

Welfare Protocols of UN Youth New Zealand

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1. About These Protocols

Purpose

- 1.1. The purpose of the Welfare Protocols is to provide a framework for promoting the hauora of all young people who interact with us, managing and reducing the risk of harm to any person involved in UN Youth New Zealand, and defining the acceptable standards of behaviour in the organisation.
- 1.2. These Protocols are a Protocol of UN Youth New Zealand, and is adopted and amended only by a vote of National Council.
- 1.3. The Welfare Protocols will be made available:
 - 1.3.1. on the UN Youth New Zealand website;
 - 1.3.2. to all participants in UN Youth events and their legal guardians before and after registration for the event; and
 - 1.3.3. at all UN Youth events.

Scope and persons affected

- 1.4. These Protocols apply to:
 - 1.4.1. All members of UN Youth New Zealand; and
 - 1.4.2. All participants in any UN Youth event; and
 - 1.4.3. Any organisation working in partnership with UN Youth New Zealand to deliver an event.
- 1.5. For the avoidance of doubt, sections of these Protocols regarding the conduct of "participants" and "Volunteers" apply to members only when they hold a "participant" or "Volunteer" role, as defined by the Protocol.
- 1.6. In determining who is the responsible body for the purposes of a particular event, grievance, or other matter discussed in this policy:
 - 1.6.1. If the matter is limited in scope to the members and/or activities of a single Region, the responsible body is that Regional Council;
 - 1.6.2. If the matter is not so limited, the responsible body is the National Executive;
 - 1.6.3. The National Executive shall determine any disputes and ambiguities arising from this section, with the advice of the Welfare Committee (WC).

2. Mission Statement

Guiding Principles

- 2.1. The safety and wellbeing of all people, including children, involved in UN Youth is our paramount concern.
- 2.2. UN Youth defines wellbeing using the concept of Hauora – a Māori philosophy of health unique to Aotearoa New Zealand that comprises four dimensions that influence and support each other:
 - 2.2.1. Taha tinana (physical wellbeing) meaning the physical body, its growth, development and ability to move, and ways of caring for it;
 - 2.2.2. Taha hinengaro (mental and emotional wellbeing) meaning coherent thinking processes, acknowledging and expressing thoughts and feelings and responding constructively;
 - 2.2.3. Taha whānau (social wellbeing) meaning family relationships and other interpersonal relationships, feelings of belonging, compassion and caring, and social support; and
 - 2.2.4. Taha wairua (spiritual wellbeing) meaning the values and beliefs that determine the way people live, the search for meaning and purpose in life, and personal identity and self-awareness.
- 2.3. At all times and in all appropriate instances UN Youth will endeavour to fulfil the obligations articulated by the philosophy of Hauora.
 - 2.3.1. Ensuring Hauora for every participant is critical to the success of UN Youth activities. UN Youth's mission is to educate and inspire youth and these aims can only be accomplished when all participants feel comfortable, safe, supported and healthy;
 - 2.3.2. Promoting Hauora is also critical to ensuring UN Youth's activities encourage the values of respect, integrity, spirit and empowerment.

Commitment to Young People

- 2.4. Implementation of this Protocol must be done in light of the youthfulness of all Members. Adolescence is a time when people often choose to explore boundaries by taking risks. UN Youth also recognises the particular susceptibility of young people to mental health issues.
- 2.5. Above all, UN Youth recognises the inherent value of young people. Through this Protocol UN Youth honours the value of all young New Zealanders by taking active steps to promote Hauora.

3. Definitions

Dictionary

3.1. When used in these Protocols:

3.1.1. **“abuse”** in relation to a child means:

3.1.1.1. Sexual abuse of the child; or

3.1.1.2. Physical or emotional abuse of the child, or neglect of the child, to the extent that:

3.1.1.2.1. The child has suffered or is likely to suffer, physical or psychological injury detrimental to the child's wellbeing; or

3.1.1.2.2. The child's physical or psychological development is in jeopardy;

3.1.2. **“Adult”** means a person over the age of eighteen (18) years;

3.1.3. **“attendees”** means all participants and Volunteers (but not spectators) at a particular event;

3.1.4. **“child”** or **“children”** or **“minor”** means a person under the age of eighteen (18) years;

3.1.5. **“Coordinator”** means the person with primary responsibility for the execution of a Regional or National Event, in contrast to the responsible body, which oversees it, and members of the Organising Committee, who assist the Coordinator. A **“Coordinator”** used without context is taken to refer to the Coordinator of the event to which the section in question relates;

3.1.6. **“Director”** means the person with primary responsibility for the execution of an International Event, in contrast to the National Executive, which is the responsible body overseeing it, and members of the Organising Committee, who assist the Director. A **“Director”** used without context is taken to refer to the Director of the event to which the section in question relates;

3.1.7. An **“event”** means any activity of UN Youth that is open to members and organised by Volunteers on behalf of UN Youth;

3.1.7.1. An event begins and concludes at a time determined by the Coordinator, Director or organiser, advertised to participants in

advance, provided that no event may formally conclude unless no participant is, or ought to be, under the care, supervision, or authority of a Volunteer by virtue of that Volunteer's position at the event;

3.1.7.2. Unless otherwise specified in these Protocols or deemed by the Welfare Committee, the following are not events to which these Protocols applies:

3.1.7.2.1. An occasion that is purely social in character for which no financial responsibility is held by UN Youth or where no participant is, or ought to be, under the care, supervision, or authority of a Volunteer; or

3.1.7.2.2. An internal meeting of a responsible body or one of its committees, or a gathering of Volunteers or members only for the purposes of organisational review or governance;

3.1.7.3. A "physical event" is any event which is wholly or significantly carried out at a physical location.

3.1.8. **"grievance"** means a dispute arising between:

3.1.8.1. Two or more attendees at a UN Youth event; or

3.1.8.2. Two or more UN Youth Members; or

3.1.8.3. An attendee at a UN Youth event or a Member and a responsible body;

3.1.9. **"misconduct"** occurs when any provision of these Protocols is breached, intentionally or accidentally, by any person affiliated or involved with anybody in UN Youth;

3.1.9.1. Misconduct can be "victimless" or result in victims unable or unwilling to come forward;

3.1.9.2. Where any provision of these Protocols is breached, intentionally or accidentally, by any person affiliated or involved with anybody in UN Youth in a manner which a Welfare Arbitrator considers to be serious, in their absolute discretion, it shall be considered **"serious misconduct"**;

3.1.10. A **"member"** means a member of UN Youth as defined in the National Constitution;

- 3.1.11. **“National Constitution”** means the Constitution of UN Youth New Zealand, in contrast to **“Regional Constitutions”** which are the constitutions of the Regions;
- 3.1.12. **“Organising Committee”** means the Volunteers appointed by a responsible body to lead the organising of an event, including the relevant Coordinator or Director;
- 3.1.13. A **“participant”** is an active participant in an event, who is not a Volunteer, and is intended as the primary beneficiary of that event;
- 3.1.14. **“these Protocols”** means the Welfare Protocols of UN Youth New Zealand;
- 3.1.15. **“recuse”** means excusing yourself from a matter due to a conflict of interest;
- 3.1.16. **“Regions”** means the Regions of UN Youth established by National Council according to the National Constitution;
- 3.1.17. **“responsible body”** means the body within UN Youth, either the National Executive or one of the Regional Councils, with responsibility over a matter under the terms of these Protocols;
- 3.1.18. **“a section”** means an individual point or points of these Protocols. Hence, this particular provision is section 3.1.xx of this policy; a reference to section 3, however, would encompass all sections whose numbers commence with 3;
- 3.1.19. **“seniority”**, when referring to:
- 3.1.19.1. A responsible body, is determined:
 - 3.1.19.1.1. First, by mutual consent of the members of the responsible body present who can be conveniently consulted, or
 - 3.1.19.1.2. Secondly, by examining the relevant Constitution, or
 - 3.1.19.1.3. Thirdly, by consulting the relevant Protocols, or
 - 3.1.19.1.4. Fourthly, by the length of service of a given Volunteer, or
 - 3.1.19.1.5. Fifthly by the Volunteer’s age;

- 3.1.19.2. The WC, is determined by an internal vote of the un-recused WC members at the start of their term, such that the National Welfare Officer is always the most senior;
- 3.1.19.3. Volunteers or Organising Committee members or Welfare Officers, is determined:
 - 3.1.19.3.1. First, by the mutual agreement of un-recused Volunteers/Organising Committee members/Welfare Officers, or
 - 3.1.19.3.2. Secondly, by the length of a Volunteer's service in UN Youth, or
 - 3.1.19.3.3. Thirdly, by their age;
- 3.1.20. **"sensitive information"** about a person means information about an individual's race or ethnic origins, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal record, health, medical records, genetic information, biometric information, or biometric templates;
- 3.1.21. **"spectators"** means people who attend an event who are not participants or Volunteers (such as audience members, invited guests, teachers, etc);
- 3.1.22. **"UN Youth"** used without context includes all of the Regions;
- 3.1.23. **"under-age"** means under the age of eighteen (18) years;
- 3.1.24. **"Volunteer"** is a member of UN Youth supporting the execution of an event, including but not limited to Organising Committee members, Conference Assistants, or Welfare Officers, who hold that position from the moment they agree to undertake that Volunteer role for the event until the moment at which formal event activities have concluded and no participant at the event is, or ought to be, under that Volunteer's care, supervision, or authority;
- 3.1.25. **"WC"** is the Welfare Committee;
- 3.1.26. **"welfare"** comprises any action taken by a member of UN Youth to further the Hauora of themselves or another member;
- 3.1.27. **"Welfare Team"** is a collective term for all Welfare Officers, including the Head of Welfare, that have been appointed for a particular event;

- 3.1.28. **“woman”** and **“man”** when used in this Policy mean persons who self-identify as “woman” and “man” respectively.

Event categories

- 3.2. The events we run in UN Youth that are most relevant to these Protocols include:
- 3.2.1. **Regional Events**, which are events overseen by a Regional Council;
 - 3.2.2. **National Events**, which are events overseen by the National Executive that primarily occurs inside New Zealand and is not a Volunteer Event;
 - 3.2.3. **International Event** is an event that is overseen by the National Executive that primarily occurs outside New Zealand;
 - 3.2.4. **Volunteer Events** include National Councils and Volunteer Training Hui.

4. Responsibilities

Key Welfare Roles

- 4.1. While welfare is everyone's responsibility, particular Volunteers in UN Youth have special responsibility for promoting and advancing our welfare objectives. These are:
- 4.1.1. The **National Welfare Officer**: Responsible for the National oversight of welfare in UN Youth;
 - 4.1.2. A **Regional Welfare Officer**: A member of a Regional Council who oversees welfare in that region;
 - 4.1.3. A **Welfare Officer**: A Volunteer responsible for executing the Welfare Plan and administering welfare for an event. They must have an up to date First Aid Certificate:
 - 4.1.3.1. Any doubts about the sufficiency of any First Aid qualification shall be resolved by the National Welfare Officer;
 - 4.1.4. A **Head of Welfare**: A Welfare Officer who coordinates and manages the welfare Officers for an event:
 - 4.1.4.1. They must have served as a Welfare Officer before at an event of the same category, unless it is an International Event or consent is obtained from the National Welfare Officer;
 - 4.1.5. A **Welfare Arbitrator**: a Volunteer who is given responsibility for handling any alleged breaches of the Code of Conduct at a UN Youth event.

Welfare Committee

- 4.2. The Welfare Committee (WC) comprises:
- 4.2.1. The National Welfare Officer;
 - 4.2.2. The National President;
 - 4.2.3. Four other Volunteers, who must have UN Youth welfare experience;
- 4.3. The WC is responsible for:
- 4.3.1. Interpreting and reviewing the Welfare Protocols;
 - 4.3.2. Reviewing and approving Welfare Plans for events;

- 4.3.3. Maintaining and updating Welfare Plan templates, other guidance documents for Welfare personnel, and the Welfare Incident Report form, as well as ensuring these are all accessible and available to Volunteers;
 - 4.3.4. Reviewing the findings of a Welfare Arbitrator;
 - 4.3.5. Executing the organisation's policies on the police vetting of Volunteers.
- 4.4. The National Welfare Officer shall:
- 4.4.1. Chair the WC;
 - 4.4.2. Be subject to all rules described in these Protocols that pertain to an ordinary member of the WC;
 - 4.4.3. Supervise the work of the WC and ensure the WC fulfils its obligations under these Protocols;
 - 4.4.4. Represent the WC to UN Youth and the public.
- 4.5. Except where otherwise stated, WC decisions are reached by the assent of a majority of the total number of un-recused WC members and Alternate WC members serving as WC members.
- 4.6. The National Welfare Officer or any two members of the WC or Alternates serving as WC members can call a WC meeting;
- 4.6.1. No WC meeting may be held without at least 24 hours of notice to the WC;
 - 4.6.2. All WC decisions must be recorded and all WC proceedings and meetings minuted.
- 4.7. If the WC as a whole is required by these Protocols to be consulted or give advice on a matter and cannot be convened in time for that advice or consultation to be effective, the assent of the National Welfare Officer, with notice to the rest of the WC, is sufficient to satisfy the consultation or advice requirement. This section shall not preclude the WC giving advice relevant to the consultation at a later point.

Appointment of Welfare Volunteers

- 4.8. The National Welfare Officer is a position held coextensively by the National Volunteers Officer, unless otherwise delegated by National Executive Resolution;

