

## Risk Management Checklist – Interchange

This form is intended to help your Chapter provide a safe and healthy educational experience and is to be used for the CISV International Interchange programme. The Chapter Risk Manager for the host Chapter is responsible for completing this form. The form should be signed by the Local Interchange Coordinator and the Chapter Risk Manager. Chapters should keep the original and forward a copy of the completed form to their National Risk Manager. The Local and National Risk Managers must follow up as appropriate to ensure that every effort is made to comply with all checks in the checklist.

This form is to be completed in two steps:

- The First Review should be conducted by the Chapter Risk Manager and Local Interchange Coordinator together and must be done no later than 1 month prior to the start of the programme. Preferably, this check is started 3-6 months before the programme.
- The Final Check should be conducted by the Chapter Risk Manager and the Local Interchange Coordinator in collaboration with the Interchange Leaders and must be started no later than the 3<sup>rd</sup> day of the programme and finished as soon as practically possible. The Local Interchange Coordinator and the leaders should consider this checklist in preparing for the programme.

<b>Programme Reference (e.g. I-2017-057)</b>		<b>Start Date</b>		<b>End Date</b>	
<b>Hosting Chapter</b>					
<b>Chapter Risk Manager:</b>		<b>E-Mail:</b>		<b>Phone</b>	
<b>Local Interchange Coordinator:</b>		<b>E-Mail:</b>		<b>Phone</b>	

<b>Child Protection</b>	<b>First Review</b>	<b>Notes on Plans or Further Actions Needed</b>	<b>Final Check</b>
	<b>Y / N</b>		<b>Y / N</b>
<b>Selection</b> 1. Have all leaders been properly selected in compliance with CISV rules and any applicable laws?			
<b>Training</b> 2. Have all leaders received appropriate training for their role?			
3. Do all participants, leaders, and host families know when and how to contact you (the Chapter Risk Manager)?			

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4. Has the Local Interchange Coordinator and the chapter ensured that all leaders, participants and volunteers are familiar with CISV Internationals Behaviour Policy (R-07) and Child Protection Policy?			
<b>Preparation</b>			
5. Has appropriate adult supervision been arranged for any excursions or minicamps? In addition to the 2 adult leaders, 2 other adults are required to be present at all times during the mini-camp.			
6. Will there always appropriate adult supervision as defined in the Interchange Programme Guide?			
7. Have all adults committed to being vigilant and proactive in ensuring that no child feels excluded or bullied?			

Health Care	First Review	Notes on Plans or Further Actions Needed	Final Check
	Y / N		Y / N
1. Do all host families have a secure place to store all medication needed by their participants?			
2. Do all host families have an adequate first aid kit for both minor injuries/illnesses and urgent care as well as the skills to provide care?			
3. Are all host families and leaders prepared to properly respond to any medical emergencies by planning for urgent trips to a nearby hospital or urgent care centre?			
4. Are all host families prepared to ensure participants can receive prompt care for any dental problems or injuries that may arise?			
5. Have you made arrangements to ensure participants can receive prompt care for any mental health concern or therapy if needed?			
6. Have you made arrangements for “on-call” advice or service from health care professionals to assist you as needed?			
7. Has a list of emergency contact numbers and procedures been shared with all host families in the event of an emergency?			
8. Have you requested and received in advance the information from the Health Form about special needs?			

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9. Are host families prepared to address any special needs you have been notified of?			
10. Has appropriate medical care been arranged in case of an emergency during an excursion or minicamp?			
11. Have checks been done to ensure that all participants have brought original copies of signed and completed CISV International Health Forms?			
12. If Health Forms are missing or incomplete, has the sending NA been contacted to provide them or has the person been taken to local doctor for check-up?			

Host Family Selection/Training	First review	If the answer on first review is No, what must be done?	Final Check
	Y / N		Y / N
1. Have all host families been properly selected in compliance with CISV rules and any applicable laws?			
2. Have all host families been interviewed in their homes?			
3. Have criminal record checks been performed on all adults who will be left alone with participants or who will have responsibility for the participants (to the extent possible in the country)?			
4. Have all host families been trained in:			
a. The R-07 Behaviour Policy of CISV International?			
b. CISV Internationals Child Protection Policy and Procedures?			
c. The Interchange Programme and their roles and responsibilities in it?			
d. Rules and guidelines relating to access to communication and media during the Interchange?			
e. Cultural sensitivity regarding the specific partner country?			

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<b>Host Family Home visit</b>	<b>First review</b>	<b>If the answer on first review is No, what must be done?</b>	<b>Final Check</b>
	<b>Y / N</b>		<b>Y / N</b>
<b>Home visit check</b>			
1. Have all host family homes been checked for the following points?			
a) Is the home reasonably clean?			
b) Is the home of a sufficient size for the amount of people living there already?			
c) Will all dangerous items (knives, weapons, chemicals, etc.) be secured out of reach of the visiting participants?			
d) Will the visiting participant have a reasonable space for storing luggage and personal effects?			
e) Is a separate bed provided for the visiting participant with a reasonable degree of privacy?			
f) Are clean linens and blankets provided?			
g) Is there adequate ventilation and reasonable climate control?			
h) Will the visiting participant be able to shower and change clothes in private?			
i) Will there be security for valuables, including passports, money and cell phones?			
j) Is the kitchen/dining area reasonably hygienic?			
k) Will the visiting participant have a healthy, varied, and appropriate diet taking any known allergies or food restrictions into account?			
l) Have you conducted a risk assessment of the home and made appropriate efforts to eliminate or minimize risks?			
m) Will the visiting participant always have a responsible adult aware of where they are and available for contact (phone or similar)?			
n) Will the visiting participant always have adult supervision appropriate for their age and the host country and circumstances?			

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o) Are all homes within 1½ hours driving distance from each other and the leaders?			
p) Are there working smoke detectors in all relevant areas?			
q) Will smoking be prohibited inside all buildings, including all bedrooms?			
r) If the home has a pool or similar, will appropriate measures be in place to ensure water safety?			
s) Are there any pets in the home? If yes, have you made sure there are no allergies, phobias or similar that might be a problem for the visiting delegate?			
t) Are there any trampolines, ziplines or other equipment or activity available that might pose a risk to the participants? If yes, has appropriate measures been taken to ensure safety?			
u) Are any activities planned, that might not be covered by insurance or that might be extraordinarily dangerous? (E.g. mountaineering, hang gliding, sky diving, bungee jumping, horse racing, motor racing, SCUBA diving, snorkelling, water skiing, snow skiing, spelunking, parasailing, snowboarding, professional athletics, etc.) If yes, have you ensured appropriate release forms, insurance, consent from parents, safety measures, etc.?			
v) If any overnight trips are planned by the families during the Interchange, are the leaders and LIC informed of where the families/participants will be and how to contact them?			
w) Will any trips cross borders to other countries? Have appropriate measures been taken regarding insurance, visas, risk assessments, etc.?			
2) Have home visits conducted by the Interchange leaders been scheduled for all families as early as possible in the programme?			

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<b>Programme Activities</b>	<b>First review</b>	<b>If the answer on first review is No, what must be done?</b>	<b>Final Check</b>
	<b>Y / N</b>		<b>Y / N</b>
1) Have you reviewed all planned excursions to ensure appropriate risk management plans are in place?			
2) Have you prepared an appropriate safety/risk management session for all leaders and participants at the beginning of the programme?			
3) Have all transportation arrangements been checked to ensure that they have proper safety and insurance in place?			
4) Have all partners, visitors, presenters or other third parties who will interact with the programme been checked to make sure they are appropriate for the particular programme/age group, and that they have proper selection mechanisms for the people they send to CISV?			
5) Will all planned activities during the programme be reviewed by leaders and the local interchange coordinator before they are run to ensure they comply with CISV rules, guidelines and educational approach?			

<b>Legal/Regulatory Compliance</b>	<b>First Review</b>	<b>Notes on Plans or Further Actions Needed</b>	<b>Final Check</b>
	<b>Y / N</b>		<b>Y / N</b>
1) Have you identified and reviewed all relevant national and/or local laws and regulations regarding youth camps and/or facilities that provide overnight accommodations for children and/or adults?			
2) Does any facility used for minicamps etc. comply with all applicable laws or regulations?			
3) Have you obtained any license or permit required by law to operate an overnight camp?			
4) Have you identified and reviewed all relevant national and/or local laws or regulations relating to selection and/or qualifications of adults or older children working with children?			
5) Has your Chapter complied with any applicable laws or regulations?			

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6) Have checks been done to ensure that all participants have brought original copies of signed and completed CISV International Legal Forms?			
7) If Legal Forms are missing or incomplete, has the sending NA been contacted to provide them?			

<b>Nutrition and Food Safety during Minicamp and similar</b>	<b>First review</b>	<b>If the answer on first review is No, what must be done?</b>	<b>Final Check</b>
	<b>Y / N</b>		<b>Y / N</b>
1) If all meals are prepared by a professional food service or kitchen, have you confirmed that they are properly licensed and insured according to relevant local and national laws?			
2) If any meals are to be prepared by CISV volunteers, hired cooks/kitchen staff or participants, have they been adequately trained in food safety procedures?			
3) Are the kitchen, food storage and dining facilities clean, safe and in compliance with local laws?			
4) Have you reviewed planned menus and can you confirm that there each participant will have a healthy, varied, and appropriate diet?			
5) Have you received, reviewed and acted upon information from all participants regarding food allergies, food sensitivities and other special dietary requirement?			
6) Will there be drinkable water available at all times?			

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<b>Fire Safety at the Minicamp</b>	<b>First review</b>	<b>If the answer on first review is No, what must be done?</b>	<b>Final Check</b>
	<b>Y / N</b>		<b>Y / N</b>
1) Are the camp facilities equipped with a fire alarm system?			
2) Are there working smoke detectors in all sleeping and activity areas?			
3) Will smoking be prohibited inside all buildings, including all bedrooms?			
4) Does the facility comply with all applicable fire codes?			
5) Will any matches and lighters be stored in a secure location only accessible by adults?			
6) Are working fire extinguishers provided and placed in easily accessible locations?			
7) Are there an adequate number of exits from all buildings?			
8) Are all fire exits unobstructed and free of any locking devices?			

<b>Minicamp site</b>	<b>First review</b>	<b>If the answer on first review is No, what must be done?</b>	<b>Final Check</b>
	<b>Y / N</b>		<b>Y / N</b>
1) Are the facilities and site adequate and appropriate for this minicamp?			
2) Do they provide separate bedrooms for boys, girls and adults?			
3) Is there sufficient space between beds?			
4) Is there sufficient space for luggage			
5) Are there sufficient bed linens and blankets?			
6) Is there adequate ventilation and reasonable climate control?			



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7) Will it be possible for boys, girls and adults to shower separately and in private?			
8) Are there an adequate number of toilets?			
9) Will there be security for valuables, including passports, money and cell phones?			
10) Have you conducted a risk assessment of the facilities and made appropriate efforts to eliminate or minimize any risks identified?			
11) Have you conducted a risk assessment of the site and surrounding area and made appropriate efforts to eliminate or minimize any risks identified?			

<b>Water Safety</b>	<b>First review</b>	<b>If the answer on first review is No, what must be done?</b>	<b>Final Check</b>
	<b>Y / N</b>		<b>Y / N</b>
1) If swimming will be part of the minicamp programme, will there be at least one trained and certified life guard on duty for any such activity?			
2) If the minicamp facility has its own pool, will it be properly secured to prevent access except as part of the camp programme?			
3) Is there a nearby river, lake or other body of water that participants can easily access during the minicamp or other similar activities? If so, have you made appropriate plans to address potential risks?			
4) Are there any water sports or activities (boating, etc.) planned as part of the programme? If so, have you made appropriate plans to address potential risks?			
5) Are any activities planned, that might not be covered by insurance or that might be extraordinarily dangerous? (E.g. mountaineering, hang gliding, sky diving, bungee jumping, horse racing, motor racing, SCUBA diving, snorkelling, water skiing, snow skiing, caving, parasailing, snowboarding, professional athletics, etc.) If yes, have you ensured appropriate release forms, insurance, consent from parents, safety measures, etc.?			

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<b>Emergency/Crisis Response Planning</b>	<b>First review</b>	<b>If the answer on first review is No, what must be done?</b>	<b>Final Check</b>
	<b>Y / N</b>	<b>Notes</b>	<b>Y / N</b>
1) Will there be a vehicle available at all times for emergency use both during homestays and during minicamp and excursions?			
2) Does each host family and leader have a list of emergency numbers?"			
3) Has your Chapter established a Crisis Response Plan in accordance with the Crisis Communications Guide?			
4) Has you Chapter planned for relevant risks in your region/area (e.g. earthquakes, tsunamis, hurricanes, civil unrest)?			
5) Are the leaders, LIC and chapter aware of how to use the N-04B CISV Travel Insurance - Crisis Management Coverage in case of a suspected crisis situation?			
6) Are alternative forms of communication available that are likely to be functional in case of relevant risks of natural disasters or civil unrest?			

<b>DATE FIRST REVIEW COMPLETED:</b>	
<b>Name of Chapter Risk Manager:</b>	
<b>Signature:</b>	
<b>Name of Local Interchange Coordinator:</b>	
<b>Signature:</b>	

<b>DATE FINAL CHECK COMPLETED:</b>	
<b>Name of Chapter Risk Manager:</b>	
<b>Signature:</b>	
<b>Name of Local Interchange Coordinator:</b>	
<b>Signature:</b>	

**IF YOU HAVE ANSWERED “NO” TO ANY QUESTION WHEN CONDUCTING THE FINAL CHECK, PLEASE ATTACH A WRITTEN EXPLANATION OF THE SITUATION.**

**FOR THE USE OF NATIONAL RISK MANAGER**

<b>Name of NATIONAL RISK MANAGER:</b>	
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*Please sign below to indicate that you have reviewed this report, followed up on any concerns and will report them to the NA Board.*

<b>Signature of National Risk Manager:</b>	
<b>Date:</b>	

**Appendix A - Home visit questions:**

- Is the home reasonably clean?
- Is the home of a sufficient size for the amount of people living there already?
- Will all dangerous items (knives, weapons, chemicals, etc.) be secured out of reach of the visiting participants?
- Will the visiting participant have a reasonable space for storing luggage and personal effects?
- Is a separate bed provided for the visiting participant with a reasonable degree of privacy?
- Are clean linens and blankets provided?
- Is there adequate ventilation and reasonable climate control?
- Will the visiting participant be able to shower and change clothes in private?
- Will there be security for valuables, including passports, money and cell phones?
- Is the kitchen/dining area reasonably hygienic?
- Will the visiting participant have a healthy, varied, and appropriate diet taking any known allergies or food restrictions into account?
- Have you conducted a risk assessment of the home and made appropriate efforts to eliminate or minimize risks?
- Will the visiting participant always have a responsible adult aware of where they are and available for contact (phone or similar)?
- Will the visiting participant always have adult supervision appropriate for their age and the host country and circumstances?
- Are all homes within 1½ hours driving distance from each other and the leaders?
- Are there working smoke detectors in all relevant areas?
- Will smoking be prohibited inside all buildings, including all bedrooms?
- If the home has a pool or similar, will appropriate measures be in place to ensure water safety?
- Are there any pets in the home? If yes, have you made sure there are no allergies, phobias or similar that might be a problem for the visiting delegate?
- Are there any trampolines, ziplines or other equipment or activity available that might pose a risk to the participants? If yes, has appropriate measures been taken to ensure safety?
- Are any activities planned, that might not be covered by insurance or that might be extraordinarily dangerous? (E.g. mountaineering, hang gliding, sky diving, bungee jumping, horse racing, motor racing, SCUBA diving, snorkelling, water skiing, snow skiing, spelunking, parasailing, snowboarding, professional athletics, etc.) If yes, have you ensured appropriate release forms, insurance, consent from parents, safety measures, etc.?
- If any overnight trips are planned by the families during the Interchange, are the leaders and LIC informed of where the families/participants will be and how to contact them?
- Will any trips cross borders to other countries? Have appropriate measures been taken regarding insurance, visas, risk assessments, etc.?
- Do all host families have a secure place to store all medication needed by their participants?
- Do all host families have an adequate first aid kit for both minor injuries/illnesses and urgent care as well as the skills to provide care?
- Are all host families and leaders prepared to properly respond to any medical emergencies by planning for urgent trips to a nearby hospital or urgent care centre?
- Are all host families prepared to ensure participants can receive prompt care for any dental problems or injuries that may arise?