

## **Ring of Gullion and Strangford and Lecale AONB Youth Rangers 2022/23**

### **Letter to Potential Youth Ranger**

1<sup>st</sup> December 2022

Dear Potential Youth Ranger,

Thank you for expressing an interest in being a part of the AONB Youth Ranger Programme. With this letter you will find some more detailed information about the scheme,

- A letter for your parents
- Photography Consent form
- Youth Ranger Activity schedule
- COVID 19 Communication
- A copy of the Youth Rangers Code of Conduct
- A copy of our Privacy Notice
- Our selection criteria

The AONB Youth Rangers is aimed at 14-17-year olds from the Strangford and Lecale and Ring of Gullion Areas of Outstanding Natural Beauty. The programme is five days long for each area, commencing on 14<sup>th</sup> January 2023 in Strangford and Lecale and 28<sup>th</sup> January in Ring of Gullion. Each day you will have the opportunity to learn an outdoor skill and get hands on with some practical environmental work. It will give you an insight into what is involved in environmental management. You must come in clothes suitable for working and exploring outdoors in the winter (including hats, gloves, waterproof jackets and trousers) and sturdy footwear (preferably walking boots) with a complete change of dry clothing essential. There is every possibility we will get cold and wet; a packed lunch and snacks for throughout the day are also required, and plenty of drinking water; please bring along all your necessary medicines e.g. inhalers/EpiPen's etc. Please bring your own hand sanitiser. Extra waterproof clothing can be provided if required, please let us know if you need this.

Not only is this scheme a great opportunity for you to get some practical experience and learn about looking after the environment, but it is also a good way to get out and about in the AONBs. There will be an opportunity to visit the other AONB during your programme.

In return, we expect all Youth Rangers to participate as fully as possible in the activities, to contribute to the efforts of the team and to adhere to our code of conduct. To learn more about the type of activities you will be taking part in please have a look at the enclosed schedule. We would hope you will be able to commit to all the Ranger Days, it is only a short programme.

If you decide that this programme is for you, please make sure that your parent/carer reads the information in this pack and signs the application form to give their consent. The applications must be with us by 5pm on 21<sup>st</sup> December 2022; applications received after this time will not be accepted.

If you have any queries about the AONB Youth Rangers, please do not hesitate to contact us using the details below. Please note that you must be 14 or older by the start of the course and under 18 for the duration of the programme. Please also note that places are limited on this scheme. We may have to use a selection process if applications exceed the places available.

We look forward to receiving your application.

Yours sincerely,

*Judith Hassard*                      *Abby McSherry*

Judith Hassard                      &                      Abby McSherry

(Strangford & Lecale)                      (Ring of Gullion)

Tel: 07548159835

- [NMDDC Revised Equality Scheme April 2020](#)
- [NMDDC Safeguarding Policy Feb 2020](#)

## Letter to Parent Guardian/ Carer

Dear Parent/Carer/Guardian,

Your child has expressed an interest in participating in the Ring of Gullion and Strangford and Lecale AONB Youth Ranger Programme. With this letter you will find more details about the scheme:

- A letter to prospective Youth Ranger participants
- COVID 19 Communication letter
- Photography Consent form
- Youth Ranger Activity schedule
- A copy of the Youth Rangers Code of Conduct
- A copy of our Privacy Notice
- Our selection criteria

Please read this information carefully and decide if you are happy for your child to apply to be one of the Ring of Gullion **or** Strangford and Lecale AONB Youth Rangers. Please check all the information on the online application form, by submitting the form you are providing your consent for your child to take part in **Ring of Gullion and Strangford and Lecale AONB Youth Ranger Programme 2022/23**.

The scheme will run for five days in each of the AONBs. The Ring of Gullion and Strangford and Lecale, commencing on 14<sup>th</sup> January 2022 in Strangford and Lecale and 28<sup>th</sup> January in Ring of Gullion. Please see enclosed Youth Ranger Activity Schedule for further dates. The Youth Rangers need to be at the designated drop-off points, in each AONB by 10am and collected by 4pm each day. Staff will not be available to supervise children before or after these times. Drop off locations to be confirmed. The programme is part funded by the Northern Ireland Environment Agency, and Newry, Mourne and Down District Council and Ards and North Down Borough Council.

The participants must come in clothes suitable for working and exploring outdoors in the winter (including hats, gloves, waterproof jackets and trousers) and sturdy footwear (preferably walking boots) with a complete change of dry clothing essential. There is every possibility we will get cold and wet! a packed lunch and snacks for throughout the day are also required, and plenty of drinking water; please bring along all necessary medicines e.g. inhalers/EpiPen's etc. Please also bring your own hand sanitiser and face masks unless

exempt. Extra waterproof clothing can be provided if required (Please let us know if you require this)

We will provide hot drinks and treats, and any other equipment required for specific activities or tasks. Please see the Activity Schedule for the range of activities, which are covered. We hope you will agree that this scheme is a great opportunity for young people to get some practical conservation experience, whilst learning valuable life skills, such as first aid, teamwork, navigation skills. It is also an excellent opportunity for them to explore the areas during the weekends and contribute something to its conservation. In return, we would expect all Youth Rangers to participate as fully as possible in the activities, to contribute to the efforts of the team and to adhere to our code of conduct.

Life Adventure Co., have been appointed by Newry Mourne and Down District Council to provide this programme of activities. All staff working on the programme are fully trained in the activities they are providing, are qualified first aiders and abide by child protection policies and codes of conduct.

Please note that your child must be 14 or older by the start of the course and under 18 for the duration of the programme.

Places are limited on this scheme, so please ensure your child's application is submitted before the closing date of **5pm Tuesday 21st December 2022**.

We may have to use a selection process if applications exceed the places available. Preference will be given to applicants resident in the Ring of Gullion or Strangford and Lecale AONB, and to those who can attend all 5 of the activity days.

If you have any queries about the Ring of Gullion and Strangford and Lecale AONB Youth Rangers Programme, please do not hesitate to contact us, using the details below.

If you decide that this programme is suitable for your child, please check that the form is fully completed (including the medical information) and signed (a digital signature is acceptable).

Yours sincerely,

*Judith Hassard and Abby McSherry*

## Activity Schedule

### Strangford and Lecale AONB

**14.01.23 – Induction day** - Get to know your group leaders and fellow Youth Rangers through fun games, challenges and bush craft. Practical conservation work in the afternoon learning about the work of the AONB and Geopark team.

**11.02.23 – First aid training** - Learn how to deal with conscious and unconscious patients, bleeding, broken bones and minor illnesses. This is a recognised first aid qualification. It is useful to have when out exploring and it looks great on a CV.

**11.03.23 – Tree planting day** - learn practical conservation skills, while taking part in the Delamont Landscape Restoration project.

**25.03.23 – Hill walking in the Ring of Gullion** - (a day where the Strangford and Lecale and Ring of Gullion Youth Rangers meet up. Transport provided). Exploring Slieve Gullion Mountain learning about its habitats, archaeology, legends and geology. You'll also have an opportunity to learn about how we look after the mountain, learning map reading and navigation skills and taking part in a litter pick.

**13.04.23 – Canoeing on Strangford Lough** (a day where the Strangford and Lecale and Ring of Gullion Youth Rangers meet up. Transport provided). Exploring Strangford Lough on the water, about its habitats, wildlife, and geology; also taking part in a litter pick

### Ring of Gullion AONB

**28.01.23 – Induction day** - Get to know your group leaders and fellow Youth Rangers through fun games, challenges and bush craft. Practical conservation work in the afternoon learning about the work of the AONB and Geopark team.

**25.02.23- First aid training** - Learn how to deal with conscious and unconscious patients, bleeding, broken bones and minor illnesses. This is a recognised first aid qualification. It is useful to have when out exploring and it looks great on a CV.

**25.03.23 – Hill walking in the Ring of Gullion** - (a day where the Strangford and Lecale and Ring of Gullion Youth Rangers meet up. Transport provided). Exploring Slieve Gullion Mountain learning about its habitats, archaeology, legends and geology. You'll also have an opportunity to learn about how we look after the mountain, learning map reading and navigation skills and taking part in a litter pick.

**13.04.23 – Canoeing on Strangford Lough** (a day where the Strangford and Lecale and Ring of Gullion Youth Rangers meet up. Transport provided). Exploring Strangford Lough on the water, about its habitats, wildlife, and geology; also taking part in a litter pick

**19.03.22 – Canoeing on Strangford Lough** (a day where the Strangford and Lecale and Ring of Gullion Youth Rangers meet up. Transport provided). Exploring Strangford Lough on the water, about its habitats, wildlife, and geology; also taking part in a litter pick.

Please note that this schedule may be subject to change and will be dependent on both COVID restrictions/guidelines and weather conditions.



## COVID-19 Communication – December 2022

COVID-19 is still circulating within the community. It is still possible to catch and spread COVID-19, even if you are fully vaccinated.

As we learn to live alongside COVID-19, there are actions we can all take to help reduce the risk of catching and passing it on to others.

### What do you do if you are feeling unwell?

Public health advice remains that individuals with a high temperature or who have respiratory symptoms and do not feel well enough to go to work or carry out normal activities, are strongly advised to stay at home and minimise contact with others until they are well in order to help avoid spreading illness.

Other precautions include:

- Wearing a face mask (particularly in crowded indoor places)
- Avoid crowded spaces such as public transport, large social gatherings or anywhere that is enclosed or poorly ventilated
- Exercising outdoors in places where you will not have contact with other people
- Covering your mouth and nose when you cough or sneeze
- Regularly washing your hands
- Avoid touching your face

Further information is available at:

[Coronavirus \(COVID-19\): symptoms of respiratory infection including COVID-19 | indirect](#)

### What actions do you take if you test positive on a lateral flow test?

COVID-19 testing is no longer recommended or available for most people in the general population. Testing is recommended for [some specific groups](#), including those who [may be eligible for COVID-19 treatments](#). If you have lateral flow test kits at home and test positive you should stay at home and avoid contact with other people for 5 days after the day of the test, or from the day symptoms started.

Further information is available at:

[Coronavirus \(COVID-19\): testing and stay at home advice \(previously self-isolation\) | indirect](#)

## AONB Youth Rangers

- We would ask that all those attending the Youth Ranger Programme read and follow the above Public health advice.

- For our activities we have adopted a conservative approach and outdoor activities, or venues that allow social distancing and good external air ventilation are planned to reduce risk of transmission. Outdoors will be used in preference, wherever practical.
- Youth Rangers and staff will be allocated their own equipment, where possible, to use for the duration of the event. Gloves if provided will be taken home with the volunteer.
- We would ask that volunteers bring their own hand sanitiser and face masks.
- volunteers are asked to bring a pack lunch and water.
- Those who are in a high risk/vulnerable category should seek advice from their GP/consultant before taking part in volunteering activities and will need to provide the AONB & Geopark team, Newry Mourne and Down District Council, with a letter from GP/consultant with permission to participate in volunteering/Youth Rangers.

If you have had any COVID-19 signs or symptoms within the past 5 days please do not attend the programme, if the staff observe you feeling unwell with Covid-19 type conditions you may be asked to leave the course and to seek medical advice.

If at any point your circumstances change, or you are experiencing symptoms of COVID-19 and please contact AONB and Geopark Staff, you must not attend the Youth Rangers Programme.

➤ **In the event of an individual testing positive for COVID-19:**

The AONB and Geopark Officer will take charge of this process and undertake the following:

- Inform Youth Rangers that a case of COVID-19 has been confirmed.
- The AONB and Geopark will not identify who the Youth Ranger is, just inform other volunteers a case has been confirmed.

## Code of Conduct for Youth Rangers

At all times participants taking part in the AONB Youth Ranger Programme must act with appropriate and respectful behaviour.

### Youth Rangers should:

- Take responsibility for your own actions
- Respect the interests of other people
- Care for the environment

### Youth Rangers should also:

- Participate fully with activities
- Work as part of a team and support the aims of the team

### Youth Rangers should never:

- Engage in physical or suggestive games or horseplay
- Display any forms of bullying behaviour
- Use vulgar or abusive language, or language of a sexual nature including innuendo.
- Abuse equipment or facilities. Any wilful, negligent or deliberate damage to property must be paid for by the person who caused it.
- conduct themselves in a manner that offends, annoys or cause distress to others or members of staff. This includes any behaviour that involves racism, sexism, sectarianism or bullying
- Use personal electronic devices e.g. cameras, mobile phones to take photographs and videos of other participants or staff.

