

# Child Protection and Safeguarding Procedures for Moonlight Nepal Trekking: Organizing International School Trips to Nepal

Moonlight Nepal Trekking is committed to providing a safe and supportive environment for young students participating in international school trips to Nepal. These child protection and safeguarding procedures are designed to protect students from harm and ensure their well-being throughout the trip.

## 1. Policy Statement

Moonlight Nepal Trekking prioritizes the safety and welfare of all young participants. We are committed to creating a safe environment where students are protected from abuse, neglect, exploitation, and harm.

## 2. Staff Recruitment and Training

**Screening:** All staff members, including guides and support personnel, undergo thorough background checks, including criminal record checks, to ensure they are suitable to work with children.

**Training:** Staff receives comprehensive training on child protection and safeguarding, including recognizing signs of abuse, appropriate behavior and interactions with children, and reporting procedures.

## 3. Code of Conduct

**Behavior Guidelines:** Staffs are expected to maintain high standards of professional and personal behavior. They must interact with students respectfully and avoid any actions that could be interpreted as abusive or inappropriate.

**Boundaries:** Staff must maintain clear professional boundaries and avoid any behavior that could be construed as favoritism, inappropriate physical contact, or personal relationships with students.

## 4. Supervision and Ratios

**Supervision:** Adequate supervision is provided at all times, with appropriate staff-to-student ratios to ensure the safety and well-being of students during all activities.

**Monitoring:** Regular headcounts and check-ins are conducted to ensure all students are accounted for and safe. Additionally, each student is assigned a roll number to facilitate efficient check-ins and accurate headcounts.

## 5. Safe Accommodation

**Accommodation Checks:** All accommodations are thoroughly vetted to ensure they are safe and secure, with appropriate facilities for young students.

**Room Assignments:** Students are assigned rooms in a manner that respects their privacy and safety, with same-gender room assignments and staff accommodations nearby for supervision.

## 6. Health and Medical Care

**Medical Information:** Collect comprehensive medical information for each student, including allergies, medications, and any special health needs.

**Medical Care:** Ensure access to medical care by having a licensed professional doctor on staff. Keep a well-equipped first aid kit available at all times and ensure staff are trained in first aid.

## 7. Reporting Procedures

**Reporting Concerns:** Any concerns or suspicions of abuse, neglect, or exploitation must be reported immediately to the designated child protection officer.

**Confidentiality:** All reports and concerns are handled confidentially, ensuring the privacy and protection of

the student involved.

**Action Plan:** An action plan is in place to respond to any reports of abuse or safeguarding concerns, including contacting local authorities and providing support to the affected student.

## **8. Communication with Parents/Guardians**

**Informed Consent:** Obtain informed consent from parents or guardians for their child's participation in the trip, including permission for medical treatment if necessary.

**Emergency Contact:** Maintain open lines of communication with parents or guardians, providing regular updates and ensuring they can be contacted in case of an emergency.

## **9. Education and Awareness**

**Student Briefings:** Provide students with age-appropriate information about personal safety, appropriate behavior, and how to report any concerns.

**Awareness Campaigns:** Conduct awareness campaigns to educate staff, students, and parents about child protection and safeguarding policies and procedures.

## **10. Review and Improvement**

**Regular Reviews:** Regularly review and update child protection and safeguarding policies and procedures to ensure they are effective and in line with best practices and legal requirements.

**Feedback:** Encourage feedback from staff, students, and parents to identify areas for improvement and ensure the ongoing effectiveness of safeguarding measures.

Moonlight Nepal Trekking is dedicated to ensuring the safety and well-being of young students on international school trips to Nepal. By implementing these child protection and safeguarding procedures, we aim to provide a secure and supportive environment for all participants.

### **The Provider**

Name:

Post:

Signature:

Date:

  
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### **The School**

Name:

Post:

Signature:

Date:

