



CAMP BOTSWANA



Camp Botswana School Policies



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Accommodation Safety Policy

Camps Abroad CIC

Organisation: Camps Abroad CIC (UK-registered Community Interest Company)

Applies to: All accommodation used during Camps Abroad programmes, including hostels, hotels, lodges, guesthouses, homestays, camps, and any partner- or supplier-managed accommodation.

1. Purpose

This Accommodation Safety Policy sets out the minimum safety standards and procedures for selecting, using, and monitoring accommodation for Camps Abroad participants, staff, and volunteers. It supports our duty of care and aligns with our Safety Management System (SMS), Health & Safety Policy, Safeguarding Policy, and Emergency Response Plan (ERP).

2. Policy Statement

Camps Abroad CIC is committed to ensuring that all accommodation used during its programmes is safe, secure, and suitable for the age, needs, and context of participants. We recognise that accommodation environments vary internationally; however, Camps Abroad applies consistent minimum standards regardless of location.

Accommodation safety is treated as a critical component of risk management and safeguarding.

3. Roles and Responsibilities

3.1 Directors and Senior Management

- Approve accommodation safety standards
- Ensure appropriate oversight of accommodation risk

3.2 Programme Managers and Camp Leaders

- Assess accommodation prior to use where practicable
- Ensure accommodation meets Camps Abroad standards

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- Brief participants on accommodation safety rules
- Monitor safety throughout the stay

3.3 Staff and Volunteers

- Follow accommodation safety procedures
- Report hazards, concerns, or incidents immediately

3.4 Partners and Accommodation Providers

- Comply with Camps Abroad accommodation safety requirements
- Report incidents, hazards, or changes in risk promptly
- Cooperate with inspections and reviews

4. Accommodation Selection and Approval

Before accommodation is used, Camps Abroad will consider:

- Location and surrounding environment
- Building condition and maintenance
- Fire safety arrangements
- Security measures
- Access to medical facilities
- Suitability for participant age and group size

Where possible, accommodation is visited or assessed in advance. Where this is not feasible, reliable local partners and documented checks are used.

5. Minimum Safety Standards

All accommodation must, as a minimum, meet the following standards:

5.1 Fire Safety

- Clear and accessible evacuation routes
- Working smoke detectors or alarms where appropriate
- Fire extinguishers or equivalent provisions
- Staff awareness of fire and evacuation procedures

5.2 Security

- Secure entry points (locks, gates, or controlled access)
- Adequate lighting in communal areas
- Measures to prevent unauthorised access
- Safe storage options for valuables where possible

5.3 Structural and Environmental Safety

- Buildings in a safe state of repair
- Safe stairways, balconies, and walkways
- Adequate ventilation and lighting
- Safe electrical installations

5.4 Hygiene and Welfare

- Clean sleeping areas and bathrooms
- Access to potable water
- Suitable waste disposal arrangements
- Measures to manage pests and insects

6. Rooming and Supervision Arrangements

Camps Abroad ensures that:

- Rooming arrangements are age-appropriate and risk assessed
- Participants are not placed in inappropriate sleeping arrangements
- Staff supervision levels are appropriate to the group and context
- Clear boundaries exist between staff and participant sleeping areas

Additional controls may be applied for younger participants or higher-risk environments.

7. Emergency Procedures within Accommodation

Staff and participants will be:

- Briefed on fire exits and assembly points
- Informed of emergency contacts and procedures
- Supported in the event of evacuation or relocation

Accommodation-specific risks and procedures are incorporated into emergency planning.



8. Safeguarding Considerations

Accommodation arrangements must:

- Support safeguarding principles
- Minimise opportunities for abuse or inappropriate behaviour
- Allow for appropriate privacy while maintaining supervision
- Enable participants to raise concerns safely

Any safeguarding concerns related to accommodation must be reported immediately.

9. Monitoring and Review

During programme delivery, accommodation safety is monitored through:

- Ongoing staff observations
- Participant feedback
- Incident and near-miss reports

Where standards fall below expectations, Camps Abroad may:

- Require immediate corrective action
- Relocate the group
- Suspend or terminate use of the accommodation

10. Review and Continuous Improvement

This policy is reviewed annually or following a significant accommodation-related incident.

Learning from incidents and feedback is used to improve accommodation selection and management.

