



**Education Authority Document
Indonesia 2021**

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1. Introduction

The purpose of this document is to delineate some of the key procedures in place for Operation Wallacea trips to Indonesia. When creating the document, reference has been made to the National Guidance produced by the OEAP (Outdoor Education Advisory Panel – see <http://oeapng.info>) in the United Kingdom in addition to guidelines from the Expedition Provider's Association and BS8848 (the British Standard for organising and managing visits, fieldwork, expeditions and adventurous activities outside the UK). Additional guidance has been sought from bodies including but not limited to the HSE (Health and Safety Executive) DfE (Department for Education), AALA, and numerous Acts of Parliament.

This document may be useful for a number of parties interested in the expeditions, in particular but not limited to: The Educational Visits Coordinator (or equivalent) appointed by the school or college; the senior teacher(s) accompanying the trip (the group leader); parents or guardians of the students on the trip; students or other participants on the trip.

Operation Wallacea are members of the Expedition Providers Association (EPA) and hold a Learning Outside the Classroom quality badge (LOtC).

2. Objectives and structure of the expedition

Objectives

The Operation Wallacea expeditions in Indonesia have three key objectives:

- 1) To train the expedition participants in tropical terrestrial ecology, tropical marine ecology and scuba diving (health allowing).
- 2) To gather data from various locations around the island of Buton (and Hoga – marine only) on the diversity, distribution and abundance of birds, bats, megafauna, butterflies, herpetofauna fish and coral.
- 3) To gather data on the habitat structure and carbon storage for use in a UN REDD+ application

Structure

Students will spend 2 weeks in Indonesia. Their first week will be spent in one of two camp sites in the forest. One camp is located in the south of the island (Kakenauwe camp), and one camp is located in North Buton (Anoa Camp). These expeditions are designed for multiple groups, so any given group (i.e. from one school or college) could be at any of the two camp sites, but students from the same group would not be at different camp sites. During their week in the forest the students will participate in the terrestrial ecology course and the surveys outlined above. They will in addition, have the opportunity to do a jungle skills training and a canopy access course.

All school groups attending the South Buton forest camp will be given health and safety briefings and instructed in safe trekking procedures before they trek to one of the forest camps where they will spend the most part of the week to complete the collection of forest structure data. They will also be shown how to survey safely whilst in the forest and receive training on how to complete the forest structure data collection as well as joining with scientists and students working on biodiversity surveys and research projects. Finally, school groups will learn about the history of the area and its geology through a combination of

lectures and in-field tuition. The camps also support a range of scientists and university students working on various forest species, with which the groups can work.

Those school groups working at the North Buton camp will be given health and safety briefings, instructed in safe trekking procedures and shown how to survey safely whilst in the forest, in Ereke, before traveling directly into that camp for the first day of their expedition. They will receive the full lecture series in the camp, which is fully equipped with lecture facilities. They will also participate in biodiversity surveys and forest structure data collection as described above.

Those school groups working at the Central Buton camp will spend Sunday night in Ereke where they will be given health and safety briefings, instructed in safe trekking procedures and shown how to survey safely whilst in the forest, before traveling directly into that camp for the first day (Monday) of their expedition. They will receive the full lecture series in the camp, which is fully equipped with lecture facilities. They will also participate in biodiversity surveys and forest structure data collection as described above.

After the first week, the group will either travel to the island of Hoga Marine Research Site, or to the South Buton Marine Research site, located nearby to the port town of Bau-Bau. At these sites, those students medically fit to do so will complete a scuba diving course (PADI Open Water), and all students will complete a marine ecology course. Those students who are already dive trained (or those who do not wish to or are not able to learn to dive) will participate in a more in-depth version of the course, which will include in-water practicals by diving or snorkeling. This marine ecology course consists of two lectures and two in-water practicals each day (either diving or snorkeling), enabling participants to identify different fish groups, invertebrates and corals as well as learn marine biological survey techniques.

The following maps illustrate the locations of the sites. Details of the travel between the various sites is provided in the transport section of this document.



Figure 1: Map of Indonesia illustrating site locations



Figure 2. Location of the Lambusanga National Park and Hoga Island

Start and finish of the expeditions

Groups need to arrange international flights to arrive into Makassar (also known as Ujung Pandang) by no later than 1600 on the Saturday before their first day of activities begins on the Monday. Return flights can be arranged anytime after 19.30hrs on the Saturday after the final day of marine activities on the marine site. The only exception to this would be if the group decide to organize their own excursions in Indonesia prior to or after participating in the Operation Wallacea expedition. If this were the case, Operation Wallacea would liaise with the school to agree suitable start and finish times and locations and would be responsible for the safety and welfare of the group between those designated points.

Travel arrangements

Operation Wallacea will book international flights for the group from their country of origin through to Indonesia, unless it is specified by the group leader that the group wish to organize their own flights. Operation Wallacea will then arrange transport to and from the expedition sites at the start and finish of the expedition. Most groups will fly in on a Saturday and depart on a Sunday

If going to the South Buton marine site, their schedule will be as follows:

- Saturday: Arrive in Makassar (Ujung Pandang Airport) afternoon
- Sunday: Fly from Makassar (Ujung Pandang airport) to Bau Bau, and take car to Labundo
- Monday to Friday morning: Trek to camp, after induction and health and safety talks the groups participate in forest based courses and surveys.

- Saturday afternoon: travel by car to South Buton Marine Research Site, welcome talks and site orientation
- Sunday morning to Saturday morning: participate in marine based courses
- Saturday morning travel by car from marine site to BauBau airport for flight to Makassar. Return international flight from Makassar (Ujung Pandang airport)

If going to the Hoga marine site, their schedule will be as follows:

- Saturday: Arrive in Makassar (Ujung Pandang Airport) in the afternoon. Fly from Makassar (Ujung Pandang airport) to Kendari and overnight in Kendari
- Sunday: and take car then ferry to Ereke, trek to camp or overnight in a hotel (dependent on camp allocation)
- Monday to Saturday morning: Trek to camp, after induction and health and safety talks the groups participate in forest based courses and surveys.
- Saturday morning: Travel to Hoga. The exact travel to Hoga will depend upon weather conditions, group size, and boat availability. It will include travel by car to the selected ferry port, then a boat journey to Hoga, with a possible overnight stay on the nearby island of Wanci, if required.
- Sunday to Saturday: participate in marine based courses
- Saturday: travel by boat to Wanci island for domestic flight to Makassar. Return international flight from Makassar (Ujung Pandang airport)

If going to the South Buton marine site then Hoga marine site in their schedule will be as follows:

- Saturday: Arrive in Makassar (Ujung Pandang Airport) afternoon
- Sunday: Fly from Makassar (Ujung Pandang airport) to Bau Bau, and take car to Pantai Nirwana
- Monday morning to Saturday morning: participate in marine based courses
- Saturday afternoon: travel to Kamaru on the east coast of Buton island (3 hours) and then take a car ferry to Wanci Island (4 hours) where they overnight
- Saturday: travel by boat to Wanci island for domestic flight to Makassar. Return international flight from Makassar (Ujung Pandang airport)

If only going to the South Buton marine site in their schedule will be as follows:

- Saturday: Arrive in Makassar (Ujung Pandang Airport) afternoon
- Sunday: Fly from Makassar (Ujung Pandang airport) to Bau Bau
- Sunday afternoon: travel by car to South Buton Marine Research Site, welcome talks and site orientation
- Monday morning to Saturday morning: participate in marine based courses
- Saturday morning travel by car from marine site to Bau Bau airport for flight to Makassar. Return international flight from Makassar (Ujung Pandang airport)

3. Booking Process

School and college students have the option to either book as a group, where there is a contract between the school and Operation Wallacea, or as individuals, where the contract is between Operation Wallacea and the participant (and their parent or guardian, if the participant is under the age of 18 at the time of booking the expedition). Once a school group has demonstrated interest in the expeditions, they are given a full presentation about the site where students, parents and teachers have the opportunity to ask any questions they feel are necessary. Following from this the school, or collection of individuals, are given an agreed amount of time to secure their places on the trip with a deposit. Operation Wallacea's terms and conditions are made available prior to booking, and acceptance of those terms and conditions is necessary before the booking can be confirmed.

4. Inclusion

In line with the Equality Act (2010) Operation Wallacea's policy is to make all reasonable adjustments to enable students of all physical and mental ability levels to participate in the programme. Likewise, participants will not be discriminated against on the basis of any protected characteristic (e.g. gender, race or religion). Any specific needs (such as requirements due to religious customs, or those arising from a physical disability) are discussed with the school shortly after the booking has been made. If it is not possible to make suitable adjustments without substantially jeopardising the quality or safety of the programme for the remainder of the participants, then those students unable to participate would be offered a full refund of any monies paid.

