



IF YE LOVE ME, KEEP MY
COMMANDMENTS

JOHN 14:15



Dear All,

FSY will soon be upon us and we will have placed into our care many of Heavenly Fathers children. As leaders, we have a real responsibility to ensure that they are kept safe throughout their time at FSY. In a letter sent to all church units the First Presidency emphasised the need to do all that we can to ensure safe practices are identified and adhered to in all youth activities.

To ensure that we are following these guidelines and adhering to our role as leaders we would bring the following to your attention:

1. Need to ensure those serving are worthy and suitable to fulfil their role on FSY.

- a) Ensure all those in responsible position are selected through appropriate priesthood channels (Bishops approval) and trained.**
- b) All staff serving on FSY will be DBS (formally CRB) checked before their appointment is confirmed.**

Session Directors, Co-ordinators and Administrators have been approved by Area Presidency, Area Seventy and Stake President. Set apart by Area Seventy.

Received Training in their respective roles by Area Council for FSY. 8th – 10th February 2019

Attended and delivered Mini FSY (Counsellor Training) held 5th – 7th July and 12th – 14th July 2019

Assistant Coordinators

All ACs to be Temple Worthy and (males) returned Missionaries.

Identified by Co-ordinators, approved by Bishop/Stake President as being suitable and worthy. Assigned by Area Seventy. Set apart by local Bishop. DBS (formally CRB) checked

Attended one-day training course with Coordinators on all aspects of their role on FSY.

Attend and deliver Mini FSY (Counsellor Training) held 5th – 7th July and 12th – 14th July 2019

Responsible for submitting Risk Assessment for assigned activity to administrators before Mini FSY.

Counsellors

All Counsellors to be Temple Worthy and (males) returned Missionaries.

Applied online, application reviewed by Coordinators, approved by Bishop as being suitable and worthy. Assigned by Area Seventy. Set apart by local Bishop. DBS (formally CRB) checked

Attend Mini FSY (Counsellor Training) held 5th – 7th July and 12th – 14th July 2019

Health Counsellors

All Counsellors to be Temple Worthy and (males) returned Missionaries.

Applied online, sorted by Coordinators, approved by Bishop as being suitable and worthy. DBS (formally CRB) checked. Assigned by Area Seventy.

Attend Mini FSY (Counsellor Training) held 5th – 7th July and 12th – 14th July 2019

All leaders provided with FSY Staff Handbook for 2019.

ACTION:

All leaders to become familiar with this document and their respective roles as outlined and discussed at Mini FSY.

Supervision

In accordance with FSY guidelines all Counsellors to be supervised by assigned Assistant Coordinators.

ACTION:

Assistant Coordinators are to become familiar with their duties as assigned by FSY/FSY Coordinators.

Always arrive early to check in the counsellors for their duties, and make sure they are aware of where to be and what is expected of them.

Be familiar with Counsellor duties.

Ensure observations are held on Counsellor activities. Use AC Observations Form as found in My Drive.

Bring any identified concerns to the attention of FSY Coordinators within an hour of observation.

2. Ensure safety of Y/M and Y/W participants at all times.

a) Level of supervision

One Young Adult (Responsible Person) for each group of youth. Maximum ratio of 1 to 12. Counsellors supervised by Assistant Coordinators 1 to 6 ratios.

As responsible person's counsellors are required to ensure their youth are supervised at all times and that the appropriate documentation is kept regarding Head Count and Lights Out.

On page 208 of the FSY staff handbook we read:

"Because counsellors are with the youth more than any other staff members are, they are vitally important at FSY. As a counsellor, you will be expected to be a good shepherd and to pray for the youth and interact with them as much as possible."

ACTION:

All Staff to wear approved FSY polo shirts, wrist bands and lanyards & name tags.

No youth are to return to their rooms without supervision.

If counsellor is required to go with one of their youth back to the accommodation area or for first aid it is their responsibility to make sure the rest of their group are supervised.

Counsellor to liaise with their Assistant Coordinator to ensure levels of supervision are maintained in accordance with identified standards.

Shepherding of youth is a priority and as a good shepherd you should know where your youth are at all times.

It is the responsibility of Counsellors to conduct head counts at the end of each day and ensure all their youth are settled and lights out for 10.30pm.

Counsellors to provide feedback to Assistant Coordinators that all is well at the end of each day.

In the event of any concerns Counsellors must not hesitate in notifying their Assistant Coordinators.

b) Fire Procedures

As responsible persons (Counsellors) are required to ensure all youth in their group are familiar with the Fire Procedures outlined by the University.

ACTION:

Fire Safety Instructions are displayed in all buildings. Locate these on the Saturday of your arrival and become familiar with them.

Also, information concerning emergency procedures are provided in each bedroom. Ensure all youth read and become familiar with these. Once this has been done inform your Assistant Coordinators who will notify the Administrators.

In the event of an incident follow these guidelines. Your priority is for your personal safety and that of your youth. Go to the appointed identified meeting point without delay.

c) Health and Safety

We are required to ensure all youth are safe and that any health issues are identified and catered for.

As a part of the application procedure all parents/guardians of participants were required to complete and sign a Parent/Legal Guardian Consent & Medical Release.

