



'Tutor Responsibilities Policy' for overseas trips with Gap Africa Projects/Global Adventure Projects

Purpose:

This policy outlines the responsibilities of tutors accompanying students on projects with Gap Africa Projects/Global Adventure Projects. The primary aim is to ensure the safety, well-being, and educational enrichment of the students throughout the trip.

Pre-trip preparation

- Tutors must familiarise themselves with the itinerary, emergency procedures, risk assessments and contact information.
- In addition to Gap Africa Projects/ Global Adventure Projects 'Pre-departure' talks, tutors should conduct pre-trip meetings to discuss expectations, rules and safety guidelines with both students and accompanying staff. A member of Gap Africa Projects/ Global Adventure Projects is happy to attend virtually as required.
- Tutors must ensure that all necessary travel documents, including passports, visas, medical forms and parental consent forms are collected and organised before departure. Any information or notes should be passed to Gap Africa Projects/ Global Adventure Projects.
- Tutors must ensure the project and Gap Africa Projects/Global Adventure Projects house rules are explained and understood by all students.

Supervision and duty of care

- Tutors are responsible for the overall supervision and safety of students during all activities, excursions and transportation throughout the trip. You are classed as '*loco parentis*' ("*in the place of a parent*" and is a legal responsibility).
- Tutors must ensure that students adhere to all timings including morning starts and curfew times as well as behavioural expectations set by your institution and the Project.
- Tutors should conduct regular headcounts and always maintain awareness of the whereabouts of all students.
- Tutors must address any safety concerns, conflicts or emergencies promptly and effectively, following established protocols and seeking assistance when necessary.



- Tutors must be familiar with risk assessments before departure. Tutors should make themselves aware of any risks before any activities and complete appropriate individual risk assessments for high needs learners/Special Educational Needs or those with complex medical needs.
- Tutors should ensure all students adhere to the institution's alcohol policy.
- Tutors should ensure all students are aware that all projects have zero tolerance for any drug use. Note: *Cannabis is legal for SA nationals to buy and use.*
- Tutors should ensure that students are aware that the use of foul language will not be tolerated and ensure that any instances among students are challenged.

Health and well-being

- Tutors must be knowledgeable about any medical conditions (physical or mental) or dietary restrictions of the students under their care.
- Tutors are responsible for ensuring that GAP Africa Projects/Global Adventure Projects are aware of the group gender breakdown. This should be done once the trip has been confirmed.
- Tutors should ensure that students have access to appropriate personal medical care and medication as needed.
- Tutors must promote healthy habits and hygiene practices among students, including proper handwashing, staying hydrated, tidying of rooms/tents and getting adequate rest.
- Tutors must ensure students are aware of the type of meals available at the project and that "fussy/picky" eaters have a plan to ensure they are eating meals (*Sample meal plans can be found on the pre-departure information*)
- We recommend that tutors are first aid trained.

Cultural sensitivity and respect:

- Tutors should educate students about the cultural norms, traditions and etiquette of the destination country to promote respectful interactions.
- Tutors must model respectful behaviour and discourage actions that may be disrespectful or offensive to the local community.
- Tutors should ensure that students are dressed appropriately – short and revealing clothing should be discouraged.



- Tutors should facilitate opportunities for students to engage with and learn from the local community in a meaningful and respectful manner.

Communication and emergency response

- Tutors should maintain open lines of communication with project coordinators, students, parents/guardians and trip organisers throughout the duration of the trip.
- Tutors should establish a designated meeting point in case of emergencies or unforeseen circumstances and ensure that students are aware of the evacuation procedures.
- Tutors should be prepared to assist students in the event of medical emergencies, natural disasters, or other crises, following established protocols and seeking assistance from local authorities as needed.
- Any incidents should be swiftly reported to Gap Africa Projects/Global Adventure Projects as soon as possible.

Professional Conduct

- Tutors are expected to uphold professional standards of conduct and serve as positive role models for students.
- Tutors should refrain from engaging in behaviour that may compromise the safety, reputation and integrity of the educational institution or Gap Africa Projects/Global Adventure Projects.
- Tutors should be approachable, supportive and accessible to students, providing guidance, mentorship and academic support as needed.

Documentation and Reporting

- Tutors must maintain accurate records of incidents, accidents or noteworthy events that occur during the trip and report them to Project coordinators, Gap Africa Projects/Global Adventure Projects and relevant authorities as required.
- Tutors must document any disciplinary actions taken and communicate them to students and parents/guardians in a timely and transparent manner.