11. Policy Approval

Approved by: Camps Abroad CIC Directors

Signed: _____AVRIL MONDIRA_____

Name: _____AVRIL MONDIRA_____

Role: Director, Camps Abroad CIC

Date: _____1ST JANUARY 2026_____



Camp Botswana Code of Conduct

Camps Abroad CIC

Camp Botswana is an exciting learning adventure. To make sure every child is safe, happy, and able to enjoy the experience, we ask all students to follow the rules below during travel, activities, free time, and while representing Camps Abroad.

Parents/guardians are asked to read these rules with their child and sign to confirm understanding and support.

Respect for People & Culture

Students must:

- Be kind and respectful to staff, teachers, guides, and community members.
- Listen to instructions from leaders at all times.
- Be open-minded and respectful towards different cultures and traditions.
- Avoid behaviour that could offend or upset others.

Behaviour

Students must:

- Behave responsibly and represent their school positively.
- Include others and cooperate in group activities.
- Not bully, tease, fight, exclude others, or use inappropriate language.

Safety & Personal Conduct

Students must:

- Not bring or use alcohol, cigarettes, vapes, or any drugs.
- Stay with the group unless given permission by a leader.
- Not enter restricted areas or other rooms without permission.
- Tell a staff member immediately if they feel unsafe or worried.

Health, Safety & Environment

Students must:

- Follow all safety instructions during activities.
- Wear appropriate clothing and protective equipment when required.
- Respect wildlife and nature — no littering or taking natural objects.
- Keep hydrated and take care of their wellbeing.

Activities & Participation

Students are expected to:

- Take part in all planned activities unless excused by staff.
- Follow curfew times and stay within allowed areas.
- Inform staff if they feel unwell or need support.
- Support and encourage other participants.

Property & Accommodation

Students must:

- Treat accommodation and equipment with care.
- Keep shared areas tidy.
- Take responsibility for personal belongings.
- Report any damage immediately.

Photos & Social Media

Students must:

- Ask permission before photographing others.
- Follow staff instructions about photography locations.
- Only share respectful and appropriate content online.

If Rules Are Broken

If a student does not follow these expectations, actions may include:

- Missing activities or free time
- Parents/guardians being contacted
- Being sent home early (at parent/guardian expense)

These rules exist to protect all students and ensure a safe, positive experience for everyone.

Parent/Guardian Agreement

I confirm that I have read and discussed the Camp Botswana Code of Conduct with my child. I understand the expectations and agree to support Camps Abroad in ensuring my child follows these rules.





Emergency Response Plan (ERP)

Camps Abroad CIC

Organisation: Camps Abroad CIC (UK-registered Community Interest Company)

Applies to: All Camps Abroad programmes, overseas camps, work-experience placements, volunteering activities, travel, accommodation, excursions, events, staff, volunteers, participants, and supply-chain partners.

Purpose: This Emergency Response Plan (ERP) sets out clear, practical procedures for responding to incidents and accidents affecting Camps Abroad clients, ensuring timely action, effective communication, and the safety and wellbeing of all involved.

1. Principles of Emergency Response

Camps Abroad is committed to:

- Prioritising life, health, and wellbeing above all else
- Acting quickly, calmly, and proportionately
- Providing clear leadership and decision-making during incidents
- Communicating accurately and responsibly
- Supporting those affected during and after an incident
- Learning from incidents to improve future safety

2. Definition of an Emergency

An emergency is any incident that poses an immediate or serious risk to the health, safety, welfare, or security of participants, staff, partners, or the wider community, including but not limited to:

- Serious injury or illness
- Fatality
- Missing participant

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- Safeguarding concern or allegation
- Transport accident
- Natural disaster or extreme weather
- Security threat or civil unrest
- Accommodation fire or evacuation
- Medical outbreak

3. Emergency Roles and Responsibilities

3.1 On-the-Ground Lead (Camp Leader / Programme Manager)

- Take immediate control of the situation
- Ensure scene safety and prevent further harm
- Provide or arrange first aid and emergency services
- Account for all participants
- Communicate promptly with Camps Abroad UK Management

3.2 Camps Abroad UK Management / Directors

- Provide strategic oversight and decision-making
- Liaise with families, universities, insurers, and external authorities as required
- Approve evacuation, programme suspension, or termination
- Coordinate media or reputational responses if required

