



Forum Summit 2025 Safeguarding Messaging to Parents

Support and Supervision:

RHF wants to reassure you that Forum is designed to support youth participants every step of the way so they can focus on having a positive and enriching experience. The following program personnel will be assuming the following roles and responsibilities for the entire week:

- **Group Leaders** – daily 9am to 5pm
Integral to the program design, Group Leaders foster a vibrant and inclusive community, guiding young leaders as they grow in their confidence and engagement. Through supportive interactions and engaging activities, Group Leaders encourage participants to explore their strengths, develop leadership skills, and build lasting connections. Group Leaders create a welcoming environment where participants feel empowered to share their perspectives, challenge themselves, and connect with peers, making the event a memorable and impactful experience for everyone involved. There are 2 Group Leaders for every 10 youth and are led by 2 Group Leader Supervisors in addition to RHF staff.
- **Safety Monitors** – daily 5pm to 6am
Safety Monitors are essential to program design, ensuring a secure, supportive environment for all participants throughout Forum. Safety Monitors create a safe space where young leaders can fully engage in the event, overseeing evening-hour social activities, participant safety, enforcement of safeguarding policies, and providing assistance as needed. Safety Monitors stay onsite and are always accessible during overnight hours, monitoring the hotel floors with Forum participants and addressing any concerns swiftly, all supporting the well-being and overall experience of each participant. There are 2 Safety Monitors for every 10 youth, led by 2 Safety Monitor Supervisors in addition to RHF staff (who are on-site and available if needed during the overnight hours).
- **Morning Monitors** – daily 6am to 9am
Morning Monitors relieve the Safety Monitors of their overnight duties and provide all the same supports and supervision from 6am until the day's first session starts, at which time Group Leaders assume their respective role again with youth participants for the day. There are 2 Morning Monitors for every 10 youth also led by 2 Safety Monitor Supervisors in addition to RHF staff (who are on-site available and if needed during the early morning hours).
- **Logistics Assistants** – daily 9am to 5pm
Logistics Assistants ensure that all program elements run smoothly, enabling participants to fully engage in this once-in-a-lifetime experience. Logistics Assistants support the Forum team with coordinating daytime activities, ensuring that all logistical needs are met to maintain a smooth and organized environment for participants throughout the day. 3 Logistics Assistants will work daytime hours to support all programming elements and will be led by RHF staff.



Screening and Training:

Prior to Forum, ALL RHF staff, Group Leaders, Safety and Morning Monitors, and Logistics Assistants have:

- been screened and cleared to work with youth
- completed a 3-hour online Plan to Protect® training in abuse awareness and prevention prior to arriving at Forum
- reviewed RHF's safeguarding policies and procedures prior to arriving at Forum including: discrimination, harassment, child abuse, personal identification, attendance, supervision, physical contact with youth, program visitors, use photography/videos, transportation, communicating with youth, code of conduct, hotel /overnight rules, anti-bullying, drug and alcohol use, and health and safety guidelines such as first aid, medication (storage and administration), illness, incident reports, and behavioural issues.
- completed an all day, on-site orientation and training session specific to the Group Leader, Safety Monitors, and Logistics Assistants roles that includes an overview of all policies and procedures with Q&A.

Hotel Policy:

Youth participants must remain in the hotel common areas and are not permitted to leave the hotel premises or wander from programming areas at any time unless accompanied by RHF staff or personnel.

The buddy system is implemented for overnights where youth must stay in a room with another (assigned) youth and where Safety Monitors will ensure the safety and wellbeing of all participants, ensuring that:

- Youth do not leave their rooms
- Any issues or emergencies can be addressed quickly and appropriately
- Hotel guests not linked to Forum programming do not disturb or engage with youth participants
- Youth participants have a comfortable and restful sleep

Travel:

RHF has implemented a comprehensive plan with extensive safeguarding measures to protect youth participants during their travel to and from Forum. Trained staff will meet and accompany each youth participant at every point of their travel journey once arriving in Ottawa and when departing for home:

- At arrivals at the airport, train station, and bus terminal, youth will be greeted, supervised and transported to the hotel in groups, by bus, where they will meet their peers for the week.



Fondation
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Foundation



- When departing Ottawa, youth participants will be checked out at the hotel by RHF staff and transported in groups, by bus, to the appropriate departure location and time. Youth will be supervised at all times until the youth has cleared customs to wait for their flight or has boarded their train or bus.
- Some extenuating circumstances may require a chaperone to travel with a minor youth to and from (e.g., a youth must overnight at a hotel during a flight layover or a youth is not able to travel solo). For such cases, please contact RHF at victoria.maxwell@rhf-frh.ca if you have any questions.
- RHF has also implemented SafeToGo - a secure travel duty of care system that will help keep staff informed and up to date on travel delays and arrivals for youth participants.