

Compliance and Record-Keeping

Handbook for organisers of
Projects and Residential Events

To be read and used in conjunction with:

The Safeguarding of Children

A Policy of the National Spiritual Assembly
of the Bahá'ís of Ireland – Version 6.1

March 2021



1 Purpose of the Handbook

The purpose of this handbook is to assist organisers of projects and events, residential or otherwise, to fulfil all the compliance and record-keeping requirements as outlined in the Child Safeguarding Policy of the National Spiritual Assembly of the Bahá'ís of Ireland.

These projects and events may be run under the auspices of the National Spiritual Assembly, the Local Spiritual Assembly, the Adib Taherzadeh Training Institute or a group of friends in a locality. They may be residential in nature.

In all cases, the Child Safeguarding Officer should be informed at as early a stage as possible that a project or event, residential or otherwise, is being organised.

This is to facilitate both the CSO and DLP to liaise with the relevant organisers in advance of a final programme being put in place to ensure that workable systems are in place to meet the compliance requirements of the Child Safeguarding policy and other related matters.

It provides:

- A **risk assessment template** for projects and residential events that should be completed and returned to the CSO prior to the start of the project.
- **Protocols and Procedures** for Projects, Events and Service Opportunities for Youth as issued by the National Spiritual Assembly
- A **compliance checklist** that should be used to ensure individual activities are compliant with the requirements of the policy. No activity should begin without the completion of this compliance checklist and the forwarding of the checklist to the CSO.
- **Codes of Conduct**, to share with parents/guardians
- A selection of forms, as outlined below, which can be **printed as needed** and used for record-keeping and reporting purposes. They are:
 - Sample Template of Consent Form – Basic details, medical and photography consent
 - Sample Template Attendance Sheets for Children's Classes
 - Sample Template Sign-in Sheets for Junior Youth/Youth Activity
 - Form to record Accidents and Incidents
 - Form to record any complaints as outlined

Where you have a concern about a child the **standard TUSLA Child Protection and Welfare Report Form** is available at:

:https://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.pdf or on www.bahai.ie/safeguarding

These forms collect the minimum information needed to ensure Child Safeguarding requirements are adhered to. If necessary, these templates can be adjusted to suit the requirements of your group, but any categories of information requested in the original should not be removed, only modified or added to. These forms can then be printed and used as needed.

Contact your local secretary or the Child Safeguarding Officer, if you are organising an activity and have questions about ensuring your activity is compliant with requirements or wish to modify any forms significantly.

Contact the Designated Liaison Person for the organisation, if you have any concerns about a child's welfare or safety.

If in doubt — shout!

The purpose of this protocol is to ensure that projects, camps and year of service opportunities can be planned and executed quickly, efficiently and safely in a way that benefits from prior learning and generates learning for the future.

Pre-Event Planning Checklist:

- Consult with the relevant institutions and agencies: e.g., Local Spiritual Assembly, National Spiritual Assembly, Auxiliary Board member, ATC & coordinator/s so that there is unity of vision.
- Consult with the ATTI or one of its teams when appropriate.
- If it becomes clear that funding will be required, prepare or estimate a budget and apply for funding as soon as you can.
- Seek funding or part-funding first of all from the local institution or agencies when appropriate if possible, before applying for the balance or full funding from the NSA.
- Ensure that, where relevant, all participants have been Garda vetted and registered. This includes friends coming from the UK who will have access to under 18s and vulnerable adults.
- Ensure compliance with child safeguarding requirements. For information on this contact the National Office for details of the Child Safeguarding working group.
- Where youth year of service are involved, where appropriate ensure that parents are happy with their child's decision and are kept informed.
- If insurance cover is required, apply immediately to the National Spiritual Assembly so that your project is covered. Insurance cover may take some weeks to organise. Leaving it until the end of your preparations may mean cancellation of your camp or project.

Checklist for the Event Itself:

- Check regularly throughout the relevant period that Child Safeguarding requirements are being met.
- Put safeguards in place for youth year of service so that, if necessary, they can be assisted with budgeting, managing their living space, other life management skills.
- Create regular formal spaces for prayer and reflection - for those delivering or managing events or training and for YYOS.

Checklist for After the Event:

- Create a formal space for those who were involved to reflect, and to harvest and document learning about the project, camp or YYOS experience.
- Document the learning in a report which will include a financial report.
- Share this learning document with relevant agencies and Institutions.

3

Risk Assessment for Projects, Events and Residential Events

This risk assessment is to be completed in conjunction with the requirements of the Child Safeguarding Policy, the Safeguarding Statement and Risk Assessment Document of the National Spiritual Assembly of the Bahá'ís of Ireland.

If you need assistance completing this risk assessment for your event/project, please contact the Child Safeguarding Officer. Samples can be provided if needed.

When completed, it should be forwarded to the Child Safeguarding Officer prior to the starting of the event/project.