3.3 Staff and Volunteers

- Follow instructions from the Incident Lead
- Support participants calmly and appropriately
- Report accurate information only

3.4 Partners and Suppliers

- Cooperate fully with emergency procedures
- Provide local support, resources, and information

4. Emergency Response Procedures (Immediate Actions)

In any emergency situation, the following steps must be followed:

1. Ensure Immediate Safety

- Remove individuals from danger where safe to do so
- Stop activities if required
- Secure the area

2. Provide Medical or Emergency Assistance

- Administer first aid within competence
- Contact local emergency services immediately where required
- Arrange transport to medical facilities if needed

3. Account for All Participants

- Conduct a headcount
- Identify any missing or injured persons

4. Inform Camps Abroad Management

- Contact the designated emergency contact as soon as practicable
- Provide clear facts: what happened, who is involved, location, actions taken

5. Record the Incident

- Begin written incident notes as soon as possible

5. Specific Incident Procedures

5.1 Injury or Medical Emergency

- Stop activity immediately
- Assess the casualty and provide first aid
- Contact emergency services for serious injury or illness
- Notify Camps Abroad UK Management
- Inform next of kin via UK Management only
- Complete incident report

5.2 Missing Participant

- Conduct immediate local search
- Inform local authorities if not located quickly
- Secure remaining group
- Notify Camps Abroad UK Management immediately

- Do not share unverified information

5.3 Safeguarding Concern or Allegation

- Ensure the immediate safety of the individual
- Do not investigate or promise confidentiality
- Record factual information only
- Report immediately to the Designated Safeguarding Lead
- Follow Camps Abroad Safeguarding Policy

5.4 Transport Accident

- Ensure scene safety
- Check for injuries and provide first aid
- Contact emergency services
- Account for all passengers
- Notify Camps Abroad UK Management
- Do not admit liability

5.5 Fire or Accommodation Evacuation

- Raise the alarm and evacuate immediately
- Follow local evacuation procedures
- Assemble at designated meeting point
- Account for all participants
- Contact emergency services if required

5.6 Security Incident or Civil Unrest

- Move group to a place of safety
- Avoid confrontation and public exposure
- Follow advice of local authorities
- Notify Camps Abroad UK Management
- Prepare for potential relocation or evacuation

5.7 Natural Disaster / Extreme Weather

- Suspend activities immediately
- Move to safe shelter
- Monitor local guidance
- Account for all participants

- Communicate with UK Management regarding next steps

6. Communication Protocols

- All external communication with families, universities, insurers, or media must be managed by Camps Abroad UK Management.
- Staff and participants must not post incident details on social media.
- Information shared must be factual, timely, and respectful.

7. Evacuation and Programme Suspension

Camps Abroad may evacuate or suspend a programme where:

- There is an ongoing risk to safety
- Medical, security, or environmental conditions deteriorate
- Local infrastructure becomes unreliable

Decisions will be made by UK Management in consultation with local partners and authorities.

8. Post-Incident Support

Following an incident, Camps Abroad will:

- Provide emotional and welfare support to affected participants and staff
- Assist with medical follow-up or repatriation where required
- Support communication with families and institutions
- Review operational decisions and safety controls

9. Incident Reporting and Review

- All incidents and near misses must be formally reported
- Serious incidents will be reviewed by senior management
- Findings will inform improvements to risk assessments, training, and supplier management

10. Training and Awareness

- Camp Leaders and staff receive emergency response and first aid training appropriate to their role
- Emergency procedures are briefed to participants during induction
- Partners are informed of Camps Abroad emergency expectations

11. Review and Approval

This Emergency Response Plan is reviewed annually or following any serious incident.

Approved by: Camps Abroad CIC Directors

Signed: _____AVRIL MONDIRA_____

Name: _____AVRIL MONDIRA_____

Role: Director, Camps Abroad CIC

Date: _____1ST JANUARY 2026_____



Health and Safety Policy

Camps Abroad CIC

Organisation: Camps Abroad CIC (UK-registered Community Interest Company)

Applies to: All Camps Abroad activities, programmes, staff, volunteers, participants, contractors, partners, suppliers, and visitors, including overseas camps, work-experience placements, volunteering projects, travel, accommodation, excursions, and events.

1. Policy Statement

Camps Abroad CIC is committed to providing a safe and healthy environment for all individuals involved in our activities. We recognise our duty of care to participants, staff, volunteers, partners, and host communities, and we are committed to managing health and safety risks arising from our operations.

