



# **Rise 2019**

# **Policy Document**

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# Rise 2019 Policy Document

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## Introduction

Rise is a one-day event for young people aged from Year 9 to 25 years to discover and deepen their relationship in Christ and to celebrate their faith. Rise is organised by a Steering Committee made up of representatives from various youth ministries, schools and communities from Melbourne in collaboration with the Archdiocesan Office for Youth who is also the major sponsor. Other organisations are also invited to come on board as sponsors.

Rise has a festival-like atmosphere and includes opportunities for young people to experience the Catholic faith through plenary sessions, the arts, live music, prayer, social time, and workshops on a variety of topics.

Rise first began in 2018 and was a great success. Across the day an estimated 800 participants attended the various activities. It is anticipated that the 2019 event will be of a similar size.



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## Definition of terms

<b>Term</b>	<b>Term Definition</b>
Festival Team	The Festival team includes all those on the Steering Committee, Working Groups and those working on the Festival in either a paid or volunteer capacity.
Minor	Any person under 18 years of age
Vulnerable Person	A person who has recently suffered bereavement, family breakdown or other such adversity making them in particular need of pastoral support, or a person with an intellectual disability, mental illness or other impairment that makes it difficult for that person to protect themselves from abuse or exploitation.
The Festival	Rise Melbourne Youth Festival
Hosting Venue	The venue in which the Festival is being held: Penola Catholic College, Broadmeadows
Youth Participants	A young person currently in year level 9 and above, through to those up to (and including) 25 years of age registered as participants for the Festival.
Responsible Adult	Adults appointed/nominated by their parish/school/organisation to accompany Youth participants (including minors) in their experience of the Festival. The appointment of a Responsible Adult would be in line with the parish/school/organisation's guidelines for appropriate people to supervise young people and/or minors. E.g. As a minimum have a Working with Children's Check or current Victorian Institute of Teaching registration. At Rise a Responsible Adult would be either a Group Coordinator or an Adult Leader.
Exhibitors	People who are representing various Catholic mission agencies and organisations by hosting a stall in the Rise expo space
Contractor	Any person present during the official Festival hours that is being paid or gaining money from being at the festival who represent an external professional body e.g. security staff, first aid, equipment hire staff, food vendors, Audio Visual staff etc.
Presenters/Performers	Any person who has agreed to assist with providing content for the event in either the plenaries, workshops or Festival Experience. They may be working in a paid or volunteer capacity.
Festival Safeguarding Officer	People appointed by the Steering Committee that act as a liaison for those attending the Festival who need to report any breaches of the Codes of Conduct.
Major Sponsor	The Archdiocesan Office for Youth from the Catholic Archdiocese of Melbourne.
Other Sponsors	Other organisations who are sponsoring Rise.



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## Festival Team

### Overview:

The Festival team includes all those on the Steering Committee, Working Groups and those working on the Festival in either a paid or volunteer capacity. Many Festival Team members will contribute to the organisation of the Festival prior to the actual event and others will only be involved on the day of the Festival. These people will be identifiable as they will be wearing a Rise Festival Team T-shirt (unless performing).

### Roles and responsibilities:

The Festival Team should carry out their specific roles as advised by the Steering Committee or working Group team leader. In addition to their specific roles and tasks, the Festival Team members should:

- Maintain confidentiality with regards to the organisation of the Festival. In particular, budgets should not be divulged to other parties except where necessary for completion of Festival tasks. This duty continues after they have completed their role for the Festival
- Be aware of the Leadership structure and follow the direction of those more senior to provide a unified approach to the Festival
- Read and adhere to the Rise Team Code of Conduct
- Read and understand the Rise Participants Code of Conduct
- Provide evidence that they have a Victorian Working with Children's Check or current Victorian Institute of Teaching registration.
- Endeavour to be watchful of the physical and emotional welfare of those assigned to their care and seek assistance in dealing with concerns or problems
- Inform one of the Festival Safeguarding Officers immediately of any breach of the Rise Team Code of Conduct or Rise Participants Code of Conduct.
- Sign in upon arrival at the venue and sign out when leaving the Festival venue

The Festival Team considers a failure to follow the Rise 2019 Policy document and accompanying Rise Team Code of Conduct as misconduct and will take appropriate action.

Any behaviour that is assessed as posing a risk to participants, will result in the Festival Team member being stood down immediately and escorted from the Festival venue.

