SAFETY AND SECURITY POLICY

Policy & Procedure Owner	CEO
Approved by	ERFA Board of Directors

Purpose

This policy details the responsibilities and procedures of the Edmund Rice Foundation (Australia) for maintaining the safety and security of in-country personnel, volunteers and visitors in the projects it supports in unstable and potentially hazardous environments.

Definitions

Staff	Refers to full time, part time, voluntary, international and national and those engage on short-term contracts such photographers, members, partnership colleagues and any other individuals or groups that have contact with the Foundation.

Abbreviations

ACFID	Australian Council for International Development
DFAT	Australian Department of Foreign Affairs & Trade
ERFA	Edmund Rice Foundation (Australia)
NGO	Non-Government Organisation

Implementation Plan

- Included in partner compliance documentation
- Included in briefing documents for all excursions and programs where staff/volunteers and contractors of ERFA are involved
- Inclusion of this policy in staff induction process

Related Policies and/or legislation   The following forms are related to the procedure:
- Child Protection Policy
- ERFA Risk Management Framework
- ERFA's Occupational Health & Safety Policy
- Oceania Province Work Health & Safety Policy
- Gone Fishing – Pre-immersion Travel Guide
- Guide for Immersions in Developing Countries

Related Forms   The following forms are related to the procedure:
- Checklist for in-country partners on ERFA Safety and Security Policy

Contents:

Policy on Safety and Security

1. Introduction

The Edmund Rice Foundation Australia (ERFA) supports education, health, vocational training and community development projects in Africa in Kenya, South Africa, South Sudan, Tanzania, Uganda, Zambia and other African Countries and in the Asia Pacific in Australia, East Timor, Papua New Guinea and the Philippines.

ERFA is aware that the projects it supports often operate in unstable and potentially hazardous environments. ERFA believes that maintaining safety and security is paramount and that safety and security exist when project personnel are enabled to fulfil their roles without undue risk to health or life. Therefore, an effective safety and security policy and procedures are essential to enable personnel to fulfil their roles in challenging environments.

This policy is to be read in conjunction with ERFA's Risk Management Framework and Child Protection Policy.

2. Safety & Security and ERFA's Vision

ERFA believes that in-country personnel are the most precious resource for the communities that ERFA supports. ERFA's commitment to the safety and security of in-country personnel is grounded in its vision for a just and peaceful world where the dignity and rights of all are respected.

3. Definitions

Partner(s)

Edmund Rice Foundation Australia (ERFA) is a company limited by guarantee. The objects of the company are set out in clause 3 of ERFA's constitution. Clause 3 (f) reads as follows:
To develop partnerships with overseas aid agencies or formal arrangements with other delivery agents related to the Company but resident in Developing Countries for the implementation of the objects in paragraph (a).

One of EFRA's roles is to act as trustee of the Edmund Rice Overseas Aid Fund.

Throughout its policies and official documentation ERFA uses the term **Partners** for those organisations with which it has formed alliances in developing countries for the receipt of overseas aid funding for the in-country delivery of education, health and development projects. These are not partnerships in the legal sense. Rather they are alliances for funding that ERFA has formed with in-country organisations with whom ERFA has communicated its vision, mission, values, policies and expectations with respect to sustainable development and whose own vision, mission, values, policies and development goals are congruent with those of ERFA.

Safety

Safety is achieved when all in-country staff are safe and perceive themselves to be safe, relative to the assessment of risk to staff and the organisation in their particular location.

Security
Security is achieved when a project's in-country assets are safe and when the organisation's reputation is maintained with integrity.

4. Policy Context & Coverage

1. In-Country Project Relationships and Responsibilities
ERFA's projects fall under two categories:
   a. those which are co-managed and funded directly by ERFA;
   b. those which are funded by ERFA but are governed and managed independently by our partners with formal agreements in place.

a. ERFA co-managed projects
For any projects directly managed or co-managed by ERFA (, this policy on staff safety and security applies directly to ERFA.

b. ERFA funded projects managed by in-country partners
The majority of projects supported by ERFA are managed by in-country partners. ERFA does not manage these but it exercises control of the Projects through its input in the planning stages and via ongoing monitoring and evaluation.