Health and safety is integral to how Camps Abroad plans, delivers, and reviews its programmes, particularly within international and unfamiliar environments. We aim to prevent accidents, injuries, and ill health through effective risk management, competent supervision, and continuous improvement.

2. Legal and Regulatory Context

Camps Abroad CIC commits to:

- Complying with applicable UK health and safety legislation, including the Health and Safety at Work etc. Act 1974
- Meeting relevant local laws and regulations in host countries
- Applying recognised good practice where legal frameworks differ or are less developed

Where standards differ, Camps Abroad applies the higher standard as the minimum requirement.

3. Health & Safety Objectives

Our objectives are to:

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- Identify and control health and safety risks
- Prevent accidents, incidents, and work-related ill health
- Ensure consistent safety standards across all destinations
- Promote a positive safety culture and shared responsibility
- Ensure clear communication and reporting of safety matters
- Review and improve safety performance continuously

4. Roles and Responsibilities

4.1 Directors and Senior Management

- Set health and safety strategy and expectations
- Ensure adequate resources are available
- Approve safety policies and procedures
- Review safety performance and incidents

4.2 Programme Managers and Camp Leaders

- Implement health and safety arrangements on the ground
- Conduct and review risk assessments
- Ensure safe systems of work and activity delivery
- Supervise participants and staff effectively
- Respond to incidents in line with the Emergency Response Plan

4.3 Staff and Volunteers

- Take reasonable care of their own health and safety
- Follow instructions, procedures, and training
- Report hazards, incidents, and near misses
- Act in a manner that does not put others at risk

4.4 Participants

- Follow safety instructions and briefings
- Behave responsibly and respectfully
- Report hazards or concerns to staff

4.5 Partners and Suppliers

- Comply with Camps Abroad health and safety standards
- Provide safe environments, equipment, and transport

- Cooperate with monitoring and incident reporting

5. Risk Assessment and Safe Planning

Camps Abroad uses a structured risk assessment process to manage foreseeable risks associated with:

- Travel and transport
- Accommodation
- Activities and excursions
- Environmental conditions
- Health risks
- Security and safeguarding

Risk assessments are:

- Completed prior to programme delivery
- Reviewed regularly and when conditions change
- Communicated to relevant staff and leaders

6. Training and Competence

Camps Abroad ensures that individuals are competent to carry out their roles safely:

- Staff and leaders receive health and safety induction and role-specific training
- First aid provision is appropriate to the programme and location
- Participants receive safety briefings and guidance

7. Accident, Incident, and Near-Miss Reporting

All accidents, incidents, and near misses must be reported promptly.

Camps Abroad commits to:

- Recording incidents accurately
- Investigating incidents proportionately
- Implementing corrective and preventative actions
- Sharing learning to prevent recurrence

Serious incidents are managed in accordance with the Emergency Response Plan.



8. Health, Wellbeing, and Welfare

Camps Abroad promotes the physical and mental wellbeing of participants and staff by:

- Providing access to appropriate medical support
- Managing fatigue, workload, and rest
- Supporting mental health and wellbeing
- Responding sensitively to illness or injury

9. Equipment and Facilities

Camps Abroad ensures that:

- Equipment is appropriate, maintained, and used correctly
- Accommodation and facilities meet minimum safety standards
- Unsafe equipment or facilities are removed from use

10. Monitoring, Review, and Continuous Improvement

Health and safety performance is monitored through:

- Incident reports and investigations
- Feedback from participants and staff
- Review of partner and supplier performance

This policy is reviewed annually or following a significant incident.

11. Policy Approval

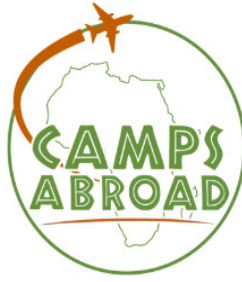
Approved by: Camps Abroad CIC Directors

Signed: _____AVRIL MONDIRA_____

Name: _____AVRIL MONDIRA_____

Role: Director, Camps Abroad CIC

Date: _____1ST JANUARY 2026_____



Safeguarding Policy

Camps Abroad CIC

Organisation: Camps Abroad CIC (UK-registered Community Interest Company)

Applies to: All Camps Abroad activities, programmes, staff, volunteers, contractors, partners, suppliers, and participants, including overseas camps, work-experience placements, volunteering projects, travel, accommodation, and events.

1. Policy Statement

Camps Abroad CIC is fully committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults who engage with our programmes. Safeguarding is a core organisational responsibility and takes precedence over all other considerations.

We recognise that our programmes operate internationally and often involve unfamiliar environments, cultural differences, and power imbalances. We therefore adopt a robust, precautionary, and proactive safeguarding approach designed to prevent harm, respond effectively to concerns, and uphold the dignity and rights of all individuals.

2. Scope and Definitions

2.1 Who This Policy Protects

This policy applies to:

- **Children:** Anyone under the age of 18
- **Young people:** Typically aged 18–25 participating in Camps Abroad programmes
- **Vulnerable adults:** Adults who may be at risk due to illness, disability, mental health needs, language barriers, or situational vulnerability

2.2 Who This Policy Applies To

- **Directors and senior management**
- **Employees and volunteers**
- **Camp leaders and programme managers**
- **Local partners, host organisations, and suppliers**
- **Contractors and visitors**

3. Safeguarding Principles

Camps Abroad's safeguarding practice is underpinned by the following principles:

- **The welfare of the individual is paramount**
- **Prevention is better than reaction**
- **Safeguarding is everyone's responsibility**
- **Zero tolerance of abuse, exploitation, or neglect**
- **Respect for local culture while upholding universal safeguarding standards**
- **Listening to and taking seriously all concerns raised**

4. Types of Abuse and Harm

Safeguarding concerns may include, but are not limited to:

- **Physical abuse**
- **Emotional or psychological abuse**
- **Sexual abuse or exploitation**
- **Neglect**
- **Bullying, harassment, or intimidation**
- **Online or digital harm**
- **Abuse of power or position of trust**
- **Radicalisation or exploitation**

5. Roles and Responsibilities

5.1 Directors and Senior Management

- **Ensure safeguarding is embedded across all operations**
- **Allocate appropriate resources**
- **Appoint a Designated Safeguarding Lead (DSL)**
- **Ensure compliance with this policy**

5.2 Designated Safeguarding Lead (DSL)

- **Act as the primary point of contact for safeguarding concerns**
- **Receive, assess, and escalate concerns appropriately**
- **Liaise with local authorities, partners, and statutory agencies as required**
- **Maintain secure safeguarding records**

- Ensure safeguarding learning is embedded into practice

5.3 Staff, Volunteers, and Camp Leaders

- Follow this policy at all times
- Act in a way that protects individuals from harm
- Report concerns immediately
- Maintain professional boundaries

5.4 Partners and Suppliers

- Comply with Camps Abroad safeguarding standards
- Report safeguarding concerns immediately
- Cooperate with safeguarding investigations

6. Safer Recruitment and Vetting

Camps Abroad is committed to safer recruitment practices, including:

- Role descriptions outlining safeguarding responsibilities
- Appropriate referencing
- DBS checks (or overseas equivalents where applicable)
- Ongoing suitability monitoring

Local partners are required to demonstrate equivalent safeguarding and vetting processes.

7. Codes of Behaviour and Professional Boundaries

All adults working with Camps Abroad must:

- Treat all individuals with respect and dignity
- Avoid situations where they are alone with a participant unless necessary and approved
- Never engage in sexual, exploitative, or inappropriate relationships
- Avoid favouritism or misuse of authority
- Communicate appropriately, including online and via social media

8. Reporting Safeguarding Concerns

All safeguarding concerns must be reported immediately.

How to Report:

- Report directly to the Designated Safeguarding Lead (DSL)

- If the DSL is unavailable, report to a Director or Senior Manager
- In an emergency, contact local emergency services first

Important Safeguarding Rules:

- Do not promise confidentiality
- Do not investigate
- Record factual information only
- Act promptly

9. Responding to a Disclosure

If a disclosure is made:

- Listen calmly and without judgement
- Reassure the individual they have done the right thing
- Do not ask leading questions
- Record the information as soon as possible
- Report immediately to the DSL

10. Confidentiality and Information Sharing

Safeguarding information is:

- Shared only on a need-to-know basis
- Stored securely
- Shared with external agencies where required to protect an individual from harm

11. Allegations Against Staff or Volunteers

Any allegation against a member of staff, volunteer, or partner will be:

- Taken seriously
- Managed sensitively and confidentially
- Escalated appropriately
- Investigated in line with legal and safeguarding requirements

Individuals may be suspended from duties while investigations are ongoing, without prejudice.

