

Juice Festival – Parent or guardian consent form for young people under 18 years of age

If you would like your child or young person to participate on a project with Juice Festival and they are under the age of 18, a parent or guardian must read and sign this form and return it to:

Helen.ferguson@ngi.org.uk (e-signature or scanned in copy)

Or please to sign this form with your child's full name and return to:

Helen Ferguson
Juice Festival
NewcastleGateshead Initiative
9th Floor, Baltic Place East
South Shore Road
Gateshead
NE8 3AE

Information about Juice Festival Opportunities

Juice Festival is NewcastleGateshead's festival for children and young people, our festival happens in the last two weeks in October with projects leading up to this all year round. We work with young people aged 14+ to be part of our team to help us plan, run and deliver the festival!

Projects are open to young people aged 14-25.

Young People can get involved with various opportunities in 2017 including:

- Juice Bloggers – writing reviews and previews for the Juice blog
- Random Selection Film Panel – working as a team to select and curate films for the Random Selection Event
- Zest Theatre Project – Working with Zest Theatre at Northern Stage to create and perform new theatre work

Details about specific opportunities can be found in the call-out for that opportunity, which is circulated when your young person applies to take part

To find out more about Juice Festival go to www.juicefestival.co.uk

If you have any questions contact:

Helen Ferguson - Juice Festival Programme Manager for Children and Young People's Engagement
helen.ferguson@ngi.org.uk or 0191 440 5765 or 07877 830209

Taking part in projects or volunteering may involve attending events, meetings, workshops and performances. These will take place at Juice Festival's partner venues in across Newcastle and Gateshead. Young people will work alongside Juice Festival staff and project leaders, venue staff and other children and young people, including young people aged over 18. Wherever possible, a young person aged under 18 be not be left working or volunteering on their own, with the exception of Juice bloggers who will attend events independently and write their reviews/articles independently.

To take part, your young person must complete an online form found in the link for the particular project they are applying for, and adhere to our conditions of membership – these are also included below. The online form includes information about media consent.

As a parent or guardian of your young person it is your responsibility to ensure they travel safely to and from Juice Festival activities, Juice Festival is not able to monitor the attendance of Young People at sessions, meetings, workshops or events. Juice Festival is not able to ensure a young person has attended an activity or is picked up from an activity; this is the parent or guardian's responsibility

Juice Festival has contracts in place with partners to ensure risk assessments are carried out for all Juice Festival events and activities.

If events or activities are cancelled Juice Festival will do their best to contact participants and notify them, but due to the nature of the festival this is not always possible – announcements will be made on the Juice Festival Facebook page found [here](#) and via delivery partners. It is your young person's responsibility to inform you of where their activities are taking place – this changes depending on the project they are working on. Information will be given to your young person either in the call-out for the opportunity, or in the planning of the project – for example – rehearsals for a project may take place at Northern Stage. If you have any problems contacting venues, Juice Festival is able to give you a relevant contact.

You can also contact Juice Festival's Programme Manager for Children and Young People's Engagement – Helen Ferguson on helen.ferguson@ngi.org.uk or 0191 440 5741

As a parent or guardian of the named young person, you acknowledge that you have given permission for your young person to participate in Juice Festival activities.

If you would like to view our child protection policy it is included in the information below.

If your young person is disruptive in an activity or event they will be asked to leave. Where possible, Juice Festival will notify the parent or guardian of the young person via telephone call or text message. However this may not always be possible and it is the responsibility of the young person or the parent or guardian to arrange travel home in this instance.

By signing this document you acknowledge that you have read, understood and agreed to the points outlined in this document and the information pack found here:

Name of young person:

Name of parent or guardian:

Contact details of parent or guardian:

- Home:
- Work:
- Mobile
- E mail:

Signature of parent or guardian:

Date:

Additional Information

Conditions of Membership

These conditions have been developed in order to provide advice on the behaviour that is expected of young people involved in Juice Festival projects

We aim to provide a welcoming, safe and productive environment to enable young people to work with Juice Festival and Juice Festival partner organisations in different roles within arts and culture activities

Purpose

This code of behaviour is intended to:

- identify acceptable behaviour
- encourage individual responsibility for behaviour
- encourage cooperation at all times and in all situations
- promote respect
- anticipate and resolve any conflicts that might arise

In becoming a member of a Juice Festival project I agree to the following conditions:

- Treat everyone with respect regardless of gender, ethnicity, disability, sexuality or religious beliefs.
- Commit to a task and complete it
- If you can't fulfil your duty then report this to your line manager
- Be aware of the impact of your actions on others
- Listen to others
- Be prepared to discuss the ideas of others and value their opinions even if you don't always agree with them
- Respect each other's differences
- Include everybody and be friendly and supportive
- Have good manners
- Act as a good role model of appropriate behaviour.
- Attend activities on time. If I am unable to attend an activity, meeting or session, I will inform the appropriate member of staff directly before the session begins.
- Work respectfully with others and be able to undertake reasonable duties as requested when working on projects
- Not get involved with any abusive peer activities (e.g. initiation ceremonies, ridiculing, bullying, cyberbullying; sexting harassment etc.).
- Not have any inappropriate physical, verbal, electronic or online contact with others.
- Treat venues and organisations you work with, with respect
- Tell a trusted adult if you feel uncomfortable with any situation or individuals
- I accept that any of the following behaviour can result in having my place immediately removed:
 - Verbal abuse to any participant, member of staff or visiting worker
 - Physical abuse to any participant, member of staff or visiting worker
 - Use of, or intoxication by, alcohol, drugs or any other substance

The agreement forms part of your membership. If any of the conditions in this agreement are broken this could result in membership being withdrawn.

NEWCASTLEGATESHEAD INITIATIVE CHILDREN AND YOUNG PEOPLE PROTECTION POLICY
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A) OVERVIEW

Whilst this policy influences the recruiting and informs the attitudes of those employed by the organisation on a permanent, casual or voluntary basis, the actions taken in its implementation will depend on whether when working on a project involving children or young people the organisation is the lead organisation or, is working within the framework of another organisation's protection procedures.

B) POLICY STATEMENT

1. The organisation recognises that when working with children, young people and vulnerable adults, it is their welfare and safety that is paramount and that specific measures are to be taken to safeguard them from any harm.
2. Before commencing work with children or young people the organisation staff or volunteers will be required to produce evidence of having satisfied the criminal record checks currently prescribed.
3. All the organisation staff and volunteers will be required to subscribe to a code of behaviour and practice designed to safeguard children or young people from harm, and to follow published procedures in reporting allegations of abuse.

C) IMPLEMENTATION

All of our staff will be briefed on the policy annually and must agree to apply it in practice. The policy is deemed to be incorporated in the contract of employment and it is a condition of service with the organisation that the staff and volunteers understand and operate the policy fully. All staff and volunteers will be given a copy this policy, a copy will be freely available to other groups involved in any events or meetings held by the organisation.

D) DEFINITIONS

1. **Children or young people** are the terms applied to people under the age of 20.
2. **Physical Abuse** is causing physical injury, or failing to prevent physical injury or suffering. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a carer or parent feigns the symptoms of, or deliberately causes ill health to a child or young person they are looking after.
3. **Emotional Abuse** is the persistent emotional ill treatment of a child or young person, such as to cause severe and persistent adverse effects on their emotional development.

It can include threats, verbal attacks, shouting and rejecting behaviour. It may involve conveying to children or young people that they are worthless, unloved or inadequate, or valued in so far as they meet the needs of another person. All abuse is likely to have an emotional abuse element

4. **Neglect** is the persistent failure to meet the basic physical and/or psychological needs of a child or young person. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, failure to ensure access to appropriate medical care

or treatment, or leaving a child or young person alone and unsupervised. It may also include neglect of, or unresponsiveness to basic emotional needs.

5. **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child, young person is aware of what is happening. The activities may involve physical including penetrative and non-penetrative acts. They may include non-contact activities such as involving children in looking at or in the production of pornographic material or watching sexual activities or encouraging children, young people or vulnerable adults to behave in a sexually inappropriate way.
6. **Independent Person** is the term for someone nominated to be available for a child or young person to consult if they have concerns about being exploited or abused. When working within the framework of another organisation, THE ORGANISATION staff must find out the name and contact details of the Independent Person.
7. **Designated Person** is the term for the person in an organisation responsible for dealing with concerns or allegations of abuse. At THE ORGANISATION the Designated Person is the Manager.

E) PROCEDURES

1. **Inappropriate Advances.** Children or young people can sometimes make suggestive approaches to an adult. Sometimes inappropriate physical contact can happen quite accidentally. It is vital that the adult takes responsibility to:
 - a. Inform the child or young person that their language.
 - b. Behaviour is unacceptable.
 - c. Inform the Designated Person about the incident.
 - d. Record the incident in case accusations are made later.
 - e. Consult with the Designated Person in deciding what actions should be taken to help the child or young person, and prevent a re-occurrence.
2. **Dealing with Concerns or Allegations:**

If you suspect a child or young person is being abused:

- a. Immediately inform the Designated Person.
- b. Record the facts as you know them and give a copy to the Designated Person.
- c. Ensure the child or young person has access to an Independent Person.
- d. Ensure that no aspect of the organisation's activities could cause further concern.

If a child or young person discloses to you abuse by someone else:

- a. Allow the child or young person to speak without interruption, accepting what is said.
- b. Attempt to alleviate feeling of guilt and isolation, whilst passing no judgement.
- c. Advise that you will try to offer support, but that you must pass on the information given.

Then take the steps, as above, in suspecting a child or young person is being abused.

If you receive an allegation about an adult or about yourself:

- a. Immediately tell the Designated Person.
- b. Record the facts as you know them and give a copy to the Designated Person.
- c. Try to ensure that no-one is placed in a position which could cause further compromise.

3. You must refer. You must not investigate.

Facts to be recorded when a disclosure or allegation of abuse is made:

- a. Name of the child or young person and parent or carers details.
- b. Child's or young person's address and relevant telephone numbers.
- c. What is said to have happened or what was seen and heard.
- d. When did it occur? Who else, if anyone, was there?
- e. What evidence of abuse can be recorded? (See Definitions)
- f. Who was involved in the incident, and in what way?
- g. What was said by those involved?
- h. If the child or young person was able to say what happened, how did they describe it?
- i. Were the parents or carers informed? If so by whom and when?

4. Code of appropriate behaviour when working with children, young people and vulnerable adults

Do treat everyone with respect

Do provide a good example that others will follow

Do plan activities which always involve more than one person being present, or at least within sight or hearing of others.

Do respect a child, young person or vulnerable adults right to personal privacy.

Do encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviours they do not like.

Do remember that someone else might misinterpret your action. No matter how well intentioned.

Do recognise that caution is required when dealing with bullying, bereavement or abuse.

Do not leave children, young people and vulnerable adults in unsupervised charge of activities involving other children or young people.

Do not permit abusive peer activities such as initiation ceremonies, ridiculing or bullying.

Do not play physical contact games with children, young people and vulnerable adults.

Do not have any inappropriate physical or verbal contact with others.

Do not jump to conclusions about others.

Do not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.

Do not exaggerate or trivialise child abuse issues.

Do not show favouritism to any individual.

Do not make suggestive remarks or gestures in the presence of children or young people

Do not smoke or swear in the presence of children, young people and vulnerable adults.

Do not invite children or young people to your home alone.

Do not rely on just your good name to protect you.

Do not conduct or plan activities outside the organisation's agreed terms of reference.