

English translation

Adopted by the Executive Board on June 28, 2022

Protocol for physical and social safety of students during mandatory excursions of the BA and MA programmes of the FGw

During mandatory (foreign) excursions, the UvA has a duty of care for the physical and social safety of participating students. Initially and locally, that role is vested in the teacher-supervisor(s), then the Programme Director and ultimately responsible is the Dean of the faculty. In order to ensure the physical and social safety of the participants in a field trip, the teacher-supervisor, prior to the field trip, ensures the provision of appropriate information and adequate organization of the field trip. During the excursion, the teacher can ensure physical and social safety on site to a certain extent. The students participating in the excursion also have their own responsibility for their physical safety and as a group for the physical and social safety of each other.

This protocol aims to clarify who makes what efforts to ensure the physical and social safety of students during (foreign) excursions. This document describes what prior, during, and after an excursion are important points of attention, what measures should or can be taken, and who the faculty's points of contact are if a situation of physical or social unsafety occurs during an excursion.

1. Prior to the excursion

1.1. General

The teacher-supervisor informs the relevant Programme Director and the programme secretariat of the destination, the dates of the planned excursion and the participants, and asks a fellow lecturer in Amsterdam to act as a contact point for teacher-supervisor and student during the excursion.

1.2. Physical Safety.

The teacher supervisor:

- a. Chooses a safe travel destination and checks this in advance using the Foreign Affairs site: <https://www.nederlandwereldwijd.nl/reizen/reisadviezen> For insurance reasons, only yellow and green areas are acceptable as field trip destinations. The calibration moment for this choice is when the excursion budget is submitted, through Programme Coordinator (OPC) and Programme Director (OPD) of the respective programme. At least one week before departure, the instructor should check whether this status has changed. If so, consultation with the OPD of the programme will follow.
- b. If a travel agency is used for the organizational side, only organizations affiliated with the ANVR are eligible.
- c. Advises students on suitable modes of travel to the destination and locally.

- d. Alerts student to current travel documents and any visas. In a number of countries, passports must be valid for at least 6 months upon arrival.
- e. Reminds students of necessary insurance. UVA has liability insurance and the UvA has collective travel and accident insurance. Health insurance is private insurance; students must take care of this themselves. The same applies to cancellation insurance. If there is an extended visit at the student's own request, the student should take out additional travel insurance.
- f. Discusses with students where his/her responsibility for physical safety during the field trip ends.
- g. In consultation with the students, prepares a list of contacts for each student in case of emergencies. This list is sent to the appropriate Programme Director and the Programme Secretariat prior to the excursion. If desired by the students themselves (see Handreiking Excursions) this list can also be placed on the (protected environment of) Canvas.

1.3. Social safety

The teacher-supervisor:

- a. Discusses social safety and behavior with students using the FGw's Excursions and Safety Handbook. The instructor actively points students to the Handbook and the UvA Code of Conduct (see under Consideration Framework for Social Safety/Inappropriate Behavior) and posts them in the electronic learning environment (Canvas). The UvA Code of Conduct also applies to excursions.
- b. Invites students to address each other or the instructor-supervisor about behavior that is perceived as undesirable or unpleasant, and to do so even if they are bystanders.
- c. Informs students of points of contact in situations of perceived social insecurity or unwelcome behavior during the field trip. Students can contact the teacher-supervisor(s) and student representative(s) on the spot - see the Handbook - as well as a faculty confidential advisor for a report, advice on a course of action or a request for intervention.
- d. Discusses consequences and/or sanctions of transgressive behavior.

2. During the field trip:

2.1. Physical safety.

The teacher supervisor:

- a. Is the first point of contact in situations of physical unsafety, along with the student representative(s).
- b. Ensures that a student, if unable to continue participating in the programme due to physical, emotional or other circumstances, does not remain alone or return to the accommodation alone.

- c. Depending on the nature and severity of the situation, contacts the fellow teacher in Amsterdam, Programme Director and/or Dean, Confidential Advisor or Student Advisor (for advice/consultation on approach). OPD, Dean and/or Confidential Advisor will contact the Insurance and Integral Security staff of the Administrative Staff if necessary.
- d. Makes contact, only if the student cannot reasonably do so independently and depending on the situation, with the agencies listed below locally:
 - Local police
 - Doctor/hospital
 - Dutch consulate or embassy

2.2. Social safety

The teacher-supervisor:

- a. Together with the student representative(s), is first point of contact for situations of social insecurity.
- b. Monitors the welfare of each student.
- c. In addition to individual students and the student representative(s) chosen by the group (see Handbook), takes an active role in identifying undesirable behavior and makes interventions aimed at stopping undesirable and transgressive behavior.
 - Does not ignore simple incidents, responds "low level" to prevent possible escalation.
 - Addresses student(s) about undesirable behavior, reverts to the discussion on social safety prior to the field trip, if applicable, and makes arrangements for improvement. Talks to all involved when an incident occurs.
 - When appropriate and useful, discusses undesirable behavior in general with the group.
 - In escalating situations, the teacher-supervisor preferably does not conduct the discussions alone with the students.
 - Depending on the nature and seriousness of the situation, contacts the fellow lecturer in Amsterdam, Programme Director, Confidential Advisor or Student Advisor (for advice on how to proceed).
 - d. Imposes sanctions if necessary (consultation in advance with the Programme Director and study advisor). These may include:
 - Exclusion from a social part of the programme (exclusion from a didactic part is inadvisable).
 - In cases of serious misconduct, the student may be excluded from further participation in the field trip. This may result in the student being sent back home. Additional costs resulting from this will be the responsibility of the student.

Student Representative(s) (see Handbook):

- is/are the first point of contact for students in the event of transgressive behavior by the teacher(s).

- depending on the nature and seriousness of the situation, independently contact the Programme Director and/or the relevant Department Chair. Resolution of the situation lies with the Programme Director and/or the appropriate Department Chairperson.
- If the signal does not involve the teacher(s) but other persons, the student representative will take it up with the supervising teacher.

Points of attention for the teacher supervisor during the field trip:

- Adopt an open attitude.
- Don't judge too quickly. Also consider your own protection and conduct any conversations in an open, neutral and safe space. Do not hesitate to ask for advice.
- Be aware of the dependency and power imbalance in the mutual relationship with students.
- Be aware of your role as a role model.
- Guard the professional distance between you and your students.

3. After the excursion

(Reports and complaints about) situations of social insecurity that occurred during the field trip, their handling and any sanctions applied will be evaluated by the teacher-supervisor with the Programme Director. This is to determine if further actions are needed, but also for the learning effect (sharing both positive and negative experiences or gaps in support, protocol, etc.).

Assessment framework social safety/undesirable behavior:

When weighing the severity of the offense and possible sanctions, the general documents listed below are the guide. Based on these, the teacher-supervisor, in consultation with Programme Director and possibly student advisor, will decide on the sanctions to be imposed.

1. Code of Conduct:

The UvA Code of Conduct describes concrete forms of inadmissible and undesirable behavior. The Code of Conduct covers all behavior in the context of work or study, regardless of whether it takes place on university premises, at a university meeting off campus (think of places visited during an excursion, such as museums) or online.

The Code of Conduct can be found at www.uva.nl/socialeveiligheid.

2. HRA and Student Charter.

The Higher Education and Scientific Research Act (<https://wetten.overheid.nl/BWBR0005682/2021-10-01>) and the Student Charter of the UvA contain house rules, order measures and rules of conduct that address, among other things, undesirable student behavior.

(<https://student.uva.nl/content/az/studentenstatuut/studentenstatuut.html>)