Simcoe Muskoka
Family Connexions

Connexions Familiales
de Simcoe Muskoka

“HOLIDAY WITH A HERO” POLICIES AND AGREEMENT

Simcoe Muskoka Family Connexions

In partnership with United Way Simcoe Muskoka

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Bracebridge, Collingwood,
Huntsville, Midland, Orillia.

Please Note: The legal name of our agency is Simcoe Muskoka Child, Youth and Family Services.
Veuillez noter: Services à l'enfance, à la jeunesse et aux familles est notre appellation légale.

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Letter to Heroes

Dear Heroes,

We are grateful for your participation in the "Holiday with a Hero" event, and your dedication to ensuring a safe and memorable experience for the children in our community! Your role as a hero goes beyond just accompanying the children while shopping – you are their guide, protector, and friend throughout the event. Enclosed in this document are policies and directions to ensure the safety of the children, as well as an agreement to sign. After reviewing the policies, it is required that you sign the agreement enclosed and return it to your contact with United Way Simcoe Muskoka.

Thank you for your commitment to making the "Holiday with a Hero" event a safe and joyful experience for all involved. Your dedication to the well-being of these children is truly commendable. If you have any questions or concerns, feel free to reach out to your contact at United Way Simcoe Muskoka at any time.

Sincerely,

Simcoe Muskoka Family Connexions event staff

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"Holiday with a Hero" Event Policies

1. Child Check-In and Check-Out Procedures:

1.1. All participating "heroes" must undergo the applicable background check and screening process before being allowed to participate in the event. Details and instructions for this process will be provided to the heroes by United Way Simcoe Muskoka.
1.2. Based on their indicated interests, children will be assigned to heroes prior to the event.
1.3. United Way Simcoe Muskoka will provide heroes with a lanyard that has their name and team (i.e. military, police, health care, etc.) on it upon their arrival at the event. Heroes will then be arranged in groups with their respective teams and then in alphabetical order by their first name.
1.4. Children will be checked in by the Simcoe Muskoka Family Connexions staff upon their arrival at the event. A unique identification lanyard will be provided to the child with the child's first name, a symbol or number/letter to be matched with their gift sac, assigned hero's name, and emergency contact/authorized pick-up person on one side, and phone numbers for Simcoe Muskoka Family Connexions on-site staff on the other side should you need their assistance during the event.
1.5. Children can only be checked out from the event by Simcoe Muskoka Family Connexions staff and an authorized parent/guardian. A proper identification process will be in place to ensure the child's safety and proper handover.
1.6. Children are not permitted to use a hero vehicle for transportation at any stage of the event. They must remain in the designated transport vehicles (buses).

2. Photo Consent and Privacy:

2.1. To respect the privacy and dignity of the children, photography or recording of any kind is strictly prohibited during the event.
2.2. The agreement on the last page of this document outlines the importance of maintaining the children's privacy and the prohibition of taking photos as well as the consequences of violating this policy.
2.3. Event staff and "heroes" will refrain from discussing any personal or sensitive matters with the children unless it's necessary for their well-being during the event.

3. Safe Supervision and Interaction:

3.1. "Heroes" are expected to always provide a safe and nurturing environment for the children.
3.2. Children will be under the continuous supervision of their designated "hero" from the beginning of the event until their departure. If the "hero" needs to leave the immediate vicinity for any reason, they are to call a Simcoe Muskoka Family Connexions event staff member using the numbers provided on the child's lanyard so they can take over the supervision.

3.3. "Heroes" should engage with the children in a respectful and age-appropriate manner, refraining from any physical contact beyond what is necessary for safety or guidance.
3.4. In the event of any issues or concerns, "heroes" should immediately report to event staff for guidance and support.

4. Emergency Situations:

4.1. In case of emergencies, "heroes" should follow the directions provided by event staff (in this document and in all other communications) to ensure the safety of the child under their care.
4.2. All participants will be informed by United Way Simcoe Muskoka about emergency evacuation routes and assembly points in case of an evacuation.
4.3. Medical emergencies will be handled by event staff or by contacting appropriate medical personnel if necessary. "Heroes" are to call a Simcoe Muskoka Family Connexions event staff member using the phone numbers provided on the child's lanyard should a medical emergency arise.

5. Training and Orientation:

5.1. All "heroes" will be required to read and understand the topics in this document and provide United Way Simcoe Muskoka with their signed agreement (on the last page of this document) prior to the event.

By implementing these policies, we aim to create a safe, respectful, and enjoyable environment for the children participating in the "Holiday with a Hero" event. This partnership between United Way and Simcoe Muskoka Family Connexions is committed to the well-being of all involved parties and the protection of the children's rights and privacy.

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Agreement for "Heroes"

I, _____, hereby acknowledge and agree to the following terms and conditions regarding the confidentiality of information and the privacy and safety of the children participating in the "Holiday with a Hero" event organized by United Way Simcoe Muskoka in partnership with Simcoe Muskoka Family Connexions:

1. **Confidentiality Obligations:** I understand that I may encounter sensitive and personal information related to the participating children, their families, and the event itself. I agree to treat all such information with the utmost confidentiality and not to disclose, share, or discuss this information with any third party, unless required by law.
2. **Privacy of Children:** I acknowledge that the privacy and dignity of the participating children are of the highest importance. I will not take photographs, videos, or recordings of any kind during the event. I will refrain from discussing personal matters with the children that are unrelated to their well-being during the event.
3. **Use of Information:** I understand that any information I receive or become aware of during the event, including names, personal stories, and any sensitive details, is to be used solely for the purpose of ensuring the safety, well-being, and enjoyment of the participating children during the event.
4. **Safe Supervision and Interaction:** I will interact with the children in a respectful and appropriate manner, ensuring their comfort and safety. I will refrain from any behavior that could be perceived as invasive, inappropriate, or harmful to the children physically, emotionally, or mentally.
5. **Reporting Concerns:** In the event that I have concerns about a child's safety, well-being, or behavior during the event, I will immediately report the matter to the event staff. I understand that their expertise will be instrumental in addressing any issues that may arise.
6. **Non-Disclosure Agreement Duration:** This confidentiality agreement remains in effect from the moment of signing and shall continue indefinitely beyond the conclusion of the "Holiday with a Hero" event.
7. **Consequences of Breach:** I acknowledge that any breach of this confidentiality agreement may result in my removal from the event, legal action, and other consequences as deemed appropriate by United Way and Simcoe Muskoka Family Connexions.

By signing below, I affirm that I have read, understood, and agree to abide by the terms of this agreement. I am committed to ensuring the privacy and well-being of the children and families involved in the "Holiday with a Hero" event.

Hero's Full Name: _____
Date: _____
Signature: _____

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