



Accompanying Adults' Duty of Care Directive

Applicable to HERMES youth seminars, workshops and projects that involve work with children and (underage) youth participants.

1. Introduction

This directive has been prepared to provide practical advice to accompanying adults to ensure the safe and meaningful participation of children in this event. Throughout this document 'children' refers to anyone under the age of 18 years old.

Basic standards that help and protect children are being applied to HERMES activities that involve children and youth. They are based on the UNCRC, 1989 protective articles (19, 34 & 36) which outline children's rights to protection from harmful influences, abuse and exploitations and the four core principles of the Convention:

1. non-discrimination – all children are equal under the convention (article 2)
2. best interests of the child comes first (article 3)
3. right to life, survival and development (article 6)
4. respect for the views of the child (article 12)

Accompanying adults are expected to work in the spirit of the UNCRC and in turn, protect and promote the rights of all children throughout the duration of project activities.

2. Roles & Responsibilities

Accompanying adults play an important role in taking the primary responsibility for the safety of the children in their care at all times, including during travels to and from workshop/youth event venue.

Accidents and incidents affecting children can occur at any time and often unexpectedly. They include, but are not limited to:

- Assault including physical or sexual
- Severe verbal aggression, including threats
- Robbery or accidental loss of personal belongings (including passport)
- Traffic accident



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- Abduction
- Missing without permission
- Accidental injury
- Fire
- Bomb or hostage threat

The responsibilities of the accompanying adult start from the time when the children leave their parents/carers to travel and only end when they are safely handed back to their parents/carers on their return. All minors/youth under the age of 18 should have a signed parental consent form for their participation in activities implemented by HERMES.

Responsibilities of the accompanying adult include:

1. Providing a detailed pre-trip briefing to the children to describe travel and accommodation arrangements; highlight expectations and safety procedures.
2. Supporting the children during travel, including transport to the airport, providing support at customs/immigration, check in, boarding the plane, travel to your hotel, local travel and for other meetings, excursions etc.
3. Ensuring that all children have emergency phone numbers
4. Being physically near the children and aware of their whereabouts at all times.
5. Being aware of the children's physical and emotional needs and assisting in meeting them as appropriate or make every effort to meet those needs in meetings with the organisers and other participants.

3. Duty of Care

You have responsibility as the accompanying adult to fulfil a fundamental duty of care to safeguard children while they are away from home.

Children are at risk of harm or abuse from a range of different sources. As the accompanying adult you are responsible for minimising the risk of harm by identifying and managing potential risks and having a positive and open relationship with the children in your care.



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4. Code of Conduct

As the accompanying adult it is important to:

- Be aware of situations, which may present risks and take appropriate actions;
- Make sure that a culture of openness exists between you and the children in your care so that it is possible for either party to raise or discuss any issues or concerns;
- Make sure there is a sense of accountability with other adults so that poor practice or potentially abusive behaviour does not go unchallenged.

Adults and children attending HERMES youth seminars and workshops must never:

- Act in ways meant to shame, humiliate, belittle or degrade children;
- Physically assault or abuse children or develop sexual relationships with children;
- Develop relationships with children which could in any way be seen as exploitative or abusive;
- Use language, make suggestions, or offer advice which is inappropriate, offensive or abusive;
- Sleep in the same room as a child unless there is a medical reason for doing so and only if this has been agreed by their parent/guardian;
- Do things for children of a personal nature that they can do on their own;
- Permit or participate in activities that are illegal, unsafe or abusive;
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others;
- Break confidentiality by disclosing personal information of a child (when not necessary);
- Expose children to pornographic materials in electronic or any other form.

6. Medical Emergency

In the event of a medical emergency, you should immediately seek medical help. The safety of all children is paramount and all necessary actions should be taken to ensure this. Accompanying adults are reminded that they must keep copies of the consent forms/medical history of the children in their care at all times. All copies of papers evidencing medical care must be kept including doctor's letters, ambulance certificates, bills, vouchers, hospital admission forms, blood transfusion certificates and provided to the relevant person for submission to the insurers in the participating overseas country, as appropriate.



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6. Medical Emergency (continued)

Accompanying adults need to:

1. Facilitate communication between the children with other groups of children. In some cases, as accompanying adults, you may also have to act as interpreters for the children during the trip.
2. Keep copies of the children's consent forms/medical history forms/ passport/ details of next of kin with you at all times which include written permission from their parents/carers to act on their behalf for medical emergencies.
3. Liaise closely with relevant school staff as needed if any protection incidents or welfare issues arise for individual children

All children on the trip should be briefed before the trip about the process of staying at the ho(s)tel, and told which members of staff to contact if there is an emergency or they want to discuss any issues. All children must be given contact details for staff members accompanying them on the trip.

SIGNATURE

[Sign Here] _____

In accepting accompanying adult assignment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Directive which I have read and understood.

Name (write in capital letters):

Name of your institution:

Name of youth workshop or event:

Date and place: