

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;