

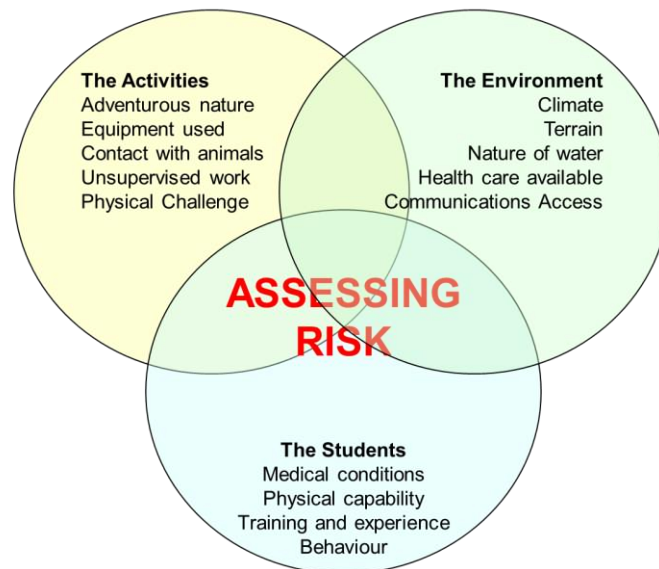
ZIS Field Trip - Risk Management

The purpose of a risk assessment is to ensure that all adults accompanying students in off-campus activities are aware of both the risks involved in the activities and the steps that have been taken to reduce their likelihood and impact. All trip leaders must have read and understood the Field Trip Risk Management document and taken appropriate precautionary measures prior to the trip. This will be indicated on the trip proposal form.

Identification of a risk to the group should be seen as a positive step, allowing measures to be taken to maintain the highest possible levels of group safety. In some cases identified risks are managed rather than eliminated. Complete elimination of risk is not always possible, and perhaps not always desirable, and therefore guarantees of safety cannot be given. **However, assurances need to be given that all reasonable care and sensible preparatory arrangements in risk management have been taken.**

In assessing risk, it is important to consider, in this order, the:

- nature of the activities, including the method of travel;
- nature of the environment in which they are set; and
- capacity of the students to conduct these activities in the environment.



In assessing the level of risk, a risk relates to the

- Likelihood - the probability of the outcome occurring
- Outcome - the consequence on the trip as a result of the risk happening

The aim is not to provide an endless list of “what if?” scenarios, but an identification of the potential risks which require appropriate preparatory work.

¹ LIKELIHOOD	1	2	3
	Extremely rare	Unlikely	Probable
² OUTCOME	1	2	3
	Minor - irritation easily dealt with by group	Moderate - could affect group itinerary	Serious - involves external agency
L + O is less than 5: The identified risk requires appropriate precautionary / control measures to be in place			
L + O is equal to or greater than 5: The identified risk should involve further consideration and discussion with relevant people (operator, Principal, accompanying staff, parents etc.) and an emergency action plan needs to be established.			

A decision to travel / not to travel outside of Switzerland will be taken by the Safety & Security Committee and will be based upon the advice of the Federal Department of Foreign Affairs for Switzerland, WHO and local partners on the ground.

Field Trips

Trip Permission

All parents must complete a trip permission form before a child is allowed to travel. (See Appendix 1) In the case of athletics this may take the form of a *season permission form* which covers multiple trips.

Health / Emergency Contact Information

- Parents must complete the annual health information on the parents' portal before a child is allowed to travel.
- Trip Leaders and chaperones must have access to student health and emergency information (provided by the campus nurse) at all times Trip Leaders must return incident reports to the nurse for any health related issues on a trip
- Students must have access to emergency contact cards / contact numbers.
- For 'unfamiliar' trip destinations (particularly where language could be a barrier) a health center and / or emergency doctor must be identified by the trip leader prior to travel.

Insurance

- Students must have appropriate health insurance and liability insurance. This must be indicated on the trip permission form before a child is allowed to travel.
- Trip leaders and chaperone must have the insurance name and policy number of each student with them at all times on a trip.
- REGA insurance is required for Outdoor Education trips and is recommended for all other trips.

Trip Leaders & Chaperones

Risk management is an ongoing process and the undertaking and communicating of that management is the responsibility of each instructor/ trip leader. Trip leaders need to make ongoing judgments and decisions given the risk assessed and application of the information provided in this document.

- Trip Leaders / Chaperones need to be suitably qualified and / or experienced to confidently lead the trip and make the appropriate judgments when assessing risk.
- All activity leaders and regular chaperones must submit a 'free from criminal record' document before working students
- Where a trip is not chaperoned by a ZIS employee, non-ZIS employees must submit a 'free from criminal record' document prior to travel
- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student in a closed environment.
- Room checks must be completed by more than one chaperone
- All school rules apply on school sponsored field trips. Chaperones are expected to comply with

school policies, and model appropriate behaviour for students

- For the protection of both student and chaperone, trip chaperones will not use or consume alcohol, tobacco or drugs while students are present. This is to include time spent traveling, for example on a train or at an airport.
- Trip leaders and chaperones must remain in a state of mind enabling them to carry out their responsibilities in a professional manner at all times on a trip. This includes trips where students are housed.
- On a trip where students are not housed, no adult can be assigned in the same room as a student
- On a trip where students are not housed, students (where possible) should not be assigned a single room. They should be in a minimum of 2 within a room. No mix of gender is allowed.

Emergency Money

- Must be provided and calculated into the trip costs
- Must be sufficient funds for transport to and from medical centers or hospitals for a minimum of 1 in every 5 students

Adult: Student Ratios

Supervision ratios may need to be increased given *the nature of the activities; nature of the environment in which they are set; and capacity of the students to conduct these activities in the environment.*

As a general guideline for field trips the following should be applied:

- All trips are accompanied by a minimum of two adult chaperones
- LS trips should ensure a ratio of 1:6
- MS / US Trips with up to 30 students should ensure a ratio 1:10
- Trips with 31-45 students should have a minimum of three adult chaperones
- trips with 45-60 students should have a minimum of four adult chaperones
- On a trip, when students are not housed with local families, and the trip leader is of the opposite sex, a female / male chaperone (as appropriate and where possible) must accompany the group.

Indirect supervision

Indirectly supervised time may be granted after assessing the risk based upon *the nature of the activities; nature of the environment in which they are set; and capacity of the students to conduct these activities in the environment.* Some activities such as *The International Award* dictate that students are indirectly supervised for the entire duration of the trip.

On trips where students being indirectly supervised, the following circumstances must be established:

- Indirect supervision must be agreed by the parents when completing the trip permission form
- Trip Leader / chaperone must pre-define a specific area / boundaries, including meet points
- Trip Leader / chaperone must pre-define the time given for the indirectly supervised activity

- Chaperones need to roam within the defined area or at an agreed meeting point
- Students must maintain groups of three (minimum)
- Students must have emergency contact cards / contact numbers

As a general guideline for field trips the following should be applied:

- LS Students – no unsupervised time
- MS Students – Check in every hour
- US Students - As defined by the activity

Outdoor Education

The approach to risk management remains the same for Outdoor Education and Outdoor Pursuit activities. See Appendix 2 for specific safety guidelines associated with ZIS Outdoor.

Family Housing

Students staying with host families must abide by the rules, including curfew, of the host family, host school and / or organization (ISST, AMIS etc). These rules must be agreed to by ZIS. Students must have access to the contact details of the ZIS chaperones.

Emergency Procedures

-In case of an emergency involving an individual student see Appendix 1.

-In the case of a serious emergency (Outcome Level 3 involving multiple casualties), the protocol in appendix 3 should be followed:

APPENDICES

Appendix 1 – In case of emergency involving an individual student

Action	Responsibility
Establish the nature and extent of the emergency as quickly as possible	Trip Leader / Chaperone
Ascertain if treatment can be made within structure of the current environment (ie. official tournament or event nurse or medical staff)	Trip Leader / Chaperone
If required, contact the local hospital and arrange transport. Advise the parent by phone	Trip Leader / Chaperone
Ensure that all the group are safe and looked after	Trip Leader / Chaperone
Ensure that a teacher / chaperone accompanies casualty to hospital and that the	Trip Leader / Chaperone

rest of the group are adequately supervised at all times and kept together.	
The teacher/chaperone must remain with the casualty until either the return to the group after medical attention or a replacement adult joins the student requiring medical attention	Trip Leader / Chaperone
Provide the insurance coverage to the medical institution and known health issues (student health and emergency information must be accessible at all times during a trip)	Trip Leader / Chaperone
Contact Parent and update parent after diagnosis and next steps	Trip Leader / Chaperone
Report the incident to the school campus nurse for school records. This can be done on the return to school at the earliest possible moment	Trip Leader / Chaperone

Appendix 2 - <http://zisoutdoor.wordpress.com/2013/07/22/safety-plans/>

Appendix 3 – Off Campus Emergency Response

Action	Responsibility
Establish the nature and extent of the emergency as quickly as possible	Trip Leader / Chaperone
Notify the emergency services	Trip Leader / Chaperone
Establish the names of any casualties and get immediate medical attention if necessary	Trip Leader / Chaperone
Ensure that all the group are safe and looked after	Trip Leader / Chaperone
Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures including controlling communication from the group	Trip Leader / Chaperone
Ensure that a teacher / chaperone accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together	Trip Leader / Chaperone
Inform the Crisis Management team. (Contact numbers should be accessible at all times during the trip.) <i>Provide details of the incident need to be passed on to the Crisis Management Team and should include; nature, date and time of incident; names of casualties and details of their injuries;</i>	Trip Leader / Chaperone

<i>names of others involved so that parents can be reassured; names and details of witnesses; action taken so far; action yet to be taken</i>	
Contact insurers, if medical assistance is required (student health and emergency information must be accessible at all times during a trip)	Trip Leader / Chaperone
Contact Parent	Crisis Management Team
Contact tour operator (If applicable)	Trip Leader / Chaperone
Ensure that no-one in the group speaks to the media. Names of those involved should not be given to the media as this could cause distress to families. Media enquiries should be referred to the Director of Community Relations	Trip Leader / Chaperone & Crisis Management Team
Ensure that no-one in the group discusses legal liability with other parties	Trip Leader / Chaperone & Crisis Management Team