Further action will be determined by the seriousness of the misconduct and may include:

- a report of the incident and actions taken by Festival Team to the Festival Team member's parish/school/organisational leader
- disciplinary action,
- a reportable conduct report to the Commission for Children and Young People
- and/or a report to Victoria Police.

Disciplinary action in the case of a Festival team member may include any or all of the following:

- counselling
- training
- a verbal or written warning
- suspension and/or dismissal from the Festival Team and all committees relating to the organisation of the Festival (including future Rise Festivals)



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## Youth Participants

### Overview:

The Festival is an event organised specifically for young people currently in school year-level nine and above, through to those up to (and including) 25 years of age. All young people wishing to attend the Festival must be officially registered either in advance via the online system or at the entrance to the event.

Minors (those under 18 years of age) may attend the Rise Festival in one of two capacities:

- In an organised group (e.g. from their parish, school or youth group). These minors must be accompanied by a Responsible Adult who will assume responsibility for the young people who attend.
- Individually (with parental permission)

The Festival organisers acknowledge their duty of care to provide a safe environment for Festival participants. Festival organisers will be supervising the event to ensure the safety and wellbeing of all participants, but cannot directly supervise or assume responsibility for individual participants.

### Responsibilities:

The following is a list of responsibilities for all Youth Participants:

- Read, understand and adhere to the Rise Participants Code of Conduct
- Complete the registration process
- Inform a Festival Team member or their Responsible Adult of any major breaches of the Rise Team Code of Conduct or the Rise Participants Code of Conduct or any concerns that arise at the Festival in relation to their safety and wellbeing and that of other present at the Festival. In the case of the Responsible Adult breaching the Rise Code of Conduct, the Youth Participant should inform the Festival Safeguarding Officer.

If a Youth Participant breaches the Rise Participant Code of Conduct or any of the above responsibilities, or behaves in a manner that compromises the safety and wellbeing of other participants, any or all of the following consequences may result:

- Reporting of misconduct to local statutory authorities, if the breach in any way violates local ordinances or laws
- Youth Participant dismissed from and escorted from the venue of the Festival
- Reporting of incident and actions taken by Festival Team to the Youth Participant's parish/school/diocesan/organisational leader
- Banned from involvement in future Rise Festivals.



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## Responsible Adults

### Overview:

Responsible Adults are adults appointed/nominated by their parish/school/organisation to accompany a group of Youth Participants in their experience of Rise. Responsible Adults must register through the Group Registration link as either a Group Coordinator or Adult Leader. The Group Coordinator is the main point of contact for the Festival Team. Responsible Adults take full responsibility for the care of any minors in their group. Responsible Adults can be any adult over 18 who satisfy their parish/school/ organisation's guidelines for suitability and who agree to fulfil the responsibilities outlined below. As a minimum they must have a Working with Children's Check or current Victorian Institute of Teaching registration. Youth Participants who register for the Festival in a group are required to be registered through the Group Registration Link.

The Festival organisers rely on Responsible Adults to ensure that Youth Participants attending the Festival from their parish/ school/ organisation are safe, supervised and aware of the Participant Code of Conduct and consequences for not adhering to it.

### Responsibilities:

The following is a list of responsibilities for all Responsible Adults:

- Ensure the safety, supervision and support of Youth Participants entrusted into their care for the duration of the Festival
- Read and adhere to the Rise Team Code of Conduct
- Read and understand the Rise Participants Code of Conduct
- Ensure all Youth Participants in their group have read, understood and agree to adhere to the Rise Participant Code of Conduct
- Collect signed parent/guardian permission for any minors in their group
- Collect emergency contact details for all Youth Participants in their group
- Provide the Festival Team with evidence that they have a Victorian Working with Children's Check or current Victorian Institute of Teaching registration if their group contains minors.
- Inform the Festival Safeguarding Officer of any breaches of the Team Code of Conduct or Participant Code of Conduct and concerns in relation to safety and wellbeing that occurs within their group either travelling to/from the Festival or during the Festival event

If a Responsible Adult breaches the Rise Participant Code of Conduct, the Rise Team Code of Conduct or any of the above responsibilities, or behaves in a manner that compromises the safety and wellbeing of other participants, any or all of the following consequences may result:

- Reporting of misconduct to local statutory authorities, if the breach in any way violates local ordinances or laws
- Youth Participant dismissed from and escorted from the venue of the Festival
- Reporting of incident and actions taken by Festival Team to the Youth Participant's parish/school/diocesan/organisational leader
- Banned from involvement in future Rise Festivals.



