

Personal safety checklist for participants in an Exchange Visit including staying with host families

It is the responsibility of the Visit Leader and any Third-Party Provider to ensure that all participants are adequately prepared. As part of this participants must be well briefed and understand their own role in the safety management system of the visit.

The following checklist can be used by Visit Leaders to ensure that relevant topics are covered with participants/parents either through meetings or written information. The list should be adapted to cover the specific requirements of an individual trip.

Personal Safety checklist	Tick when completed	Comments
Participants:		
Understand their role within the safety management system and have agreed to comply with it		
Understand the need to act responsibly and contribute to the safety management of the visit at all times		
Understand the need to take responsibility for their own HWB and that of others in the party		
Understand the need to report any concerns they may have for the safety or HWB of themselves or others to the Visit Leadership Team		
Understand the requirement to comply with the instructions of the Visit Leader at all times		
Accommodation – participants know:		
Where they will be staying		
Any specific 'house rules'		
Sleeping and toilet arrangements		
What to do if they are worried/unhappy		
How to contact the group leader		
How their belongings and valuables will be kept safe		
Health & Wellbeing – participants are aware of:		
Their responsibility for personal hygiene and cleanliness		
The particular risks to HWB in the environment to be visited and how these can be minimised		
Their responsibility to ensure that any immunisations against contagious diseases has been arranged prior to the visit and that any ongoing medication required during the visit will be administered		
The importance of ensuring that food and water is safe to eat / drink		
Participants are aware of the need to:		
Always be at agreed meeting points on time		
Not venture out alone, except as an agreed part of the		

visit, and that Visit Leaders/hosts should be aware of where they are at all times		
Keep a watchful eye for the rest of the group and report any concerns they may have		
Take responsibility for not getting split up from the rest of the group (not just following along in a daydream)		
Respect other cultures and religious practices		
Be careful when handling money in public and keep any valuables out of sight		
The Environment - participants have information about:		
The climate of the country to be visited and any specific risks associated with this including the risks of dehydration, etc.		
Relevant clothing & equipment which is appropriate for the visit. The participant must have the knowledge necessary to use it and maintain it if necessary		
Harmful animals, reptiles and insects and how to minimise risks		
Physical Fitness & Medication		
Participants are fully aware of the physical demands of the trip and all participants meet the minimum requirements for fitness		
The participant and parent/guardian are aware of the need to inform the Visit Leader of any existing or ongoing medical condition that may affect their health and wellbeing while on the visit		
The participant is aware that they need to ensure that they have adequate medication for the duration of the visit and that spare medication is carried by the Visit Leader		

Signature

This form should be signed by the Visit Leader:

Signed _____

Name : _____

Date: _____