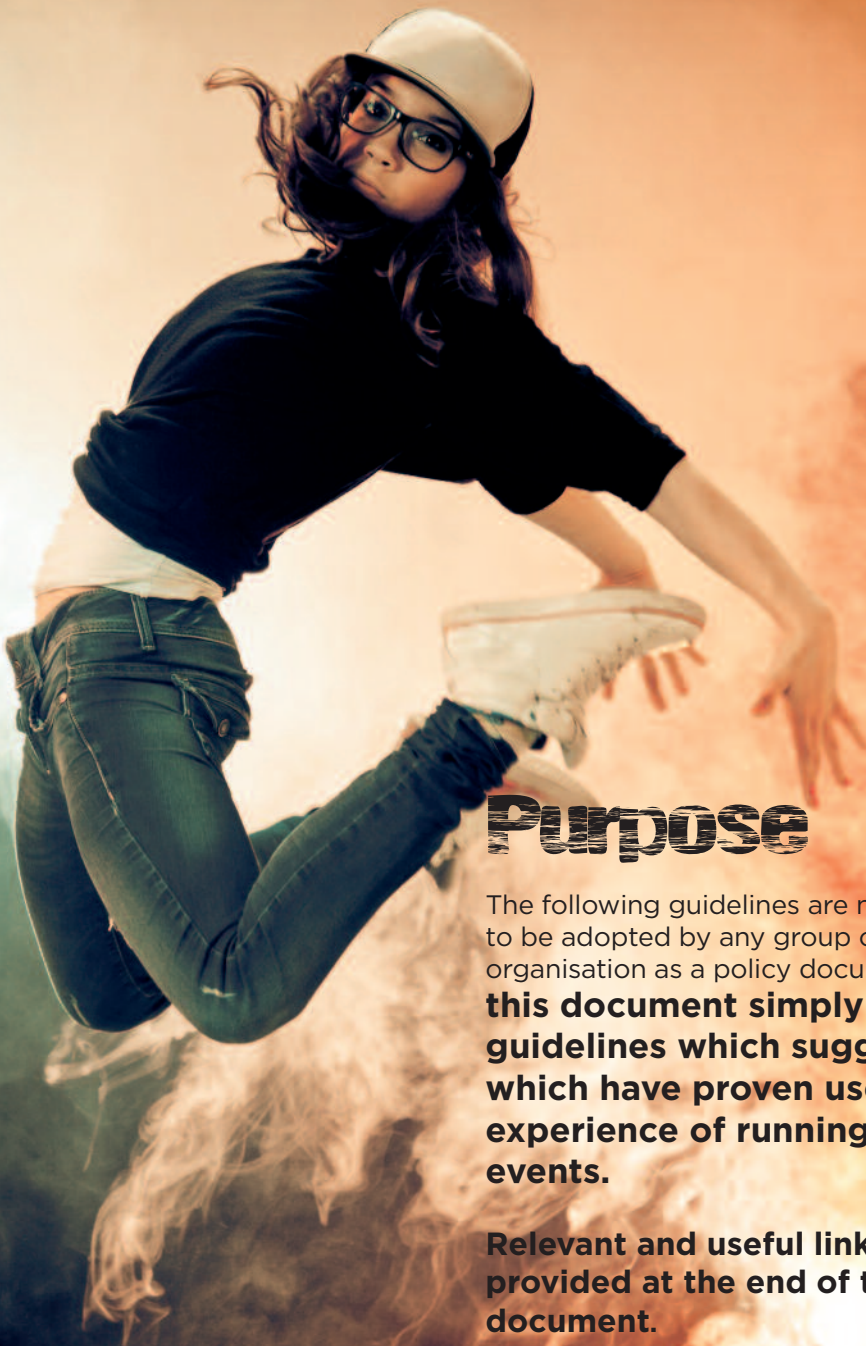




Youth Party Guidelines
An essential guide for Organisers
running youth events

2016



Purpose

The following guidelines are not intended to be adopted by any group or organisation as a policy document. Instead **this document simply offers guidelines which suggests steps which have proven useful in our experience of running similar events.**

Relevant and useful links are provided at the end of this document.

