

(Version: 12 April 2023).

Explanation of the ACI Safety Plan for 2023

Introduction

All student organizations with introduction camps, introduction periods spread across several days, introduction activities at several locations and/or other risky introduction activities will be given the opportunity to submit their introduction plans to the ACI for assessment prior to the introduction period. The ACI has drawn up a Safety Plan Template for this purpose, in which organizations are asked to provide details on the following:

- 1) General information
- 2) supplemented with the following appendices:
 - a) Detailed Activity Plan
 - b) Risk Analysis and Health and Safety Policy
 - c) Incident Protocol
 - d) List of contact details of the emergency services and the ACI
 - e) If this has not yet been submitted to the ACI: [a signed Code of Conduct](#) for student organizations (2022-2023).

The aim of drawing up a Safety Plan and receiving advice from the ACI is to ensure maximum health and safety protection for the participants and supervisors during the introduction activities, and to ensure the best possible response in the event of an incident.

The board of the student association or organization is responsible for meeting this objective and enforcing compliance with the subsequent rules through adequate supervision.

Drawing up a Safety Plan within this standard framework will help to protect the health and safety of those taking part in the introduction activities and minimize any risks.

We kindly ask you to submit the Safety Plans via aci@rug.nl by Friday 9 June 2023 at the latest, using the 'Safety Plan Template for the 2023 Introduction Period'.

Code of Conduct for student organizations

A Code of Conduct for student organizations was added in 2017. The Boards of the student organizations are requested to: read this Code of Conduct, incorporate it into the internal policy of their student organization, and sign it. The Code will also be signed by the Board of the University of Groningen. The ACI will send the Code of Conduct to the organizations in due course.

There will be a public register on the UG and Hanze UAS websites where the Code of Conduct is published, together with the names of all the organizations that have signed the Code in a specific year. The CUOS/SSA will only allocate committee grants from the Graduation Fund to student organizations that have signed the Code of Conduct.

Please find an explanation of the various components of the 2023 Safety Plan below.

A. Detailed Activity Plan

1.	All programme elements, including a full description, their duration and location.
2.	Transport or movements and supervision
3.	Time for food + drink / rest + sleep / hygiene
4.	Responsibilities and supervision per programme element
5.	Sober persons per programme element or per shift

Full explanation of the programme (add as an appendix to the 2023 Safety Plan Template)

The detailed plan must cover the time at which the participants gather until the moment when they no longer fall under the responsibility of the organization.

The detailed plan must comprise all programme elements, i.e. all activities as well as the times allocated for rest, food, drink, hygiene, and sleep.

A full specification of duration and location must be provided for each programme element. All activities must be clear to the ACI; games and activities must be explained where necessary.

The following components must be filled in on the 2023 Safety Plan Template:

1. Transport/movements

When moving participants from one location to another, the means of transport and the number of supervisors present must be clearly indicated.

2. Food + drink / rest + sleep / hygiene

Sleeping hours for participants must be clearly indicated, and there must be time for personal hygiene before and after sleep. The programme must include at least six hours of uninterrupted sleep and 30 minutes for personal hygiene (i.e. a break from programme activities of at least six-and-a-half hours).

There must be a sufficient number of breaks and moments of rest in between programme activities and during long programme activities.

It must be clear what is on the menu.

There must always be sufficient drinking water and drinking opportunities for the first-year students.

There must be no restrictions on the use of toilets.

3. Responsibility

The duties and responsibilities of the organization must be clearly laid down at all times. The detailed plan must state who is responsible at what time. It must also state whether the responsible person has a driving licence, or is an in-house emergency staff member (hereafter BHV) or a qualified First Aider.

4. Sober persons

In principle, all senior supervisors who are 'on duty' (i.e. who are, at that time, tasked with the supervision of first-year students or responsible for the introduction or a programme element), must stay sober (i.e. not under the influence of alcohol and/or drugs). The ACI wants to know the total number of supervisors per camp, as well as the minimum number of supervisors who are on duty and thus sober. Two supervisors with driving licences must be present at all introduction camps, and at least two cars must be available. The number of supervisors with a driving licence

(and the number of cars) must rise in line with the number of first-year students at a camp.