Aspect of Activity	Risk (High/Medium/Low)	Risk of Harm Identified	Procedure put in place to mitigate the risk of harm

Aspect of Activity	Risk (High/Medium/Low)	Risk of Harm Identified	Procedure put in place to mitigate the risk of harm

4 Compliance Checklist for activities involving under 18s

Compliance checklist for activities involving under 18s

This checklist should be completed by the person responsible for the activity involving under 18s. If you need assistance with completing the checklist, please contact your local LSA secretary or the Child Safeguarding Officer at childsafeguarding@bahai.ie

Details of the activity			
Name of registered adult 1			
Name of registered adult 2			
Type of activity			
Starting/started on		DD/MM/YYYY	
Local Spiritual Assembly area (if applicable)			
Cluster		Approximate number of under-18s present	
Running the activity			
For all activities		Yes	No
Do you have a consent form for each child to attend the class, to have/have not have photos taken of them and which includes relevant medical details?		<input type="checkbox"/>	<input type="checkbox"/>
Are parents aware that there is a child safeguarding policy in place and available online?		<input type="checkbox"/>	<input type="checkbox"/>
Has the code of conduct been shared with parents?		<input type="checkbox"/>	<input type="checkbox"/>
Do you have a system for keeping records of attendance for the activity?		<input type="checkbox"/>	<input type="checkbox"/>
Do parents know that they should be contactable during class time should the need arise?		<input type="checkbox"/>	<input type="checkbox"/>
Are parents aware of the complaints procedure?		<input type="checkbox"/>	<input type="checkbox"/>
Do you have a phone available should you need to contact a parent or medic during the class?		<input type="checkbox"/>	<input type="checkbox"/>
For activities conducted face-to-face			
Have you assessed the class environment to be compliant with the health and safety guidelines outlined in the policy?		<input type="checkbox"/>	<input type="checkbox"/>
Do you have a basic first aid kit accessible during the class?		<input type="checkbox"/>	<input type="checkbox"/>
Is the location of the activity compliant with the health and safety guidelines outlined in the policy?		<input type="checkbox"/>	<input type="checkbox"/>
Do you have a basic first aid kit accessible during the class?		<input type="checkbox"/>	<input type="checkbox"/>
Is there a system for parents to sign children under 11 in and out of the activity or for youth 11 and over to sign themselves in and out of an activity?		<input type="checkbox"/>	<input type="checkbox"/>
For activities conducted online			
Has the format of the online activity been communicated to parents and are parents aware that they may need to be available to assist the child or to manage aspects of their participation, especially for younger children??		<input type="checkbox"/>	<input type="checkbox"/>
Name of person completing checklist (Block capitals please)		Name here	
Signature Sign here		Date DD/MM/YYYY	

The safety of the under 18 involved in activities is of paramount consideration. If the class is not fully compliant, then steps should be undertaken immediately to bring it into compliance. In some cases, this will mean stopping the class for a period of time until all the safeguards are in place.

In all cases, the teacher of the class is encouraged to consult the secretary of the local spiritual assembly or the Child Safeguarding Officer if they need further advice on becoming fully compliant.

Code of Conduct for Registered Adults working with those Under-18s

Teachers, Animators, Tutors and Assistants should observe the following in relation to their interaction with young people.

- The Teacher/Animator/Tutor and Assistants must make every effort to create an environment where all children feel welcomed, valued and respected.
- Teachers/Animators and Tutors should demonstrate respect for spiritual, moral and cultural values, for diversity, social justice, freedom and the environment amongst others.
- Teachers and Animators should show empathy in practice, using restorative techniques in situations where children may need to be disciplined.
- Be sensitive to the risks involved in participating in contact sports or other activities.
- While physical contact is a valid way of comforting, reassuring and showing concern for children, it should only take place when it is acceptable to all persons concerned.
- Teachers/Animators/Tutors or Assistants should never physically punish or be in any way verbally abusive to a child, nor should they even tell jokes of a sexual nature in the presence of children.
- Teachers/Animators/Tutors or Assistants should be sensitive to the possibility of developing favouritism, or of becoming over involved or spending a great deal of time with any one child.
- *It is not recommended that Teachers/Animators/Tutors or Assistants give lifts in their cars to individual young people, especially for long journeys.*
- The personal space, safety and privacy of individuals must be respected.

Code of Conduct for Under-18s

- Children should demonstrate and have respect for their fellow class/group members.
- Children should support each other in the activities undertaken by the class/group.
- The personal space, safety and privacy of individuals must be respected.
- Children should be encouraged to report cases of bullying to either their Teachers/Animators/Tutors or Assistants. These situations will need to be addressed in the class or group.
- The following behaviour will not be accepted in the class or group:
 - the consumption of alcohol, the use of drugs and smoking during the activities of the class or group whether within the confines of the building or otherwise.
 - the physical abuse of other members, teachers, animators or assistants
 - the verbal abuse including “put-downs” of other, members, teachers, animators or assistants either directly or electronically e.g., mobile phones, chat rooms etc.
 - the destruction or damage of property or equipment.