The relationships and responsibilities of ERFA with its in-country partners are set out in the following documents:

Africa (Kenya, Tanzania & South Sudan)
Memorandum of Understanding between the Congregation of Christian Brothers Africa Province and Edmund Rice Foundation Australia – October 2012

Asia Pacific (East Timor, Papua New Guinea & the Philippines)
Memorandum of Understanding between the Congregation of Christian Brothers Oceania Province and Edmund Rice Foundation Australia – June 2010

CLT/TST Projects (developing world hubs)
Memorandum of Understanding between the Congregation Leadership Team of the Christian Brothers (CLT), Edmund Rice Development (ERD) and the Edmund Rice Foundation Australia (ERFA) – March 2015

The Africa Province/ERFA MoU states that: *The Africa Province assumes full responsibility for the management of the projects, including management of African based project personnel, through the existing structures of the Africa Province.*

The Oceania Province/ERFA MoU states that: *The Oceania Province retains responsibility for the management of the projects, including management of project personnel, through the existing structures of the Oceania Province*.

The CLT/ERD/ERFA MoU states that: *The TST shall be the managers of the Projects* and *The CLT shall take responsibility for ensuring that the terms of ERD and ERFA grants made for the Projects are met.*

2. In-country Program Staff

Although ERFA does not manage the African Province programs its supports in Africa, the Oceania Province programs it supports in the Asia Pacific or the CLT/TST hub programs in the developing world, ERFA does exercise influence on these Programs through its input in the planning stages and via the ongoing monitoring and evaluation of the programs. Therefore, these provinces/programs retain responsibility for the employment conditions of their in-country project staff, it is a condition of receipt of ERFA funding that their programs are managed in accord with ERFA Safety and Security Policy for program staff. It is also a requirement that the partners acknowledge, with respect to project staff safety and security, ERFA's responsibilities and obligations under relevant Australian law and DFAT/ANCP and ACFID requirements.

3. Volunteers

ERFA does not conduct a program for volunteers. Arrangements for volunteering are negotiated directly between the volunteer applicant and the relevant Program Leader. Nevertheless, ERFA expects that persons working as volunteers in programs that it supports receive appropriate information and preparation, as specified below, for living and working cross-culturally in the context of a developing nation.

4. Immersion Program

ERFA conducts the "Gone Fishing" Immersion Program. This is a challenging international professional and personal development program, which provides opportunities for emerging leaders in the Australian professional and business world to be involved in projects that ERFA supports in the developing world. Participants are provided with documentation pre-immersion regarding safety and personal wellbeing.

5. ERFA Australia Based Staff

ERFA's Australia based staff are located at its Head Office in Melbourne and Brisbane Office. Head Office is located within the Oceania Province's Treacy Centre (Parkville). The Brisbane Office is located in the McKillop Building at St Joseph's Nudgee College in Boondall. Melbourne based staff are required to observe ERFA's Occupational Health & Safety Policy and the work place policies of the Oceania Province, including the Oceania Province Work Health & Safety Policy (see Appendix 1). Brisbane based staff are required to comply with ERFA's Occupational Health & Safety Policy.

5. Purpose of the Policy

In-country safety and security rest on three core elements:
- Organisational commitment
- Individual commitment
- Risk Assessment

Therefore, the purpose of this policy is to:
- Ensure that ERFA's in-country partners engage in forward planning to mitigate risk, to have in place appropriate procedures to safeguard the safety and security of all in-country program personnel, namely: local and expatriate staff, volunteers, contractors and visitors and to have in place procedures to respond to potential scenarios
- Ensure that all in-country personnel are aware of their responsibility to establish and maintain as far as is practicable a safe and secure working environment and to conduct themselves accordingly

- Ensure that all project site volunteers and visitors receive appropriate information and preparation for cross-cultural experience in the context of developing nations, to ensure their own safety and security and that of program site personnel

6. Policy

ERFA expects its in-country project programs to recognize their moral and legal responsibilities to provide safe, secure and healthy work environments for their employees, volunteers, contractors and visitors. ERFA also expects that its project partners will ensure that their operations do not impact adversely on their local communities.

7. Organisational Responsibilities

ERFA expects its in-country project partners to:
- Undertake local risk management assessments to identify and manage potential risks to project personnel in the local and program environments and to regularly review such assessments, including audits and workplace inspections
- Comply with any local Workplace Health and Safety legislation and regulations
- Ensure that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures
- Establish and maintain safe systems of work, the work premises and systems to adequately manage emergency response
- Provide appropriate Workplace Health & Safety training for all employees and volunteers

