

SKAC252

Develop codes of conduct and procedures for the health and welfare of expedition members



Overview

The health and welfare of expedition members is of overriding importance. To safeguard health and welfare, expeditions must have clear codes of conduct and procedures based on an analysis of people's needs and the likely threats they will face and the organisation's policies. Codes of conduct and procedures should cover areas such as:

1. health and hygiene
2. medical protocols
3. travel and accommodation
4. food and drink
5. safety
6. emotional welfare
7. emergencies
8. codes of conduct for leaders and participants
9. protection of children and other vulnerable people

The unit is recommended for Expedition Managers and Leaders.

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Performance criteria

You must be able to:

- P1 research/keep up to date on best practice for health and welfare
- P2 research other similar expeditions to identify potential health and welfare threats and ways of managing these
- P3 ensure there is an accurate health and welfare needs analysis for expedition members
- P4 analyse the organisation's policies in relation to expeditions and best practice and alert policy makers to any identified shortfalls
- P5 develop and consult on codes of conduct/procedures which provide for the health and welfare of all expedition members
- P6 ensure all those involved in the expedition have a good understanding of relevant policies and procedures, reinforcing these when necessary
- P7 monitor the implementation of these policies and procedures and provide support to people when needed

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Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- K1 explain the difference and relationship between policies and procedures
- K2 describe how to develop policies and procedures and what they should contain
- K3 describe requirements for the health and welfare of expedition members, including:
 - K3.1 health and safety legislation
 - K3.2 protection of children and other vulnerable people
 - K3.3 duty of care
- K4 identify sources of information on best practice in health and welfare policies and procedures
- K5 explain how to carry out a needs/threat analysis covering the health and welfare of people taking part in an expedition
- K6 explain the importance of consultation and describe how to consult on health and welfare policies and procedures and who to consult with
- K7 describe how to brief/train expedition members in health and welfare policies and procedures
- K8 explain the importance of monitoring the implementation of health and welfare policies and procedures and describe how this should be done
- K9 describe how to respond when policies and procedures are not being followed and what types of support people may need

You need to know and understand:

Industry/sector specific knowledge and understanding

- K10 identify and describe any specific health and welfare requirements that apply to expeditions in your sector
- K11 describe the main types of health threats that apply to expeditions in your sector and the methods that are used to control these

You need to know and understand:

Context specific knowledge and understanding

- K12 identify the relevant colleagues and other stakeholders you would consult with on health and welfare issues
- K13 describe your own responsibilities for health and welfare and the responsibilities of others with whom you work

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Additional Information

Skills

Listed below are the main generic 'skills' which need to be applied in this unit. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

1. Research
2. Analysis
3. Communicating by speaking and writing
4. Consulting
5. Monitoring
6. Supporting others

Behaviours

1. You constantly seek to improve performance
2. You reflect regularly on your own and others' experiences, and use these to inform future action
3. You analyse and structure information to develop knowledge that can be shared
4. You recognise recurring problems and promote changes to structures, systems and processes to resolve these
5. You demonstrate a clear understanding of different customers and their real and perceived needs
6. You encourage and welcome feedback from others and use this feedback constructively
7. You make time available to support others
8. You comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes

Links to other NOS

This unit links to SKAC253 Monitor and manage the health and welfare of expedition members and SKAD37 Develop ethical codes of practice for expeditions in the suite of National Occupational Standards for Expedition Leadership and Management.

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