



Volunteer Information Booklet

HYPE Festival 2017

General Information

1. Purpose of Foróige

The purpose of Foróige is to enable young people to involve themselves consciously and actively in their own development and in the development of society.

This purpose challenges and supports young people to involve them in:

- developing their character and talents;
- thinking for themselves, reflecting on their actions and taking responsibility;
- having fun and making friends;
- building positive and helpful relationships;
- acquiring knowledge and skills for life;
- improving the community.

2. Aims and Objectives

What we do

The Attic Youth Café provides a safe environment for young people to meet where they are encouraged to engage in constructive, developmental activities leading to their own personal development and enabling them to involve themselves consciously in their own community.

Why HYPE Youth Festival?

The HYPE youth festival provides a safe environment for all young people aged 12 – 18 years to meet where they are encouraged to engage in constructive, developmental activities with fellow members in a social environment leading to their own personal development.

The Hype Youth Fest 2017 is a one day festival involving Bands, Disco's, Karaoke tents, inflatable theme park, food court as well as stalls for young people from Foróige clubs from all over Ireland. The event is being organised in partnership with The Attic Youth Café and Foróige the national Youth organisation.

With the on – going economic down turn the Attic Management committee felt it was time to organise fundraising initiatives to allow the group expand and develop a new youth centre in Longford town on the Ballinalee Road. A lot of money is needed to purchase and refurbish a building so a major fundraising idea was needed. The idea of having a youth festival was born which would allow the committee to raise much needed funds in a shorter period of time.

Foróige Staff present for support:

There are 25 Foróige staff on hand at HYPE Youth festival to support your role as a volunteer and you will find staff in the Hi-Viz jackets. Leaders will also be requested to wear Orange Hi-Viz vests and emergency contact numbers will be provided.

Duties / Expectations of Volunteers

On Arrival: All leaders and young people will be briefed on arrival and exit strategy of the festival will be explained to each group. Leaders must register their group and collect their Hi-Viz vests at the information tent beside the entrance

LEADERS MUST ENSURE THAT YOUNG PEOPLE WHO MEDICATION DURING THE DAY NEED BE PRESENTED TO THE MEDICAL STAFF ON ARRIVAL TO MAKE THEM AWARE OF THE MEDICAL TEAM AND WHERE IT IS LOCATED.

You will be assigned an area to supervise on arrival at the HYPE Youth Festival at the information tent. You will be asked to supervise this area for two hours and then move in a clock wise motion around to the next area which will be clearly marked on the site board.

1. Direct Contact

- Initiate conversation with the young people during the day and check if they are ok.
- Be aware of young people's whereabouts and actions during the day.
- Be aware of young people's attempts to get alcohol in and familiarise yourselves with the correct procedure in dealing with these situations. (Please see the attached sheet regarding this issue).
- Be aware of young people acting suspicious around the portaloo area.
- Be aware of young people who are alone

2. General Duties

- Introduce yourself to other volunteers that are with you in your area
- General supervision at all times
 - This entails looking out for drugs and alcohol
 - Looking out for arguments/fights among young people
 - Looking out for crowd jumping throughout the day (this must be stopped as soon as is noticed).
- Please use initiative and if you see something we have missed, let us know or take necessary action and let us know.
- Please pick up litter throughout the day as this will make our job easier at the end of the evening

- ❑ Please follow the guidance of the Volunteer Manager and be sure to attend the area assigned to you for the day.
- ❑ There will be other staff and volunteers on duty with you so please ensure you manage your breaks in such a way so as not to leave an area unattended at any time.
- ❑ Make an effort to familiarise yourself with site and surrounding areas where young people might go. Carry this information booklet and map of the site with you at all times.
- ❑ Please ensure to follow procedure in event of emergency by contacting the relevant people as indicated on the emergency contact list
- ❑ Please make sure to follow procedure in the event of a drugs or alcohol issue.
- ❑ Please make sure to inform the relevant staff of any health and safety issues.

3. Breaks during the day

- ❑ There will be complimentary tea/coffee on arrival at the Hot Dog stand from 4pm to 6pm / which is beside the information tent.
- ❑ The food vendors have meal deals available and there is a nice variety of food available

Confidentiality

- ❑ You will be informed of information on young people by staff on a ‘need to know’ basis.
- ❑ Information on young people must never be discussed with other young people or families. (Refer to Foróige Sta

<input type="checkbox"/> Do ask about the project and your Role within it	<input type="checkbox"/> Don't carry out any work if it is against your wishes/principles. Discuss the situation with staff.
<input type="checkbox"/> Do make sure you know to whom you are responsible and to whom you can go for help and support.	<input type="checkbox"/> Don't leave personal belongings exposed.
<input type="checkbox"/> Do stick with any arrangement you have made. If you are unable to, please inform staff.	<input type="checkbox"/> Don't use bad language in front of young people.
<input type="checkbox"/> Do respect everyone's right for personal space.	<input type="checkbox"/> Don't shout or scream at a young person
<input type="checkbox"/> Do assert yourself as opposed to being aggressive	<input type="checkbox"/> Don't man handle any young person
<input type="checkbox"/> Do report back to staff any information that is told to you by a young person.	<input type="checkbox"/> Don't boast of alcohol or drug taking in front of young people.
<input type="checkbox"/> Do contact a staff member immediately if a difficulty arises with a young person. Eg. – A fight/Argument Challenging behaviour Abusive language Inappropriate discussion	<input type="checkbox"/> Don't use sarcasm, put downs, ridicule or humiliation.
<input type="checkbox"/> Do respect each young persons opinion and individuality	<input type="checkbox"/> Don't disclose your address
<input type="checkbox"/> Do have your mobile phone in case of emergency.	<input type="checkbox"/> Don't engage in horse play (rough play) with any young person

Some Friendly helpful advice

- Use your own initiative
- Be confident
- Be honest with yourself
- Be committed
- Be as patient and as tolerant as you can
- Be enthusiastic, but be realistic
- Be caring and considerate
- Do not get too familiar with young people
- Be yourself and lead by example
- Be prepared for every eventuality
- Be honest with young people, within reason.

Personal Safety

1. Disclosure of Personal Information

When asked personal questions, respond with what you are comfortable with, at the same time, bearing in mind that you are an adult and them a child.

2. Contact with young people or families outside of the project.

If you are approached by a young person(s) or family member(s) outside of the project, 'be friendly', but encourage them all into the project and meet with project workers.

3. "Time-Out"

- ❑ If at any time while at the festival, you are feeling under pressure or stressed out, you should take time out for yourself. Please go to the club house for your time out.
- ❑ Please be sure that your station is not left completely unattended, if you need any support from a Foróige staff member please see emergency contacts for details.

Emergency Contact Number

Martina Glennon	Hype Event Manager	086 8290390
Ruth Mc Garry Quinn	Hype Volunteer Manager	087 2626806
Jim Maher	RYO	0869672920
Aishling Hardiman	Hype Assistant Volunteer Manager	086 8507371
Trish Mc Kiernan	Hype Admission Coordinator	086 8170474
Mona Considine	Hype Entertainment Officer	087 6594768
Stephen Farrell	Hype Entertainment Officer	086 1916068
Padraig Smyth	Hype Security	086 8127467
Joe Quinn	Hype Security	087 2303026
Ross McCann	Hype Organising Committee	0879112813
Carmel Norton	Hype Organising Committee	087 3227145
Charles Madden	Hype Organising Committee	087 9266943
Theresa Connell	Drug & Alcohol Officer	086 7800535
Deane Connolly	Hype Organising Committee	087 3115553
Siobhán Flanagan	Hype Organising Committee	086 1066824