Prior to the event...

Where possible tickets should be sold in advance via reputable retailers. The organisations should be aware of who is buying tickets.

Every effort should be made to ensure that the identity of the young people attending the event and their parents/guardians details are known to the organisers. This may be done in several ways, one suggestion being to ensure that the young person and parent/guardians details are stated both on the ticket and on the corresponding ticket stub.

The venue and its surrounds must be compliant with relevant health and safety legislation including fire safety regulations. Appropriate crowd and traffic control measures should be in place both inside and outside the venue.

The organisers should conduct a risk assessment of the venue with any risk areas identified to all staff and volunteers. Where necessary these risk areas may be staffed or cordoned off for the duration of the event.



A signposted, safe, secure and confidential space should be identified within the building or surrounds where young people who get into difficulty or distress can be effectively supported. This can for example, be provided on-site by the First Aid provider.

One identified suitably skilled/trained adult worker or volunteer should oversee and supervise this area. This adult should have completed basic first aid training.

Clear policies and procedures should be established and highlighted to all staff/volunteers regarding how to manage a variety of scenarios which may present including injuries, alcohol or drug intoxication, alcohol or drug possession, allegations of or actual sexual assault. Details of the policy development process and guidelines for dealing with drug related incidents can be found on the NYCI website.



The venue or the event itself should not contain, display or be associated with any alcohol marketing or sponsorship (tickets, posters, visible bar taps, merchandise or products).



Transport

Please note that it is the transport company's responsibility to ensure the welfare and safety of young people is protected for the duration of the journey(s).

Where buses are used to transport young people a minimum of one responsible adult additional to the driver, should be on the bus in a supervisory role both for the trip to the event and the return trip.

Young people may present to be under the influence of alcohol or drugs boarding the bus or on the bus.

These young people may be a health and safety risk to themselves or others. It is important that adequate steps are taken by the transport company to ensure the safety of all passengers.

- Every effort should be made to ensure that cold and clean drinking water is available.
- The security team/volunteers supervising the event must include at least one professional who is registered, and a mix of male and female volunteers.
- Local Gardai should be informed of the event as early as possible.





All young people should have the opportunity to party together, but their safety should never be compromised.

During the event.

Please note that it is the event organisers/venue owner's responsibility to ensure the welfare and safety of young people is protected during the event.

- Certified First Aid personnel should be on site for the duration of the event.
- Where a young person is suspected to be under the influence of alcohol or drugs, either within the venue or at the door seeking admission, every effort should be made to contact their parents. Where this is not possible the local Gardaí should be informed. Guidelines on managing substance use related incidents are available from the NYCI.
- Where a young person who is suspected to be compromised by alcohol or other drugs and is intending to leave the event or surrounds every effort should be made to contact their parents. Where this is not possible local Gardaí should be informed.
- Organisers/supervisors should make every effort to respect the confidentiality and privacy of all young people.

At the end of the event, every effort should be made to ensure that no young people remain at the venue or surrounds. Where necessary Gardaí should again be informed to ensure the safety of all young people.

Useful Links

<http://www.youthhealth.ie/content/new-edition-support-pack-dealing-drugs-issue-out-school-settings>
viewed on 16/01/15.

The Misuse of Drugs Act 1977
<http://www.irishstatutebook.ie/1977/en/act/pub/0012/>

The Misuse of Drugs Act 1984
http://www.google.ie/url?url=http://www.irishstatutebook.ie/1984/en/act/pub/0018/&rct=j&frm=1&q=&esrc=s&sa=U&ei=iCi5VLSPIMuP7AaApIDICg&ved=0CB4QFjAB&usg=AFQjCNE4b_yJvryhgkOVHtDQCNbDuxTEOQ

The Health, Safety and Welfare at Work Act 2005
<http://www.irishstatutebook.ie/2005/en/act/pub/0010/>

Fire and other safety regulations
<http://www.hsa.ie/eng/Topics/Fire/>





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