

## **Guidance for Marshals working with Young Volunteers at the WSRA Steam and Vintage Rally**

The proposal to use young volunteers aged 16 and over was agreed by the WSRA Steam Rally Ltd board and then by the WSRA board on 8<sup>th</sup> July 2024.

Therefore we will have a few young volunteers at the 2024 rally. These are young persons aged 16 and 17 only. WSRA does not allow volunteers under 16 years old. The WSRA recognises a duty of care towards children and young people. Every young person and their parent or guardian must complete a consent form before volunteering. Copies of these consent forms will be held electronically and in paper format both on the company's computer systems and in the rally office on rally days.

**Insurance** – WSRA group insurance covers young volunteers.

**Policies and procedures** – WSRA has general health and safety and safeguarding policies and procedures in place. Rally specific guidance will add an additional layer of control and safeguarding. The rally has a safeguarding lead with overall responsibility for the safeguarding of young people. The Rally Safeguarding lead for 2024 is John Glover.

**Risk Assessments** – every marshal is responsible for risk assessments for their activity. Where appropriate, these should include any additional risks associated with young volunteers.

### **Guidelines for Marshals and others working with young volunteers:**

- Ensure the young person has completed a WSRA consent form and it is with the Rally Office.
- Make the young person feel welcome and give them information they need
- Ensure that they understand the role you wish them to carry out
- Ensure that the young person understands who is the person with overall responsibility for Safeguarding (John Glover)
- Do not put yourself in a position where you are alone with a young person
- Do not engage in unsafe or unwanted touching.
- Ensure that the young person understands what to do if they feel uncomfortable in any way:
  - Voice their concerns to their marshal if appropriate OR
  - Go to the rally office and ask to speak to Roxy who is safeguarding trained.
  - Ask Roxy to contact the safeguarding lead – John Glover.
- If anything in what any young person says or the way they act gives you cause for concern you should consult with the Safeguarding lead and consider whether there is a need to make a report to the relevant authorities.



# West Somerset Railway Association

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## Young Volunteer Consent Form

<b>Event:</b>	
<b>Date and Day(s)</b>	
<b>Location:</b>	

<b>Description of Activity the young volunteer will be doing</b>	
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### 1. Young Volunteer's Details:

Name:	
Home Address:	
PostCode:	
Telephone No:	Email:
Date of Birth:	

### 2. Parent or Carer's Details:

Name:	
Home Address:	
PostCode:	
Telephone No:	Email:
Date of Birth:	

**3. In an emergency please contact (if different from parent or carer named above):**

Name:	
Home Address:	
PostCode:	
Telephone No:	Email:
Date of Birth:	

**4. Young Volunteer's Medical details:**

GP Name:	
Practice Address:	
PostCode:	
Telephone No:	Email:
Date of Birth:	

**5. Are there any activities that the young volunteer cannot participate in or may need extra help with for example due to a disability?**

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**6. Do we need to know about any medical conditions or allergies? If yes, please provide details of the condition(s) and any medication needed.**

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**7. Is there anything else you think we should know?**

**Information for parents and carers**

**West Somerset Railway Association** aims to provide a safe and enjoyable experience for every you volunteer. To help us to do this, please note the following important information.

- All questions on this consent form should be completed and the form signed by the parent or guardian for any young volunteer aged under 18 years.
- Parents and carers must ensure that they notify WSRA of any changes to the information given on the form
- Parents and carers are responsible for arrangements for the young person to travel to and home from the activity.
- WSRA cannot take any responsibility for damaged clothing or personal items during the activity.
- Parents and Carers should ensure that Young Volunteers have sufficient water, food, clothing, sun protection and any appropriate medication for the duration of the activity.

I agree to (please tick):

- My Child taking part in the stated activity
- WSRA keeping a record of this form for health and safety reasons
- Any medical treatment that my child may need to be given in an emergency
- My child being filmed or photographed during the activity, with the possibility that these photographs/media recordings may be used for publications or marketing publicity. WSRA will take all steps to ensure that these images are used solely for the purposes for which they are intended. Note: if consent is not given WSRA will not use any images taken during the activity that contain the young person.

**I understand that my child needs to follow the rally instructions and safety rules so the WSRA can keep them and other young people safe.**

Signed ..... Date .....

## Young Person's Consent

I agree to (please tick):

- taking part in the stated activity
- talk to the Rally Office if I am not comfortable at any time during the activity so they can arrange for me to do something else.
- receiving any emergency medical treatment that I may need
- being filmed or photographed during the activity. I understand that the photographs/film may be used for publications or marketing publicity.

**I understand that participating in the activity and staying safe means that I need to follow the WSRA Steam Rally instructions and safety rules.**

Signed ..... Date .....