catholic Church Insurance if necessary.

Any venue used for an event should have appropriate public liability insurance and be able to provide accreditation showing it meets industry standards.

3.10 Leaders

The Coordinator and Responsible Person should take care in nominating the Leadership Team for an event. Leaders should be mature, responsible, and trustworthy and must be over 18 years of age.

All Leaders must fill out an application form giving emergency contact details and outlining any medical or dietary needs.

The Leadership Team is responsible for the delivery of the event program and the care of participants. Leaders must abide by the event rules and be in close communication with the Coordinator and Responsible Person.

Meetings are to be held for all Leaders on each day of an event to discuss the progress of the event, upcoming program details, and any pastoral issues that may need monitoring. The Coordinator must arrange an appropriate time for this meeting that is not disruptive to the main event program.

The Coordinator and Responsible Person must ensure all Leaders have fulfilled their obligations in regards to Child Protection paperwork.

3.11 Participants

All those wishing to participate in an event must complete a registration form. Only those who have registered are permitted to attend. Participants must abide by the rules laid out by the Leadership Team at the beginning of an event. In exceptional

circumstances, verbal consent by a primary caregiver is sufficient for a participant to attend provided it is followed up in writing as soon as possible.

3.12 Privacy

The Archdiocesan Privacy Policy must be adhered to at all times. Any personal information of participants must remain confidential.

Pastoral Care

3.13 Counselling

While it is sometimes appropriate when exercising duty of care for Leaders to offer informal advice and help to young people who might be facing personal issues, Leaders should be careful to avoid taking on a more formal counselling role. This means that Leaders should avoid asking leading questions of participants seeking disclosures and should recommend professional help when issues of mental health, trauma, or harm arise (as well as adhering to appropriate mandatory reporting procedures).

3.14 Disabilities

Every effort should be made to cater for participants with a disability. Prior knowledge of any disability is required so that the Coordinator can arrange appropriate care and organisation of the event program for those participants.

3.15 Duty of Care

Duty of Care is the legal obligation to take reasonable steps to avoid placing any young person at risk of foreseeable harm while under your care. The Duty of Care responsibilities should be seen as essentially equivalent to the way a parent would care for their child.

3.16 Grief

If a participant is grieving due to loss, death, divorce etc. Leaders should provide comfort where appropriate while being wary of undertaking any counselling role. Other Leaders should always be in view in such situations. The primary caregiver may need to be notified if a participant is particularly distressed. The participant should be allowed to make arrangements to return home if they wish.

3.17 Homesickness

The Leadership Team should endeavour to provide a positive, supportive, and welcoming environment for participants. Should a participant be feeling isolated, unwelcome, or homesick, a special effort should be made to include them.

Participants are free to notify the Coordinator that they wish to leave an event and should be given every opportunity to contact their primary caregiver to organise departure.

3.18 Ratios

The level of supervision provided for an activity must be adequate to ensure the safety of participants. A minimum of 1 leader per 10 young people must be present. Other leaders from collaborating organisations who may be assisting with the event (such as school staff) are considered Leaders when calculating ratios.

At no time can a Leader and young person be left alone out of the view of other leaders and participants.

3.19 Risk Management

Prior to the event, the Coordinator must conduct a thorough risk analysis of the event program and venue using a Risk Management Form (Appendix D). Procedures must be in place to deal with any potential hazards.

Upon arrival at the venue any additional hazards should be reviewed and added to the Risk Management Form. The Leadership Team should be made aware of the hazard management strategies and these may also need to be communicated to the participants.

Any new hazards that arise during the event should be noted on the Risk Management Form and communicated to the Leadership Team and participants as necessary.

3.20 Suicide

If a Leader suspects that a participant is at risk of self-harm or suicide, they should speak with the Responsible Person immediately/priority. The Responsible Person will determine the best course of action in accordance with the Child Protection Incident Procedure. Leaders should not discuss such incidents with any other people including other Leaders except under the advice of the Responsible Person.

Suicide is a delicate topic and should be treated as such. Specific reference to suicide should be avoided in talks and sharings, including those by guest speakers, except where proper precautions are in place including the presence of a trained counsellor.

It is recommended that anyone intending to take up a role in youth leadership take part in one of the many free suicide prevention and awareness courses.

If you believe someone is at risk of suicide, take the following steps:

- ASK if they are okay and if they are thinking about suicide.
- TELL them that you care, you believe there is hope, and want to help them.
- OFFER to assist with them getting professional support.

Behavioural Expectations

3.21 Alcohol

The possession and consumption of alcohol is strictly forbidden at any event where young people are present. If anyone is found to breach this policy, the following steps are to be taken by the Responsible Person and Leadership Team.

- Speak with the person or people involved and immediately confiscate the alcohol in the presence of a witness.
- Store the alcohol in a location known only to the Responsible Person and Leadership Team.
- The primary caregiver of the offending young person should be notified of the breach.
- Those breaching the policy may be asked to leave the event at the discretion of the Responsible Person and them or their primary caregiver will incur any costs involved.
- If the person in breach of this policy is on the Leadership Team they may also be asked to leave the event at the discretion of the Responsible Person and may be no longer permitted to be in a Leadership role at archdiocesan events.

- A Confiscation Report (Appendix A) and an Incident Notification Form (Appendix B) must be completed and filed in a confidential location.

In the case of a person who is intoxicated, the above steps should be taken with a witness present at all stages. Should a person need to be removed from the event, it should be done with the least disruption possible and all precautions should be taken to ensure the intoxicated person remains safe.

Anyone found in possession or under the influence of alcohol may be suspended for a period of time from future archdiocesan events.

Consumption of alcohol at young adult events should be limited to suitable social events and a risk assessment should be done that includes strategies for discouraging binge drinking and driving under the influence. To ensure the safety of all participants, at least two leaders, one of whom will be the Responsible Person, should abstain from all alcohol and will be responsible for managing any issues that arise.

3.22 Attendance

All overnight events must have the following positions filled:

- Leaders
- One Chief First Aid Officer (with current First Aid Certificate and appointed by the Coordinator)
- At least one other First Aid Officer (with current First Aid Certificate)

If there might be an opportunity for swimming during the event and there is no patrolled beach nearby, at least two people with qualifications in Life Saving (ie. a minimum of a Bronze Medallion) must be present.

For the duration of the event all Participants and Leaders must remain on-site except in case of emergency. If a programmed activity requires participants to go off-site, all participants under 18 must have written permission by the primary caregiver. Any other exceptions for off-site travel during the event for Leaders must be negotiated with the Coordinator.

3.23 Behaviour Management

The Leadership shall ensure that all participants are:

- Given positive guidance towards acceptable behaviour and Leaders should model such behaviour.
- Not subjected to, or threatened with, any form of corporal punishment or any humiliating or frightening discipline techniques.
- Not kept apart from other people for longer than ten minutes.
- Never denied meals as a form of discipline.
- Not placed in a situation that exposes them to any risk to their health or safety.

Should a participant's behaviour raise safety concerns or significantly disrupt the event they may be asked to leave which, in the case of young people, should be done in consultation with the primary caregiver.

3.24 Belongings

While the Coordinator and Responsible Person will take all reasonable precaution to ensure the safety and security of participant's belongings; participants are

ultimately responsible for any lost, damaged, or stolen property. Participants should be discouraged from bringing any valuables to youth events.

3.25 Boundaries

The Coordinator should ensure all venue boundaries and out-of-bounds areas are clearly communicated to leaders and participants. Leaders should assist the Coordinator in ensuring these boundaries are observed.

3.26 Confiscations

Any item found to be in the possession of a Leader or participant that is contrary to the rules and expectations of an event will be confiscated by the Coordinator or Responsible Person, stored in a confidential location, and returned upon completion of the event unless the item is illegal. What constitutes a prohibited item is entirely at the discretion of the Coordinator in consultation with the Responsible Person.

All illegal materials are prohibited and any leader or participant in possession of illegal and/or dangerous items may be asked to leave the event.

3.27 Curfews

3.27.1 Coordinator

A curfew should be established by the Coordinator, clearly communicated to participants, and strictly enforced for all young people participating at an overnight event. After that appointed time, the event site should remain quiet and the lights should be turned off in sleeping quarters and common areas.

3.27.2 Participants

Participants must remain in sleeping quarters after curfew except in case of emergency.

3.27.3 Leaders

Leaders are encouraged to ensure they get sufficient rest to adequately fulfil their duties and should also set a good example to young people. The Responsible Person may enforce a Leaders' curfew if necessary.

Leaders should avoid wherever possible doing any preparatory work after the curfew time. If such work becomes necessary, it should be done with as little noise and disruption as possible. Under no circumstances can a young person assist with such work after the curfew time.

3.28 Drugs

3.28.1 Illicit Drugs

Illicit drugs are strictly forbidden at youth events. If anyone is found in the possession of or under the influence of illicit drugs, the following steps are to be taken by the Responsible Person:

- Speak with the person involved notifying them of their breach of policy.
- Immediately confiscate the substance in the presence of a witness.
- Store the substance in a secure location known only to the Responsible Person and Leadership Team.
- If the person responsible is also a minor the primary caregiver is to be contacted and advised of the situation.
- If the person responsible is a young adult, they will be asked to leave the campsite immediately and steps must be taken by the Responsible Person and/or Coordinator to ensure their safety.

- If the substance is found to be illegal the Police should be informed and witness details provided. Illicit drugs are to be handed over to the Police.
- A Confiscation Report (Appendix B) and an Incident Notification Form (Appendix A) must be completed and kept in a secure location.
- Anyone found in possession of or under the influence of illicit drugs may be suspended from future involvement in Archdiocesan youth events for a period of time to be determined by the Senior Coordinator.

A witness is to be present at all stages of the above process.

The removal of a participant from an event should be done with minimal disruption to the event programme and other participants.

3.28.2 Prescription Drugs

The primary caregiver of any young person taking prescribed (or over-the-counter medication must inform the Coordinator by completing the relevant sections of the Participant's Application Form). No participant under the age of 16 can self-administer medication unless signed consent has been received from the primary caregiver.

The Chief First Aid Officer will be responsible for the monitoring and administration of all prescription medication for participants under 16 years of age and will keep a record of all dosages on the Daily Medication and First Aid Sheet (Appendix C).

Medication must be stored in a secure location. Young people who require prescription medication must ensure they see the Chief First Aid Officer at the correct time to receive their medication.

Participants and Leaders over the age of 16 are responsible for administering and monitoring their own medication.

Prescribed medication should be in the original packaging wherever possible with the prescribing doctor's name, participant's name, and dosage instructions clearly labelled.

3.29 Harassment

Harassment includes and refers to any unwanted, unacceptable or offensive behaviour by an individual or group towards another individual or group. This behaviour may be verbal, physical, or written. It may be related to a person's gender, race, colour, ethnic or ethno-religious background, nationality, marital status, disability, pregnancy or age.

Harassment of any form will not be tolerated. Any incidence of alleged harassment will be investigated immediately by the Responsible Person. If the allegation is confirmed, the Responsible Person may take appropriate action which may include sending the participant responsible home from the event or calling the police should the harassment be particularly serious.

Participants should have the option to contact an external independent person in cases when the harassment allegations are against the Responsible Person or when there might be a conflict of interest for the Responsible Person.

3.30 Hygiene

Leaders must ensure a high standard of hygiene is kept throughout the event. The following guidelines should be followed:

- Persons in food preparation areas must wear gloves and shoes while preparing food. Long hair must be tied back.
- All food should be covered and refrigerated as appropriate.
- First Aid equipment should be sterile.
- Gloves must be worn when applying first aid.
- Everyone should shower daily.
- The Coordinator should ensure there are spare clothes, towels, bedding, and toiletries in case a participant requires these essentials.

3.31 Relationships

Leaders are not permitted to establish or attempt to establish a romantic relationship with any participant attending an event. Leaders should discourage participants from pursuing romantic relationships while attending an event to ensure an atmosphere of friendship and welcome is prevalent.