Should a situation arise where a child’s behaviour severely disrupts the proceedings of the class/group, to the detriment of other children involved, then a parent will be called to come and collect them. In a case where the parent cannot collect the child, the teacher, animator, tutor or assistant may remove the child from the class but stay with the child. The parent will be called immediately and informed of the situation. Consultation will then take place between the teacher/animator and the child’s parents to resolve the situation in a positive manner.

6 Consent Form for Under-18s to attend an activity

Name of child (under 18)	
Date of birth	DD/MM/YYYY
Type of activity	
Names of parent/guardian	1. 2.
Mobile/contact number of parents/guardians	1. 2.
Additional name and contact number of person to contact in case of emergency (not a person named above)	Name: Contact number:
Does your child/youth have any medical conditions that the teachers/animators should be made aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please provide details overleaf or to organiser</i>
Does your child/youth have any additional learning needs that the teachers/animators should be made aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please provide details overleaf or to organiser</i>
Do you give permission for your child to be photographed/filmed during activities organised by the teachers and animators?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you give consent for their photographs/video to be used in paper or online publications of the National Spiritual Assembly and their agencies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that I, the parent/guardian, need to be contactable throughout the duration of the class/activity.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have received a copy of the Code of Conduct from the Child Safeguarding Policy of the National Spiritual Assembly of the Bahá'ís of Ireland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that the full policy is available on www.bahai.ie/safeguarding	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that records of attendance and consent forms will be maintained for the purposes of Child Safeguarding and sent to the National Office of the Bahá'ís of Ireland to be stored as required by law.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature of Parent/Guardian: Sign here	Date: DD/MM/YYYY

7 Sign in/out attendance sheet for children under 11

- Children under 11 should always be signed into and out of an activity by their parent/guardian.
- The organiser of the activity should be notified in advance by the parent/guardian if someone other than those listed on the consent form will be collecting their child.
- An organiser should not allow a child to be collected by anyone other than the parent or guardian unless notified in advance or can contact the parent prior to allowing the child to be collected.

Activity Details

Name of registered adult acting as teacher:	
Name of registered adult acting as assistant:	
Cluster:	
Locality:	
Date Class First Started:	

Date and Location of Class			
Name of registered adult acting as teacher			
Name of registered adult acting as assistant			
Name of Child	Sign-in	Sign-out	
1			
2			
3			
4			
5			
6			
7			
8			

Continuation Sheet

Date and Location of Class			
Name of registered adult acting as teacher			
Name of registered adult acting as assistant			
	Name of Child	Sign-in	Sign-out
1			
2			
3			
4			
5			
6			
7			
8			

Date and Location of Class			
Name of registered adult acting as teacher			
Name of registered adult acting as assistant			
	Name of Child	Sign-in	Sign-out
1			
2			
3			
4			
5			
6			
7			
8			

Sign-in Sheet for junior youth and youth aged 11 and above

- This sign-in sheet can be used for junior youth and youth aged 11 and above to sign-in to sessions.
- Children aged 11 and above can leave a premises/location without being collected by a parent or guardian, however it should only take place with the known and agreed consent of a parent or guardian.

Activity Details

Name of registered adult acting as animator/tutor:	
Name of registered adult acting as assistant:	
Cluster:	
Locality:	
Date activity first started:	

Date and location of activity:		
Name of registered adult acting as animator/tutor:		
Name of registered adult acting as assistant:		
Name of Youth		Sign-in by youth
1		
2		
3		
4		
5		
6		
7		
8		

Continuation Sheet

Date and location of activity:		
Name of registered adult acting as animator/tutor:		
Name of registered adult acting as assistant:		
Name of Youth		Sign-in by youth
1		
2		
3		
4		
5		
6		
7		
8		

Date and location of activity:		
Name of registered adult acting as animator/tutor:		
Name of registered adult acting as assistant:		
Name of Youth		Sign-in by youth
1		
2		
3		
4		
5		
6		
7		
8		

Event where the incident occurred			
Date			
Time			
Location			
Briefly describe what happened			
Who was involved?			
Was any injury sustained? Of what type?			
Who dealt with the situation?			
How was it resolved/dealt with?			
Was any follow up required?			
<i>Please attach any additional information if required</i>			
Name	Block letters	Date:	DD/MM/YYYY
Signature	Sign here	Contact number	

Was the complaint verbal or written?			
Date			
Time			
Location			
Who made the complaint?			
What was the nature of the complaint?			
How was it resolved?			
What is the agreed course of action?			
Do other agencies or institutions need to be consulted or informed? Who will do this?			
Is any follow up required? What is it and who will do this?			
<i>Please attach any additional information if required</i>			
Name	Block letters	Date:	DD/MM/YYYY
Signature	Sign here	Contact number	