

SAFEGUARDING PROCEDURES PERTAINING TO IGNITE CONFERENCE



Each year, Ignite Youth, the national youth ministry arm of Emmanuel Community (EC) holds an annual conference in Brisbane and Sydney. The attendance of the event includes all ages. Ignite Youth takes the safeguarding and safety of its attendees seriously and is committing to keeping children and vulnerable adults safe.

Ignite Conference is a fully supervised event. All staff members and volunteers on site have Blue Card/Working with Children checks, received safeguarding training, and have experience in youth ministry. All under 18's and high school students are requested to stay onsite throughout the conference schedule, unless they have permission from a parent or guardian to leave the event. It is the responsibility of the parent/caregiver or group leader for getting the highschooler or child to and from the event.

NB: Year 12 students who are 18 years old are still registered in the High Stream and required to attend all sessions.

Wristbands or Name Tags

All delegates are assigned wristbands or name tags to signify ages and for easy identification between streams. Ignite Central 18+ will have blue, Ignite High will have green, and Ignite Kids will have yellow. It is a requirement for all delegates to wear their wristbands or name tags at all times.

Small Groups and Supervision

Every delegate in the Ignite High stream is allocated a small group leader and placed in a small group of same gender and similar age. These small groups will meet daily throughout the conference and the small group leaders are asked to keep a 'pastoral eye out' for the young people in their small group, particularly during the rallies. The small group leaders are also supported by the Small Group Coordinator. All Small Group leaders and Pastoral Coordinators have national Police Checks, Blue Card/WWCC and have completed volunteer and safe-guarding training.

We also have 'green shirt' youth workers on duty during break times for supervision for added safety. These youth workers are experienced in youth ministry and overseen by Ignite Youth High School Ministry Staff.

Counsellors / Pastoral Care Team

Ignite Youth is committed to providing the best pastoral care possible. We have a dedicated Pastoral Care Team on site at all times to support small group leaders and group leaders in their care of young people. This team is made up of professional counsellors, social workers, psychologists, and experienced pastoral care workers who understand and work with young people.

Teenagers at Ignite Conference

Teenagers at Ignite Conference are in their own high school stream and are recognisable by wearing a green lanyard or wristband. We also have age-appropriate content and station qualified youth workers on duty during break times.

Adults and Stall Holders

Ignite Conference is an 'all ages' event and has children, teenagers, young adults, adults, parents, teachers, group leaders, clergy and religious, stall holders, speakers and special guests attend. We ask all delegates over 18 to sign the statement of commitment upon registration.

Statement to over 18s and Stallholders at Ignite Conference

Over 18 Attendance Agreement

Ignite is a place for everybody and includes children and vulnerable adults. Please be personally aware of how you interact with these attendees, understanding the unequal power balance given the difference of life stage, age and circumstances. We ask you to refrain from giving pastoral advice or exercising disciplinary instruction to under 18s who are not under your care. You can help Ignite Conference by alerting the Pastoral Team, Green Shirt youth workers on duty, or Ignite HQ if you notice a situation that requires our attention, or encounter somebody who would benefit from extra support, or if a conversation arises where follow-up will be necessary or beneficial.

OTHER PROCEDURES IN EMMANUEL COMMUNITY'S SAFEGUARDING FRAMEWORK THAT PERTAIN TO IGNITE CONFERENCE

Risk Assessment Tool: Event Assessment

Prior to any event, a Risk Assessment must be undertaken, using the Risk Assessment Tool (see separate attachment). Risk assessment includes safeguarding children and vulnerable adults.

Privacy and Media Release

Any activities and/or publications which involve children or their images must first gain the written approval of the parents or guardians of the child. This is commonly obtained through a signed media release during event registration.

Registration for all EC events includes agreement with the Registration Conditions published alongside the event information. These include a privacy declaration and a media release as well as clauses regarding indemnity and medical treatment (see Appendix 7). For Ignite Youth events, this permission is expressly given via a parental consent form that includes these clauses and is signed by a parent or guardian.

If written approval is not possible, direct verbal approval from the parent or guardian may be obtained as long as name, time and date of approval is recorded.

Two Adult Rule:

Whilst working with EC an agent must always be in full view of another agent when with a child/young person.

- An EC agent will not be alone in a room with a child with the door closed.
- An EC agent will not travel alone in a car with a child to whom they are ministering.
- An EC agent will not allow a child to participate in events or attend an agent's residence or be present at any time with an agent without the knowledge of the parent/guardian – preferably written, in an emergency, verbal.

Supervising primary aged children (U12):

Parents will take responsibility for supervision of their children whilst attending mass, community nights, community retreats and whenever Emmanuel Community meets unless otherwise specified. This also applies to Ignite Conference and parents of any child who is in primary school or under. If child minding or children's ministry is offered, the children's ministry will take responsibility during the delegated times, ensuring there is a sign-in and sign-out procedure available. The parent is responsible for the supervision of their children outside of the hours of structured children's ministry, i.e. Ignite Kids.

Prayer Teams

Emmanuel Community, in line with our call and charism, offers prayer ministry to its members and delegates. The prayer team consists of two people who pray over a person who requests it. As such, there is a prayer team manual and all members of prayer teams must have had the appropriate safeguarding training, have a current WWCC, and follow the procedures in the prayer team manual.

Use of Images

EC seeks a media release and consent with all delegates who attend our annual and regular events. Where a young person prefers that an image not be posted on social media, EC will respect that wish.

The posting of images of a person under 18 years of age on an agent's social media account/s requires the written consent from that person's guardian.

Similarly, the posting of images of a person 18 years of age and older on an agent's social media account/s requires the consent of that person.

For more information or to discuss our procedures, email safeguarding@ec.org.au.