Leaders or participants who are already in a romantic relationship should refrain from overt displays of their relationship. Sexual activity of any kind while at an event are not permitted.

3.32 Smoking

Young people are not permitted to smoke cigarettes at any time during an event. Any cigarettes found in the possession of a young person will be confiscated and returned to their primary caregiver. If young adults wish to smoke they must only do it during breaks and not in the presence of minors.

Many venues do not allow smoking on their grounds and such restrictions must be adhered to. At venues where smoking is permitted, the Coordinator should allocate a designated smoker's area well clear of other participants. No smoking may take place outside this area.

3.33 Swearing

Swearing should be discouraged. Leaders should set a good example and use positive, clean language. The Responsible Person may choose to take action if a Leader or participant persists in using disrespectful and derogatory language.

3.34 Vandalism

Participants and/or their primary caregiver will be liable for any acts of vandalism during an event. Those responsible may be asked to leave the event.

3.35 Violence

Violent behaviour will not be tolerated. The safety of all participants is the highest priority and any participant who displays violent behaviour may be asked to leave the event and risks suspension from future archdiocesan events. In the case of violence from a young person, the Responsible Person should contact their primary caregiver immediately to discuss appropriate action.

Emergencies & Incidents

3.36 Abandonment

If a young person is not collected at the conclusion of an event, it is the responsibility of the Coordinator or an appointee of the Coordinator to ensure the

safe return of the young person to their primary caregiver. Steps to be taken are as follows:

- Contact the young person's primary caregiver.
- If contact cannot be made, notify the young person's emergency contact.
- If still unable to make contact, notify the Police and follow their direction.

3.37 Accidents/Incidents

All accidents and incidents must be recorded. This includes any incident where people were placed at risk and potential injury as well as those that require first-aid. The person reporting the accident or incident must complete and *Incident Notification Form* (see Appendix A) and this must be filed by the Coordinator in a secure Register of Incidents folder. The First Aid Officer must also note any treatment given on the *Daily Medication and First Aid Sheet* (Appendix C)

Relevant insurance documentation should be completed in accordance with the Archdiocese's insurance requirements.

3.38 Breakages

All breakages must be recorded and filed (see Appendix A). Costs incurred by wilful damage by participants will be covered by the person responsible or their primary caregiver. Accidental breakages will be dealt with on a case-by-case basis.

3.39 Death

3.39.1 Participant or Leader

In the event of a death or suspected death, the Chief First Aid Officer with the assistance of the Responsible Person must undertake the following procedures:

- Instigate the Emergency Procedure
- Isolate the Area
- Contact Police and Ambulance
- Ensure participants are being adequately supervised and reassured

All those at the event must cooperate with Police in giving statements. Once the situation is under control, arrangements must be made by the Coordinator and/or Responsible Person for all those present to be debriefed by a qualified person. Please note that the Police will arrange notification of death to the primary caregiver.

3.39.2 Relative of a Participant

It is the duty of the Responsible Person or their delegate to inform a participant of a death in the family only if an immediate family member is unable to do so. As with other participant confidentiality, this information should remain confidential between the parties involved.

3.40 Emergency Procedures

3.40.1 Disappearance

In the event of a suspected disappearance, an initial search of the event site and relevant areas should be conducted immediately by two Leaders. If this is unsuccessful the following steps are to be taken by the Leadership team:

- Other participants in the missing young person's social circles or present family members should be consulted in case they have knowledge of the missing young person's whereabouts.

- A number of Leaders should undertake a wider search while ensuring sufficient Leadership Team presence at the event site to supervise participants.
- After the wider search, if the missing person has not been found, the Police and the primary caregiver should be notified by the Responsible Person.

3.40.2 Medical

Prior to the event, the Chief First Aid Officer must be aware of the nearest hospital and/or medical practice, their opening hours, and the best route to travel there.

In the event of a serious medical emergency, the Chief First Aid Officer must assess the severity of the injury to determine whether an ambulance is required or if the participant can be transported by car for treatment at a hospital or local medical practice. If the injured participant is a young person they must be accompanied by two leaders, one of whom should be the Chief First Aid Officer. The primary caregiver of the injured young person must be notified of the situation immediately by the Responsible Person.