### When young people choose to engage in behaviours that are unacceptable the following will be used:

#### Yellow and Red Card System

1. Before a card is given a staff member will speak to the young person giving the young person an opportunity to change their behaviour/s.
  2. If the unacceptable behaviour continues a yellow card will be issued and the Manager or Senior Leader will be informed. At this stage the parent or legal guardian will be contacted.
  3. A red card will be given if there is no improvement in behaviour.
- Once the red card is issued the following will take place:
- The young people will be informed that a red card has been issued.



- The parent or legal guardian will be contacted and informed of their behaviour and asked to meet with the leader-in-charge to decide the way forward.
- In extreme cases this may result in time off from future session/s.

The participants will be given a thorough briefing on the Code of Behaviour; this is also provided in written form in the information supplied to participants.

The following are examples of unacceptable behaviours:

- Not following instructions from staff
- Swearing
- Making personal statements that upsets others
- Misusing the equipment
- Use of personal electronic devices and or mobile phones to take photos or videos
- Leaving the activity without permission

Through continued co-operation from parents/legal guardians and young people the Council staff are committed to creating a safe environment and positive learning experiences for all young people.

**By completing the registration documentation parents or legal guardians are accepting this agreement.**

### Suspensions and Exclusions of Children

Persistent unacceptable behaviour from a child will result in the following: Suspension

- Only in the event of an extremely serious or dangerous incident will a child be suspended from a scheme/activity with immediate effect. In such circumstances, the child's parent/guardian will be contacted and may be asked to collect their child.
- After an immediate suspension has taken place, the Manager/Senior Leader will arrange a meeting with the child concerned and their parents to discuss the incident and decide if/when it will be possible for them to return to the scheme/activity.
- Suspensions should be consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration is given to the child's age and maturity. Any other relevant information about the child and their situation will also be considered.
- Managers/Senior Leaders should always keep parents informed about behaviour

Staff\* includes all elected members, employees, casual workers, agency workers, volunteers, hirers of facilities or contracted services.

## **Selection criteria for Ring of Gullion and Strangford and Lecale AONB Youth Ranger Programme 2022/23**

Q1. Why is your chosen AONB important to you? – 50% weighting

Q2. Why are you interested in becoming a Youth Ranger? – 50% weighting

If there is a tie between candidates, then priority will be given to those living within the AONB in which they have selected to attend the Youth Ranger Programme, and who can attend all 5 days of the programme in that area.

One of the marks in the table below will be awarded to each question and converted to the % weighting that is assigned to the question.

<b>Mark</b>	<b>Description</b>
5	Excellent response that demonstrates a full understanding of the question with excellent level of detail.
4	Good response that demonstrates an understanding of the question.
3	Acceptable response that demonstrates a level of understanding but with limited detail to provide a higher score.
2	Unacceptable response that failed to provide detailed information in response to the question.
1	Poor response with a lack of relevant information
0	Applicants response did not provide any relevant information

The successful candidate(s) will be selected based on the advised criteria contained within this document.

Further upon selection, NMDDC reserves the right to cancel or amend this programme at short notice, for example due to public health concerns caused by a pandemic.

## Privacy Notice

### 1<sup>st</sup> Dec 2022

#### Key contact details

Name: Judith Hassard  
Downshire Civic Centre  
Downshire Estate, Ardglass Road  
Downpatrick BT30 6GQ  
DL: 03301374586 | E - [judith.hassard@nmandd.org](mailto:judith.hassard@nmandd.org) | M - 07548159835

#### The type of personal information we collect

We currently collect and process the following information:

Parent/Carer/Guardian: First name, Last name, Email, Address, City, Post Code, Mobile Phone No.,

Participant: First name, Last name, Email, Address, Post Code, Gender, allergies, medical conditions or recent injuries

#### How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- register your child on the Ring of Gullion and Strangford and Lecale AONB Youth Ranger Programme 2021/22
- For purposes of selection to the programme, should the number of applicants exceed the number of available places on the programme. Please see the Selection Criteria for further details.
- To ensure your child's safe participation in the AONB Youth Ranger Programme
- Contact details of parent/carer/guardian will be kept and used in case of emergency for the duration of the activity programme.

