



35 Eallagh,  
Headford,  
Co. Galway.

Contact No: 00353-86-0246749

Email: [info@i4life.ie](mailto:info@i4life.ie) [Web: [www.i4life.ie](http://www.i4life.ie)]

Charity No: 19298 // Company Reg No: 481858 // CRA: 20075521

## **i4Life: Debriefing Policy:**

Document developed by:	<b>Committee:</b> <ul style="list-style-type: none"> <li>• Maura Moran, CEO</li> <li>• Eithna Moran, Lead Admin</li> <li>• Corinne McCarthy, Professional Development</li> </ul>
Document approved by:	<b>Core Group</b>
Approval date:	20 January, 2018
Revision date:	20 January, 2020 or earlier if required.
Version:	V1

### **01: Policy Statement:**

- 1.1 i4Life is committed to ensuring that all volunteers are provided with adequate support through effective debriefing if required.

### **02: Purpose:**

- 2.1. To provide guidance and support to all volunteers about the process if they are involved in a traumatic / stressful incident while volunteering in Ireland or Zambia
- 2.2. To provide mechanisms governing debriefing during education seminars or reflective practise exercises organised by i4Life.

### **03: Scope:**

- 3.1. This policy applies to all i4Life volunteers in Ireland and Zambia.

### **04: Definitions:**

- 4.1. **Debriefing:** a once off, semi structured opportunity to give and receive feedback in relation to a specific occurrence that was either stressful, traumatic or out of ordinary, as perceived by the volunteer.



35 Eallagh,  
Headford,  
Co. Galway.

Contact No: 00353-86-0246749

Email: [info@i4life.ie](mailto:info@i4life.ie) [Web: [www.i4life.ie](http://www.i4life.ie)]

Charity No: 19298 // Company Reg No: 481858 // CRA: 20075521

---

## **05: Principles:**

- 5.1. Debriefing can be developed as a useful role in experiential learning and organisational growth and is an essential component of i4Life organisational response to improving services. Therefore debriefing should be a part of the organisational response to improving services.
- 5.2. Volunteers benefit and are best protected from stress if they have meaningful opportunities to debrief. Therefore debriefing is a positive action to enhance good health and safety policies.
- 5.3. All debriefing sessions are held in the strictest confidence.

## **06: Roles and Responsibilities:**

- 6.1. i4Life Management must ensure that volunteer support is accessed through education seminars, reflective practice and referral to counselling if so required.
- 6.2. i4Life Management are accountable for ensuring any volunteer who are involved in a traumatic or stressful incidents have the opportunity to debrief the incident.
- 6.3. i4Life volunteers have a responsibility to themselves to make team leader aware if they have been upset in any way by an incident.

## **07: Procedures:**

- 7.1. Debriefing may be informal or formal. Informal debriefing can occur through one-on-one, small group as in reflective practise, or education seminars. When formal debriefing sessions are required, i4Life travel medical specialist will refer for formal counselling if so indicated.
- 7.2. i4Life volunteers do have ongoing formal opportunities to debrief at education meetings and reflective practise meetings which are carried out daily in Zambia.
- 7.3. Debriefing should include the in-country i4Lifes volunteer's personal and emotional reaction to the incident or the environment.
- 7.4. The in-country i4Life team leader will encourage all volunteers to listen respectfully and communicate openly the team leader should be accomplished in group, and conflict



35 Eallagh,  
Headford,  
Co. Galway.

Contact No: 00353-86-0246749

Email: [info@i4life.ie](mailto:info@i4life.ie) [Web: [www.i4life.ie](http://www.i4life.ie) ]

Charity No: 19298 // Company Reg No: 481858 // CRA: 20075521

---

resolution. An environment that ensures and enables trust and ends with a sense that something has been achieved and that the volunteer's views –experiences have been heard.

- 7.5 The i4Life team leader will not coerce any volunteer to share in a debriefing session if they do not feel ready to.
- 7.6 The i4Life team leader will ensure follow up with the volunteers the following day after the debriefing to ensure all volunteers are coping well.
- 7.7 If a volunteer indicates a need for counselling, this will be made available at the discretion of i4Life travel medical specialist at the pre and post trip medical and in reference to internal resources. If these resources are not available in country Zambia, other forms of support will be discussed and agreed between the i4Life team leader and volunteer.