The patient must be accompanied by two Leaders throughout their hospital visit until such time as they can return to the event location or their primary caregiver is present and able to take responsibility.

3.40.3 Natural Disasters

A plan of action must be in place prior to the event to handle a natural disaster (flooding, bushfires etc). The Coordinator and Chief First Aid Officer should ensure they are familiar with the event site's evacuation plan and should communicate it as appropriate to Leaders and Participants.

The immediate safety of participants and leaders is the highest priority in any emergency scenario and this should be considered when these procedures are implemented.

The Responsible Person (or Leaders delegated by the Responsible Person) should ensure the primary caregivers of the participants are contacted and given an update of the situation when it is safe to do so and may be required to organise for the participants to be returned home.

3.40.4 Rescue

Should a rescue become necessary, the appropriate rescue services must be contacted by a Leader. No one should attempt a rescue if their safety is placed at risk. The Responsible Person must contact the primary caregiver of the participant needing rescue and other Leaders should ensure the ongoing safety of other participants.

3.40.5 Evacuation

All Leaders should be aware of exit points and the evacuation meeting area and assist with ensuring the safety of participants in the event of an evacuation.

3.41 First Aid

For any overnight event at least two Leaders must hold current Senior First Aid Certificates. Based on experience and the Coordinator's assessment of their abilities, one of these will be appointed Chief First Aid Officer. The Chief First Aid Officer should be made known to the participants at the beginning of an event.

A fully equipped First Aid Kit must be available on-site for the duration of an event and a portable First Aid Kit should be available for off-site activities.

All first aid treatments regardless of how minor must be recorded using the Daily Medication and First Aid Sheet (Appendix C).

First Aid Officers must ensure basic hygiene precautions are taken when applying first aid.

3.42 Intruders

Any visitor to the event site unknown to the Leaders must negotiate permission for their visit. The Coordinator and/or the Responsible Person reserve the right to refuse entry to any person. If a person unlawfully enters the event site, the police may be called. No Leader or Participant should put themselves at risk by attempting to physically remove an intruder.

3.43 Occupational Health and Safety

Event venues must comply with the Occupational Health and Safety Act and Regulations. It is the responsibility of the Coordinator to ensure OH&S standards are maintained for the duration of the event.

3.44 Wet Weather

All event programs must include contingencies for inclement weather.

Practical Guidelines

3.45 Accommodation

3.45.1 Leaders

At no time should leaders sleep in the same room as participants. Leaders should be accommodated in as close proximity as possible to participants without being in the same room. Where rooms are adjoining, the leaders' room must be partitioned.

3.45.2 Participants

Participants must be accommodated with other participants of the same gender. In exceptional circumstances, siblings and/or families may be accommodated together.

3.45.3 Staff

Paid staff and camp volunteers who undertake meal preparation tasks (e.g. kitchen staff) should have access to separate sleeping quarters.

3.45.4 Clergy/Religious

Clergy and Religious must be provided with separate quarters

3.46 Activities/Games

Where relevant, event programmes should include activities and games that are as diverse as the venue allows. They should be appropriate to the age, abilities, and preferences of the participants and should factor in environmental conditions including a basic risk assessment. For any outdoor games/activities, young people should be encouraged to take adequate precaution to avoid sunburn or any other weather-related issues. Shoes must be worn where appropriate.

All those present should participate in activities/games during an event wherever possible.

3.47 Advertising

Youth events in the Archdiocese will primarily be advertised through the following channels:

- The archdiocesan website and social media channels,
- Parishes and schools that operate within the Archdiocese of Canberra & Goulburn, and
- Other ecclesial groups and movements with a presence within this Archdiocese.

All promotional material for youth events in the Archdiocese must clearly state who is the responsible organization hosting the event (Archdiocese, School, Group or Movement, Parish).

While all events should be open to all young people, there should be a particular focus on the young people of the Archdiocese. Occasionally and for specific purposes, events may be promoted to other Dioceses in Australia and/or New Zealand but only with the consent of the Director of Pastoral Support Services and in consultation with the various ecclesial authorities in those places.

