

## **Event declaration – Kids Starlight**

I acknowledge that I am taking part in Prospect Hospice's Kids Starlight at my own risk and understand that Prospect Hospice will not be responsible for any damage, loss, injury or death resulting from this event. I expressly exonerate Prospect Hospice in the event of any loss, damage or injury to myself in any other way other than through acts of negligence by the hospice.

I accept full responsibility for the health, safety and wellbeing of the children (under 18) I will be accompanying at this event and will ensure that they are all adhering to the behaviour code below.

I understand that Prospect Hospice will be taking photographs of the event and using these for future promotion of the hospice's events and have selected my imagery/ media preferences.

## **Media/ Imagery Consent Detail**

At Prospect Hospice, we produce a wide range of materials to tell people about our services and raise money for our work. These materials are a really powerful way of promoting the work of the hospice within the local community and beyond.

On completing your registration form you can give us full permission to images and any personal information you supply to us in our media applications, which reasonably promote or advertise Prospect Hospice's aims (this may be included in our printed publications; adverts; audio-visual and electronic materials; media work; display materials; our website; our social media channels and any other media we may use in future.) Please understand that these materials will be stored on our database for future use up to two years. It should also be noted that once these materials are published and in circulation (for example in a new newspaper or on the website) they may be copied and used by others.

**You may withdraw consent at any time by emailing [communications@prospect-hospice.net](mailto:communications@prospect-hospice.net) or calling 01793 816179.**

We will not use images taken, or any other information you provide, for any other purpose other than to promote the work of Prospect Hospice.

**Data protection statement:** We will use your data to contact you from time to time with information about the hospice that we feel may be of interest to you, like our events, activities, news and ways you can get involved more if you want to. You can change your contact preferences and how we communicate with you any time; on 01793 816161, via email at [dataadmin@prospect-hospice.net](mailto:dataadmin@prospect-hospice.net) or on our website [www.prospect-hospice.net/how-you-hear-from-us/](http://www.prospect-hospice.net/how-you-hear-from-us/). For more information on how we use your information please visit [www.prospect-hospice.net/privacy-policy](http://www.prospect-hospice.net/privacy-policy).

## **Prospect Hospice behaviour code for Kids Starlight Walk**

### **Purpose**

This code of behaviour aims to make sure everyone who participates in our events and activities feels safe and is assured that we have taken every step possible to ensure all present respect the nature of this family friendly event and act accordingly.

Our Events team must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

### **Basic principles**

This code of behaviour aims to:

Ensure health, safety and wellbeing of all participants are considered and by all present at the event.

Identify acceptable and unacceptable behaviour at what is a family friendly event attended by young children.

### **Dos and don'ts**

#### **Please do:**

##### **Be safe**

Keep all children you are accompanying within arm's reach at all times.

Walk with the children on the inside of pavements, with the accompanying adult closest to the road.

Only cross roads using crossings and ensure they are being used properly i.e. wait for green man to appear and traffic on both sides to stop at pelican crossings and wait for cars to stop at zebra crossings.

##### **Be respectful or others:**

Use appropriate and non-offensive language.

Be mindful of personal space and boundaries.

When queueing is necessary, please do so in an orderly fashion.

##### **Talk to our Events Team**

If anyone is acting in a way that does not adhere to the above.

If you are worried or concerned at all by either other peoples' actions or anything else during the events.

##### **Look out for each other**

Please look out for your fellow walkers and encourage them along the way.

Let our Events Team know if anyone is acting in an unsafe way or needs assistance.

##### **Follow this code of behaviour and other rules (including the law)**

While these dos and don'ts outline the behavioural code specific for our fundraising event, we expect all participants to act within the law.

### **Join in and have fun!**

Please don't be put off by these instructions – we promise they're only in place to make sure you're all kept safe and enjoy yourselves.

### **Please don't:**

#### **Be disrespectful to others**

This includes swearing, shouting, acting aggressively/offensively, not respecting the personal space and boundaries of others or generally behaving in a way that could be intimidating.

A copy of these dos and don'ts will be printed and kept visible at all times.

### **What happens if I decide not to follow the code of behaviour?**

This code of behaviour is part of a process for making sure everyone who participates in our events and activities is kept safe and receives appropriate support.

#### **Minor or first-time incident**

If you behave inappropriately, staff or volunteers will remind you about the code of behaviour and ask you to comply with it. They will give you an opportunity to change your behaviour. This gives you the chance to reflect and to plan a positive response with support from staff and/or volunteers

#### **Following the traffic light system**

1. If you/the child/children you are accompanying continue to behave inappropriately after your first reminder, or if your behaviour is more serious, you will be given an informal warning by the Events Team. The team will record the incident.
2. If inappropriate behaviour continues after the green light warning, you will be given a formal warning by the Events Team and asked to leave. The team will record the incident and the matter will need reviewing before accepting any future registration for an event by the participant at fault.

#### **The role of parents and carers**

We see parents and guardians as valuable partners in promoting appropriate behaviour and hope that you will support us in encouraging all children in your charge to adhere to this behaviour code.

**Please feel free to contact our fundraising team with any questions about this code or related topics:**

**Tel: 01793 816161 | Email: [fundraisingandevents@prospect-hospice.net](mailto:fundraisingandevents@prospect-hospice.net)**