

**Otley Carnival Saturday 18<sup>th</sup> June 2022.**

**When:**

**11.00am**

Staff will be at the meeting point:

the East Chevin Rd entrance for the Wharfedale Farmers' Auction Mart

**Please arrive between 11am and midday.**

**12.30pm**

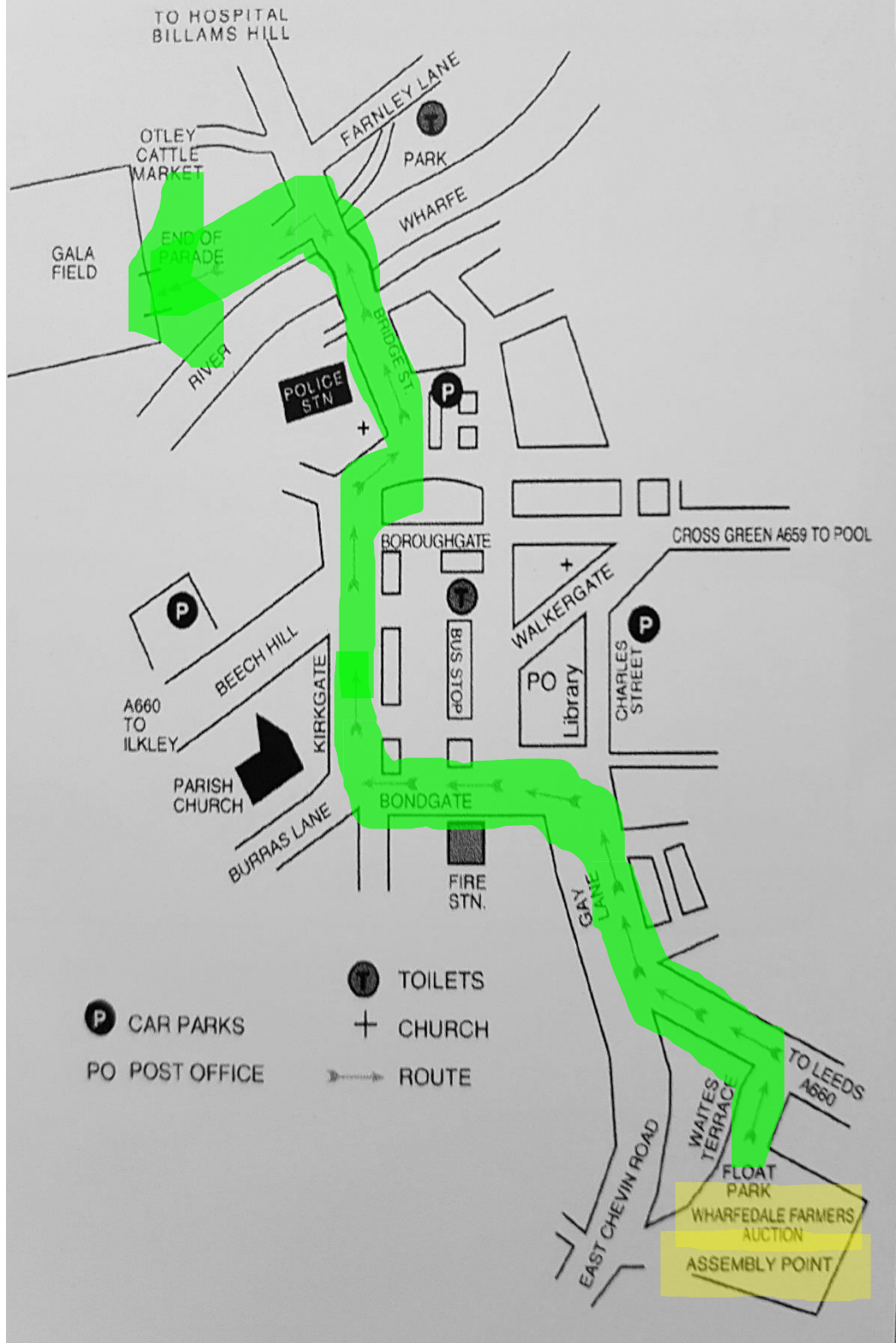
The Parade starts!!!!!!!!!!