All advertising should be compatible with Catholic teaching and should be clear, honest, and identifiable as an Archdiocesan program.

3.48 Arrival at Event Site

Leaders should arrive early with sufficient time to prepare an event site for the arrival of participants including conducting a risk assessment, setting up sound, lighting, and environment; and taking care of any other logistical issues. Leaders should be available as much as possible to welcome participants as they arrive and direct them to registration where initial items of business can be addressed.

The first session of any youth event should include information about rules, boundaries, meal times, medical and emergency procedures and any other expectations participants should have about the event. This information should be available upon request prior to, during, and after the event.

3.49 Budget

The Coordinator and Responsible Person should be mindful of the costs of running youth events and plan accordingly. A budget should be in place well in advance that includes but is not limited to any income or funding, accommodation, food, transport, training, equipment & materials, and stipends/gifts. The charge per participant should generally be high enough to cover costs while affordable enough for most people.

In the spirit of evangelisation and community, every effort should be made to accommodate any young person for whom the cost may stop them from attending an event.

3.50 Catholicity

All youth events that take place in the Archdiocese should seek in some way to include recognisable Catholic traditions and practices including scripture, prayer, the sacraments, and Catholic social teaching.

Leaders are expected to uphold the teachings of the Catholic Church in both word and action during all events.

The Coordinator should exercise prudence when seeking out guest speakers for an event. Speakers should be broadly supportive of Catholic teaching and in good standing with the Church except on occasions when the specific context of an event allows for more open and challenging dialogue (eg. a debate session).

3.51 Departure from Event

At the conclusion of an event all personal belongings must be packed and the venue cleaned. The participants should be brought together to close the event in prayer.

The Coordinator and Responsible Person must ensure all participants are returned to their primary caregiver (see item 3.45 Abandonment).

3.52 Discussion Groups

Discussion groups (also called sharing groups or small groups) are an opportunity for participants to reflect on and talk about the content presented during the event. It is recommended that they are integrated into an event programme wherever appropriate.

Discussion Group Leaders should be appointed and trained by the Coordinator.

Participants must be informed that what is said during Discussion Group sessions are to be kept confidential except in the case of disclosure of harm (and only then would the Discussion Group Leader need to act).

3.53 Evaluation

At the conclusion of an event, participants should be given opportunity to provide feedback on their experience. Ideally this should be through an evaluation form distributed on-site, filled out, and collected before departure. The Coordinator must undertake a critical evaluation of the event in consultation with the Leaders within 14 days of the event's conclusion and should incorporate the feedback from participants as well as input from Leaders and other interested parties. This process is to ensure youth events continue to develop and improve and cater to the needs of participants.

A record of this evaluation process should be kept on file and be made available for future reference when organising similar events.

3.54 Kitchen

3.54.1 Meals

Three meals must be provided for everyone on each full day of an event. A meal may be provided for a shorter event at the discretion of the Coordinator. Meals must nutritious and reasonable dietary needs should be met by the caterers. More complex dietary needs may need to be discussed with the Coordinator or Responsible Person.

3.54.2 Code of Conduct

The highest standards of hygiene must be maintained at all times (see section 37. Hygiene). The Kitchen staff (either volunteers or paid) are responsible for ensuring no participants enter the kitchen except if they are helping to clean. When participants are helping clean, the Kitchen staff should supervise them and ensure good hygiene is maintained.

3.55 Mass & Reconciliation

Mass should be incorporated into an event as the high point of the program wherever possible. Any event that takes place over a weekend must include Sunday Mass.

The Sacrament of Reconciliation should also be encouraged and included when priests are available.

3.56 Prayer

Prayer is to be a central component of all youth events. The choice of prayers should be based on the goals of the event, the general background and maturity of the participants, and in keeping with Catholic tradition.

3.57 Programming

Event programs are to be prepared well in advance by the Coordinator in conjunction with the Leadership Team and including other relevant input. Programs will vary greatly depending on the event, but they should always include elements of fun, fellowship and faith.

The program should be made available to other Leaders prior to the beginning of the event and participants should be made aware of key items in the program at the event's introductory session.

The Coordinator and Leadership Team should be mindful and respectful of the reality that participants are giving up their own free time to be at an event and as such every effort should be made to be punctual for the duration of the program. High importance should be placed on being on time for meals, especially when external caterers have been hired.

3.58 Transport

As a general rule, transport will not be provided for participants to attend events. Parents, caregivers or the individual participants themselves will make their own arrangements.

Leaders must not drive young people without the permission of the primary caregiver and only with another leader present in the vehicle.

There may be some occasions, such as field trips, where bus transport or similar is provided for participants. All participants must have signed permission from their primary caregiver and the Coordinator.

3.59 Visitors

All visitors must report to the Coordinator on arrival. Participants and/or Leaders who wish to invite visitors must get permission from the Coordinator. The Coordinator reserves the right to refuse entry to any visitors. (see also: 4.8 Intruders)

3.60 Water

Water activities may be appropriate at certain times of the year. A full risk assessment should be undertaken as normal and if the location is not patrolled by lifesavers, at least two leaders must have Bronze Medallion qualifications.

Leaders should be mindful of any water restrictions that might be in place and be aware that in many places in Australia water is a precious resource and therefore unnecessary water waste should be avoided.

3.61 Welcome to Country

Where appropriate, the traditional owners of the land where the event is located should be acknowledged.

3.62 Youth Events Agreement

A *Youth Events Agreement*² detailing the behaviour that can be expected of anyone assisting at a Youth Event involving children and young people should be drawn up. The Events could include CYM Team retreats, training seminars, prayer events or any other Event at which archdiocesan/parish staff and/or volunteers are involved.

It is a requirement that the agreement be signed prior to participation in the Event.

4. GLOSSARY

Abuse - specifically to sexual or emotional abuse or non-accidental physical injury.

Archdiocese/archdiocesan - the Archdiocese of Canberra & Goulburn.

Event/Youth Event - any organised scheduled gathering of young people or young adults for faith related purposes. This includes, but is not limited to, overnight camps, retreats, seminars, youth rallies, youth group outings and social occasions, and youth conferences.

Within the boundaries of the Archdiocese of Canberra & Goulburn, all Catholic Youth Events are under the authority of the Archbishop. However the day-to-day responsibility for an event depends on the facilitating group or organization.

An archdiocesan Event is one that comes under the responsibility of the Archbishop or an archdiocesan agency. A Parish event is one run by a parish such as a youth group and is under the responsibility of the Parish Priest. A Group or Movement event is one run by one of the many ecclesial groups and associations and is under the responsibility of that group or movement's Director/Leader.

Regular youth group meetings, although they are not "events" as such, must still adhere to the relevant guidelines in this document. Any questions that may arise when implementing these guidelines in the youth group context should be referred to archdiocesan Director of Pastoral Support Services

Harm - may include, but is not limited to, physical, emotional, intellectual or sexual abuse; contemplating or attempting self-harm or suicide; homelessness.

Leader(s) - anyone who is responsible for running an event and can be either paid or voluntary. Leadership roles may include, but are not limited to, speakers, discussion group leaders, musicians, caterers, first aid officers, archdiocesan employees, parish priests, anyone who addresses the whole group and off-site archdiocesan staff and/or priests with responsibility for the event.

² The *Youth Events Agreement* was promulgated by the CatholicLife Team in 2009 and reviewed in 2010. Parishes wishing to obtain a copy of the *Agreement* should contact CatholicLife.

Participant(s) - anyone who is attending an event and is not engaged in any leadership or supervisory role.

Primary Caregiver(s) - usually but not always be the legal guardian of a young person. They are responsible for a young person's health and wellbeing outside of an event.

Young Person/People - people who are less than 18 years of age, otherwise known as minors. In the case of a school student who is 18 years of age, they will be considered a young person and all relevant policies will apply to them as such.

Young Adult(s) - persons attending a youth event over the age of 18 and out of high school. Most young adult events should have an upper age limit of approximately 35 but any participant of a youth event over that age is still subject to the policies in this document.