- 4.8.1. This role may only be delegated to a member of the National Executive.
- 4.9. The Regional Welfare Officer for each Region is a position appointed by Regional Council Resolution;
 - 4.9.1. Only a member of the relevant Regional Council may be appointed to this role;
 - 4.9.2. This person must fulfill the requirements to be a Welfare Officer.
- 4.10. For **Regional Events**:
 - 4.10.1. Head of Welfare and Welfare Officers are appointed by the relevant Organising Committee in consultation with the relevant Regional Welfare Officer in consultation;
 - 4.10.1.1. The appointment process for these Volunteers must otherwise align with the process for the selection of other Conference Assistants at that event;
 - 4.10.2. The Welfare Arbitrator will be the Regional President or their delegate;
 - 4.10.2.1. If the role is delegated, it may only be done so with the consultation and consent of the relevant Regional Welfare Officer and Head of Welfare.
- 4.11. For **National Events**:
 - 4.11.1. Head of Welfare and Welfare Officers is appointed by the relevant Organising Committee in consultation with the National Welfare Officer;
 - 4.11.1.1. They must consent to police vetting;
 - 4.11.1.2. The appointment process for these Volunteers must otherwise align with the process for the selection of other Conference Assistants at that event;
 - 4.11.2. The Welfare Arbitrator will be the National President or their delegate;
 - 4.11.2.1. If the role is delegated, it may only be done so with the consultation and consent of the National Welfare Officer, Head of Welfare and Event Coordinator.
- 4.12. For **International Events**:

- 4.12.1. The Head of Welfare and Welfare Officers are appointed by the relevant Organising Committee in consultation with the National Welfare Officer;
 - 4.12.1.1. Head of Welfare must be appointed at least 6 months before the event;
 - 4.12.1.2. Only members of the relevant Organising Committee are eligible to be appointed to these roles;
- 4.12.2. The Welfare Arbitrator will be the National President or their delegate;
 - 4.12.2.1. If the role is delegated, it may only be done so with the consultation and consent of the National Welfare Officer, Head of Welfare and Event Director.
- 4.13. For **Volunteer Events**:
 - 4.13.1. The Head of Welfare and Welfare Officers are appointed by the National Executive;
 - 4.13.2. The Welfare Arbitrator will be the National President or their delegate;
 - 4.13.2.1. If the role is delegated, it may only be done so with the consultation and consent of the National Welfare Officer, Head of Welfare and National Executive.

Appointment of the Welfare Committee

- 4.14. The National Welfare Officer and National President are members of the WC by virtue of their roles.
- 4.15. The remaining four members of the WC are nominated by the National Executive and appointed by National Council Resolution;
 - 4.15.1. The National Executive must also nominate for National Council approval at least three further individuals eligible to serve on the WC as Alternate WC members.
- 4.16. Should a member or members leave the WC or stand recused, the remaining members of WC shall fill the vacancies with Alternate WC members so that the WC always has five voting members on a matter;
 - 4.16.1. Alternate WC members serve only the balance of the term of the member they are appointed to replace, or for the duration of time the member they replace is recused;

- 4.16.2. If the number of Alternate WC members is exhausted, as appropriate the National Executive must nominate further eligible individuals as Alternate WC members for National Council approval.
- 4.17. A WC member shall stand recused from WC when:
 - 4.17.1. They have a material personal interest in the case;
 - 4.17.2. WC reviews findings that member made as an arbitrator (unless they were acting as a member of WC as a whole); or
 - 4.17.3. A majority of other currently voting WC members finds them to have a conflict of interest in a matter.

5. Managing Risk

Minimum Staff Requirements

5.1. All events:

5.1.1. Must have a minimum of one Head of Welfare;

5.1.2. Must have a Welfare Arbitrator.

5.2. Unless otherwise specified by the Welfare Protocols, below are the minimum numbers of Welfare Officers for all events:

Number of participants	1 Day	2 Days	3+ Days
0 - 50	1	1	2
50 - 100	1	2	2
101 - 150	2	2	3
151 - 200	2	3	4
201 - 250	3	3	5
251 - 300	3	3	6
301 - 350	4	4	7
351 - 450	4	4	8
>450	As confirmed by the Welfare Committee		

5.2.1. The minimum number of Welfare Officers for the Diplomacy Competition is one and this person will typically be selected from the Organising Committee;

5.2.2. The following events must have Welfare Officers of at least two genders:

5.2.2.1. Events which must have a minimum of three or more Welfare Officers;

5.2.2.2. Events which run for a duration of three or more days, unless it is an exclusively tertiary-level International Event;

5.2.3. No Welfare Officers are required for events hosted by a school during school hours with the supervision of qualified school teachers.

- 5.3. Unless otherwise specified in the Welfare Protocols or approved by the WC, the following maximum Participant-to-Volunteer ratios must be adhered to for all events except Diplomacy Competition:
 - 5.3.1. Ten participants for every Volunteer for activities on-site at a confined venue;
 - 5.3.2. Eight participants for every Volunteer for activities off-site or outside of a confined venue;
 - 5.3.3. Six participants for every Volunteer at time of departure for activities conducted overseas involving secondary school participants.

Before a UN Youth Event: Welfare Plans

- 5.4. Before any event, a Welfare Plan must be prepared by the relevant Coordinator or Director and submitted to the National Welfare Officer:
 - 5.4.1. At least four days in advance for a Regional Event;
 - 5.4.2. At least two weeks in advance for a National Event;
- 5.5. The Welfare Plans, and any material revisions or updates to a Welfare Plan subsequent to initial submission, must be reviewed and approved:
 - 5.5.1. By the WC for National and International Events;
 - 5.5.2. By the National Welfare Officer and relevant Regional Welfare Officer for Regional Events.
- 5.6. Welfare Plans are expected to be reviewed and, if appropriate, revised:
 - 5.6.1. By the Head of Welfare once they are appointed for an event;
 - 5.6.2. By the Head of Welfare and the Organising Committee after the participants for an event are selected, in accordance with the Protocols below regarding the Content of Welfare Plans.
- 5.7. The National Welfare Officer has the discretion to determine whether any revisions or updates to a Welfare Plan are material.
- 5.8. A Welfare Plan, once approved, is considered a part of the Welfare Protocols (binding that event only) and breaches of the plan shall be considered breaches of the Protocols.

Content of Welfare Plans

- 5.9. A Welfare Plan comprises five elements:

- 5.9.1. Risk Management;
 - 5.9.2. Dietary Requirements;
 - 5.9.3. Event Accessibility;
 - 5.9.4. Mental Health;
 - 5.9.5. Special Circumstances.
- 5.10. With respect to Risk Management:
- 5.10.1. The Welfare Plan must contain the following information:
 - 5.10.1.1. The names and contact details of the event Welfare Officers and the Welfare Arbitrator;
 - 5.10.1.2. 'General' assigned roles and responsibilities of each Welfare Officer as appropriate:
 - 5.10.1.2.1. Logistics Liaison: ensures dietary requirements are fulfilled;
 - 5.10.1.2.2. Administration: maintains attendance, contacts parents and guardians, maintains the welfare room and first aid kit logs;
 - 5.10.1.2.3. Welfare Phone: Welfare Officers who hold a welfare phone;
 - 5.10.1.2.4. Mental Wellbeing Officer: monitors the mental wellbeing of participants;
 - 5.10.1.3. An identification of the risks and hazards posed by the venue, location and activities of an event, and how these risks and hazards will be minimised;
 - 5.10.1.4. 'Emergency' assigned roles and responsibilities of each Welfare Officer:
 - 5.10.1.4.1. Emergency Services Liaison: calls emergency services/ambulance, accompanies victims to hospital, maintains and retains relevant paperwork;
 - 5.10.1.4.2. First Aid: leads first aid efforts;
 - 5.10.1.4.3. Situation Management: maintains the safety of other participants and liaises with the event committee;

- 5.10.1.4.4. Guardians/Teachers Liaison: ensures guardians and teachers are kept updated;
 - 5.10.1.5. The location of the Accident & Emergency Room and Hospital nearest to the event, or in the case of International Events:
 - 5.10.1.5.1. In each city visited; and
 - 5.10.1.5.2. The emergency phone number for each country visited;
 - 5.10.1.6. Emergency guidelines, including those specific to the venue or to address specific risks, and how these will be shared and communicated to attendees;
 - 5.10.1.7. Cyber-safe guidelines that uphold the principles of the Code of Conduct and protect UN Youth's reputation while advancing the educational mission of the event;
 - 5.10.1.8. An outline of the sex policy that will apply and how it will be implemented;
 - 5.10.1.9. If the event includes alcohol, how a responsible alcohol culture will be promoted and sustained.
- 5.11. With respect to Dietary Requirements:
- 5.11.1. The Welfare Plan must contain information on how the catering arrangements for the event will meet all the expected dietary requirements of the participants;
 - 5.11.2. Once the participants for an event have been selected, it is expected that the Head of Welfare will review the relevant registration information that has been supplied and update this section of the Welfare Plan as appropriate.
- 5.12. With respect to Event Accessibility:
- 5.12.1. The Welfare Plan must contain information on the extent an event and its physical facilities are accessible to attendees of all abilities and backgrounds, such as information on wheelchair accessibility, alternative transport arrangements, and bathroom facilities (both accessible and unisex bathrooms).
- 5.13. With respect to Mental Health:
- 5.13.1. The Welfare Plan must identify any mental welfare risks posed by the conference, and describe how they will be minimised or mitigated.

- 5.14. With respect to Special Circumstances:
- 5.14.1. The Welfare Plan must include any additional information about the steps that should be taken at the event in fulfilment of the obligations in these Protocols that the relevant Head of Welfare and National Welfare Officer feel is necessary;
 - 5.14.2. Once the participants for an event have been selected, it is expected that the Head of Welfare will review the relevant registration information that has been supplied and update the Welfare Plan with any circumstances which may require particular care or arrangements and outline how these arrangements will be made.
- 5.15. Only the following elements are required for the Diplomacy Competition Welfare Plan:
- 5.15.1. The relevant parts of Risk Management;
 - 5.15.2. Mental Health; and
 - 5.15.3. Special Circumstances.

During a UN Youth Event: General Provisions

- 5.16. The Organising Committee and relevant Head of Welfare are responsible for implementing the Welfare Plan, supported by the event Welfare Officers.
- 5.17. In addition, at all events where appropriate, the Organising Committee and relevant Head of Welfare must ensure:
- 5.17.1. The Welfare Officers are equipped with a fully stocked first aid kit (see Appendix 1);
 - 5.17.1.1. At the discretion of the NWO, the contents of first aid kits on International Trips may differ from what is prescribed in Appendix 1.
 - 5.17.2. Under-aged Volunteers are never placed in a position where they are alone with participants without an adult Volunteer supervising those participants;
 - 5.17.3. Under-aged Volunteers are not counted towards satisfying any Participant-to-Volunteer ratios;
 - 5.17.4. Any person with a Welfare role at an event (whether a Welfare Officer or Arbitrator) is not placed in any role at the event itself in the

selection of participants for any prizes, awards, or positions in subsequent events;

5.17.5. With respect to use of vehicles:

5.17.5.1. No Volunteer drives a vehicle in their capacity as a Volunteer which they are not insured to drive;

5.17.5.2. A Volunteer possesses a Full New Zealand Driver's Licence to drive a vehicle transporting others.

5.18. The **Head of Welfare** must provide an appropriate welfare briefing to all Volunteers at the event, and separately to all participants at an event:

5.18.1. At a minimum this welfare briefing must cover:

5.18.1.1. Welfare Team contact details;

5.18.1.2. Who the Welfare Arbitrator is;

5.18.1.3. Emergency guidelines;

5.18.1.4. Cyber-safe guidelines;

5.18.1.5. Sex policy;

5.18.1.6. Alcohol policy; and

5.18.1.7. Any additional information as instructed by the Welfare Plan.

5.19. All attendees must abide by the relevant Code(s) of Conduct in these Protocols, as well as any additional terms specified by the Organising Committee.

Reporting

5.20. The **Welfare Team** is responsible for:

5.20.1. Completing and submitting the Welfare Incident Report form for all incidents:

5.20.1.1. Resulting in an attendee being seen or treated by a medical professional; or

5.20.1.2. Deemed serious enough by a Head of Welfare; or

5.20.1.3. When requested by the WC.

- 5.20.2. Recording all medication provided to attendees through the Medication Log Form or similar.
- 5.21. Any Volunteer, such as a **Welfare Arbitrator**, responsible for investigating misconduct, complaints, or breaches under these Protocols must complete and submit the Welfare Incident Report form as per the instructions in the Misconduct and Complaints section.

Continual Improvement

- 5.22. The Welfare Committee must review the Welfare Protocols at least once a year, in light of any recent Welfare Incident Reports if relevant and appropriate, and issue a report that includes any recommended changes to National Council in February the following year.

6. Codes of Conduct

[Note Protocol VI has been repealed by the Board of Directors on 15 May 2021 and is replaced by P-2 Code of Conduct]

7. Misconduct and Complaints

[Note Protocol VII has been repealed by the Board of Directors on 23 Dec 2019 and replaced by various policies in the National Policy Manual]

8. Record-Keeping and Privacy Policy

Record-Keeping

- 8.1. Each responsible body shall report the following records to the WC, and keep themselves for at least seven years:
 - 8.1.1. All approved Welfare Plans;
 - 8.1.2. Welfare Incident Reports arising from any breaches of these Protocols or other welfare-related problems; and
 - 8.1.3. Any written reports made by a Coordinator or Director or other Volunteer assessing the execution of a Welfare Plan and discussing ways in which it might be improved.

Privacy Policy

- 8.2. UN Youth shall comply with the Information Privacy Principles contained in section 6 of the Privacy Act 1993 in the manner in which it collects, retains, uses and destroys information.
 - 8.2.1. All requirements must be outlined and kept up to date in the Privacy Policy.