12. International Context and Cultural Sensitivity



Camps Abroad recognises that safeguarding practices vary globally. However:

- UK safeguarding standards form the minimum benchmark
- Local customs do not override safeguarding obligations
- Additional controls may be applied in higher-risk contexts

13. Training and Awareness

- Safeguarding training is mandatory for staff, volunteers, and leaders
- Participants receive safeguarding briefings appropriate to their age and context
- Partners are informed of safeguarding expectations

14. Monitoring, Review, and Continuous Improvement

This policy is reviewed annually or following a serious safeguarding incident.

Camps Abroad commits to learning from safeguarding concerns and continually improving its practices.

15. Policy Approval

Approved by: Camps Abroad CIC Directors

Signed: _____AVRIL MONDIRA_____

Name: _____AVRIL MONDIRA_____

Role: Director, Camps Abroad CIC

Date: _____1ST JANUARY 2026_____

Camp Botswana Terms and Conditions

By registering your to attend Camp Botswana, you agree to the following terms and conditions. These ensure a safe, respectful, and positive camp experience for all participants, staff, and families.

Registration and Payment

All campers must be registered using the official Camp Botswana registration form, either online or in person. A deposit (or full payment, depending on the program) is required to secure a place. Full payment must be received by the deadline provided. Camp Botswana reserves the right to cancel a booking if payment is not received in time.

For every 20 students attending, there is 1 free teacher place. Thereafter it's 50% of the full cost of the trip per additional teacher attending

Cancellations and Refunds

If you wish to cancel your booking, you must inform us in writing as early as possible. Refunds in full will be offered to the school if there are not enough students attending, minimum 20 students for the trip to go ahead. If a student wishes to cancel, their position is fully refundable. If the school cancels the trip a full refund is available, minus 15% of the total cost.

Camp Botswana reserves the right to cancel or reschedule camps due to unforeseen circumstances (e.g., natural disasters, safety concerns), in which case participants may be offered a refund or a credit note.

Health and Medical Information

It is the responsibility of parents or guardians to provide complete and accurate health information for each camper, including allergies, medications, dietary needs, and any medical or behavioural conditions that may affect participation. Members of the Camp Botswana staff team are trained to administer basic first aid, but we do not provide specialist medical care. In case of emergency, appropriate action will be taken and parents or guardians will be contacted immediately.

Code of Conduct

All campers are expected to behave respectfully toward staff, fellow campers, and property. Bullying, violence, vandalism, or any behaviour that compromises the safety or well-being of others will not be tolerated. Camp Botswana reserves the right to send a camper home without refund if serious or repeated misconduct occurs.



Safeguarding and Supervision

The safety of our campers is our top priority. Camp Botswana follows strict safeguarding policies. All staff undergo background checks and receive training in child protection.

Campers are supervised at all times during activities, and any concerns about their safety or welfare will be handled according to our safeguarding procedures.

Photos and Media

During camp, we may take photos or videos of activities for promotional purposes. These may appear on our website, brochures, or social media. If you do not wish for your child's image to be used, please notify us in writing before the camp begins, via the indemnity form.

Personal Belongings

Camp Botswana is not responsible for loss or damage to personal items brought to camp, including phones, electronics, jewellery, or money. Campers are encouraged to bring only necessary items and to label their belongings clearly.

Insurance and Liability

Camp Botswana takes all reasonable steps to ensure the safety and well-being of all participants. However, by registering for camp, you acknowledge that participation in outdoor or physical activities carries some inherent risk. Camp Botswana is not liable for injuries or accidents that occur due to the nature of such activities, provided appropriate care and supervision have been in place.

Data Protection

Any personal information provided during registration is handled in accordance with our Data Protection Policy. It is used only for camp administration and safety purposes, and will not be shared with third parties without consent, except where required by law.

Amendments

Camp Botswana reserves the right to update or amend these terms and conditions at any time. Registered participants will be notified of any significant changes.

Contact

For questions or concerns about these terms, please contact us at info@campbotswana.org or speak with a member of our camp team.

Reviewed July 2025

Next Review July 2026