General supervisors: Based on experiences from previous years, the general ACI guideline is to have at least eight supervisors for a two-night camp with 30 first-year students. For larger camps, one extra supervisor must be deployed for every six additional first-year students. Expressed as a formula, this means: number of supervisors = $3 + \text{number of first-year students}/6$.

BHV supervisors: The guideline for people with a BHV qualification is to have two qualified persons for a camp with 35 participants (first-year and senior students), with one extra qualified person to be deployed for every 35 additional participants. Expressed as a formula, this means: number of qualified people = $1 + \text{total number of participants}/35$. This guideline applies to all locations of an introduction camp.

The table below provides indicative ratios of the number of first-year students and supervisors in line with these guidelines.

Number of first-year students	Total number of supervisors	Those with BHV/First Aid qualifications	Those with a minimum of BHV
30	8	2	1
60	13	3	2
90	18	4	3
150	30	6	4
240	43	9	7
420	73	15	12
600	103	21	17

The above numbers should be seen as guidelines. The total number of supervisors will further depend on:

- the number of first-year students taking part,
- the duration of the introduction camp (the number of nights),
- the location (e.g. spread across several buildings/dormitories, or involving significant travel),
- the intensity of the activity programme.

In the event of clear and significant non-compliance with the guidelines, the ACI will expect the relevant organization to state its reasons, for instance, the presence of staff at the location taking over certain tasks.

The number of sober supervisors relative to the total number of participants must also be clear for activities at locations in the city, including the number of unique individuals among these supervisors with BHV and First Aid qualifications or BHV qualifications only.

B. Risk Analysis and Health and Safety Policy

Events always require a risk analysis, per programme element where necessary. Common risk factors during introductions are: a) alcohol abuse, b) lack of rest or sleep and exhaustion, c) abuse of authority in the hierarchical relationship between seniors and first-year students, d) extreme weather conditions. These factors often occur in combination.

The risk analysis must lead to two types of preparatory measures:

- 1) Preventive measures: which measures can be taken to prevent risks? How are the participants and supervisors informed of such measures in advance? Details of these measures are given in the health and safety policy below.
- 2) Reactive measures: the steps to be taken if a serious or minor incident occurs (see the incident protocol).

The organizers must be prepared for any realistic risk. The preventive and communicative approaches must be part of the health and safety policy.

For all potential risks, the following conditions must be met:

- 1) Clear policy/rules/agreements
- 2) Clear communication about policy/rules/agreements to supervisors and participants (and to parents where necessary)
- 3) Clear procedures for handling complaints by participants, both during the activity, e.g. through a confidential advisor, and after the activity, via the complaints procedure

Some of the most common risks are addressed below. Please note: this list is not exhaustive, different programmes may entail different or additional risks.

The following components must be completed in the 2023 Safety Plan Template:

1. Participants with health issues

A person's physical condition may limit their participation in activities. Participants must complete an intake form regarding potential health issues and risks prior to taking part in the activities. In addition, the Safety Plan must state how the organizers will accommodate participants with health issues: how will they take care of these participants?

The intake form must include the points below and any points that a student organization wishes to add, and it must be part of the Safety Plan. Please note: the data must be destroyed after use, in line with the GDPR (General Data Protection Regulation).

Reported health issues must always be taken seriously. These could include:

- medication, diet
- disease (infectious or otherwise) /functional disability (if relevant)
- allergies, e.g. food, insects, or medication allergies
- glasses, lenses, prostheses
- any other important information (open question).

2. Use of alcohol and drugs

The policy on alcohol and drugs must be explicitly specified, and communicated to the participants in advance. A detailed zero-tolerance policy on drugs must be drawn up.

The Safety Plan must specify whether alcohol will be served, and if so, at which hours and by whom. Bartenders must remain sober while on duty.

If alcohol is going to be served, the activity plan must clearly outline how the organization will enforce the official Dutch 'No Alcohol under 18' policy.

The alcohol and drugs policy must contain the following elements:

Alcohol:

- A full ban on the consumption and provision of spirits, extending to all supervisors!
- A ban on serving alcohol to people under 18.
- Active surveillance to prevent the use of alcohol under 18.
- Active surveillance to prevent alcohol abuse.
- Daily limits to when alcohol is served to those over 18.
- The disciplinary measures taken by the organization in the event of excessive alcohol consumption, or alcohol consumption by persons under 18.

