International School Rheintal

Duke of Edinburgh International Award Policy

Reviewed November 2014

International School Rheintal
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ISR Guiding Statements

International School Rheintal Vision

ISR is the school of choice in the Alpen Rheintal region providing a high quality international education in English for students from Kindergarten to Grade 12, inspiring international-mindedness, academic and personal excellence and responsible engagement.

Reviewed June 2023

International School Rheintal Mission

ISR is a supportive, challenging and student-centered environment. We encourage each student to reach their potential whilst promoting international-mindedness, empathy and life-long learning. Through teamwork and individual endeavours, members of the school community should:

- Respect and take responsibility for themselves, others and the environment
- Appreciate and respect diversity
- Think critically
- Reflect thoughtfully
- Communicate effectively
- Celebrate success

Reviewed June 2023

1. The International Award Policy

ISR proudly delivers the Duke of Edinburgh International Award, which is available for 14-24 year olds. Students who are involved in the award have to show commitment in 4 different areas: service, physical recreation, skills and through an adventurous journey. Their learning experiences and journey will be documented on onlinerecordbook.org. Supervisors, assessors have access to the participants' documents, evidence and they give feedback on their progression. Only after completing all four areas successfully will they be awarded with a certificate.

Behaviour and responsibility towards each other, nature and other people during the expeditions and sections must be of the highest standards. Failure to abide by the International Award's expectations of students will result in the participant being removed from the programme.

Purpose of the Award Policy

- The Award Policy describes the parameters of the Duke of Edinburgh's International Award at International School Rheintal. It is intended to provide a framework and roadmap for the Award at International School Rheintal. It is written by the Award Team and approved by the school/organisation administration.
- The IAC was established at ISR 2017 by the Foundation through a Basic Licence.
- The Award is intended to further student development by enhancing student opportunities, not to act in competition with any other existing programs or opportunities.

Grounding of the Award Program in the mission of International School Rheintal

International School Rheintal Mission

ISR is a supportive, challenging and student-centered environment. We encourage each student to reach their potential whilst promoting international-mindedness, empathy and life-long learning. Through teamwork and individual endeavours, members of the school community should:

- Respect and take responsibility for themselves, others and the environment
- Appreciate and respect diversity
- Think critically
- Reflect thoughtfully
- Communicate effectively
- Celebrate success

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The Award seeks to fulfil this mission by:

- Providing a challenging programme that has the school's support and is supportive of the students
- Being child centered
- Encouraging students to reach their potential in other ways besides academics
- Stimulating students to think critically and reflect thoughtfully
- Giving students the opportunity to explore challenges they have never done before
- Challenging students to move out of their comfort zone
- Promoting international-mindedness and good communication
- Boosting students' acquisition of skills that will last for life
- Promoting empathy while working in teams
- Giving students the opportunity to volunteer and be more active in the community

Students take responsibility for their own learning, for themselves, for their teammates and also for the environment. At the International School we celebrate their achievement of an award at the annual Graduation Ceremony and also during whole school assemblies.

2. Financial Information

The school/organisation management supports the Award by being fully informed about the philosophy and implementation of the Award, making adequate budgetary and time commitments for the Award training and implementation:

- Budget for training to maintain sufficient number of Award Team members
- Budget for working with the students during the year and the journeys
- Annual Licence Fee
- One session during the new teacher induction week,
- Set training and adventurous journey days fixed in the school calendar.

Each new participant will have to pay an annual fee of 150 CHF which includes:

- Training during 16 sessions over the year
- First aid training
- Support through the year
- Assessors/ Supervisors supporting participants during the practical hike and the adventurous journey
- If concluded: an award certificate.

Additionally, International Award participants are responsible for their expenses which will be incurred during the journeys (e.g food, accomodation, transportation to the meeting point).

Participants who have not finished the award within a school year will have to pay **100 CHF** at the beginning of the new school year.

All parents grant written acknowledgement that they have been informed of the

- purpose and character of the Award,
- necessity of supervision from a distance,
- policies,
- financial regulations.

