2017 U.S. Fund for UNICEF Annual Meeting Student Summit
Chaperone Participation Agreement

The Participation Agreement is to make sure that everyone can take part, have fun, be safe and enjoy their visit to Washington, D.C.

Minimum standards that help and protect children at the 2017 U.S. Fund for UNICEF Annual Meeting Student Summit apply to those attending this meeting. They are based on the UN Convention on the Rights of the Child and on four key principles of participation. Both the meeting and this participation agreement have been developed and are supported by these key principles:

- **An ethical approach: transparency, honesty and accountability**
  Adults involved in the event follow ethical and participatory practice and put youth’s best interests first.

- **A Youth Friendly Environment**
  Youth experience a safe, welcoming and encouraging environment that enables participation.

- **Equality of Opportunity**
  Youth participation should encourage those groups of youth who normally suffer discrimination and who are normally excluded from activities to be involved in the process e.g. girls, working children, children with disabilities, rural children, gay and lesbian children.

- **Participation promotes the Safety and Protection of Youth**
  Youth protection policies and procedures form an essential part of participatory work with children.

Your role as a chaperone

You have been selected as accompanying adult for the 2017 U.S. Fund for UNICEF Annual Meeting Student Summit. Parents/guardians for each student must sign the waiver authorizing this person to act as chaperone during the event. Chaperones have primary responsibility for the safety and welfare of the student participants in their care (participants). The way in which chaperones supervise the participants should reflect the students’ age and maturity. Chaperones should remain on the same premises as the participants throughout the event.

Responsibilities include:

1. Supporting the participants during travel to and from the conference.
2. Ensuring participants have emergency phone numbers on them at all times during travel as well as instructions on who and how to call in case of an emergency.
3. Being aware of youth participants’ physical and emotional needs and assist in meeting those needs as appropriate.
4. Keeping meeting organizers (US Fund for UNICEF Staff) informed of any difficulties that their participants might be experiencing and working with them to address any issues that arise.

5. Giving youth participants any other physical and emotional support that they might need. The chaperone should keep copies of the participant’s health and medical, travel and consent forms with them at all times.

6. Supporting youth participants to take the best possible advantage of the opportunities available.

**Child Protection Best Practices**

A key element in working to safeguard the welfare of all children is the promotion of their rights. Chaperones are expected to adhere to and promote the child protection best practices. Keeping in mind the Convention on the Rights of the Child, all child participants at the meeting have the right:

- To have their health, safety and well-being, and their best interests considered as the top priority.
- To have their welfare and development promoted and safeguarded so that they can achieve their full potential.
- To be valued, respected and understood within the context of their own culture, religion and ethnicity, and to have their needs identified and met within this context and within the context of their family wherever possible.
- To be listened to and to have their views given careful consideration, and to be encouraged and helped to participate in decisions which affect them.

In order that these rights are respected, when accompanying adults are in contact with the child participant or other youth, they should:

- Always treat them with respect and recognize that youth are individuals in their own right.
- View youth in a positive manner, and value them as individuals who have specific needs and rights and a particular contribution to make.
- Work with youth in a spirit of co-operation and partnership based on mutual trust and respect.
- Value youth’s views and take them seriously.
- Work with youth in ways that enhance their natural capacities and capabilities, and that develop their potential.
- Do their best to understand youth within the context in which they live.

**Duty of Care**

In addition to the general values of good practice in working with youth, chaperones have the responsibility and legal duty to ensure their youth participants’ safety while they are away from home. Youth can be at risk of harm or abuse from different sources. The chaperone is responsible for minimizing the risk of youth participants being harmed by promoting good practice and by identifying and managing potential risks.
Any child protection concerns/complaints should be reported to the organizers/facilitators of the event, who will handle them in strictest confidence and can institute formal complaints procedures as required.

**Code of Ethics**

Chaperones must try their best to:

- Be aware of situations which may present risks and take the appropriate action
- Make sure that a culture of openness exists between the chaperone and youth participants, so that it is possible for the chaperone to raise and discuss any issues or concerns youth participants may have.
- Make sure that there is a sense of accountability with other adults so that poor practice or potentially abusive behavior does not go unchallenged.

In general it is inappropriate for the chaperone to:

- Spend excessive time alone with any youth participants, away from other people
- Take youth participants to places where they will be alone together.

The chaperone must never:

- Hit or otherwise physically assault or physically abuse youth participants
- Develop physical/sexual relationships with youth participants
- Develop relationships with child participants which could in any way be seen as exploitative or abusive
- Act in ways that may be abusive or may place youth participants at risk of abuse
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- Do things for youth participants of a personal nature that the participant could do on their own
- Permit, or participate in, behavior of youth that is illegal, unsafe and abusive
- Act in ways meant to shame, humiliate, belittle or degrade youth participants, or otherwise commit any form of emotional abuse
- Discriminate against, show differential treatment, or favor particular participants to the exclusion of others
- Chaperones must avoid actions or behavior that could be seen as poor practice or potentially abusive

**Emergency Situations**

In the event of any emergency situation, parents/guardians of the youth participants will be contacted immediately. In addition, contact will be made with any relevant authority to inform them, and where relevant, to negotiate the safe return home of the participant.
Medical Emergency
In the event of a medical emergency immediate medical help will be sought. The safety of all children is paramount and all necessary action will be taken to ensure this. Chaperones are asked to keep copies of the Consent Forms for their youth participants on them at all times.

Child Protection
In the event of significant harm, or the risk of significant harm to any youth protective procedures developed for the meeting will be followed; contact will be made with local authorities.

Statement of Agreement for chaperone

I _______________________ (name) have read, understood and agree to all points mentioned under the role of the chaperone. I understand that if I do not keep to this agreement then I may not be able to take further part in the event.

Date

Signature of chaperone