



Mourne Youth Rangers

1 May 2015

Dear Parent/Guardian

Letter to parent/guardian Mourne Youth Rangers 2015

Your child has expressed an interest in the Mourne Youth Ranger Programme for this summer. With this letter you will find more details about the scheme:

- An application form
- A letter to prospective Mourne Youth Rangers
- A copy of the MHT Child Protection Policy
- A copy of the Youth Rangers Code of Behaviour

Please read this information carefully and decide that you are happy for your child to apply to be one of the 2015 Mourne Youth Rangers. Please check all the information on the application form and sign the form to show your consent.

The scheme will run on Tuesdays during July and August commencing the 21st of July. All participants will normally meet at the Silent Valley Gate Lodge at 9.30am and the day's activities will finish there at 3:30pm. We do not provide transport to or from the Silent Valley and the participants are expected to bring their own lunches. The participants should come in clothes suitable for working outdoors (including waterproof jacket and trousers if they have them) and sturdy footwear (preferably walking boots). We will lend participants waterproofs, boots and other equipment as these are required.

To learn about the kind of the activities we do you can see reports and pictures from previous years Youth Ranger activities on our website <http://www.activelifestyles.org/> in the Youth Ranger and archive pages.

We hope you will agree that this scheme is a great opportunity for young people from Mourne to get some practical experience while learning about what a Mourne Ranger does, but it is also a good way to get out and about in the Mourne during the summer holidays and contribute something to conserving the Mourne AONB. In return we would expect all Youth Rangers to participate as fully as possible in the activities, to contribute to the efforts of the team and to adhere to our code of conduct.

We are preferably looking for Youth Rangers who live locally to the Mourne AONB and who are able to commit to all of the Ranger Days, but this is not essential. If you have a prearranged family holiday or another engagement which would prevent attendance at one or more of these days please do mention it on the application form as we do need to be able to plan for numbers for each activity.

Provisional Timetable

Dates and Times of Mourne Youth Ranger Days 2015

- | | | |
|----------------------------|-----------|------------------------------|
| • Tuesday 21st July 2015 | 0930-1530 | Heathland Restoration |
| • Tuesday 28th July 2015 | 0930-1530 | Mountain Skills |
| • Tuesday 4th August 2015 | 0930-1530 | Upland Trail Maintenance |
| • Tuesday 11th August 2015 | 1000-1530 | Mountain Bike Trail Ranger |
| • Tuesday 18th August 2015 | 0930-1530 | Wildfire Management & Survey |
| • Tuesday 25th August 2015 | 0930-1530 | Coastal Biodiversity |

Please note that places are limited on this scheme, so please ensure your child's application is submitted as soon as possible – and at the latest before the closing date of Tuesday 30th of June.

We may have to use a selection process if applications exceed the places available.

Priority will be given to:

- **Individuals from an ethnic minority background.**
- **Individuals who have not previously participated in the scheme.**
- **Individuals who express a significant interest in the environment.**

We will aim to have an equal number of male and female participants.

If you have any queries about the Mourne Youth Rangers, please do not hesitate to give us a call on 028 417 65489 or 028 437 24059 or email on mht@mourne.co.uk or you can call in to our Annalong office at the address below.

If you decide that this programme is suitable for your child please check that the form is fully completed (including the medical information) and signed. I would urge you to apply as soon as possible.

Yours sincerely

Martin Carey

Chief Executive

Mourne Heritage Trust

Unit 3, Cornmill Quay | Annalong Marine Park | Annalong | Co Down | BT34 4QG



Mourne Youth Rangers

1st May 2015

Dear Potential Youth Ranger

Letter for potential Mourne Youth Rangers 2015

Thank you for expressing an interest in the Mourne Youth Rangers Programme. With this letter you will find some more detailed information about the scheme, a letter for your parents/guardians, a copy of the Youth Rangers Code of Behaviour and an application form.