Drugs - zero tolerance:

- Using, possessing and/or dealing soft or hard drugs (including cannabis, nitrous oxide, XTC, speed, cocaine, and designer drugs) is strictly forbidden for participants and supervisors.
- The disciplinary measures taken by the organization if anyone is found using drugs.

Recommendations:

- Communicate the policy concerning alcohol and drug use to the participants before the introduction activities, including the disciplinary measures that will be taken if the rules are broken.
- Inform supervisors about the zero-tolerance policy in advance, and explain why this is important. Experts may be called in if required, from Verslavingszorg Noord Nederland (addiction services), for example.

3. Sleep and rest

Sufficient opportunity to sleep, i.e. ensuring at least six hours of uninterrupted sleep per 24 hours. Before and after sleep there must be sufficient time and opportunity to dress, take care of personal hygiene, and use the toilet. This means that the programme must be free from all activities, including role calls and voluntary activities, for at least six-and-a-half consecutive hours.

4. Personal hygiene

Sufficient opportunity for personal hygiene. In concrete terms, this means allowing participants to bring enough underwear (one fresh set for every day), offering them sufficient opportunity to wash, allowing them to brush their teeth several times a day, and not restricting the use of toilets.

5. Social safety (including sexual harassment/harassment/bullying/exclusion/discrimination/racism/inappropriate behaviour)

Description and instructions of how supervisors should behave towards first-year students, including the mutual code of conduct for participants.

All forms of socially intimidating behaviour, including conduct with sexual overtones, sexual harassment, and **rem**arks about someone's appearance in relation to sex, are inappropriate and unacceptable. All forms of physical, psychological, and sexual harassment are prohibited. In the practical situation, we rely on the common sense and responsibility of the organizers and supervisors.

6. Safety of the accommodation

Sufficient room and a safe, fireproof space. Has the fire service performed a fire safety check? If relevant, are the location's permits in order? How is fire safety ensured and are there sufficient, well-marked escape routes? We recommend providing evacuation instructions or evacuation drills to students camping in complex locations.

7. Food and drink

Sufficient opportunity for responsible and regular consumption of food and drink.

8. Waste, washing-up, cleaning

Clearing up litter and waste. Observing hygiene rules.

9. Disturbance and panic

Is there a risk of disturbance or panic, either external or originating from the participants?

10. Extreme weather conditions

Are there any additional risks under extreme weather conditions? Are additional breaks for resting and drinking planned in hot weather? Is the heating adequate for low temperatures? Are strong winds and rain potential risk factors?

11. Other risks

Other risks not mentioned above. It is important that student associations with introductions spanning several days supervise first-year students travelling between the association building/club house/premises and their various student accommodations.

C. Incident Protocol

Step-by-step action plan
1. Crisis team/coordination + other responsible persons
2. Organization of first aid + prevention of escalation
3. Information / communication with participants
4. Information / communication with ACI, parents, press, etc.
5. After-care
6. Evaluation

Student associations must draw up protocols so that all those involved in the organization of introduction activities know how to act in certain situations and during incidents. Naturally these protocols must stipulate what needs to be done when such a situation occurs, but they are also meant to help anticipate who to contact, where to keep this contact information and how to deal with, for instance, parents and the media.

The protocols must be drawn up in such a way that people know what to do in the event of an incident. They must help you and back you up at such moments. Be critical of old protocols.

Discuss the incident protocols thoroughly in your organization and inform all supervisors about them prior to the event. Make sure that everyone knows the division of responsibilities and what is expected of them.

Also ensure that all information, especially valuable information for communication, such as phone numbers, is complete, verified and readily available during an incident.

The following components must be filled in on the 2023 Safety Plan Template:

1. Crisis team/coordination + other responsibilities

In order to respond adequately to an incident, it is necessary to know who is responsible for what. Who is the crisis coordinator and who is on the crisis team? Who else is involved (e.g. in First Aid, in BHV, as a driver, etc.)? This must be included in an incident protocol, which must be communicated to all those involved. Tip: compile an organogram/visualization.

2. Organization of first aid + prevention of escalation

Adequate action depends on the type of incident. Two aspects are important:

- a) Organizing First Aid and care, including assessing whether or not to involve external emergency services.
- b) Preventing escalation of the incident by swiftly paying attention to the health and safety of all the other participants.

The protocols must be clear about which steps to take immediately after an incident.

