

SAFETY AND INTEGRITY POLICY FOR THE MALTESER INTERNATIONAL CAMP FOR DISABLED YOUTH 2014

Please read this document carefully. When you agree sign page 6, and send a soft-copy to Thierry van Hövell tot Westerflier at vhovell@gmail.com or a hard-copy to: *Th.H.J.M. van Hövell tot Westerflier
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1. Goal

1.1 The International Camp Foundation for disabled youth 2014 (“Foundation”) intends to do everything within its power to provide a safe and protective environment for all participants of the camp. This intention is further elaborated upon in this document.

1.2 This policy serves as a guideline for all people who commit themselves to the Foundation and the camp.

2. Background

2.1 The Foundation is responsible for the organisation of the international Summer Camp 2014.

2.2 Participants of the International Summer Camp 2014 are: young adults with disabilities from different countries ranging in age between 18 and 35 (“Guests”), their chaperones who are volunteers from the same country as the Guest (“Helpers”), and volunteers who accommodate the International Summer Camp (“Staff”). Guests and their respective Helpers together form a “Team”.

2.3 The International Summer Camp is held from the 9th of August until the 16th of August at the Generaal Winkelmankazerne (a military base) in Harskamp. (The base will be referred to as “Harskamp” throughout the rest of this document)

2.4 During the camp all participants will be sleeping at Harskamp. Guests and their Helpers will sleep in bedrooms in six barracks (separate barracks for men and women). Each of these barracks has shower facilities that are especially adjusted for the handicapped, and two wheelchair accessible toilets. The staff will sleep in a separate barrack.

2.5 Harskamp is a military training base. During the camp, military personnel will be present at the campsite. They will only be allowed access to the above mentioned sleeping facilities after the consent of the camp organisation.

3. Execution of the policy

3.1 The Foundation will make every possible effort to ensure the participants’ safety and well-being. The Foundation is not responsible for the journey to and from a Dutch airport for Teams from abroad, nor for the journey to Harskamp for Teams arranging their own transport.

3.2 The Camp Leader will be responsible for the execution of this policy. In the event of his absence from the camp, the Deputy Camp Leader will take over this responsibility.

3.3 Participating Guests are disabled but should be healthy enough to participate in an activity camp of this nature for the duration of a week. The leaders of the Teams are responsible for making sure they pre-select suitable Guests accordingly.

3.4 For Guests, Helpers and Staff, first line medical care will be provided. This will be provided for by the medical staff, led by the Head of Medical Affairs. At the campsite a medical post will be allocated and a doctor will always be on call. In case of emergencies, regular Dutch medical services (e.g. local hospital, ambulance, etcetera) will be involved as soon as possible. During activities outside of the campsite, medical care will be provided for by the regular Dutch medical services.

3.5 At the International Summer Camp a confidant(e) will be appointed. He or she will be responsible for following up on all reports of abuse.

3.6 External companies whose services are employed by the Foundation during the camp, will be requested to have the necessary insurances. In the event of malfunctioning of their materials, services or as the direct result of unforeseen incidents, the external company is held accountable to claim any personal and/or material damages to or by the participants via their insurance.

3.7 Some teams will travel from their home country to Harskamp by bus. Some of these busses will be used during the rest of the week. These bus companies are expected to bear responsibility for any personal and/or material damages to or by participants, either during transportation or while getting in and out of the bus (on- and offloading).

4. Certificate of good conduct

4.1 All participants of the camp with a Dutch nationality are to provide the Foundation with a recent certificate of good conduct. Without this certificate a Dutch volunteer cannot participate in the camp.

4.2 The organisation of the camp will provide the volunteers with the proper documents needed to apply for a certificate of good conduct.

4.3 In case a volunteer is of another nationality than Dutch, the organisation will check their references within the Order of Malta in their respective countries to assess whether the volunteer is eligible to participate in the camp.

5. Training

5.1 The Foundation will organise an introductory training for the Staff to understand their role and to prepare for the camp. During this training everyone will get acquainted with the campsite, and the necessary actions in case of a calamity will be practised. Furthermore, the Staff will be informed about the policy laid down in this document.

5.2 The organising team of the International Summer Camp and the members of the Command Centre will receive a comprehensive training in emergency response, including fire extinguishing, at location Harskamp.

5.3 For the Staff, an extra training will be organised the day prior to the start of the camp.

6. Care of / tending to Guests

6.1 Guests will be cared for by their Helpers. The Foundation will facilitate by providing adjusted sanitary facilities.

6.2 Staff can help tend to Guests when requested, provided a Helper is present. We strongly prefer and recommend that the Staff and Guest are of the same sex but we realise this is not always feasible.

6.3 A volunteer from the Staff may refuse to help in tending to a Guest when he or she feels he or she is not competent to do so.

6.4 Helpers are requested to tend to a Guest when another person is within sight or earshot if a Guest wishes so and when feasible.

7. Catering

7.1 Catering at the International Summer Camp will be provided for by Paresto, both at Harskamp and during some excursions. Other providers may cater when outside the campsite. These providers and Pares carry responsibility of the food provided..

7.2 The Head of Catering will liaise between the organisation and the caterers. Thereby, dietary wishes of participants will be passed on to the caterers in a timely manner.

7.3 During the meals Guests will be helped by their Helpers when necessary.

8. Smoking

8.1 Smoking is not permitted in the buildings of Harskamp and in the restaurant- and discotent. Smoking is only allowed in the designated areas.

8.2 Smoking is not permitted on the busses.

8.3 Guests, Helpers and Staff are not permitted to smoke anywhere that might cause disturbance to others.

9. Drugs

9.1 The use of drugs, both hard drugs and soft drugs, is forbidden by law at army base Harskamp.

9.2 The use of soft drugs is illegal in the Netherlands but when used in certain conditions will not lead to prosecution. We strongly discourage the use of soft drugs during the camp week when outside of Harskamp. The use of soft drugs by Staff during the camp when outside Harskamp is prohibited.

9.3 The use of hard drugs is illegal in the Netherlands and will lead to prosecution.

10. Transportation of Guests and Helpers

10.1 Guests and Helpers are free to move around within the designated camp area at Harskamp. Signs and fencing will mark the boundaries of this area.

10.2 Transportation outside of Harskamp will be coordinated by the camp organisation. Head of Transportation is responsible for this coordination.

10.3 During transportation outside of Harskamp vehicles will be used that comply with Dutch legislation, and are adjusted for disabled passengers when necessary.

10.4 Drivers of vehicles transporting participants of the camp must carry the necessary legal documents allowing them to drive the vehicle according to Dutch legislation. The drivers must be physically fit to drive these vehicles safely.

10.5 Busses and cars carrying Guests will have plenty of water on board.

11. Visit to Amsterdam and Open Lucht Museum (Open Air Museum)

11.1 On Monday 11th of August (Amsterdam) and Wednesday 13th of August (Open Lucht Museum) all participants will go outside of the Harskamp campsite. We are aware that this implies an increased safety risk due to the fact that many participants will tread on unfamiliar grounds, will be surrounded by other people uninvolved in the camp, and because of the many distracting factors for the participants. Staff will have to be fully alert. .

11.2 Guests, Helpers and Staff need to be dressed recognizably (wearing their camp shirts), and wearing their badges with emergency telephone numbers.

11.3 Staff will also be present at the excursion sites to assist the Guests and Helpers when necessary.

11.4 Helpers will be notified that they are responsible for making sure that enough (protective) clothing is brought along on these excursions for themselves and their Guest.

12. Excursions

12.1 On Tuesday 12th August and Thursday 14th August half of the Guests and Helpers will go on different excursions outside of Harskamp.

12.2 On each excursion a minimum of two Staff volunteers will accompany these groups to act in case of emergencies.

12.3 Helpers will be notified that they are responsible for making sure enough (protective) clothing is brought along on these excursions for themselves and their Guest.

13. Procedure for disclosing abuse

If someone suspects another person from the camp is involved in any form of abuse, this person is obliged to report this to the confidant(e) as soon as possible.

In case of suspected abuse the following principles must be followed:

1. Report any form of abuse directly to the confidant(e) .
2. Disrupt nothing that could be used as evidence.
3. Assure the person reporting abuse that he or she shall be taken seriously.
4. Listen calmly to what is reported. Do not interrogate for further details.
5. Try not to draw any conclusions.
6. Do not promise complete confidentiality. Explain that the confidant(e) has to be notified.
7. Do not interrogate the suspected offender.
8. Report the facts that you have been informed about or that you have seen to the confidant(e) .
9. Record the details of the accusation or the reason of suspicion in writing. Note the date and timing of the incident, the names of those involved and the details, if any, of injuries seen.
10. Be prepared to cooperate fully in case of further enquiries.

The confidant(e) is obliged to follow up on a report of abuse. In pursuance of the report the confidant(e) shall:

- Decide whether external authorities need to be involved. For instance, whether the police should be notified or if medical or psychological help should be sought. The confidant(e) may consult with another volunteer of the Staff regarding such issues. This volunteer of Staff will, in turn, ensure complete confidentiality regarding the issue.
- Record the facts in a report.
- Talk with the reputed victim and inform him or her of the steps that shall be taken.



CODE OF CONDUCT FOR VOLUNTEERS OF THE INTERNATIONAL CAMP FOR DISABLED YOUTH 2014

Declaration of intent

As a volunteer of the Foundation of the International Camp for Disabled Youth 2014, I will do my very best to ensure all participants of the camp have a wonderful experience. In doing so, I shall protect the safety and personal integrity of the Guests that are under our care.

For this purpose I will:

1. Treat all participants with respect.
2. Behave in a correct and exemplary manner.
3. Tend to Guests when requested, provided a Helper is present. It is strongly recommended that the Guest and I are of the same sex.
4. Respect every Guest's privacy right.
5. Immediately inform the confidant(e) when I notice potentially unacceptable behaviour or abuse of others.

I, the undersigned, declare that I have thoroughly read and understood these guidelines and that I shall pursue them.

NAME: DATE (dd-mm-yyyy):

SIGNATURE: