



Youth Safety Overview

The following is an overview of the policies, practices, and procedures for youth programs of the Calgary Stampede Foundation (CSF) developed, revised, and implemented over the past nine years. These are informed by best practice research, third-party experts and implemented by CSF's educators. These policies, procedures and practices are monitored and reviewed on a regular basis and evolve based upon industry standards.

Comprehensive Program

The Calgary Stampede Foundation has a comprehensive system of policies and procedures that supports safe programs and environments.

- A set of six corporate and organizational policies guide our programs, including policies on Codes of Conduct (youth and adult), Protected Disclosure, and Duty of Care, Background Screening and Respectful Workplace. Internal review and updating of all policies occurs at least every three years.
- Operating procedures provide specific instructions on key areas of safety, including Investigation Procedures.
- Youth Interaction best practices guide behavior and requirements for supporting youth safety, including supervision (no youth alone with any adult), physical contact in rehearsals (requires consent), and guidelines on personal relationships.
- TransAlta Performing Arts Studios features state-of-the-art security measures, including video surveillance, electronically controlled access points, and see-through glass doors on all rooms and offices.

Policy/Procedure specifics:

- The Duty of Care policy outlines the responsibility of all Stampede Foundation employees and volunteers to protect youth from harm and to report any situation where a youth may be at serious risk of harm. The policy also includes requirements for background checks, training, and other best practice youth interactions.
- The Protected Disclosure policy outlines several available avenues for reporting misconduct, including talking to any instructor, staff, program manager, or to an established third-party confidential reporting line.
- Codes of Conduct are in place for both program leaders and youth participants, outlining specific expectations of behavior for each.
- Investigation Procedures outlines how the Stampede Foundation will respond to, investigate, and address complaints and reports of misconduct.





- Background Checks – Policy PS-020
 - All members of Stampede - Member: Employees, volunteers, contractors or Program Participants working or volunteering with the Calgary Stampede.
 - Criminal Background Check is a condition of employment, volunteering and contractors
 - Vulnerable Sector check for all roles deemed to be in a position of trust – must be completed before starting in their position.
 - Checks are renewed every 2 years
- Youth Interaction Practices outline what are prohibited behaviours as it relates to interactions regarding the following:
 - Supervision – Supervise/Interact in pairs or in group setting – never 1:1. If youth ask for 1:1 for personal reasons, can only be done with the knowledge of a second staff person who remains near the interaction, and only in an area where the interaction is visible.
 - Communications: All communications to members goes through program coordinator and to parents and members. Parents are advised to expect all communications will include them. Faculty do not have access to any personal contact information. Contacting youth directly on any social media channel or platform is prohibited. Interacting on personal social media channels is prohibited.

Awareness, Education and Communications

The Calgary Stampede Foundation prioritizes clear delivery, communication, and education of safe policies, practices, and behaviours.

- Annual distribution of policies, practices, and other youth program guidelines which outline responsibilities, expectations, and access to procedures.
- Annual staff and faculty orientations are held which include duty of care and duty to report discussions.
- Youth safety policies and practices are also shared with partners and all those who work in proximity to youth, including the Grandstand Production team.
- All policies and policy updates are available on multiple platforms, in addition to in-person and email communications.

Examples

- Pre-Season review of policies and practices with all new and returning faculty and staff; review and sign off of Code of conduct for all members; Parent orientation on safety practices.
- Mid-year workshops focusing on particular aspects of youth wellness and safety led by youth psychologists and or content experts ie: Safe Sport, Respect Group, Mental Health First Aid, gender inclusiveness, etc
- Pre-Stampede – safe practices review includes understanding consent (age appropriate), overview with adults of supervision requirements, and safe behaviours. Duty of Care policy, Code of Conduct
- Ongoing – Monthly In service planning meetings include aligning program delivery with youth wellness/safety priorities



Culture of Transparency, Disclosure and Caring

The Calgary Stampede Foundation's organizational and programming culture centres around and encourages transparency and disclosure.

- Youth psychologists are available for one-on-one counselling for Stampede Foundation youth program members, group sessions, topic specific drop-in sessions for youth, and consultations for Stampede Foundation staff.
- Program leaders consistently encourage a culture of “see something, say something” in communications both in-person and digital.
- Feedback from program members and parents is actively sought after through anonymous formal surveys conducted twice per year, through a third-party research firm.
- Youth, employees, contractors, and volunteers have access to a confidential disclosure platform that connects them to a third-party helpline. Feedback is reported to the Stampede Foundation on a not less than monthly basis. Disclosures that have an urgency are first investigated by a 3rd party HR service and CSF is informed immediately.
- Program leaders intentionally and consistently discuss the priority for safety and wellness within programs in regular communication to instructors and youth members, keeping the culture of caring and wellbeing at the forefront for all and encouraging reporting of all concerns.
- Program leaders consistently place an emphasis on the priority of safety and wellness for program planning and decisions. When communicating program activities, plans, or policies, program leaders emphasize a priority of safety, encouraging youth to come forward with concerns.
- Complementary training for educational staff provides deeper understanding on issues relating to safety and wellness, fostering, and prioritizing a safe and respectful environment. In the last years we have undertaken Disclosure, SafeSport, Gender Inclusivity, and Mental Health First Aid sessions with instructional staff.

Compliance Reporting and Monitoring

Policy and procedure compliance is monitored and reported on regularly and on an ad-hoc basis.

- Conduct compliance is monitored through regular observation by program leaders and through survey response monitoring.
- Code of Conduct policies require mandatory review and sign off from all employees, volunteers, and youth.
- All safety incidents or complaints received are documented, stored, and tracked, and investigated where necessary.
- The Stampede Foundation Board of Directors receive bi-monthly reports including any applicable summaries of complaints and major incidents, with a thorough review completed and reported on at least annually.
- Stampede Foundation Audit and Finance Committee receives annually a Health, Safety and Environment Compliance report that tracks compliance of policies and procedures.