We may share this information with activity provider Life Adventure Co. who will deliver the AONB Youth Ranger Programme on behalf of Newry Mourne and Down District Council.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [judith.hassard@nmandd.org](mailto:judith.hassard@nmandd.org)**

## How we store your personal information

Your information is securely stored electronically in password protected files  
We keep your personal information for six years. We will then dispose of this information securely as per council retention and disposal policy.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request (see contact details on footer of first page).

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us (see contact details on footer of first page).

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are as follows:

- ICO website: [www.ico.org.uk](http://www.ico.org.uk)
- ICO self-service portal: <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>

- Helpline: 0303 123 1114

## Youth Ranger Application Form 2021

### CONFIDENTIAL

The information on this form is confidential and will be used to assist us in the selection process for the Youth Ranger Programme.

PLEASE PRINT ALL DETAILS

### Parent/Carer/Guardian details

Forename:

Surname:

Title:

Address:

Email address:

Mobile phone number:

Relationship to child:

Does your child have any allergies, medical conditions or recent injuries we should be aware of? Yes ☐ No ☐

If yes, please provide details below:



Please note children must carry medication such as inhalers and epi-pens with them at all times throughout the programme and make leaders aware that they have them. Medication must be checked and in date.

Please provide next of kin contact details, in case of emergency, if different from above.

I permit my child to participate in the Youth Ranger programme and permit Newry Mourne and Down District Council and their appointed provider (Life Adventure co.) to take photos and videos of my child for use in the promotion\* of the Ring of Gullion/Strangford and Lecale AONB Partnerships and Youth Ranger programme.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Separate Photography consent form to be completed in the application pack. Photos and videos may be used in publications, press articles, and online in social media (Facebook, Twitter, Instagram and YouTube) and websites for non-profit making purposes.

### Participant (Youth Ranger) Details

Forename:

Surname:

Home address (if different to Parent/Carer/Guardian)

Date of Birth:

Gender: Male ☐ Female ☐ prefer not to say ☐

I wish to apply for the Youth Ranger Programme in the:

**Select one AONB only: -**

Ring of Gullion AONB: ☐

Strangford and Lecale AONB: ☐

I confirm that can attend all five of the activity days in my chosen AONB

Please tick to confirm: ☐

**Selection Questions: -**

Q1. Why is your selected Area of Outstanding Beauty (AONB) important to you? (100 words maximum – 50% weighting)

Q2. Why are you interested in becoming a Youth Ranger? (100 words maximum – 50% weighting)

Programme Dates: -

The Youth Ranger Programme will be held on the following dates from 10am – 4pm:

- Saturday 14th January – Strangford and Lecale only
- Saturday 28th January – Ring of Gullion only
- Saturday 11th February - Strangford and Lecale only
- Saturday 25th February – Ring of Gullion only
- Saturday 11th March – Strangford and Lecale and Ring of Gullion combined
- Saturday 25th March – Strangford and Lecale and Ring of Gullion combined
- Thursday 13<sup>th</sup> April - Strangford and Lecale and Ring of Gullion combined

**Applicants must be available to attend all 5 sessions for their chosen programme.**

Youth Ranger Health Declaration – “I understand that being a Youth Ranger may be physically demanding. I consider myself fit to undertake the tasks I have expressed an interest in and agree to inform the AONB & Geopark Officers, Newry Mourne and Down District Council of any changes to my health.”

Signed (applicant): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (parent/guardian): \_\_\_\_\_ Date: \_\_\_\_\_

Find out how we process your personal data please see **Privacy Notice** within Application pack

PLEASE RETURN COMPLETED FORM TO: [judith.hassard@nmandd.org](mailto:judith.hassard@nmandd.org)

Forms must be returned by **5pm on 21st December 2022**