ERFA expects its in-country program partners, as part of their induction for new expatriate staff and volunteers, to provide relevant advice and information with respect to:
- In-country safety and security issues, such as:
  - civil unrest and political or ethnic group tensions
  - issues regarding criminal activity or potential opportunistic crime directed at expatriates or international visitors
  - standard operating procedures with respect to local communication
  - procedures for incident reporting
  - local risks to health including access to safe drinking water and avoidance of water-borne and food-borne diseases and local risks associated with HIV/AIDS
  - relationships with the local community
  - local laws and customs
  - local expectations with respect to appropriate behaviour and dress
  - moving around in the local community and situational awareness / any no-go areas
  - any specific security concerns for women
  - relationship with armed forces – if/where relevant
  - contingency plans for such as medical emergencies and addressing stress and trauma
  - any potential for natural disasters – e.g. volcanic activity in PNG
  - evacuation plans – if/where relevant
  - safe use of local transport – use of vehicles, taxis and buses
  - advice regarding reputable local airlines
  - advice with respect to use of local currency

ERFA expects that its in-country partners will provide safe and secure accommodation for expatriate staff and volunteers or to provide advice and assistance with the accessing of same.

8. Individual Responsibilities

ERFA advises expatriate program staff and volunteers, before travelling, to attend to the items listed below. ERFA expects its in-country partners to reinforce this advice and take the initiative in providing it when engaging new expatriate staff and volunteers.

Before travelling, expatriate staff and volunteers should:

- Access for their destination the country-specific safety & security advice on the DFAT website at DFAT Smartraveller Advice: http://www.smartraveller.gov.au/
- Register their travel plans on the DFAT website at "Register your travel plans". (ERFA registers travel plans for "Gone Fishing" participants)
- Research online their destination country – geography, demographics, politics, culture, history and current affairs and travel tips
- Ensure that they have appropriate travel insurance (ERFA takes out an insurance policy for "Gone Fishing" participants)
- Ensure that they have all necessary travel documents – passport and visas (where required)
- Ensure that all critical insurance and travel documents have been copied and are being held securely in Australia
- Ensure that they have current contact information for their project site and its key personnel and relevant in-country Australian embassy or consulate
- See a specialist travel doctor well in advance of travelling and ensure that all necessary vaccinations have been obtained. Yellow Fever vaccination is mandatory for Africa and certified documentation of its administration must be carried. Other vaccinations likely to be recommended are: updates for Tetanus, Polio, Whooping Cough, Measles, Mumps and Rubella and vaccinations for Rabies, Hepatitis A & C and Typhoid.
- Discuss Malaria medication with their travel doctor as many projects supported by ERFA are located in areas subject to Malaria and other mosquito-borne diseases, so Malaria medication will need to be carried

In-country, ERFA expects that expatriate program staff and volunteers will recognize their duty and responsibility to protect their own health and safety and that of the local community. ERFA expects that expatriate staff and volunteers will abide by the workplace requirements of the program in which they are involved and that they will follow the advice of local program management as set out above under ERFA's expectations of its in-country program partners.

9. "Gone Fishing" Immersion Program Participants

The information provided by ERFA for its "Gone Fishing" Immersion Program participants is detailed in the following documents:

- *Gone Fishing – Pre-immersion Travel Guide*
- *Wellbeing Guide for Immersions in Developing Countries*

The above documents provide immersion participants with information and advice regarding:

- Vaccinations and medical issues
- Travel documents – passports & visas
- Travel insurance
- Registration with DFAT
- In-country safety
- In-country accommodation

- In-country telephone and wifi access
- In-country currency & shopping
- In-country customs & gift giving
- Recommended clothing & personal items
- Dealing with culture-shock
- Dealing with post immersion re-entry

10. Re-entry of Expatriate Staff and Volunteers

ERFA acknowledges that transition back into their home country can present returning staff and volunteers with an array of challenges, which are sometimes referred to as "reverse culture shock". Duty of care requires that appropriate de-briefing opportunities be available for returning staff and volunteers. ERFA expects that its in-country program partners will ensure that their departing expatriate staff and volunteers are aware of these potential challenges and will provide pre-departure debriefing opportunities with appropriately qualified persons. Information should also be provided regarding opportunities for follow-up support in Australia if required.

ERFA provides debriefing for its "Gone Fishing" participants and advice in its, *Guide for Immersions in Developing Countries*.

A number of Australian organisations, such as Australian Volunteers International, conduct re-entry programs for persons returning from working in developing countries. ERFA is able to provide information about these programs.

11. Responsibility for Policy

Board
- The Board is responsible for the authorisation of the Policy on Safety & Security and for its regular review.

CEO
- The CEO is responsible for dissemination of this policy to all ERFA employees and in-country project partners and ensuring that in-country project managers incorporate the policy's requirements into their standard operating procedures. Knowledge of this policy should be included in the induction process for new ERFA staff.