5. Risk Management

Prior to the expedition

A thorough assessment of all research sites and activities are completed before the start of each expedition and reviewed throughout via in-house audits. Risk assessment and management instructions are put in place for general activities (such as trekking), for specific activities (such as the marine invertebrate surveys) and specific sites (such as Hoga). The risk assessments are published on the Operation Wallacea website and hard copies are available on request, free of charge.

During the expedition

The risk management policies are dynamic and can be amended by the senior Opwall staff on-site should new or unforeseen risks present themselves. All medical incidents and near misses are recorded throughout the season, in addition to the completion of in-house audits. Any major incident (e.g. requiring emergency evacuation or significant deviation from the planned expedition activities) results in an incident report being written by the senior Opwall staff member on-site and statements being taken from parties involved as appropriate. Additionally, the Operation Wallacea Senior Management Team is informed of any major incidents immediately, in case the in-country team should require any further support.

6. Training Before the Expedition

Operation Wallacea staff work closely with teachers to ensure that pupils are ready and prepared for the expedition abroad. Various joint meetings take place with the Operation Wallacea schools team and the

teachers regarding facilities on site and skills required. A training package is sent to each of the schools including the following:

Details of the level of fitness required from the pupils

The level of fitness required by students is outlined in detail in the training presentation. For those students that have limited outdoors experience professional UK based outdoor adventure companies can be recommended to provide this additional training. Furthermore, bleep tests can be sent to the school to be carried out by teaching staff if this is deemed necessary or helpful

Other information

Operation Wallacea also make available a student handbook (downloaded from the Opwall website) containing full details of the facilities at each site, the learning outcomes for the expedition, and the planned itinerary.

Additionally, participants are given a kit list (which is also available on the Opwall website) and some identification guides for the local fauna and flora. The Operation Wallacea staff are always available to talk to any student, parent, or teacher, who has any questions about any aspects of the expeditions, and the preparation required.

7. Roles and competencies of designated leaders

Qualifications, licensing and technical competency

Operation Wallacea is not eligible for a license through AALA (Adventurous Activities Licensing Authority) as we do not conduct licensable activities and because we operate outside of the UK. Many of the activities organised by Operation Wallacea are research focused and so no formal qualifications exist. Wherever possible though, the procedures for ensuring technical competency of key staff are in line with AALA recommendations. Where new staff are recruited (i.e. those who have not worked for us before) the selection process includes a review of the CV or resume, a telephone interview, and obtaining at least two positive relevant references from previous employers. The qualifications or experience levels necessary for the various activities are described below, in addition to the roles and responsibilities of the key staff.

Role of the teachers

The teachers accompanying the students are responsible for ensuring the safety of the group during their travel from their country of origin until the expedition start time in Bau Bau, Indonesia. Flights can be purchased by the teachers or by Operation Wallacea, depending on the school's requirements.

Once the groups are met in Bau Bau Indonesia by Operation Wallacea staff or partners, the teachers will be travelling with the group and are responsible for pastoral care issues, and for helping to organise their group. At the end of the expeditions the teachers and the group are returned to the airport for the first leg of their return flight and the teachers are responsible for accompanying the group back to their country of origin. During the expedition the responsibility for the safe provision of activities, and organising the full itinerary, rests with Operation Wallacea rather than the teachers accompanying a group, as the teachers are not expected to have specific technical expertise in activities such as SCUBA diving. However, the teachers should, prior to the trip, have familiarised themselves with the activities to be carried out. They also should have ensured that the Educational Visits Coordinator (or equivalent in their area) is aware of the trip and has

been sent the relevant Operation Wallacea documents (e.g. risk assessments and this document) and that the trip has the approval of the senior management team at the school.

Role of Operation Wallacea staff

Venture Leader

The Venture Leader for this project is Chris Majors. Chris has lived and worked in Indonesia for more than 20 years and has been involved in our Indonesian expeditions since 1999. He speaks fluent Indonesian and is responsible for ensuring the projects are run efficiently by the implementing local organization, Wallacea Institute.

In 2021, Bethany Newark (Operation Wallacea) is the Deputy Venture Leader. Bethany works full time in the UK office. She will ensure that in each of the locations the correct level of leadership is provided for each of the survey groups and that the various risk amelioration measures are being adhered to, in addition to ensuring that the overall objectives of the project are being met.

Bethany will also ensure that the agreed protocols for the different activities are being adhered to (for example we have a safe trekking procedure) and that volunteers and staff alike are properly briefed with regard to suitable conduct within their role whilst on the expedition.