The MOURNE YOUTH RANGERS is aimed at 14-16 year olds from the Mourne area. Each Tuesday of July and August, starting on the 21st of July, the Youth Rangers will meet at 9.30am at the Silent Valley Gate Lodge. Each week you will have the opportunity to get hands on with some practical environmental work and to find out what a Ranger with the Mourne Heritage Trust does on a day to day basis. You should come in clothes suitable for working outdoors (including waterproof jacket and trousers if you have them), long trousers (**not shorts** as these do not provide suitable leg protection) and sturdy footwear (walking boots or work boots). We will lend participants waterproofs, boots and other equipment when these are required.

Not only is this scheme a great opportunity for you to get some practical experience and learn about looking after the environment, but it is also a good way to get out and about in the Mournes during your summer holidays. In return we expect all Youth Rangers to participate as fully as possible in the activities, to contribute to the efforts of the team and to adhere to our code of conduct.

To learn more about the type of activities you will be taking part in you can see reports and pictures from previous years Youth Ranger activities on our website <http://www.activelifestyles.org/> in the Youth Ranger and archive pages.

We would hope you would be able to commit to all of the Ranger Days, but if you have a prearranged family holiday or another engagement do mention it on the application form as it will assist us with planning events.

If you decide that this programme is for you I would urge you to apply as soon as possible. Please make sure that your parent/guardian reads the information and signs the application form to give their consent. Remember the applications must be with us by **Tuesday 30th of June 2015**.

Dates and Times of Mourne Youth Ranger Days 2015

- | | | |
|----------------------------|-----------|------------------------------|
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If you have any queries about the Mourne Youth Rangers please do not hesitate to give us a call on 028 417 69825 or 028 437 24059 or email on mht@mourne.co.uk or you can call in to our Annalong office at the address below.

Please note that places are limited on this scheme, so please ensure your application is submitted as soon as possible and at the latest before the closing date of Tuesday 30th June.

We may have to use a selection process if applications exceed the places available.

Priority will be given to:

- **Individuals from an ethnic minority background.**
- **Individuals who have not previously participated in the scheme.**
- **Individuals who express a significant interest in the environment.**

We will aim to have an equal number of male and female participants.

We look forward to receiving your application and to a great summer of activity by the Mourne Youth Rangers.

Yours sincerely

Martin Carey

Chief Executive

Mourne Heritage Trust

Unit 3, Cornmill Quay | Annalong Marine Park | Annalong | Co Down | BT34 4QG



Child/Vulnerable Adults Policy & Procedures

Protection Statement

The Board of Trustees, staff and volunteers in the Mourne Heritage Trust are committed to practice which promotes the welfare of children and vulnerable adults and protects them from harm. We wish to ensure that all children and vulnerable adults participate in an enjoyable and safe environment in which they can contribute, have fun and feel valued.

Trustees, staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues, which cause children and vulnerable adults harm, and to establish and maintain a safe environment for them. We are committed to reviewing our policy, procedures and practice at regular intervals, at least every three years.

We will endeavour to safeguard children and vulnerable adults by:

- Following carefully the procedures laid down for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- Reporting concerns to statutory agencies who need to know and involving parents and children appropriately.
- Adopting child protection guidelines through a code of behaviour for Trustees, staff and volunteers.
- Sharing information about child protection and good practice with children, parents, Trustees, staff and volunteers.
- Ensuring safety procedures are adhered to.

Recruitment and Selection

The Trust recognises that open and thorough recruitment and selection procedures for the recruitment of staff and volunteers will help screen out those who are not suitable. In compliance with Child Protection guidelines and the Trusts Equal Opportunities Policy all staff and potential volunteers will:

- Have a written role description
- Complete an application form
- Complete a declaration of convictions, prosecutions and/or cautions
- Provide satisfactory form of identity before taking up any position (Passport, Driving License or Long Birth Certificate).

In addition staff and long term volunteers (Volunteer Rangers and NVQ Placements) will be required to:

- Provide the names of two referees so a written reference may be requested
- Undergo an interview with at least two representatives of the Trust.

Access NI checks will be carried out on staff and volunteers whose activities will involve access to children and/or vulnerable adults. The staff member/volunteer's written consent will be sought prior to checking. All information relating to a staff member/volunteer is stored securely and treated confidentially.

Young People as Volunteers

When a young person registers as a volunteer written permission is required from their parent/legal guardian. The parent/legal guardian is also provided with information on the Trust and a synopsis of the Child Protection/Vulnerable Adults Policy and Procedures. They are encouraged to contact the Trust if they have further questions.

All placement organisations wishing to involve young people must have a Child Protection/Vulnerable Adults Policy. The placement organisation must also have appropriate day-to-day supervision for the volunteer. Like all volunteers young people are provided with a wide choice of voluntary activity and will be empowered to make their own decisions. They will not be discriminated against on the basis of their age.

Young people receive additional support to ensure that they maintain their voluntary activity but also to ensure that they do not come to harm.

Vulnerable Adults as Volunteers

All placement organisations wishing to involve vulnerable adults in volunteering activities must also have a Child/Vulnerable Adults Protection Policy.

Where appropriate Trust staff will liaise with a key worker or volunteer's carer to identify information needed to tailor support volunteer's may need to the individual in order to maintain their activity and ensure that individuals do not come to harm.

Volunteer Management

The Trust will appoint a designated officer and deputy designated officer to be responsible for child/vulnerable adults protection issues and policies. These individuals will be responsible for the dissemination of the policy, adherence to policy guidelines and identification/delivery of child protection training.

One-off Volunteers (Mourne Conservation Volunteers)

Volunteers undertaking work on a single event basis will be:

- Required to sign volunteer activity and health form prior to undertaking any activities. Where the volunteer is under the age of sixteen a signed parental consent form will be required.
- Given a health and safety briefing on volunteering activities to be undertaken during the event and the safe use of any necessary equipment.

Volunteer Rangers/Long-term Placements

All Volunteer Rangers, who have committed at least 10 days per annum to the Trust, will be engaged in an induction day during which the following issues will be covered:

- Organisational policies, procedures, guidelines, activities and ethos.
- What is expected and required of individual volunteers and the boundaries and limits within which they must operate while working for or representing the Trust.
- Volunteers will be asked to acknowledge that they have been introduced to the Trusts policies, procedures and guidelines, that they understand them and agree to abide by them.

Appointment as a Volunteer Ranger will be subject to a probationary period of six weeks (or six day-long events) and is conditional on a satisfactory period of work. Every new Volunteer Ranger will be reviewed within this time period at the end of which formal notification will be given that the post holder may continue with the Trust in this role.

All Volunteer Rangers will be offered training appropriate to their role. Training needs will be identified through regular meetings with the Area Ranger (volunteer co-ordinator) and feedback will be sought on the range and suitability of volunteering opportunities on offer.

Code of Behaviour

The following guidelines will be used to encourage good practice, minimise the potential for any young person or vulnerable adult to suffer harm and protect all staff and volunteers of the Mourne Heritage Trust from false allegations. This code will be prominently displayed at the Silent Valley Gate House.

Staff and Volunteers should:

1. Allow all members of a volunteering group to participate fully within activities and ask any questions that they may have.
2. Respect the range of abilities and skills that individual volunteers may have and not require any person to undertake activities that they feel uncomfortable with or do not wish to undertake.
3. Notify the school immediately on arrival when working in a school environment and take any breaks/lunchtimes at the same time as the school when working in a school environment. When working in Schools to ensure that any visits to the toilet or elements of work conducted away from the group must be done in pairs.
4. Ensure that volunteering activities are undertaken as part of an overall group and that time is not spent alone with a child/vulnerable adult unless in unavoidable circumstances.
5. Ensure that children and vulnerable adults are adequately supervised and engaged in volunteering activities at all times.
6. Record any allegation made by a child/vulnerable adult and report it to a senior manager of the Trust as the earliest possible opportunity.
7. Always allow children/vulnerable adults to undertake personal care tasks for themselves or inform care assistants of any help that individuals may require.
8. Check sites for hazards such as nails, pieces of wire or other trip hazards.

Staff and Volunteers should not:

- Meet with children/vulnerable adults outside organised activities or take them to their home.
- Smoke in front of children/vulnerable adults.

