



Organizatia Tinerilor cu Initiativa

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Standard plan for risk prevention and safety

Starting from the preparation phase of any project it is of outmost importance for all partners to discuss the issues related to the anticipation of potential risks and the protection and safety of future participants.

This plan was set-up so that it will offer O.T.I. and future partners guidelines for taking the precautions necessary to avoid any unpleasant situations.

1. Definition for negligence to take precautions against a risk of harm

You are negligent to take precautions against a risk of harm if:

- (a) **the risk was foreseeable** (ie. you knew about it, or you ought to have known about it), and*
- (b) **the risk was not insignificant**, and*
- (c) **a reasonable person in your position would have taken those precautions.***

2. Necessary precautions and foreseeable risks

When considering what precautions to take, consider, amongst other things:

- (a) the **probability** that the harm would occur if care were not taken,
- (b) the **likely seriousness** of the harm,
- (c) the **burden of taking precautions** to avoid the risk of harm,
- (d) the **social utility of the activity** that creates the risk of harm.

During one project, you need to consider at least the risks connected to:

- Planning
- Pre-mobility preparation
- Management
- Program
- Health

- Implementation
- Support
- Involvement of participants
- Evaluation

3. Standard measures for preventing foreseeable risks

3.1 At the planning stage

- Check out the proposed sleeping arrangements for participants
- Check out health and safety issues in relation to accommodation
- Give placement details to participant and their family at least four weeks in advance of exchange.
- Ensure single gender dormitories
- Ensure that leader accommodation is appropriate
- Contract food just from an authorised company
- Have a clear contract with accommodation providers
- Make sure you will have enough youth leaders/facilitators/mentors

3.2 Before the arrival

- Ensure the written approval of parents/guardians for those under 18.
- Ensure you have adequate and appropriate insurance for all stages of the activity – including planning visit.
- Participant details form – clarify level of information (especially medical) required. How will information be used? What level of confidentiality?
- Give participants an information pack including important information about the mobility
- Inform them about what documents to bring to the mobility
- Ask participants to send their details (application forms) in advance
- Decide on a common "code of conduct" and present in to future participants (model available at: <http://communicate.oti-online.ro/resources/Code-of-conduct.pdf>)
- Prepare the participants for the future cultural encounters
- Discuss with them about their fears and expectations and pass them to the organisers

3.3 Management

- Appoint a project leader and make his/her contact details known to all partners
- Appoint a project responsible for each partner and make his/her contact details known to all partners

- Appoint a mobility leader and make his/her contact details known to all partners and future participants
- Ensure that leaders are appropriately qualified for the activities they will be responsible for
- If recruiting leaders from outside the organisation make sure they have been presented with all aspects related to the project and that they have acknowledged them
- In specific situations, especially when dealing with underage participants, criminal records of the leaders should be asked.
- Ensure gender and age appropriate balance among leaders.
- Leaders should be given clear roles and responsibilities
- Leaders should understand and respect the participants
- Leaders to be made aware of their duties in terms of risk prevention and safety and what this means

3.4 Program

- Plan de-briefing sessions daily with the young people and the participants
- Ensure that there is a clear schedule for leaders including responsibilities and time off
- Present the schedule to the participants in advance and discuss it in the first day of the mobility (first week in case of EVS)
- Make the materials easy to read; it is often helpful to use a conversational (but professional) tone
- Order the materials so that it is easy to find the information required for a particular session (use different sections, headings, links, etc.)
- Use graphical facilitation
- Make sure that the hand-outs contain information that your participants need to know

3.5 Health/Emergency

- Have clear emergency plans that include permanent contact details for host and home country, emergency procedures if you need to evacuate, have an emergency fund, know where participants and leaders are at all times
- Have a back up plan if the programme needs to change for any reason
- Bring a medical kit with you
- Ask the volunteer to give you an emergency contact number from home, tell you about any medication,
- At least one leader should have first aid training.
- Participants should have adequate access to telephones for communication.

- At the hotel there should be instructions and a designated person to call in case of emergency.

3.6 Implementation:

- Copy of working programme should be distributed and presented
- Group rules should be set up
- Contact details should be distributed
- Discuss the "code of conduct" and make sure everyone understands and agrees with its provisions
- Organise orientation activities
- Organise cultural ice breakers
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3.7 Involvement of the participants

- There needs to be ongoing consultation and monitoring with participants. Some of the methods need to ensure their anonymity.
- Be clear around the ground rules, code of conduct and consequences if not adhered to
- You should ask for regular reports from participants (either verbal or written) about accommodation (hotel, rooms, etc) and food
- Participants should keep a journal of the exchange to facilitate reflection on the learning outcomes
- You should set-up a proper evaluation plan, according to the objectives of the project
- You should have an evaluation box/an on-line evaluation form where participants can post comments whenever they like
- Use creative forms of evaluation
- Make sure there is a system for keeping records and reports during the exchange.

3.7 Support system

- Have a clear system of support for participants (project responsables, mentors, coaches, facilitators, etc.). Make sure these persons and their roles are known by the participants
- Each partner should have a designated contact person in case of emergency
- Project leader should have the funding agency contact details
- There should be one central responsible person for searching relevant information (e.g. project responsible, communication officer)