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## Priests/ Religious/ Seminarists:

### Overview:

Priest/ Religious/Seminarians are invited to participate in the Festival to support young people and promote the various vocations.

### Responsibilities:

The following is a list of responsibilities for all Priests/ Religious/ Seminarists:

- Read and adhere to the Rise Team Code of Conduct
- Read and understand the Rise Participants Code of Conduct
- Provide the Festival Team with evidence that they have a Victorian Working with Children's Check or current Victorian Institute of Teaching registration
- Inform the Festival Safeguarding Officer of any breaches of the Rise Team Code of Conduct or the Rise Participant Code of Conduct that occurs at Rise or concerns with regard to the safety and wellbeing of those present at the Festival.
- Sign in upon arrival at the venue and sign out when leaving the Festival venue

If a Priest/ Religious/Seminarian breaches the Rise Participant Code of Conduct, the Rise Team Code of Conduct or any of the responsibilities, or behaves in a manner that compromises the safety and wellbeing of other participants, any or all of the following consequences may result: Reporting of misconduct to local statutory authorities, if the breach in any way violates local ordinances or laws

- Priest/ Religious/Seminarians dismissed from and escorted from the venue of the Festival
- Reporting of incident and actions taken by Festival Team to the Vicar General of the Archdiocese
- Banned from involvement in future Rise Festivals.

## Exhibitors

### Overview:

Exhibitors are volunteers/staff who are representing various Catholic mission agencies and organisations by hosting a stall in the Rise expo space. They are invited to participate in the Rise expo if they offer ministry or programs for young people to engage with.

### Responsibilities:

The following is a list of responsibilities for all Exhibitors:

- Read, understand and adhere to the Rise Team Code of Conduct
- Read and understand the Rise Participants Code of Conduct
- Complete the registration process
- Sign in upon arrival at the venue and sign out when leaving the Festival venue
- Inform the Festival Safeguarding Officer of any breaches of the Rise Team Code of Conduct or the Rise Participants Code of Conduct that occurs at the Festival or concerns with regard to the safety and wellbeing of those present at the Festival.
- Provide evidence that they have a Victorian Working with Children's Check or current Victorian Institute of Teaching registration.
- Follow the direction of Festival Team members to provide a unified approach to the Festival and ensure the safety of all participants



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- Only produce, distribute or display advertising material at their allocated area.
- Abide by legislative privacy requirements for collecting personal information from participants.
- Refrain from photographing or filming minors (who will be identified by their wristband colour)
- Refrain from running any activity or promoting activities or events that undermine the aims of the Festival.

If an Exhibitor breaches the Rise Team Code of Conduct, the Rise Participant Code of Conduct or any of the above responsibilities, or behaves in a manner that compromises the safety and wellbeing of other participants, any or all of the following consequences may result:

- Reporting of misconduct to local statutory authorities, if the breach in any way violates local ordinances or laws
- Dismissal from and escorted from the venue of the Festival
- Reporting of incident and actions taken by Festival Team to the Exhibitor's parish/school/organisational leader
- Banned from involvement in future Rise Festivals.

## Contractors/ Presenters/ Performers

### Overview:

Contractors are any person present during the official Festival hours that is being paid or gaining money from being at the festival who represent an external professional body e.g. security staff, first aid, equipment hire staff, food vendors, audio visual staff etc. Presenters and Performers are those who have agreed to assist with providing content for the event in either the plenaries, workshops or Festival Experience. They may be working in a paid or volunteer capacity.

### Responsibilities:

The following is a list of responsibilities for all Contractors/ Presenters/ Performers:

- Read, understand and adhere to the Rise Team Code of Conduct
- Provide evidence that they have a Victorian Working with Children's Check or current Victorian Institute of Teaching registration.
- Read and adhere to the Rise Participant Code of Conduct
- Sign in upon arrival at the venue and sign out when leaving the Festival venue
- Inform the Festival Safeguarding Officer of any breaches of the Rise Team Code of Conduct or the Rise Participants Code of Conduct or concerns with regard to the safety and wellbeing of those present at the Festival.
- Follow the direction of Festival Team members to ensure the safety of all participants
- Only provide services that they are qualified/ authorised to do so and always in line with the regulation and safety requirements of their industry (e.g. Safe food handling certification, First Aid certification if required etc.)
- Only produce, distribute or display advertising material by prior arrangement.
- Abide by privacy legislative requirements for collecting personal information from participants.
- Refrain from photographing or videoing minors (who will be identified by their lanyard colour)





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- Refrain from running any activity or promoting anything that would undermine the aims of the Festival.

If a Contractor/ Presenters/ Performer breaches the Rise Team Code of Conduct, the Rise Participant Code of Conduct or any of the above responsibilities, or behaves in a manner that compromises the safety and wellbeing of other participants, any or all of the following consequences may result:

- Reporting of misconduct to local statutory authorities, if the breach in any way violates local ordinances or laws
- Dismissal from and escorted from the venue of the Festival
- Banned from involvement in future Rise Festivals.

## Privacy

### Protection of information

All personal information collected during the Rise Youth Festival shall remain confidential. The Rise Youth Festival and its major sponsor-the Archdiocesan Office for Youth will use your contact details provided to advise you about further events to be held in the future. You will have the option to “opt out” and unsubscribe from the mailing list.

### Images

Photos and video recordings taken by the officially appointed photographers and videographers may be used for future promotion of the Rise Youth Festival and future events organised by the Archdiocesan office of Youth. The Archdiocesan Office of Youth will require prior consent from Parents/Guardians to photograph and utilise the images for future promotion of the Archdiocesan Office of Youth’s activities.

This is to be read in conjunction with the Archdiocesan privacy policy which is available at [www.cam.org.au](http://www.cam.org.au).

## Reporting of Incidents

### Overview

In the event of an accident or an incident involving a disclosure or breach of the Codes of Conduct, a Rise Incident form will need to be completed. Incident report forms should be completed by anyone directly involved in the incident. Multiple reports for the same incident are required to be filed if multiple people were involved. Incident report forms should be completed as soon as possible after the incident occurs and given to the Festival Safeguarding Officer.

For advice or assistance in completing incident report forms, ask the Festival Safeguarding Officer. In addition, the Catholic Archdiocese of Melbourne Professional Standards Unit can be contacted: [professional.standards@cam.org.au](mailto:professional.standards@cam.org.au) /+61 3 9926 5630.

### Incident Forms

Examples of incidents that should be filed include: a lost person, medical illness requiring hospitalisation or treatment, death, transport issue, major public emergency, significant lost property or any other serious incident.



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- For incidents involving accidents, use *'Incident report form 1 – Accidents'*. (See Appendix three).
- For incidents involving a disclosure or breach of the Rise Code of Conduct by a volunteer, staff member or leader, use *'Incident report form 2 – Disclosure and breaches of code of conduct'*. (See Appendix four). This form may also be used to make a complaint or report any issue of concern regarding the safety of Participants attending the Festival including minors.

## **Potentially Criminal Incidents**

Any incident which is potentially criminal must be reported to police, whether the alleged perpetrator is part of Rise or external to the event. This includes:

- Any allegation of sexual misconduct;
- Any disclosure made by a minor, or an objectively reasonable belief you have formed, that a minor is being abused or is at risk of abuse;
- Any allegation of violence;
- Any incident where someone has been intentionally harmed or injured or is at risk of harm or injury;
- Any other allegation of conduct which might be unlawful.

Whilst adults and young people aged 16 and over can decide whether to make a complaint to Police or not in relation to sexual assault, Rise requires these allegations to be reported to the police in the first instance. Police will then be able to assess the situation and act to promote safety across the site and secondly they can inform the young person of their options (i.e. their rights) in relation to making a complaint.

## *Rise Participant Code of Conduct*



As a participant in Rise I will:

- Participate fully and cooperatively in activities
- Pay attention to and follow instructions given to me by Festival Team members and Supervising Adults
- If I am a minor participating as part of a group, I will make sure my Supervising Adult knows my whereabouts at all times
- Uphold my personal dignity through my language, dress, actions, behaviour and relationships
- Uphold the dignity of all people, regardless of age, gender, ethnicity, sexual orientation, and physical and mental abilities.
- Refrain from inappropriate sexual conduct including harassment
- Treat property (including venues and personal property) with respect
- Not consume or distribute alcohol, tobacco, illegal drugs or pornography during Rise
- Tell a Festival Team member or a Supervising Adult about anything that makes me or other participants feel worried, afraid or unsafe.

I understand that if I fail to agree to and abide by this Code of Conduct, any or all of the following consequences may result in:

- the Reporting of my misconduct to local statutory authorities, if the breach in any way violates local ordinances or laws
- dismissal from and escorted from the Rise venue
- the reporting of the incident and actions taken by Festival Team to my parish/school/ organisational leader
- a ban from involvement in future Rise Festivals.

## Rise Team Code of Conduct



As a member of the Festival Team, a Responsible Adult, an Exhibitor, a Contractor/Presenter /Performer or a Priest/ Seminarian /Religious at Rise, I understand that I am required to adhere to the below.

I will:

- Conduct myself in a manner consistent with the laws and regulation of the state and federal jurisdictions in which I minister
- Witness to Christian values through my language, dress, actions, behaviour and relationships
- Uphold the dignity of all people, regardless of age, gender, ethnicity, sexual orientation, and physical and mental abilities.
- Uphold the privacy of young people (except where a young person's wellbeing is at risk)
- Ensure there is another adult present when I am in the presence of minors
- Be attentive to the behaviour of all Rise participants and to the physical safety of the environment in which Rise is being conducted and report any concerns to Festival organisers
- Seek assistance or advice from the Rise Safeguarding Officer if I encounter any situation involving another person which is concerning to me
- Report any breaches of the Code of Conduct and any behaviour that compromises the safety and wellbeing of participants to the Festival Safeguarding Officer and where necessary, to relevant authorities

I will not:

- Engage in any inappropriate conduct with a young person, including sexual conduct which impacts their safety and wellbeing
- Engage in conduct which fosters an exclusive relationship with a minor
- Use and/or distribute alcohol, tobacco, illegal drugs or pornography
- Physically discipline anyone
- Humiliate or embarrass others, in person or through electronic media

I understand that if I fail to agree to and abide by this Code of Conduct, or if I behave in a manner that compromises the safety and wellbeing of others, any or all of the following consequences may result:

- Reporting of my misconduct to local statutory authorities, if the breach in any way violates local ordinances or laws
- Dismissal from my role at Rise
- Dismissal from and escorted from the Rise venue
- Reporting of the incident and actions taken by Festival Team to my parish/school/organisational leader
- Banned from involvement in future Rise Festivals.

# Rise Incident Report Form 1 – Accidents



<b>Date/time of incident:</b>	
<b>Location of incident:</b>	
<b>Full names of people involved:</b>	
<b>Brief description of incident and causative elements:</b>	
<b>Outcome of incident and follow up required:</b>	
<b>Parents / emergency contact notified (please circle):</b> Yes / No / Not required	
Details:	
<b>Full name of person reporting incident:</b>	
Contact Phone number:	
Position at Rise:	
Signature:	Date:
<b>Full name of witness to the incident:</b>	
Contact Phone number:	
Position at Rise:	
Signature:	Date:

## Rise Incident Report Form 2



### Disclosure and breaches of Code of Conduct

<b>Full name of person completing this form:</b>		
Position at Rise:		
Address:		
Telephone (home):	Telephone (work):	Telephone (mobile):
Email:		
<b>Full name of person affected by the incident/alleged incident:</b>		Age:
Position at Rise:		
Address:		
Telephone (home):	Telephone (work):	Telephone (mobile):
Email:		
<b>Full name of person making the disclosure (if applicable):</b>		
Position at Rise (if applicable):		
Address:		
Telephone (home):	Telephone (work):	Telephone (mobile):
Email:		
Relationship to person affected by the incident / alleged incident (if applicable):		
<b>Full name of alleged perpetrator (if applicable):</b>		
Position at Rise (if applicable):		
Address:		
Telephone (home):	Telephone (work):	Telephone (mobile):
Email:		
Relationship to person affected by the incident/alleged incident (if applicable):		

*Please continue over page*

**Date of completion of this form:**

**Date/time of incident/s or matter:**

**Details of incident / alleged incident:** *Be as descriptive as possible, include dates, locations, full names, names of any witnesses etc.*

**What action has been taken?**

**Assessment of potential risk(s) to the person making the report and others present – description of assessment and action taken:**

**Who has been informed?** *Include names, positions, and dates.*

**Signature of person completing this form:**

**Date:**