

# The Daniel and Jett Safety Standard

## Event Safety, Preparation, and Operation

Prepared for the LDi Executive Leadership Team, by Mike Causey, Director of Safety and Security

### Executive Summary

These standards apply to all events conducted by staff, with students, of the school, outside of normal on campus curriculum activities.

Full compliance with these guidelines shall be verified annually, and initially by April 30<sup>th</sup> 2018.

Before April 30<sup>th</sup> 2018, the Head of School and the Director of Safety and Security shall have the authority to jointly give approval for events. Approval will only be granted where they are satisfied that robust assessments, preparations and controls are in place for the specific nature for those events and activities.

The detailed rules, checklists, risk assessments and 3<sup>rd</sup> party reviews, are located on the secure LDi SharePoint server.

### Abstract

- This document describes the standards, compliance requirements, staff training and requirements, decision making authorities, event selection, event preparation, event operation, lessons learned, and recommendations, for events across the organization.
- The document will be reviewed every 3 months during implementation, and every 6 months after organizational compliance is achieved.
- Recommendations are for consideration by leadership, not yet agreed.

### 1. Standards

- a. Child Safety
  - i. Staff leading and attending the event shall, at all times, comply with the Child Safety Policy of the school (<https://share.ldiglobal.org/SS>).
- b. First Aid and Medical Assistance
  - i. AHA (American Heart Association), Red Cross, or WAFA (Wilderness Association First Aid) shall be the approved certifications in First Aid.
  - ii. Before events, leadership shall identify relevant medical services in key locations for the event. This should be done by medical experts (e.g. International SOS) and then event leaders pre-briefed on details.
  - iii. Accessing emergency medical assistance shall be verified, with contacts tested, and documented prior to event departure.
- c. Emergency
  - i. The organization's Crisis Management Plan details the conditions under which emergency evacuation of school sites or event sites will take place. (<https://share.ldiglobal.org/SS>)
  - ii. Event locations shall be assessed by medical experts, and the Director of Safety and Security, before approval is given for attending the event.
  - iii. Where advised by the above parties, emergency evacuation services shall be procured – and event staff shall know how to contact these services.
- d. Risk Management
  - i. The event location shall be verified for general travel and political risk / safety with all the embassies, consulates, or government departments, of all nations represented by staff and students at the event.

- ii. All activities shall be risk-assessed as per the industry standard guidelines (i.e. government, education/travel industry).
- iii. Where groups travel to places where the environment – ground, water and air conditions, and pollution – is potentially outside the recommended limits of the World Health Organization. students' parents shall be asked to approve attendance, with LDi guaranteeing appropriate precautions (i.e. face masks).
- iv. Access to clean food and water shall be verified before departure, and emergency supplies of both, carried by staff and students.
- v. NO activity shall be undertaken, which has not been reasonably implied by the schedule of the event, and as communicated to the parents in the release form.

## 2. Compliance Requirements

- a. Trust and verify
  - i. Self-reporting of compliance is required. This shall be accomplished through documentation of all preparation and operation. Event leaders shall be responsible for such record-keeping and submission.
  - ii. Evidence of compliance shall be sought via a risk based selection of events each year. The assessment will review all steps in the process (see sections 3 through 8 of this document) via photos, video, written records, and testimony.
- b. Record-keeping of all communications, and decisions, and approvals, not limited to:
  - i. approvals granted for overall events
  - ii. activity providers
  - iii. parent-teacher emails and approvals
  - iv. medical records
  - v. daily logs of events and incidents
- c. Complaints
  - i. Any student, parent, staff member, or provider staff member, shall be able to submit a complaint to the Head of School or Director of Safety and Security, to record the observation of a violation of any of these policies and standards.
  - ii. LDi shall supply a simple, easy to use and access, reporting tool where any employee may give safety suggestions, or report safety issues. Further, the data collected in this system shall be monitored and evaluated regularly.
- d. Disciplinary
  - i. Following the receipt of any complaints submitted, or the uncovering of evidence via verification methods (see 2.a.ii above) the Head of School shall instruct the Director of Safety and Security to investigate each matter reported and take corrective and disciplinary actions, where appropriate, up to and including dismissal and referral to law enforcement agencies.

## 3. Staff Requirements and Training

- a. All staff attending events shall be responsible for observing, identifying and avoiding risks to safety.
- b. Event leaders shall:
  - i. be staff of LDi.
  - ii. not be the parent of any student attending the event.
  - iii. be approved and appointed by the Head of School, with review and approval by the security and safety office.

- iv. be currently certified in either AHA or WFAA qualification.
  - v. already have supported a minimum of 2 previous events of similar duration, size (quantity of students), travel complexity and activity type, as reviewed and approved by the Safety and Security Champion.
  - vi. be qualified to teach the age and grade of students attending the event.
  - vii. be responsible for creating and maintaining records of all aspects of the event preparation and operation.
- c. Support staff:
- i. shall be employees of the school, or verified volunteers that have passed child safety and protection training.
  - ii. shall have full right to stop any activity whilst the event is in operation. This right shall be communicated in advance by the Head of School and the event leader. Staff shall know that they can stop any activity with good reason and without fear of reprisal from school leadership.

#### **4. Decision Making Authority**

- a. Parents
- i. The primary decision making authority on event attendance and activities by student shall reside with their parent(s). Without such approval, a student shall not attend the event. School staff will respect the parents' decision and will not put any pressure on them to change their minds where they do not wish their child(ren) to attend an event.
  - ii. If approval for student attendance of an event is not given by the parent(s), the student shall attend school for alternative educational instruction.
  - iii. Seven (7) days prior to departure, all parents shall be presented with details of the schedule, staff contacts, and safety measures/risk mitigations. Final permission from parents must be evidenced, not assumed.
- b. School
- i. The final authority on overall event approval shall be that of the Head of School. Prior to giving final approval the Head of School will assure that all event rules have been followed for preparation and planning.
  - ii. The school shall also take into consideration the educational value of the planned event, and the fit of that event into the curriculum of the students.
- c. Medical
- i. Medical records as provided at enrolment shall be re-verified with parents prior to acceptancy of a student's event attendance. School counsellors shall be requested to identify any students who are deemed to have health issues that may lead to disobedience of safety instructions, or erratic behavior.
- d. Director of Safety and Security:
- i. In addition to the Head of School, the Director of Safety and Security shall be required to give approval for events to operate. The Director may delegate such rights to formally appoint Safety and Security Champions in each school.
  - ii. Shall have full rights to intervene to stop any event at any stage in its life-cycle.

#### **5. Event Selection**

- a. Educational Value
- i. The event proposer, leader, and Head of School, shall all agree that the event supports the curriculum of the relevant grade(s), and can be recorded on the students' transcript as such.

- ii. The helping of others in acts of service is a critical aspect of the education offered by the school. All events shall include elements of services, as approved by the Head of School.
- iii. Events shall not be selected unless a qualified event leader (see above) has made a physical visit to all locations, and inspected all activities and providers.

## 6. Event Preparation

- a. Transportation – modes, safety, booking, back-up, safety
  - i. All modes of transportation shall be assessed for history of safety and reliability. Industry standard indicators shall be used for this assessment, for example aviation authority certificates, road worthiness certificates.
  - ii. Prior to departure all drivers of vehicles shall sign a document that states they will not smoke, use a cellphone or participate in any other distracting activity whilst driving.
- b. Accommodation
  - i. All sleeping rooms shall have lockable windows and doors. If this is not possible, staff shall ensure that observation of sleeping rooms' entry and exit is maintained during the hours of the night.
  - ii. Verifiable drinking water shall be available indoors.
- c. Activity Providers
  - i. Certifications for activity providers shall be obtained and verified before event booking.
  - ii. Audits and maintenance records that demonstrate current and historic adherence to industry standards shall be obtained and verified before event booking.
  - iii. Activity provider staff shall give evidence of qualifications and experience prior to the commencement of the event.
  - iv. Track record of the provider over the past 12 months shall demonstrate:
    - 1. no injuries other than scrapes and bruises sustained in the normal course of activity
    - 2. a full accident log with all incidents reviews for lessons learned, with identified improvements verifiably implemented.
  - v. The activity provider shall provide a check list of all safety and activity instructions to the school trip leader. The school leader will use this as check list to ensure all instructions are correctly delivered to the participants.
  - vi. The event leader shall attend all of a pre-briefing provided by medical experts, that shall cover locations and services of appropriate facilities in all locations of the event, and specific advice for students with notifiable pre-conditions.
- d. Location Inspection
  - i. Every location on every event shall be visited and reviewed by the event leader at least once in the previous 12 months. This can include the previous year's event if the locations and activity schedule are materially unchanged.
  - ii. For events being operated for the first time, the location(s) and activity provider(s) shall be visited no longer than 2 months prior to the event.
- e. Documentation
  - i. A full schedule, activity description, contact details and medical emergency response plan, shall be submitted to and verified by the Director of Safety and Security prior to departure. The event shall not depart until this has been completed.

## 7. Event Operation

- a. Supervision
  - i. Relative to the environment (urban, suburban, rural, wilderness) staff shall maintain a staff to student ratio of between 1:10 and 1:6. The event rules followed by staff shall specify the calculation of this ratio based on age of students, location, duration and activities undertaken.
  - ii. Where an activity provider stipulates a more stringent ratio, the event leader shall ensure this, or the activity shall not be conducted.
  - iii. At all times during an event, staff will know the location of all students.
- b. Tracking
  - i. The event leader shall provide a daily location update to the Director of Safety and Security via GPS satellite trackers, satellite phone, or SMS.
  - ii. Deviations from the submitted plan (see 6.e.i above) will be highlighted, and explanations given.
  - iii. The Director of Safety and Security will maintain records of all daily updates, and send a daily report to each Head of School.
- c. Communication
  - i. Every staff member shall carry a cell phone with verified service coverage in the locations to be visited.
  - ii. Where appropriate – as assessed by the Director of Safety and Security - a satellite phone or GPS beacon shall be carried by the event leader. The phone or beacon shall be tested prior to departure, and at least once during the event duration.
- d. Back-up plans
  - i. Alternative approved activities and locations shall be identified where possible, and a dynamic risk assessment protocol for changes to plans at short notice.
  - ii. Initiation of back-up plans shall be recorded in the daily log.
- e. Daily and Activity Briefings
  - i. Every day of the event duration, the event leader shall give instruction to all staff on the schedule and activities for the day.
  - ii. All students shall receive a briefing each day from a staff member on the schedule and activities for the day.
  - iii. Prior to every activity, staff shall brief each student on what is required, and the conduct expected. Students shall always be given the option of non-participation of any activity, if on the basis of physical ability or mindset.
  - iv. All students shall be tested as appropriate for competence in each activity, and where such competence is not present, shall not be allowed to participate. Any such non-participating students shall be accompanied at all times by staff member at a minimum ratio of 1:8.

## 8. Lessons Learned

- a. Annual
  - i. The event leader, Head of School and Director of Safety and Security, shall jointly conduct a post-event 'lessons learned' session for every event:
    - 1. identification of risks, improvements, updated information on location, activity providers.
    - 2. Verify event daily logs and final report.

## 9. Further Recommendations

- a. By April 30<sup>th</sup> 2018, 50% or more of staff members of the school who support events shall have completed an approved and certified First Aid course.
- b. Schools should pre-approve activity providers, and only allow evaluation and selection of new providers on the basis of compelling evidence of either (a) the educational value, or (b) the necessity for the event due to change of location or availability of a pre-approved provider.
- c. By April 30<sup>th</sup> 2018, a qualified external auditor will be appointed to annually review event management at the school, with authority to both require and recommend changes to these guidelines.