Staff and Volunteers should never:

- Engage in physical or suggestive games or horseplay.
- Allow any form of bullying behaviour to be displayed by any staff member or volunteer
- Allow any volunteer or staff member to use inappropriate language

Sanctions for Staff Members and Volunteers

- Where any staff member breaches the Code of Conduct this will be dealt with through the Trusts Disciplinary Procedure as detailed in their contract of employment.
- Volunteers, including Volunteer Rangers who are part of the Mourne Conservation Volunteers will be treated as employees where any breach of the Code of Conduct is made.
- Groups of young people or vulnerable adults working with the Trust will be led by their own group leaders. The whole group will be given an induction and informed of the Code of Behaviour. Where a staff member, group leader or group member feels that the code of behaviour has been breached the individual concerned will be verbally warned by their group leader, should the breach of the code be continued the group leader will make a decision on whether the group task should be completed/abandoned or the individual concerned given a different role.

- The Mourne Youth Ranger Programme will provide detailed information to parents on the code of behaviour and allegations and reporting procedures. The participants will be given a thorough briefing on the Code of Behaviour and if it is breached a verbal warning will be issued. A second breach will result in a written warning being issued to the participant (and copied to their parent) and any subsequent breach will result in their exclusion from the programme.

Sharing Information

All staff and Volunteer Rangers/long-term placements will be provided with a copy of the Child/Vulnerable Adults Protection Policy in their induction handbook and in the case of staff as an Annex to their contract of employment. A copy of the policy will also be placed on the Trusts web-site.

Parents/Legal Guardians and placement organisations will be provided with a copy of the policy on request.

Personal information collected on volunteers will only ever be shared on a need to know basis for the purposes of protection of children/vulnerable adults from harm or ensuring adequate and appropriate medical treatment if necessary. This information will be stored in a secure location accessible by the Volunteer Co-ordinator and designated Trust personnel.

Complaints Procedure

If any staff member, volunteer, young person or vulnerable adult wishes to make a complaint they can do so verbally with the senior Trust employee on site. If the complaint refers to the senior employee on site it can be made to the Designated Child Protection Officer or to the Trust Chief Executive and if a satisfactory outcome is not achieved the complaint should be addressed to the Trust Chairman.. A written complaints procedure information sheet will be prominently displayed at the Silent Valley Gate House. All group leaders, conservation volunteers and parents of youth ranger participants will be provided with a copy of the complaints procedure.

Reporting Concerns

If a young person/vulnerable adult tells a staff member/volunteer that they have been harmed or abused in some way, the following procedure will be followed:

- The person will be listened to but should not be cross-examined on the details of the alleged abuse.
- The volunteer who is making the allegation and freely recalling significant events should not be interrupted.
- The person hearing the allegation should explain what they have to do and who they have to tell about the allegation. It is important that the person making the allegation feels supported and believed, but that they know action will be taken as a result of the disclosure.
- The person hearing the allegation should not overreact and/or make promises which it may not be possible to keep.
- The person hearing the allegation must make it clear that this cannot be kept in confidence and that all allegations must be reported to the Trust's designated Child Protection Officer.
- The allegation/discussion must be accurately recorded as soon as possible (at least within 24 hours of the allegation), even if it is information that the primary recipient of the allegation does not fully understand or like writing down. As a guide the primary recipient of the information should try and record much as possible of the following:
 - Name of the child/vulnerable adult
 - Age
 - Name of the child's parents/legal guardian

- Home address and phone number (if available)
- Is the person expressing their own concerns or those of someone else
- What has prompted the concern? Include dates, times etc. of any specific incidents.
- Are there any physical signs, behavioural signs indirect signs?
- What was said and who to.
- Have the parents been contacted and if so what was said.
- Has the abuser been identified, if so note all relevant details so that the person can be clearly identified.
- Has anyone been consulted or is a witness to the incident/allegation.
- At the earliest possible opportunity the allegation should be reported to the designated Child Protection Officer who will make contact with local statutory agencies for follow-up action such as PSNI and Social Services. Under no circumstances should any member of staff/volunteer attempt to deal with the problem of abuse alone.
- Where an allegation is made against a member of staff it will be dealt with by the Designated Child Protection Officer and dealt with in the manner described above. Where the allegation relates to one of the Designated Child Protection Officers it will be reported to the other designated officer, the chief executive of the Trust.

