
WORLDWISE EDVENTURES

Outdoor Education · Experiential Learning · Sustainable Tourism

Policies

Applicable across all centres — MRV · SEEC · SRY · KYEEC

About this document

This document sets out the policies that apply at all Worldwide Edventures centres: Mae Kok River Village (MRV), Sanpatong Experiential Education Centre (SEEC), Sam Roi Yot (SRY) and Khao Yai Experiential Eco-Learning Centre (KYEEC). It is issued by Worldwide Edventures Co., Ltd. and forms part of the documentation supplied to every visiting school alongside the centre-specific General Information document.

References to “the centre” throughout this document apply to whichever Worldwide Edventures centre a group is visiting. Where a policy requires centre-specific information (for example, local hospital contacts or AQI monitoring source), the relevant detail is provided in that centre's General Information document.

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1. Code of Conduct

At every Worldwide Edventures centre, every member of the centre community should be well looked after, treated fairly and feel valued and respected. In Thai culture this is a central aspect of daily life and is therefore central to our philosophy.

Aim

To help all young people who visit our centres to:

- Enjoy and achieve
- Make a positive contribution
- Stay safe and be healthy

All visitors are expected to:

- Treat others fairly and courteously
- Respect other people's property and the environment
- Move around the centre without disturbing other groups
- Co-operate with other users
- Act in a safe and responsible manner

The centre expects visiting students and staff to take personal responsibility and to assist centre staff in maintaining this ethos.

Students are expected to:

- Treat others fairly and politely — no bullying, harassment, abuse (verbal or physical) or unkindness
- Respect others' living space and property — no entering others' rooms (and in particular not opposite-sex rooms)
- Help look after the centre — no damage, mess or vandalism; complete daily duties
- Think of others — no disturbing other guests; no noise after lights-out
- Be sensible, responsible and safe — do not leave the centre unaccompanied; no running indoors; no alcohol, drugs or smoking; no sexual activity; hand in mobile phones in line with school policy
- Be organised and cooperative — be on time for meals and meetings; keep rooms tidy; participate fully

Guidance for Group Leaders

- Visiting staff should implement their school's behaviour policy consistently and ensure students are familiar with the centre's behaviour policy in advance. Expectations and sanctions should be clearly explained
- Staff will ensure that the policy and procedures are applied without differential treatment on grounds of ethnic or national origin, culture, religion, gender, disability or sexuality
- Model the good behaviour expected of young people
- Maintain a positive and constructive working atmosphere

Group-leader documentation sent to schools

- This Policies document and the relevant centre's General Information document are sent to schools as part of the reply to an initial enquiry. Copies are also available on the Worldwide Edventures website
- A Request for Information document is sent at least one month before arrival. This includes a request for dietary and medical information

Centre staff — expectations

Before arrival

- Know your group: age, sex, language considerations and any medical, social or dietary issues
- Be aware of the objectives of the visiting group

Behaviour

- Be a model of positive behaviour
- Use praise and positive reinforcement
- Encourage tidiness at all times
- Assist other centre staff during activities as required

Routines

- Supervise students on- and off-site during activity times
- Take responsibility for monitoring students during free time
- Help with running the student social space as directed

Visiting staff — expectations

- Uphold the ethos of Worldwide Edventures

- Follow the same principles of child protection set out in Section 2
- Ensure the good behaviour of students at all times
- Follow the school's policy on dealing with inappropriate behaviour
- Assist centre staff in a general supervisory role
- Take an interested but back-seat role during student activities
- Be on hand to deal with behavioural issues or emergencies
- Take responsibility for monitoring students during free time
- Ensure students' rooms are kept in good order
- Ensure curfew times are enforced — lights-out and sleep mean exactly that
- Inspect rooms at 08:15 each morning to ensure beds are made and rooms are clean and organised

2. Child Protection / Safeguarding

Worldwise Edventures acknowledges its duty of care to safeguard and promote the welfare of children and is committed to ensuring that safeguarding practice reflects statutory responsibilities and complies with current best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that all children have a positive and enjoyable experience at our centres in a safe and child-centred environment.

As part of our safeguarding policy we will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding, and is provided with appropriate training opportunities
- Prevent the employment or deployment of unsuitable individuals — all staff working with young people undergo a Criminal Record check, and a social-media check is also carried out
- Maintain robust safeguarding arrangements and procedures

This policy and its procedures are widely promoted and are mandatory for everyone working with young people at any Worldwise Edventures centre. Failure to comply will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

Child Safety — operational standards

1. Make sure the area used for activities is fit for purpose.
2. Make sure weather conditions are not potentially hazardous.
3. Make sure that the protocols for all activities, as detailed in the instructor's manual, are followed.
4. Make sure all equipment is regularly checked, with checks logged. Faulty equipment is removed from use immediately and replaced.
5. Make sure all incidents and accidents are reported to the Head Instructor and recorded in the incident log. Where appropriate, procedures are reviewed and updated.
6. Make sure that all instructors carry a mobile phone and/or short-wave radio; carry a first-aid kit at all times; know how to record accidents or injuries; and know what to do in the event of fire, earthquake or other emergency.

Child protection — staff conduct

- Do not be alone in rooms with single children of either sex
- Do not enter opposite-sex dormitories without another staff member present
- Shower and change away from children
- Do not photograph students without the permission of the visiting teacher in charge; avoid any compromising photos
- Physical contact should be avoided. If necessary (e.g. demonstrating a technique), it should be explained, brief and visible to other adults
- Do not share email addresses or social-media contacts with students. Use only the centre's official channels

Reporting

Any concern about the welfare of a child must be reported immediately to the Head of Centre, who will discuss the matter with the lead teacher. Do NOT assume that it is not your responsibility — record what you have observed and pass it on without delay.

3. Outdoor Adventure Activities

Purpose

These procedures are designed to minimise the risks inherent in outdoor adventure activities and to promote safe procedures for the management of students in remote, rugged or potentially hazardous environments — urban, water and natural.

Definitions

- Outdoor adventure activities — activities that potentially place students at a higher level of risk than is usual at school, either because of the nature of the activity (e.g. climbing, kayaking, rafting, snorkelling, caving) or because of the area in which the activity takes place (e.g. remote setting, river, sea, mountain or forest environment, or where bad weather is likely)
- Remote — more than thirty minutes' access to a fixed-line telephone, or more than twenty minutes from vehicle access, or greater than 1.5 hours' delay for medical assistance
- Non-remote — generally within 30 minutes of a fixed-line telephone, within 20 minutes of vehicle access, and less than 1.5 hours from medical assistance
- Leader — the person with the qualifications and/or experience to implement the activity (the leader may or may not be a teacher)
- Accompanying adults — teachers, school administrative staff, parents and activity leaders

Policy statement

Worldwise Edventures is committed to providing quality outdoor education for students. All outdoor adventure activities are conducted with regard at all times to the safety of students in situations of potential risk. The role of parents in their child's participation in adventure activities is recognised and respected.

Responsibilities — the school

- It is the responsibility of the school principal to ensure that all participating teaching staff know and adhere to the school's policies, supervision requirements and safety procedures

- It is the responsibility of the teacher in charge to ensure medical and consent forms are issued, completed and returned, and to ensure essential information is provided to the centre or carried on the activity
- To ensure that the behaviour of students meets acceptable standards and adheres to the centre's rules
- To ensure minimal environmental impact
- It is the responsibility of all school staff to exercise duty of care throughout outdoor activities and to ensure school policies are followed

Responsibilities — the centre

- Instructors of outdoor adventure activities hold relevant qualifications and/or experience for their assigned activities, including first-aid training
- At least one accompanying adult on each activity carries a recognised current first-aid certificate, and a first-aid kit is carried
- In consultation with school staff, students are only exposed to challenges — whether imposed by the environment or the task — that are appropriate to their physical skills and emotional wellbeing

Supervision requirements

- A minimum of two adults, including at least one teacher, must accompany all group activities
- The supervision ratios specified for each activity must be followed
- Administrative staff, parents, activity leaders and other accompanying adults may be used to meet the supervision ratio, provided the Head Instructor is satisfied that there are sufficient adults to maintain control of the whole group and to manage individuals
- At the discretion of the Head Instructor and the teacher in charge, the number of adults may need to be higher than the stated ratio because of: age, experience or capability of the students; combined experience or expertise of the staff; or the nature of the area in which the activity will take place

Accidents

- In serious cases where medical attention is obviously necessary, the instructor or teacher in charge will call an ambulance or doctor as appropriate, or arrange transport to the nearest suitable medical facility. Parents will be advised as soon as practicable of the action taken
- For all accidents and incidents, the instructor or activity leader is responsible for completing an Incident Report Form, informing the Head Instructor / Director, and reviewing procedures if necessary

4. Lightning Safety Procedures

Thunderstorms are a real and recurring hazard in Thailand. Many people wait far too long before reacting to this potentially deadly weather. About two-thirds of lightning deaths are associated with outdoor recreational activity, and survivors may have lasting injuries. Instructors must understand how thunderstorms develop in order to make sound decisions about when to seek safety.

Weather forecast

Take note of the weather before any activity, and be aware of forecasts predicting thunderstorms.

When should activities be stopped?

In general, the lightning threat extends 8–12 km from the base of a thunderstorm cloud. Account for the time it will take everyone to reach safety — do not wait until the storm is on top of you. Stop activities if any of the following apply:

- You see lightning. In clear air, especially at night, lightning can be seen from storms more than 15 km away when obstructions are limited
- You hear thunder. Thunder is usually audible up to about 15 km in quiet conditions; if you can hear it, the storm is within 15 km
- The skies look threatening. Thunderstorms can develop directly overhead with little notice

Where should people go for safe shelter?

There is no place outside that is safe when a thunderstorm is in the area. Stop the activity and move to a safe place immediately. Large buildings give the greatest protection. Once inside, stay away from windows and doors and from anything that conducts electricity (corded phones, plumbing, mains-connected wiring). Small outdoor structures (sheds, dugouts, rain shelters) are NOT safe. A hard-topped metal vehicle with the windows closed is acceptable in the absence of a substantial building.

If a safe location is not nearby

- Avoid open ground, hilltops and ridges
- Stay away from isolated trees and other tall objects
- In a forest, stay near the lowest trees
- Spread the group out so a strike does not travel between members
- Stay away from water, wet areas, fences and metal poles. Water and metal do not attract lightning, but are excellent conductors — strike currents can travel long distances through them

When should activities resume?

Charge can linger after a storm has apparently passed; wait at least 30 minutes after the last thunder before resuming outdoor activity.

If someone is struck

Most victims survive a lightning strike but need immediate medical attention. Call for help. The victim's heart and/or breathing may have stopped — CPR or AED may be needed. Continue to monitor the victim until help arrives. Move the victim to a safer location only if there is a risk of further strikes.

5. Excessive Heat & Sun Exposure Policy

General considerations

Instructors are trained in the recognition and management of heat illness, including acclimatisation, work-rest cycles, signs and symptoms, and treatment.

Hot and humid conditions pose particular problems for students. Heat-related illness can be life-threatening and is the primary concern in these situations.

Excessive heat & sun exposure

Heat is generally considered excessive when the air temperature exceeds 37°C, but the effect of heat is also influenced by humidity. A heat-index value combines temperature and

humidity; instructors should be aware that temperatures below 37°C with high humidity can still cause problems.

Precautions for outdoor physical activity

- Where possible, activities in exposed sunlight will not take place between 14:00 and 17:00
- Students must be hydrated before outdoor activity, and drinking water must be readily accessible
- Students are reminded to wear hats and light clothing covering exposed skin
- Students are told to apply sun cream and re-apply as needed
- Students fill water bottles before activities and are not prevented from refilling during them
- For extended activities (hiking, kayaking, biking), a minimum of 2 litres of water per person is carried; support vehicles may carry additional supplies
- During outdoor activity of more than 30 minutes, periodic drinking breaks are required

Heat-related conditions and symptoms

Heat rash and cramps

Cluster of red bumps often appearing on the neck, chest and skin folds; muscle pain or cramps usually in the abdomen, arms and legs.

Heat stress / heat exhaustion

Cool, moist skin; heavy sweating; headache; lightheadedness; dizziness; nausea or vomiting; thirst; irritability; rapid heart rate.

Heat stroke — medical emergency

Dry, red skin or excessive sweating; confusion; seizures; very high body temperature.

If any of the above conditions become evident, the instructor must cease the activity immediately, carry out appropriate first aid, and call for medical assistance.

6. Air Quality

The Air Quality Index (AQI) is an index for reporting daily air quality. It is a measure of how clean or unhealthy the air is, and what associated health effects might be a concern. The AQI is calculated for four major air pollutants: ground-level ozone, particle pollution, carbon monoxide and sulphur dioxide.

Each centre monitors AQI readings from a regional source appropriate to its location. The source used at each centre is identified in that centre's General Information document; readings are checked at least daily, and more frequently during regional smoke or burning periods. The principal pollutants of concern in Thailand are particulate matter (PM2.5 and PM10) from agricultural burning, particularly in February and March in northern Thailand; sulphur-dioxide and carbon-monoxide levels are typically low.

Operating thresholds (US EPA guidelines)

AQI	Classification	Description	Action / Response
0–99	Good to moderate	Acceptable air quality.	None required.

AQI	Classification	Description	Action / Response
100–149	Unhealthy for sensitive groups	Most people unaffected. People with existing lung conditions, the very young or the elderly are at greatest risk.	Students with known respiratory issues will be advised to modify their activity rate.
150–200	Unhealthy	Everyone may experience adverse health effects; those with existing respiratory issues may experience severe effects.	Students with respiratory issues to refrain from outdoor activity. More strenuous activities may be cancelled or shortened in consultation with visiting staff.
200+	Very unhealthy	Everyone is likely to experience adverse health effects of varying severity.	All outdoor activities cease.

When readings exceed 200, all outdoor activities cease and the programme is adjusted with indoor alternatives. Decisions to modify or cancel activity for AQI reasons are made by the Head Instructor in consultation with the teacher in charge.

7. Work Health & Safety Policy

Obligations

The management of Worldwide Edventures is firmly committed to a policy enabling all work activities to be carried out safely, with all reasonable measures taken to remove or reduce risks to the health, safety and welfare of workers, visiting students and teachers, authorised visitors and anyone else who may be affected by our operations.

Responsibilities

Management

Will provide and maintain so far as practicable:

- A safe working environment
- Safe systems of work
- Facilities for the welfare of workers
- Information, instruction, training and supervision reasonably necessary to ensure that each worker is safe from injury and risks to health
- A commitment to consult and co-operate with workers in all matters relating to health and safety
- A commitment to continually improve performance through effective safety management

Workers

Each worker has an obligation to:

- Comply with safe work practices to avoid injury to themselves and others, and damage to plant and equipment
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where necessary

- Comply with any direction given by management for health and safety
- Not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their supervisor or manager

Application

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realising our health and safety objectives in order to create a safe working environment with a zero accident rate. This policy applies to all business operations and functions across MRV, SEEC, SRY and KYEEC, including those situations where workers are required to work off-site.

Policy issued by: Worldwise Edventures Co., Ltd. Applies across all centres (MRV, SEEC, SRY, KYEEC). Review cycle: annual.