

# **The Daniel & Jett Safety Standard**

## Event Safety, Preparation, and Operation

Last modified October 2023

### 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 30 April 2018.

Before 30 April 2018, the Head of School and the Director of Safety & Security (*position renamed Director of School Trip & Event Safety in August 2023*) 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 3rd-party reviews, are located on the secure LifePlus Microsoft cloud (i.e., Teams + SharePoint + OneDrive).

### 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 annually and shared with staff as part of annual training.

### 1. Standards

- a. Child Safety
  - i. Staff leading and attending the event shall, at all times, comply with the Child Safety Policy of the organization. ([Click here to see the Child Safety policy.](#))
- b. First Aid and Medical Assistance
  - i. AHA (American Heart Association), Red Cross, or WFA (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.
  - ii. Event locations shall be assessed by medical experts and the Director of School Trip & Event Safety 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 the school plans travel to places where the environment – ground, water and air conditions, and pollution – is potentially outside the recommended limits of the World Health Organization, the school will notify parents concerning those particular conditions in that location and some of the potential precautions (e.g., face masks) identified by the World Health Organization.
- 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, 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 School Trip & Event Safety, to record the observation of a violation of any of these policies and standards.
  - ii. LifePlus 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 Superintendent—with consultancy from the Director of School Trip & Event Safety—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 LifePlus.
  - ii. not be the parent of any student attending the event.
  - iii. be approved and appointed by the Divisional Principals or Head of School, with review and approval by the local Safety Champion.
  - iv. be currently certified in either AHA or Wafa 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 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 school trip activities by a student shall reside with their parent(s). Without such approval, a student shall not attend the event. However, school trips and events are an important part of the program and by enrolling their students at the school, it is expected that parents will allow their students to participate unless circumstances merit an exception. Efforts will be made to help parents understand the importance and necessity of such programs, while ultimately the school staff will respect the parents' decision.
  - ii. Circumstances meriting an exception to a student's attendance include demonstrated cases of medical or safety concerns involving the student or a situation of demonstrated family hardship (e.g., death or accident in the family). [NO translation for this point yet]
  - iii. If approval for student attendance of an event is not given by the parent(s), the student will either attend an already established alternative education option or will be marked absent from the activity or school days missed as a result. Establishment of an alternative education option is at the discretion of the school pending availability of resources and staffing.
  - iv. At least seven (7) days prior to departure, all parents shall be presented with details of the schedule, staff contacts (at the school, not for chaperones), 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 or a designee (such as Divisional Principal). 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 enrollment shall be re-verified with parents prior to acceptancy of a student's event attendance. School social-emotional 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 School Trip & Event Safety:
  - i. In addition to the Head of School, the Director of School Trip & Event Safety may be required to give approval for events to operate. The Director may delegate such rights to formally appointed Safety Champions in each school.
  - ii. Shall have full rights to intervene to stop any event at any stage in its lifecycle.

## 5. Event Selection

- a. Educational Value
  - i. The event proposer, leader, and Head of School (or a designee for the HoS) shall all agree that the event supports the curriculum of the relevant grade(s).
  - 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 service, as approved by the Head of School or a designee.
  - iii. Events shall not be selected unless a qualified Event Leader (see section 3.b, above) has made a physical visit to all locations and inspected all activities and providers. In the event that the Event Leader cannot do the walkthrough, a staff member who will also attend the event *as a chaperone* should be the person to do these walkthroughs.

## 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 Event Leader. The school Event Leader will use this as checklist 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 preconditions (MERP).

- d. Location Inspection
  - i. Every location on every event shall be visited and reviewed by the Event Leader or an event chaperone 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 local Safety Champion—or, for system-wide events, by the Director of School Trip & Event Safety—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 and group status update to their local Safety Champion and/or to the Director of School Trip & Event Safety via GPS satellite trackers, satellite phone, messaging app, or SMS.
  - ii. Deviations from the submitted plan (see 6.e.i above) will be highlighted, and explanations given.
  - iii. The local Safety Champion or Director of School Trip & Event Safety will maintain records of all daily updates and send a daily report to the relevant Divisional Principals.
- 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 School Trip & Event Safety – 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 nonparticipation 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, Divisional Principal, and Safety Champion or Director of School Trip & Event Safety, 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 30 April 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 30 April 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.