Appendices

Appendix 1 - List of Required Items in a First Aid Kit

A First Aid Kit must contain, at minimum, the following items:

10	Antihistamines
20	Ibuprofen 200mg
20	Paracetamol 500mg
10	Aspirin 500mg
1	Pack of electrolyte tablets
10	Strepsils (Plus)
1	Scissors
5	Safety pins
1	Tweezers
2	Resuscitation mask (face shield)
1	Liquid hand sanitiser
1	Pack of jelly beans
5	Ziplock bags
10	Nitrile gloves (pairs)
10	Sanitary pads
10	Tampons
12	Condoms (latex free)
1	Lubricant
3	Vomit bags
1	Triangular bandage
5	Normal saline for irrigation
1	Non-allergic adhesive tape
1	Box of bandaids

1	Sterile eyepad
10	Antiseptic Wipes
10	Individually wrapped adhesive dressings (assorted sizes)
1	Stretch bandage
5	Individually wrapped unmedicated wound dressings (assorted sizes)
1	Pack of cotton pads or equivalent

Appendix 2 - Terms & Conditions of Participation (Regional Event)

By completing the registration and ticking the relevant box to accept the terms and conditions, I, the Participant, or my legal guardians or teacher acting on my behalf if I am a minor, agree to the following conditions on my participation in the **[EVENT NAME]** (hereafter "the Event"). If this registration is completed by someone other than the Participant, then I warrant that the Participant agrees to the terms and conditions. Any reference to "I" or "my" throughout this document shall be taken to be a reference to either or both the Participant's legal guardian, parent/teacher and/or the Participant as the context permits:

1. I understand that my registration fee for this event is refundable only at the discretion of the UN Youth **[REGION]** Regional Council (hereafter "the Council"); in particular, I understand that if I do not withdraw my child's registration in writing to **[REGISTRATION OFFICER EMAIL ADDRESS]** at least **[X - DEPENDING ON EVENT]** working days prior to the event, I will remain liable for the cost of my full registration;
2. I have read and will follow and respect the UN Youth New Zealand Codes of Conduct and the other provisions of the Welfare Protocols (available at <https://goo.gl/k7rTJt>), and will comply with any sanctions imposed on me as a result of my breach of the Code of Conduct, including but not limited to being sent home at my expense;
3. I will comply with all rules and conditions set by Event venues, the reasonable directions of Event staff (or, if I am a Volunteer, the Event's organiser) and accept that any decisions made by Event staff pertaining to prizes or awards are absolutely final and may not be appealed;
4. I will attend all activities scheduled for the Event, and not leave the Event without permission from the Event's organiser;
5. I give permission for me to be transported during the Event in a private vehicle if I am either (i) a Volunteer or (ii) suffering from illness or injury short of an emergency and cannot be practically transported otherwise;

6. I give permission for the appropriate first aid, including medicine for temporary pain relief (unless I indicate otherwise on the registration form), to be administered to me by the Event staff if I require first aid;
7. In the case of an emergency, where it is impractical to communicate with me, I consent to any member of the Event staff obtaining for me on my behalf and at my expense, any emergency medical assistance, treatment and transport as deemed reasonably necessary;
8. I understand it is my responsibility to inform Event staff of any medical conditions, allergies, food restrictions or any other special needs I may have;
9. I grant permission to UN Youth New Zealand to use my photograph and/or comments and/or a video recording of me in print, broadcast, online and social media, without further consent and free of charge, at this or any other date, acknowledging UN Youth New Zealand's right to crop or treat the photograph at its discretion and waiving any right to inspect or approve the finished product, including written copy, wherein my likeness or comments appear;
10. I acknowledge and agree that, subject to UN Youth New Zealand complying with applicable privacy and health records legislation, UN Youth New Zealand may collect and store my personal information, and contact me using my personal information in order to organise the Event, or to solicit feedback or inquiries, or advise me of events, special offers and other like activities offered by UN Youth New Zealand except where permitted or required by law.
11. I agree to release, hold harmless, defend and indemnify UN Youth New Zealand, and its Volunteers from and against any damage, liability, loss or claim which in any way may arise from or relate to my participation in the Event;
12. I agree to reimburse UN Youth New Zealand with respect to any claim, loss, demand, cause of action, cost or liability (including reasonable attorney's fees and expenses) which may be asserted against or incurred by UN Youth New Zealand which is incurred by my participation in the Event;
13. In any event, I acknowledge that if I have any complaints about the conduct of the event or the selection process for other activities (other conferences, and so on) these must be submitted in writing to UN Youth New Zealand at **[REGIONAL COUNCIL EMAIL ADDRESS]** within one week following the incident that gave rise to the complaint; and I accept the Council's decision on the complaint is final;
14. I understand that any reference in this document to "UN Youth New Zealand" is taken to include both UN Youth New Zealand nationally and all of its Regions.
15. I, the participant named on this form, have read and agreed to the Terms & Conditions of Participation outlined above. My name, typed below, serves as my electronic signature. I also acknowledge that if I am under the age of 18, I have obtained the prior permission of a parent or guardian over the age of 18 to participate. ***insert text box***
16. I, the parent/guardian of the participant named on the form or otherwise have authority from the child or children's parent or guardian to do so on their behalf, have

read and agreed to the Terms & Conditions of Participation outlined above. My name, typed below, serves as my electronic signature. *insert text box*

17. NOTE: REFUND AND CANCELLATION POLICY

- Without limiting condition 1 and unless otherwise expressly communicated by the Event organisers, if a cancellation occurs less than 7 days prior to the Event, no refund applies.

Appendix 3 - Terms & Conditions of Participation (National Events)

By completing the registration and ticking the relevant box to accept the terms and conditions, I, the Participant, or my legal guardians or teacher acting on my behalf if I am a minor, agree to the following conditions on my participation in the [EVENT NAME] (hereafter "the Event"). If this registration is completed by someone other than the Participant, then I warrant that the Participant agrees to the terms and conditions. Any reference to "I" or "my" throughout this document shall be taken to be a reference to either or both the Participant's legal guardian, parent/teacher and/or the Participant as the context permits:

1. I understand that my registration fee for this event is refundable only at the discretion of the UN Youth New Zealand National Executive (hereafter "the National Executive"); in particular, I understand that if I do not withdraw my child's registration in writing to [REGISTRATION OFFICER EMAIL ADDRESS] at least [X - 2 RECOMMENDED] weeks prior to the commencement of the event, my registration fee will not ordinarily be refunded;
2. I have read and will follow and respect the UN Youth New Zealand Codes of Conduct and the other provisions of the Welfare Protocols (available at <https://goo.gl/k7rTJt>), and will comply with any sanctions imposed on me as a result of my breach of the Welfare Protocols, including but not limited to being sent home at my expense;
3. I will comply with all rules and conditions set by Event venues, the reasonable directions of Event staff (or, if I am a Volunteer, the Event's organiser) and accept that any decisions made by Event staff pertaining to my selection for another event, or for prizes or awards, are absolutely final and may not be appealed;
4. I will attend all mandated activities comprising the Event as described in writing by the organisers from time to time, and not leave the Event without permission from the Event's organiser;
5. I give permission for me to be transported during the Activity in a private vehicle if I am either (i) a Volunteer or (ii) suffering from illness or injury short of an emergency and cannot be practically transported otherwise;
6. I give permission for the appropriate first aid, including medicine for temporary pain relief (unless I indicate otherwise on the registration form), to be administered to me by the Event staff if I require first aid;
7. In the case of an emergency, where it is impractical to communicate with me, I consent to any member of the Event staff obtaining for me on my behalf and at my

- expense any emergency medical assistance, treatment and transport as deemed reasonably necessary;
8. I understand it is my responsibility to inform Event staff of any medical conditions, allergies, food restrictions or any other special needs I may have;
 9. I grant permission to UN Youth New Zealand to use my photograph and/or comments and/or a video recording of me in print, broadcast, online and social media, without further consent and free of charge, at this or any other date, acknowledging UN Youth New Zealand's right to crop or treat the photograph at its discretion and waiving any right to inspect or approve the finished product, including written copy, wherein my likeness or comments appear;
 10. I acknowledge and agree that, subject to UN Youth New Zealand complying with applicable privacy and health records legislation, UN Youth New Zealand may collect and store my personal information, and contact me using my personal information in order to organise the Event, or conduct any post-Event selection, or to solicit feedback or inquiries, or advise me of events, special offers and other like activities offered by UN Youth New Zealand except where permitted or required by law.
 11. I agree to release, hold harmless, defend and indemnify UN Youth New Zealand, and its Volunteers, from and against any damage, liability, loss or claim which in any way may arise from or relate to my participation in the Event;
 12. I agree to reimburse UN Youth New Zealand with respect to any claim, loss, demand, cause of action, cost or liability (including reasonable attorney's fees and expenses) which may be asserted against or incurred by UN Youth New Zealand which is incurred by my participation in the Event;
 13. In any event, I acknowledge that if I have any complaints about the conduct of the event or the selection process for other activities (other conferences, and so on) these must be submitted in writing to the National Executive at operations@unyouth.org.nz within one week following the incident that gave rise to the complaint; and I accept the National Executive's decision on the complaint is final;
 14. I understand that any reference in this document to "UN Youth New Zealand" is taken to include both UN Youth New Zealand nationally and all of its Regions.
 15. I, the participant named on this form, have read and agreed to the Terms & Conditions of Participation outlined above. My name, typed below, serves as my electronic signature. I also acknowledge that if I am under the age of 18, I have obtained the prior permission of a parent or guardian over the age of 18 to participate. *insert text box*
 16. I, the parent/guardian of the participant named on the form or otherwise have authority from the child or children's parent or guardian to do so on their behalf, have read and agreed to the Terms & Conditions of Participation outlined above. My name, typed below, serves as my electronic signature. *insert text box*
 17. NOTE: REFUND AND CANCELLATION POLICY
 - Without limiting condition 1, if a cancellation occurs less than 2 weeks prior to the commencement of the Event, no refund applies.