Participants have also provided information on Medical Details & Existing Health Conditions as well as Food allergies and intolerances information.

ACTION:

Information on Health issues and allergy/dietary requirements to be collated by FSY Administrators and forwarded to Health Counsellors for respective Missions.

Information re: allergies and dietary requirements forwarded to University staff prior to FSY by Administrators.

Administrators to ensure University staff fully certificated in food handling, CCP adhered to and nominated suppliers in place.

Health Counsellors to review Medical and Existing Health Conditions as supplied by FSY/FSY Administrators. If further clarity required to contact Administrators.

Any high or medium risk conditions to be identified by health counsellors and parents or guardians of these individual youth to be contacted by a Health Counsellor prior to FSY/FSY to talk through these conditions.

Health Counsellor to establish procedures to ensure minimum risk to individual youth.

Gathered further information and agreed plan to reduce risk to be shared with youth group leader (Counsellor) by Health Counsellor.

Counsellors to ensure youth with dietary concerns or allergies supervised at meal times to ensure these needs met.

Health Counsellors to ensure the confidentiality of sensitive information.

Up to Six Health Counsellors to be appointed for each FSY session.

Counsellors are to ensure youth wear their wrist bands, lanyards and name tags at all times when participating in FSY activities.

c) Accidents/Accident Prevention

Whilst our youth are participating in FSY we are required to ensure their safety at all times. To help prevent and respond to any accident that may occur the following action is required:

ACTION:

All Assistant Coordinators are to carry a risk assessment of all activities they are responsible for and agree appropriate action plans to minimise accidents occurring. These to be made available to Coordinators and FSY Administrators prior to FSY.

Identify if activity offers high, medium or low risk.

Coordinators to ensure duty rota completed and updated if required prior to FSY activity to meet these needs.

Health Counsellors to wear easily identifiable polo shirts.

In the event of unforeseen accident Health Counsellors are to be notified immediately.

Local A & E Department, Queens Medical Centre five minutes away. Health Counsellors to liaise with University Staff in the event of an emergency to ensure quick response. University emergency telephone number is 8888 internal – 0115 9518888 mobile.

Health Counsellors to maintain record of all accidents or cases of ill health.

If youth are required to visit A & E for any reason they should be accompanied by a responsible adult (Health Counsellor). Health Counsellor to have access to the FSY website to be able to show medical staff parental permission form.

Parents/Guardian/Priesthood Leaders to be informed of any accidents by Administrators. If accident involves serious injury Risk Management Division of Church to be notified via Area Seventy.

Designated Health Counsellors to be available throughout FSY and to be accessible via Walkie Talkie/mobile phone.

Area to be identified and designated as Health Centre for duration of FSY. Upper floor East Midlands Conference Centre.

Note: Participants may take their own medication but FSY will only administer medication via a Health Counsellor.

Counsellors are to be vigilant in maintaining a safe environment, reporting any problems to relevant staff. Inform ACs or Coordinators of any concerns regarding individuals acting in a suspicious manner around their youth. (Lingering and observing activities for long periods.) Site security can then be contacted if felt necessary.)

d) Safety Guidelines & FSY Risk Assessment

ACTION: All FSY staff to familiarise themselves with:

- **FSY Safety Guidelines (page 189-193)**
 - **FSY Risk Assessment - including Site Risk Assessment (see separate document)**
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3. Helping participants in crisis situations.

ACTION:

All FSY staff (Session Directors, Coordinators, Administrators, Assistant Coordinators, Health Counsellors and Counsellors.) to read and following guidelines found in FSY Safety Guidelines.

4. Water Safety

Risk of Legionella

ACTION:

Administrators to ensure University has a legionella control programme for its water systems in accordance with the requirements as contained in HSE Approved Code of Practice.

5. Policies/Expectations

It is vital that Counsellors spend time reviewing policies and expectations with their assigned youth to help minimise problems and ensure all concerned have wonderful FSY experience, feel and have access to that Climate of Revelation.

ACTION:

Counsellors to read and deliver information on page 10 in the staff FSY handbook - MEET YOUR COUNSELLOR.

Please note that we have received a sacred stewardship for the youth under our care and we need to do all we can to ensure they are able to stand taller and develop a lasting relationship with their Heavenly Father.

In Handbook 2, Administering the Church March 2019 – Section 13.6.20 (see churchofjesuschrist.org or leader section of Gospel Library)

Activities should involve minimal risk of injury or illness to participants. Activities should also involve minimal risk of damage to property. During activities, leaders make every effort to ensure safety. By planning effectively and following safety precautions, leaders can minimize the risk of accidents.

Activities should include appropriate training and proper supervision. They should also be appropriate for the participants' age and maturity.

Leaders should be prepared for emergencies that may occur.

In First Presidency letter, May 2019 (pages 189-193 of staff handbook or Safety in Church activities at church website)

Care should be taken to protect the physical, emotional, and spiritual safety of those participating. All conduct and interactions should abide by Church standards and exemplify Christlike behaviour.

Leaders of youth and children should be mindful that parents trust them with safety of their sons and daughters.

Declaration

I confirm that I have read the above and will comply with guidelines outlined to ensure the safety of all youth under my care during FSY 2019.

Print Name:

Signed:

Date: