

# Safeguarding Rules

21-24 June 2022

## Accommodation Rules for Villars Fellows

- Each cohort (i.e., Fellows from a partner organization) will stay together on the same floor along with their chaperone(s).
- The hotel rooms for a cohort are across or adjacent from each other on the same floor.
- Two Fellows will share a double occupancy room with separate beds but shared bathroom. No single occupancy is permitted and parties of 3 or 5 will have two adjoining rooms.
- Boy and girls will be in separate rooms but may be on the same floor if in the same cohort.

All Villars Fellows will be accommodated at the Villars Victoria Hotel & Residence ([www.villarsvictoria.ch](http://www.villarsvictoria.ch)) which is across the street from the Villars Palace.

## Code of Conduct

Our activities and events are dedicated to providing a safe and secure experience for everyone, regardless of gender, age, sexual orientation, disability, physical appearance, race, ethnicity or religion (or lack thereof). Therefore, we do not tolerate harassment of participants or staff in any form. Sexual language and imagery are not appropriate for any event venue, including talks, workshops, parties and social media. Unless stated otherwise, the Institute follows the “Chatham House Rule” to create a trusted environment to understand and address complex problems: you can share the information you receive, but you cannot reveal the identity of who said it unless you have their permission. Any violation of the rules may result in being removed from the activity, community, or event as well as other sanctions.

By joining the Villars Institute’s community and events, Villars Fellows will:

- Behave respectfully, courteously, and ethically towards all event participants and staff.
- Not consume alcohol, tobacco products or other recreational drugs in any form.
- Always act in accordance with your school or organization’s policies and procedures.
- Demonstrate appropriate personal and professional boundaries.
- Not engage in any unlawful activity.

## **By joining the Villars Institute's community and events, participants will:**

- Always act in accordance with Villars Institute's safety , wellbeing and safeguarding policies and procedures.
- Behave respectfully, courteously, and ethically towards young persons, chaperones, their families, faculty and towards other staff.
- Listen and respond to the views and concerns of a young person, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all young persons.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of young persons.
- Create an environment that promotes and enables a young person's participation and is welcoming, culturally safe and inclusive for all young persons.
- Respond to any concerns or complaints of young person harm or abuse promptly.
- Report all suspected or disclosed young person harm or abuse.

## **By joining the Villars Institute's community and events, participants will NOT:**

- Engage in any unlawful activity with or in relation to a young person.
- Engage in any activity that is likely to harm a young person physically, sexually or emotionally.
- Unlawfully discriminate against any young person, their chaperone, faculty or their family members.
- Be alone with a young person unnecessarily.
- Arrange personal contact, including online contact, with young persons you are working with for a purpose unrelated to the respective event.
- Disclose personal or sensitive information about a young person, including images of a young person, unless the young person and their parent or legal guardian consent.
- Use inappropriate language in the presence of young persons or show or provide young persons with access to inappropriate images or material.
- Work with young persons while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed young person harm or abuse.