



World Organization of the Scout Movement
Organisation Mondiale du Mouvement Scout

World Scout **Bureau** Mondial du Scoutisme

Asia-Pacific Regional Office
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International Commissioners
Chief Scout Executives

11 July 2003

1st APR Workshop on Risk and Safety Management in Scouting

Dear Colleagues:

Greetings from Manila!

As Scouting offers education largely outside the classroom, risks are inherent while carrying out some of our activities. Scout associations are well aware of these risks therefore it becomes necessary that risks be handled in a systematic way. As a responsible organization, our paramount concern is for the well-being and protection of our members. Parents need to be assured that their children are safe from any harm; that we are efficient and capable of managing risks and ensuring effective controls in all our activities.

It is a fact that many Scout associations have yet to develop their policy on risk and safety management, which is all-important to the basic nature of Scouting. Where certain governments have rules that ensure safety measures particularly for outdoor activities, it is our duty as Scouts to complement or implement these rules. Having in place risk and safety policies, procedures and structures is an utmost priority that could save any potential damage to our members and to the image of the Scout Movement.

On this premise, a **Workshop on Risk and Safety Management in Scouting** will be organized with these details:

Date: 19-23 November 2003

Participants are expected to arrive on 19th around 12 noon and leave on 23 afternoon. The workshop activities will start by 1600hrs on 19th and will close by lunch time on 23rd November.

Venue: Salvation Army Changi Convention Center, Singapore

Fee: US\$150.00. This will cover inland transportation from airport to seminar venue and back, food and accommodation during the seminar, souvenirs and documents.

Participants: Key volunteers or professional Scout Leaders from National Scout organizations involved in youth involvement implementation, policy and procedures development



(Chief Executives, Chairman of youth programme committee, rules committee, management team, programme director etc...), Scout leaders who can share best practices and success stories in their respective organizations on risk and safety management.

Aim: To create awareness on the importance of managing risks and to encourage all NSOs in the region put in place their own policy, procedures and controls on risk management.

Objectives:

- To create a common definition and understanding of the concept of risk management in relations to Scouting
- To stress the importance and advantages of developing and implementing a risk management approach by NSOs
- To equip participants with basic knowledge and resources on risk management
- To present a guideline from which NSOs formulate their own policies on riskmanagement

Contents: Risk Management: Definition and Terms, Risk Management Model, Risk Assessment, Risk Treatment, Monitor Review and Communication, Structures, Resources, Guideline and Action Planning.

Methods: Talk, Panel Presentation, Case Presentation and Study, Project Workgroups

Expected Results: After the workshop, it is expected that participants will have:

- understood the concept of risk and safety management in Scouting
- identified one or more promising practices that could be replicated in their own NSOs
- developed contact amongst themselves for further exchange of resources and expertise
- contributed ideas that could be used by WOSM in the further development of this area
- returned to their NSOs with sufficient knowledge and materials on how to develop a policy in risk management.

Together with Singapore Scouts Association, we invite all NSOs to send participants to this workshop. Details of the programme and more information will be issued in due course.

Please send back attached slip latest by 15 September 2003.

Thanks in advance for your affirmative response.

Sincerely Yours,



Abdullah Rasheed
Regional Director

AR/sps/lrl

1st WORKSHOP ON RISK AND SAFETY MANAGEMENT IN SCOUTING
Salvation Army Changi Convention Centre, SINGAPORE
19-23 November 2003

NSO _____

We will be sending the following participants to the 1st Workshop on Risk and Safety Management in Scouting on 19-23 November 2003 in Singapore

| | Name | Age | Position in Scouting | Email, Phone, Fax |
|----|-------|-------|----------------------|-------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

We will not send any participants to the above-mentioned workshop.

Remarks (if any)

Please send the reply slip latest by **15 September 2003**:

To: _____ cc: _____

Mr. Anthony Thng

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