Abuse includes physical abuse, sexual abuse, emotional abuse, neglect or bullying. Indicators of abuse can include:

- Sudden, unexplained or worrying changes in behaviour
- Physical signs or symptoms
- Worrying remarks made by a child.

Designated Child Protection Officers and Staff Training

The Countryside Services Manager will assume the role of Designated Child Protection Officer and the Area Ranger will assume the role of Assistant Child Protection Officer

Each of the staff members who will have direct contact with young people and vulnerable adults will receive in house training on the MHT Child Protection Policy. These staff will also attend recognised training in Child Protection specific to their role in organisation.

Code of Conduct for Youth Rangers

Youth Rangers should follow key points of the Outdoor Code:

- Take responsibility for your own actions
- Respect the interests of other people
- Care for the Environment

Youth Rangers should also:

- Participate fully within activities
- Work as part of a team and support the aims of the team.

Youth Rangers should never:

- Engage in physical or suggestive games or horseplay.
- Display any form of bullying behaviour
- Use inappropriate language

Sanctions for Rangers

- Where a staff member, group leader or group member feels that the code of behaviour has been breached the individual concerned will be verbally warned by their group leader. Should the breach of the code be continued the group leader will make a decision on whether the group task should be abandoned or the individual concerned given a different role.

Disciplinary Procedure

- The participants will be given a thorough briefing on this Code of Behaviour. This is also provided in written form in the information supplied to participants. If the code is breached a verbal warning will be issued. A second breach will result in a written warning being issued to the participant (and copied to their parent/guardian). Any subsequent breach will result in their exclusion from the programme which will be advised verbally and in writing to both participant and their parent/guardian.
- Any participant whose behaviour could result in a danger to the health and safety of themselves or others could be immediately excluded without resorting to verbal and written warnings.

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active lifestyles

Youth Ranger APPLICATION FORM

CONFIDENTIAL

The information on this form is confidential and will be used to assist us in making the best use of your skills

Name:

Address:

..... Postcode :

Home contact details for parent/guardian

Date of Birth:

Tel : Mob : email :

Have you previously been involved in Voluntary Work?

Why are you interested in becoming a Youth Ranger?

Availability Preference will be given to applicants available for the full 6 week programme. Please advise any holidays or other events which might prevent you from attending any of the Ranger Days. Youth Ranger Days will be held on Tuesdays– 21st/28th July & 4th/11th/18th & 25th August 2015. Please mark which days you cannot attend.

Mourne Heritage Trust is committed to ensuring that all reasonable steps are taken to provide for the health and safety of its volunteers.

Do you have any medical conditions or allergies that may affect your voluntary activity?
Yes/No (If yes, please provide details below)

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Mourne Youth Ranger health declaration– “I understand that being a Mourne Youth Rangers may be physically demanding. I consider myself fit to undertake the tasks I have expressed an interest in and agree to inform Mourne Heritage Trust of any changes to my health.”

Signed:

Please provide the names and addresses of two referees.

Name		Name	
Address		Address	
Tel No.		Tel No.	

Please provide next of kin contact details, in case of emergency .

Name :	Relationship :
Tel :	Mobile :

Parental/Guardian Consent

I....., as the parent/guardian (delete as appropriate) of....., have read the information about the Mourne Youth Ranger scheme and consent to this application and if successful their participation in the Mourne Youth Ranger scheme 2015. By providing this consent I accept that I agree that my child is medically fit to participate and that I agree with the implementation of the child protection policy and code of conduct for staff and volunteers.

Signed : Date :



The Data Protection Act 1998 sets rules for processing personal information. The data we have asked for is collected for administrative and insurance purposes, and to allow us to contact you with matters which may interest you. This information is for the sole use as described above.

**PLEASE RETURN COMPLETE FORM TO
 MOURNE HERITAGE TRUST**

Unit 3, Cornmill Quay,
 Annalong, Co. Down BT34 4QG