2. Further steps

Communication is vitally important when taking further steps.

- How are the participants informed about situations involving victims?
- Who decides about whether to cancel a programme element (or an entire activity)?
- Who informs the members of the board, if they are absent?
- Who informs the ACI (and the spokespersons of the UG and Hanze UAS if relevant)?
- Who is responsible for contact with the press (in consultation with the ACI and the spokespersons for the UG and Hanze UAS)?
- Who is responsible for communicating with the parents of the participants?
- Does the organization have a death protocol?

At a later stage, attention must be paid to:

- After-care for victims, parents, the other participants, and supervisors
- Evaluation: could the incident have been avoided? Was the safety policy adequate? Did the incident protocol function properly? What should we do differently next time?

D. Contact information during the introduction camp

The following information must be completed in the 2023 Safety Plan Template:

	Name	Address	Telephone	Email address	Directions available
Location					
Contact person at location					n/a
Contact person on introduction committee					n/a
Reserve contact person on introduction committee					n/a
Contact person on board					n/a
Other available people					n/a
Closest GP					
Closest dentist					

Medical Centre					
Hospital					
Police					

Fire brigade					
ACI contact person 1					
ACI contact person 2, etc.	Jos Kosterink (chair)		+31 (0)50 3614070 (work)	j.g.w.kosterink@umcg.nl	n/a
ACI (office hours)	Femke Munniksmas (secretary)		+31 (0)6 31985265 (work)	f.munniksmas@rug.nl	n/a
	Anja Hulshof, (spokesperson)		+31 (0)50 3636854 (work)		n/a
	ACI		+31 (0)50 3634444 (secretariat) +31 (0)6 11516323	aci@rug.nl	n/a

The contact details of the ACI can be found in the information provided by the ACI on the [website](#).

Also ensure that:

- a) the contact information of external individuals/bodies has been verified against absence outside office hours or holiday leave.
- b) all of the responsible supervisors have all the contact details + directions in their possession at all times.

E. If this has not yet been submitted to the ACI: The Code of Conduct

The Code of Conduct builds on the common interest of the Boards of the University of Groningen and Hanze UAS and the student organizations in making the city of Groningen a safe and trusted study environment for students and prospective students, recognizing the importance of a broad, varied and responsible student life, and promoting the prominent position of Groningen as an attractive city for higher education.

The Code of Conduct includes:

- a number of general principles
- guidelines for the introduction period
- general agreements on reporting, confidential advisors, handling complaints, internal and external sanctions, and the obligation to inform.

The Code of Conduct refers to a Complaints Committee. Student associations are permitted to share one Complaints Committee. In some cases, student sports organizations may opt for the Complaints Committee of the sports union, for example.

Scope

The scope of the Code of Conduct is not limited to the introduction period but covers association life throughout the academic year. Study associations can only be held responsible for the introduction period in as far as this falls under their responsibility.

Signing the Code of Conduct

The Code of Conduct must be signed on behalf of the Boards of the University of Groningen and Hanze UAS, and on behalf of the student association or organization. The student organization is free to decide who will sign on its behalf and which internal signing procedures to follow. Signing the Code of Conduct will send a clear message to the members, other organizations, the Boards of the University of Groningen and Hanze UAS, the municipality of Groningen, and parents of students, regarding the culture within the organization and the behaviour expected of students within this culture. The Code of Conduct must be re-signed every year. It is advisable to explicitly discuss the contents of the Code of Conduct within the organization, and incorporate it into internal policy.

The procedure is as follows:

- the ACI sends the Code of Conduct to the student organization
- an authorized person (the chair of the board, for example) signs the Code of Conduct on behalf of the organization
- the student organization returns the signed Code of Conduct to the ACI (aci@rug.nl), or in the case of a Hanze UAS study association, to the secretariat of the Board (c.martens-bleeksma@pl.hanze.nl)
- one or both University Boards signs the Code of Conduct
- the ACI/secretariat of the Board of Hanze UAS returns a fully signed Code of Conduct to the student organization
- the UG and Hanze UAS archive the signed Codes of Conduct
- the names of the signing student organizations are published on the UG and Hanze UAS websites. Organizations are free to publish the signed Code of Conduct on their own websites as well.

Finally, make sure that the next board is aware of the Code of Conduct for student organizations when it takes over