

Policy regarding visits to Hastings SL organised by the Hastings Sierra Leone Friendship Link

1. The person responsible for organising the visit (“the Organiser”) shall draw up detailed risk assessments for every aspect of the visit and ensure that every person invited to, or applying to, participate in the visit shall have been informed that these risk assessments are available on the Link’s Website to be read before committing himself or herself to the visit, and must sign a statement to confirm that he/she accepts the risks set out. These risk assessments will be reviewed for each such visit and amended as necessary.
2. All participants must agree to the rules concerning personal safety laid down for the visit and set out in the risk assessments, and observe them throughout the visit.
3. The Organiser shall draw participants’ attention to the advice given to travellers by the Foreign & Commonwealth Office and the British High Commission in Freetown, in respect of personal safety, health and safety, political instability and environmental issues in Sierra Leone. The Organiser shall give reasons for not adhering to any particular aspect of such advice in the organisation of the visit.
4. The Organiser shall check with the hon. secretary that the Link’s public liability insurance is up-to-date. Participants in the visit shall be responsible for their own travel insurance and for obtaining the immunisations advised by National Travel Health Network and Centre, in consultation with their own GP.
5. Organisers shall check the current situation in Sierra Leone (political, health, weather, etc) on the FCO website and with the news media just prior to leaving the UK. They will advise all participants of any perceived problems and take any appropriate action if necessary, including ultimately, cancellation.
6. Any group travelling to Sierra Leone shall be accompanied by a ‘minder’, i.e. a person who knows Sierra Leonean customs and culture well and is familiar with the Hastings area, and can guide and advise the group before and throughout the visit.
7. The group shall all be accommodated together at the recommended hotel unless specifically agreed otherwise with the Organiser at the time of booking in the UK.
8. Any proposal or request to include students on a visit organised in the framework of a partnership between educational institutions will require the agreement of the East Sussex Director of Children’s Services or the governing body of any independent institution or Academy chain. Such students may take part only in the company of responsible members of staff, of the appropriate sex, from the institutions concerned.

(Reviewed November 2018)