**1.30pm**

The Parade begins to arrive at the Carnival Field.

**Drinks, snacks and toilet facilities are available at the Wharfedale Farmers' Auction Mart.**

# CARNIVAL PARADE ROUTE



## **GENERAL INFO FOR EVERYONE**

The Otley Carnival is an annual event that aims to promote the town of Otley to visitors and deliver a fun and safe event for young children and their families to enjoy. The event consists of a carnival parade through the town followed by a gala / fun day activity at the Showground Field (located at Bridge end, Otley)

The event is run by a committee of volunteers and is funded by combination of fundraising activities and grants.

Further information about Otley Carnival can be found on our website here:

<https://www.otleycarnival.co.uk>

As an event participant we ask that you comply with the following safeguarding protocol.

### **Safeguarding**

- You will inform the committee of any relevant police record or other factor OR any changes in your circumstances that may make you unsuitable to volunteer or participate at the event
- You will not behave in any way (physically or verbally) or through any other medium that could be deemed offensive to others (please refer to our code of conduct)
- You will treat all those you meet in a professional manner and will avoid using inappropriate language

### **Confidentiality**

- You will not at any time disclose information that has been acquired in confidence by ones voluntary / participant position (this includes personal details). Our for further information please refer to our privacy policy on the Carnival Website.

### **Working with & around young people & vulnerable adults**

- You recognise that as a volunteer or participant leading a group that you are placed in a position of trust
- You will not knowingly place yourself in a situation where you are alone with a young person / vulnerable adult (other than those you are directly responsible for) and will avoid remote areas.
- You will not make arrangements to contact, communicate or meet any young people (under 18 yrs old) or adults deemed vulnerable outside of the carnival events unless consent has been provided and agreed by the appropriate nominated adult.
- you have a duty to fully disclose full details of any personal or professional inuendo, allegation, slur (past or present) that may have appeared in the public domain that could have an adverse effect on the integrity or reputation of the Otley Carnival.
- You are familiar with the lost persons meeting point and have communicated its whereabouts with your wider group. The meeting point will be located in the event field by the carnival caravan and St Johns Ambulance. In the event that you lose a young or vulnerable member of you party please report this to an event steward (identified by their yellow 'staff' T shirts)

### **Health & Safety**

- You must not take any action that could threaten the health & safety of yourself or others

- You will report any accidents to a member of the carnival committee (identifiable in yellow 'staff' T-shirts on the day of the event)
- Your group / organisation must be in possession of Public Liability Insurance

Please note that both St Johns Ambulance and West Yorkshire Police will be present throughout the event (stationed throughout the parade and then within the showground field) should you require their services

#### **Drugs and Alcohol**

- You recognise the use of drugs or alcohol may impair the safe & efficient running of the event and will ensure that your participation is not affected.

#### **Photo Consent**

- You will obtain consent if taking photographs of anyone and will provide details to them of the purpose or intent of the imagery

#### **COVID 19**

- You will follow all necessary government guidance as issued at the time of the event
- You will not attend the event if you are experiencing any COVID-19 symptoms
- You will be in possession of hand sanitiser & a face covering and will use if necessary

### **OTLEY CARNIVAL- ADVICE TO PARADE ENTRANTS**

On the day of the event please follow instructions/requests issued by the event stewards (identified by their YELLOW SHIRTS)

If walking in the procession, please maintain the speed of the person in front of you. Do not stop to provide entertainment for the crowd.

If on a moving lorry do not allow legs to protrude over the lorry/trailer platform. If possible design your "entry" so that none of those taking part are standing.

Introduce yourself to the driver so that a means of communication can be established during the parade in case there is an emergency.

It is the responsibility of your nominated group leader to ensure that no one descends from your transport until it has come to a final stop and it is safe to do so

It is the responsibility of the nominated group leader to ensure that if your group involved children that you have an appropriate ratio of adults / children.

It is the responsibility of the nominated group leader to ensure that there is sufficient space on your lorry for your party & that there is no overcrowding.

Drivers must be aware of the possibility of pedestrians (especially children) crossing the road between floats, particularly at the Carnival Field entrance, and must follow the instructions of the Police, Stewards and Traffic Management Officials.