



## **HEALTH, SAFETY AND SECURITY POLICY**

**AS ADOPTED BY THE BOARD OF DIRECTORS**

**ON FEBRUARY 22, 2012**

**TO BE REVIEWED AGAIN IN FEBRUARY 2014**

## **OUR MISSION STATEMENT**

**Global Schoolroom is dedicated to sharing educational experience between communities worldwide to help eradicate poverty, promote economic development and build sustainable communities.**

## **OUR FIVE GUIDING PRINCIPLES**

**Education has the power to enlighten one another and expand each individual's scope for opportunity.**

**A primary education for every child is essential (the UN's Millennium Development Goal for universal education).**

**Sharing good educational practices enriches the collective educational experience and widens the cultural horizons of everyone involved.**

**Forging respectful links between educational partners works to their mutual benefit.**

**Working directly with teachers and communities is the best way to build a strong framework for high standards of teacher training which, once in place, can be delivered by sustainable local networks.**

## **OUR POLICIES**

**Global Schoolroom's policies are proofed against our Mission Statement and Guiding Principles and aim to reflect best international practice.**

## STATEMENT ON HEALTH, SAFETY AND SECURITY

Global Schoolroom takes the health, safety, security and well being of all its stakeholders seriously. Avoiding unacceptable risk and minimising acceptable risk is a duty and responsibility shared by the Global Schoolroom Board, management, staff and volunteers.

All Global Schoolroom stakeholders are independent adults and must take responsibility for their own risk management. However, stakeholders are asked to adopt a responsible attitude towards risk. This means that stakeholders recognise that risks exist and act in such a way as to avoid as much risk as possible.

We ask that you recognise that you are an ambassador for Global Schoolroom while on placement and that all of your actions will be viewed in this light. The consequences of all your actions have a potentially wide impact on your team, on your host, on the Volunteer Programme, on this and future Volunteer Programmes, and on Global Schoolroom as an organisation.

### HEALTH

Travelling to any new and unfamiliar environment brings with it additional challenges in terms of staying fit and healthy. New kinds of food, water, climate, insects, altitude etc., can all impact on different people in different ways and for this reason it is important to take extra care and precautions to reduce the likelihood of your getting sick.

#### **Prior to Departure**

Global Schoolroom provides medical consultation, advice and vaccinations to the volunteers.

Volunteers must:

- Provide health clearance from his/her General Practitioner
- Give full disclosure of pre-existing medical conditions to Global Schoolroom
- Receive all vaccinations and adhere to the Tropical Medical Bureau's (TMB) advice on the use of anti-malarial prophylaxis
- Attend all medical briefings and adhere to all medical advice provided by the TMB and his/her GP
- Prepare a basic first aid kit, adequate supply of over-the-counter medication and double supply of prescription medication where necessary, as recommended in the Volunteer Handbook

**It is also recommended that volunteers undergo a dental checkup prior to departure**

## **During the Programme**

Volunteers should be adequately informed of the living conditions in the host country and act responsibly with regard to his/her personal health.

Volunteers should take reasonable care for their own health and safety, and that of others who may be affected by what they do or fail to do, including taking adequate rest, fluid intake, eating sensibly, using sunscreen, wearing protective clothing and traveling in the safest mode of transport available.

**At the onset of any significant illness volunteers must advise their team leader or another designated team member.**

If symptoms persist, usually for twenty-four hours, or if symptoms are severe, seek advice from the TMB and inform GS Head Office.

Following advice from the TMB liaise with GS linked local health services, as provided in volunteer information pack, while maintaining contact with the TMB.

If a volunteer is not a patient of the TMB, all of the above applies. However, he/she must liaise with his/her own travel health care provider.

Volunteers will complete an Incident Report Form.

## **Alcohol & Illegal Drugs**

Volunteers are expected to take a responsible attitude when it comes to the consumption of alcohol. Local laws and customs must be respected at all times, and volunteers must be aware of that their actions at all times may be perceived as representative of Global Schoolroom. Living and working in a different climate can cause alcohol to have a bigger impact on the body than usual, and volunteers need to bear this in mind.

Drinking or being under the influence of alcohol while carrying out placement activities is strictly prohibited.

The use, presence, sale, distribution, manufacture or possession of illegal drugs or controlled substances while on the Volunteer Programme is prohibited and will result in a Volunteer's place on the Programme being discontinued. In many countries, the possession or use of illegal substances, even in minute amounts, can result in immediate incarceration. The judicial system in many countries does not give the accused the right to post bail or communicate with anyone, and pre-trial detention may last for months. All prescription pharmaceuticals should be kept in their original containers with the

patient and doctor's names clearly identified. It is also recommended to carry your prescription.

### **Culture Shock**

Individuals moving into an unfamiliar culture or setting may experience some level of culture shock.

To minimise the consequences of Culture Shock:

- Recognize that it is normal to feel overwhelmed and out of place at first
- Try to construct realistic expectations in the beginning
- Take care of yourself: get plenty of rest, maintain proper nutrition, stay fit, and limit intake of alcohol
- Don't withdraw from social contact with others
- Liaise with your local hosts

### **Team Stress Prevention**

The team leader can help prevent stress from building up through:

- Providing Induction: the team leader, in association with local host, provides local cultural and health and safety information upon arrival, as outlined in the Partner Engagement Policy
- Rest time: the team leader should encourage team members to take rest and take time off regularly
- Support: all team members should support and encourage each other throughout the placement

### **Hazardous Activities**

All volunteers should follow insurance policy stipulations in relation to hazardous adventure activities.

## **SECURITY**

### **Prior to Departure**

Global Schoolroom plans, monitors and sanctions all of its programmes and informs itself of any security issues with reference to the Department of Foreign Affairs, the Foreign and Commonwealth Office, the TMB and in consultation with the Irish Embassy and local hosts.

All security and travel advice is disseminated to all volunteers at training days.

Global Schoolroom reserves the right to cease activity in any or all centers at any time.

As with all travel plans to any destination in the world, volunteers should inform themselves of any security issues in the host country by:

- Referring to the Department of Foreign Affairs and Commonwealth Office,
- Attending all training days.

### **During the Programme**

Global Schoolroom continues to monitor security in the host country with reference to the Department of Foreign Affairs, the Foreign and Commonwealth Office, the Irish Embassy and local hosts.

Global Schoolroom reserves the right to cease the programme in the event of security concerns at any time.

All volunteers should:

- Adhere to decisions made by Global Schoolroom and act responsibly in accordance with advice given by local hosts
- Report local security concerns which arise during the program immediately to Global Schoolroom head office
- Complete an Incident Report Form, which can be found in the Volunteer Pack
- Carry the mobile phone, which will be provided locally to each team at all times. All key numbers, including the emergency number, should be stored on this phone.
- Carry a Global Schoolroom emergency card, which will be provided prior to departure, at all times.

## **INCIDENT MANAGEMENT**

### **Incident Management Guidelines**

In essence the guidelines to managing a serious incident can be reduced down to three parts:

- Stay **Calm**
- Take **Action**, as appropriate
- Make **Contact** with Global Schoolroom Head Office using the emergency contact number.

### **Incident Management Guidelines: Serious Illness**

When a volunteer's condition either deteriorates or shows no sign of improvement a decision will be made by the CEO as to the continued placement of the volunteer.

### **Medical Emergency**

If a volunteer is involved in a medical emergency, volunteers should:

- Assess the situation
- Contact emergency services
- Administer first aid where possible

Once the emergency aid has been administered, volunteers should notify Global Schoolroom head office.

Based on the medical outcome of the emergency event, the CEO will decide whether the volunteer should continue or discontinue with the placement.

If the volunteer's placement has to be discontinued and he/she must be transported home, the CEO will make a decision as to how he/she will be brought home based on medical advice.

## **Incident Management Guidelines: Fatal Illness/Accident**

If a fatal illness or accident occurs, volunteers should contact Global Schoolroom Head Office.

Global Schoolroom will implement its Critical Incident Plan.

The CEO will take full responsibility for contacting the family of the injured or deceased, contacting the other teams in country and dealing with the media.

Two nominated GS representatives will travel to the host country - one to the scene of the incident, the other to the centres to ensure provision of ongoing support for the remaining volunteers.

Steps will be put in place to bring the injured or deceased and colleagues home with reference to the Critical Incident Plan.

Appropriate steps will be taken to support the decisions of all other volunteers.

A Global Schoolroom representative will travel home with the injured or deceased and, where necessary the second Global Schoolroom representative will stay in country until the end of the programme.



## **Critical Incident Plan**

A critical incident is any incident or sequence of events, which overwhelms the normal coping mechanism of the organization and disrupts the running of the organization.

Examples:

- Death, major illness
- Kidnapping, missing person
- Criminal incidents, for example mugging
- Major accidents, serious injury
- Rape, sexual assault or sexual harassment
- Bullying
- Suicide
- Civil unrest
- Fire, natural and technological disaster

## **Critical Incident Management Team**

The Critical Incident Management Team is made up of the CEO, one of the Administration Team and at least two Directors.

### **Responsibilities:**

- Confirm the event
- Activate the Critical Incident Management team
- Clarify facts surrounding event
- Inform the family
- Make contact and liaise with relevant agencies
- Decide how news will be communicated to different groups
- Ensure provision of ongoing support
- Prepare a public statement
- Address media promptly
- Ensure telephone lines are free for outgoing and important incoming calls

## **TERMS AND CONDITIONS**

### **IRISH LAW**

You must respect the laws of Ireland and specifically, but not exclusively, be aware of your responsibilities under Irish law.

### **GLOBAL SCHOOLROOM POLICIES**

In addition, there are policies in a variety of areas, which Global Schoolroom Directors, Management, Staff, Volunteers and all other participants must be aware of and operate under where these policies are relevant.