3. Insurance Policy

As Swiss law requires parents to carry accident and health insurance for all children the school does not provide any. In the event of an accident the costs will be covered by the family's insurance company. In addition the school recommends that each parent carry an additional personal liability policy (for each of their children). Such a policy can be purchased from their insurer. On every trip the children should carry their medical insurance card with them. For trips which cross countries borders, students should also carry a passport or identity card.

Reliable Legal Basis

a. Internal helpers are insured by the school but participants in Switzerland are required to have a personal insurance.
b. For participants under the age of 18, parents grant written permission for participation as well as publication of photographs.
c. Participants over the age of 18 may grant their own written permission.
d. All parents grant written acknowledgement that they have been informed of the
    - purpose and character of the Award,
    - importance of teamwork,
    - necessity of supervision from a distance,
    - use of maps and tables.

Solid Organisational Foundation

a. The school/organisation management supports the Award by being fully informed about the philosophy and implementation of the Award, making adequate budgetary and time commitments for the Award training and implementation
    - Budget for training to maintain sufficient number of Award Team members
    - Budget for working with the students during the year and the journeys
    - Annual Licence Fee
    - One session during the new teacher induction week (goal for 2020-21),
    - Set training and adventurous journey days fixed in the school calendar,

b. The faculty supports the Award by
    - Committing to sharing their knowledge, skills and network relevant to the Award,
    - Actively promoting the Award within the school community.

c. The school is committed to having an Award Team with a minimum of 2 members comprising of
   - 1 Management Team (head of school for communication)
   - 2 Award Leaders, Supervisors and Assessors
   - other helpers as needed (teachers, staff or parents to support).

Efficient Award Team

a. The team consists of a management team (head of school), Award Leaders/ Supervisors/ Assessors and other helpers, such as parents, activity advisors, community organisations, etc.
b. One member of the leadership team is the Award Coordinator and is responsible for communication with the Foundation and Head of school.
c. Management Team members and Award Leaders serve not only as Award Leaders, but also in the roles of Supervisor, Assessor, School Liaison, Community Liaison, Parent Liaison, Publicity, each as to his/her preference and ability.
d. New Award Leaders will be solicited, chosen and trained so as to maintain the minimum of 2 Award Leaders.

5. Child Protection Policy

Please refer to ISR's Child Protection Policy.

6. Health and Safety Policy

Please refer to ISR's Child Protection Policy.

7. Risk Assessment – Hill & Mountain Walking

Risks	Action to be taken to control risk
Road Crossing	• Briefing on walking along narrow country lanes and crossing roads.
Traffic road with no pavements (collision)	Walking beside roads with no pavements will be kept to a minimum, and only undertaken if the risk is considered reasonable, and there is no suitable alternative (consideration will be given to factors such as speed and business of traffic, and widths of road and verge) Participants given appropriate briefing regarding required behaviour i.e. – • to stay together as one group, on one side of the road only • to walk in a single file close to roadside • to walk off the road and on the verge, if at all possible The group will normally walk on the side of the road facing oncoming traffic, but the group leader will choose the safest side according to road
Environment – cold, wet, wind, heat.	• Ensure appropriate clothing, food, drink and equipment. • Raise awareness within the group.
Stoves and Cooking	• Briefing on use of stoves, lighting, cleaning and storage. • Ensure Stoves are in correct working order. • Cooking area to be kept away from tents. • First aid and relevant emergency equipment to be carried by IA participants.
Poor pitched tents	• Selection of campsites compatible with the weather and forecast. • Tent pitching and packing to be practiced • Tents to be checked prior to departing school
Foot injury, ankle sprains and blisters	• Ensure appropriate footwear (boots) and advise on action as blisters develop etc. • Review accidents on a regular basis. • Participants carry a first aid kit. • Participants carry mobile phones and contact assessors, call 144 if needed.
Becoming separated from group	• Brief group on what to do if they become separated. • Briefing and personal survival equipment to be carried by all in a group.
Getting Lost	• Appropriate training given. • Participants must have shown a level of competency to successfully navigate the chosen route. • Check weather forecast

Risks	Action to be taken to control risk
	• Alternative routes to be planned in and selected. • Emergency equipment to be carried. • Participants carry mobile phones and contact assessors.
Danger from falling objects	• Keep the group away from areas that could cause potential fall. • Helmets worn where risk is foreseeable, i.e. busy areas, gullies.
The Sea (rising tides)	All group is briefed and made aware of the following: • tide changes and times, speed of incoming tide (reference markers identified), and factors (e.g. wind) that might affect this • areas of the beach / shore that might become cut off, and leave no safe exit route, are avoided • any channels on the landward side of the group that may fill up and block safe exits • areas of potential soft / sinking sand or mud are identified and avoided
The shore - Uneven, unstable or slippery surfaces underfoot (rocky shores, breakwaters slips, trips, collisions)	• appropriate footwear is worn • wet, slippery rocks are avoided unless the group is clearly competent enough, and the staff are able to supervise group safely Group members are made aware of: • particular care needed when stepping or jumping between rocks, especially if covered with seaweed, and are wet • care needed on steep shingle beaches or tops of dunes or over mud flats lest the surface moves or collapses unexpectedly
Beach (sharp objects buried in sand, shingle, between rocks etc)	• Students made aware of potential sharp objects (barnacles, broken shells or glass, rusty metal etc)
Banks (slips, falls, collisions)	Area of water and adjoining section of bank used is suitable and presents no significant risks e.g. • no broken glass/ barbed wire etc. • no steep or slippery banks • no soft mud or unstable banks that are likely to collapse • good visibility for leaders to supervise and monitor whole area used • rocks are not unduly slippery • Each group member wears appropriate footwear • Group is set, and stays within, clear boundaries which define an area that can be properly supervised • • Group briefed regarding required behaviour: • not to throw stones • not to push others into water

Risks	Action to be taken to control risk
	• be particularly careful at the water's edge • step slowly / carefully and beware of slipping on wet rocks • no diving/jumping into waters is allowed
Water (Drowning or Hypothermia)	• Prior local knowledge sought and acted upon, regarding the any specific hazards • Information obtained about rainfall and water levels during the previous few days prior to the activity • Decision made on the day whether or not to proceed with, or adapt, activity on the basis of weather forecast, depth/flow of water etc. • Activity takes place in areas of shallow water, with gently shelving shores, with no sudden changes in depth / gradient • Pond dipping activities take place from a stable, fixed level platform • Activity takes place where direct access to the water is restricted by a strong fence/barrier • Reaching pole / throw-line / lifebuoy available for emergency use at site of activity • Leaders trained in use of appropriate rescue equipment (N.B. it is usually safer for rescuer to remain on bank, if possible) • Participants are briefed in rescue procedures • Swimming is not allowed
Cliffs (falls from height, falling rocks or debris)	• group members keep a safe distance from cliff edges at all times and the cliff base • particular caution is taken near cliffs that are prone to collapse (and especially after periods of heavy rain) • scrambling/climbing on cliffs or large rocks is not permitted, unless as part of a planned activity with appropriately qualified instructors • steep and/or exposed paths are avoided, especially after rain • the group have appropriate footwear with good grip to avoid slips • group members do not throw stones • activities such as cycling or running near unfenced cliff tops are avoided
Animals and plants (Bites, reactions, disease)	• Avoid known high risk situations • Take necessary avoidance action if encountered • Ensure those with known allergies carry medication

Risks	Action to be taken to control risk
	• Pupil briefing concerning avoiding contact with animals and plants
Machinery, chemicals, slurry pits, animals, barbed wire, electric fences (Impact injuries, puncture injuries, electric shock)	Group briefed as appropriate regarding local hazards: • always follow instructions by farmer or farm personnel • avoid moving machinery • not to climb on bales, walls or fences • keep away from slurry tanks, hoppers etc • not to touch barbed wire or electric fences • not to enter fields containing animals and not to touch or feed animals unless the farm personnel are supervising/give permission
Food (reaction, poisoning)	• Ask parents for medical history • Ensure, as far as practical, food is prepared properly and students wash hands before eating
Leaders (accidents through malleadership)	Leaders trained, competent and experienced with clearly defined roles and responsibilities for all staff
Child protection considerations (assault)	• Previsit check and/or check of information/assurance from camping site • Young people can easily contact staff throughout night • Young people are checked in their tents at "lights out"