

Procedure for Sending Someone Home

This document applies to all CISV programmes, trainings, events, and activities (“programme”).

The goal of this procedure is to ensure the general group well-being, and the optimal management and running of the programme

In all cases, the health and safety of the participants is the priority. The decision to remove a person is very serious. The programme staff must contact the Chapter Risk Manager if there is an issue that could lead to removing a person from a programme. It is important to have all facts clear and involve the Chapter Risk Manager as soon as possible. If the Chapter Risk Manager is unavailable, contact the designated Chapter official, or the National Risk Manager. It is the responsibility of the person acting as Director to follow these procedures.

1. Situations that can lead to sending someone home:

- Medical (including physical or psychological) necessity
- Behaviour addressed in the CISV International Behaviour Policy (Info File R-07)
- Personal emergency
- Voluntary decision to leave

2. Steps to follow:

- A. Ensure the health and safety of all participants
 - I. Inform the person being removed of the decision
 - a. If the person is a child (below 18), communicate with the leader
 - II. If necessary, remove the person from the site
- B. Consult the Chapter Risk Manager and/or the designated Chapter official; the host Chapter Risk Manager must inform their National Risk Manager
 - I. In a medical situation, request a written opinion and any specific actions to be taken
 - II. Host Chapter Official contacts the sending Chapter of the person involved to give a report on the reason for removal (dismissal), the steps taken, and the proposed arrangements for the person’s travel to their home. (Ideally this communication is one Chapter Risk Manager to another, but can be done by other designated officials) The Sending Chapter must contact the parents/guardian if the person is under 18.
 - III. Host and sending Chapters work together and agree on arrangements to send the person home
 - IV. For children:
 - a. If the sending Chapter cannot be contacted, a host Chapter official will communicate with the child’s parents/guardians directly
 - b. Where neither the sending Chapter nor the parents can be reached, but the child must be removed from the programme site, appropriate home and supervised accommodation must be arranged for the child within the host Chapter
 - c. See section #6 for Consent
 - V. For adults:
 - a. If the person is aged 18+ and does not require accompaniment, he/she can leave for home on his/her own consent

- C. Host National Risk Manager shall communicate with sending National Risk Manager. The National Risk Managers must inform Regional and International Risk Managers.

3. Expenses:

- It is the responsibility of the participant, staff member, or leader to cover all costs relating to his/her return home as agreed to in the relevant Legal Forms. If the host Chapter has to make financial arrangements, the sending Chapter must reimburse the host Chapter.
- If it is a medical/psychological situation, consult travel/medical insurance and contact the parties named on the policy or notice of coverage.

If the person leaving is a staff member:

- Host Chapter must provide necessary assistance to the programme and if possible, replace the staff member.

If the person leaving is a leader:

- Arrangements must be made with the sending Chapter who must notify the delegates' parents.
- The sending Chapter must be asked to find and send a new leader. This may not always be possible and the two Chapters should work together to find a solution for the benefit of the participants. (see section 6 below on forms and consent)

4. Decision:

- Sending someone home is a decision made by the acting Director of the training/programme/activity (or in the case of Interchange, the leader and/or Local Interchange Coordinator) in consultation with the Chapter Risk Manager, or other Chapter Official/National Risk Manager if the Chapter Risk Manager is unavailable. For Children:
 - Parents must be advised about the decisions
 - A child cannot travel unaccompanied, without parent consent.

5. Expert opinion:

- It may be necessary to obtain a professional, expert opinion, in writing (e.g. where there is a question as to whether the person may need to be accompanied on the trip home, whether they should be removed for medical issues.)

6. Forms and consent letters:

- Parents must sign:
 - A consent letter if the children are to travel without an adult companion (please use the text below in appendix 1) ; or
 - A new Legal Form with the replacement leader's name.
 - These documents should be faxed or scanned and e-mailed to the host Chapter.

7. Report:

Submit an Incident Report Form to CISV International within 72 hours from the time the decision to remove a person is made

Appendix 1 - Text for Letter of Consent

(See section 6 – Forms and Consent Letters above. To be signed by parent/guardian in the event that a child will travel home without an adult leader)

I understand that my child _____ is leaving early from the CISV
full name of participant

programme _____. As a result, he/she will need to travel without
programme reference number

accompaniment, from _____ to _____. I understand that
host country destination

arrangements have been made/I have made arrangements for him/her to travel by

_____, to depart on _____.
name of airline/train/etc. date

I give permission for my child to travel alone from the CISV Programme as noted above.

I have signed this legal document on the date stated below as proof that I consent to permitting my child to travel alone.

Signature of Parent or Legal Guardian		
		(Day / Month / Year)