Site manager – Terrestrial sites

In 2021 the site manager for the forest sites is Bethany Newark. Bethany will be responsible for supervising the four forest camps. Bethany will primarily be responsible for supervising the south Buton camp; and Susannah will be primarily responsible for supervising the north Buton camp. Each camp will also have a camp manager, responsible for the day to day running of the camp. The appointed staff will have previous experience in similar roles and have, as a minimum, an undergraduate degree. They will report to Bethany.

Survey leaders – terrestrial surveys

All surveys will be led by a survey leader at a maximum ratio of 1 staff member to 8 students. The survey leader will have, as a minimum, an undergraduate degree in a relevant discipline and experience in leading young people or students in an outdoor education setting. All survey leaders will receive on-site training in protocols for leading small groups on short treks, such as those likely to be encountered in Indonesia.

Use of guides – terrestrial surveys

Every group leaving a camp must be accompanied by a group leader (see above) and a local guide. No formal guide qualifications exist in Indonesia, (particularly that are available to the local people in the remote communities in which we work) so the appointment of guides relies primarily on their levels of experience and their suitability gauged via personal references from senior village members. The Senior Forest Operations Manager has the responsibility of employing locals as guides. A number of skills are required by all guides including:

- Knowledge of the local area
- An awareness of dangerous species including venomous snakes

Each newly appointed guide would have training on how to respond to dangerous situations, basic first aid and how to lead a group. Their training follows a 3-stage induction period: shadowing a more experienced guide; then leading a group while supervised; and finally leading a group on their own.

Leadership for training in jungle skills and trekking

The Senior Jungle Trainer is responsible for organising the skills training in trekking, dangerous plants and animals in the forest, safety procedures to use when living in the forest and how to respond to an emergency. The Senior Forest Jungle Trainer is Fifin Mantan who has had over ten years experience with Operation Wallacea. Fifin speaks excellent English.

Leadership for forest to marine site transfers

Groups going to the South Buton marine site will be driven in cars from their forest camp to the marine site.

Groups going to Hoga island will travel from their forest camp in cars to the ferry port, before taking a boat to Wanci or Hoga (dependent on weather conditions, group size and boat availability). If required, the groups will stay overnight on Wanci before travelling to Hoga by boat the following day.

All groups will be accompanied by Operation Wallacea staff on the transfers.

Site managers – Marine sites

Bethany Newark (Operation Wallacea) is the Deputy Venture Leader for the marine side of the expedition and manages the Hoga marine site. She has worked with Operation Wallacea since 2019, first as a site manager, as the communications officer and as the UK based Indonesia Project Manager.

The South Buton Marine Research Site manager is Mohini Johnson. Mohini has worked with Operation Wallacea since 2007, and began running the South Buton Marine Research Site in 2013. Mohini lives full time in Indonesia, and speaks fluent Indonesian.

In-water activity leaders

In water scuba activities will be led by a PADI Dive Instructors or PADI Divemasters. Dive training will be conducted in groups no larger than 8 students to 1 Dive Instructor and 1 Dive Master. Qualified divers will be supervised in the water at a ratio no greater than 6 divers to 1 Divemaster. Snorkel activities will also be supervised at a ratio no greater than 6 snorkelers to 1 Divemaster or Rescue Diver.

Leadership for Canopy Access Training

James Hindle is the leader for Canopy Access. James has been trained by Canopy Access Limited to the high standards expected of their instructors. He holds BCAP, ACAP, Ropes That Rescue and IRATA Level 2 certificates and was the assistant instructor in Indonesia and Honduras during the 2013, 2014 and 2015 Opwall seasons and the Chief Instructor in Honduras during the 2016 Op Wall season, and in Indonesia during the 2017 season. All Canopy Access instructors undergo regular aerial rope rescue refresher training to ensure standards are maintained and are regular instructors on their UK-based rope training courses.

Leadership during vehicle transfers

Leadership during transfers from the airport to the forest site

Operation Wallacea organise all the travel arrangements for incoming staff and volunteers from Makassar. A staff member from Operation Wallacea will meet and brief all the groups at the start of the expedition on arrival at Bau Bau or Kendari airport.

On the Sunday the south Buton groups will travel to Bau Bau. The journey takes approximately two - three hours. All cars are kept together and there will be members of staff to supervise the journey.

The groups heading to north Buton will travel from Makassar to Kendari, where they will spend the night on the Saturday before the expedition. The car journey to Ereke takes approximately 8-9hrs. All cars are kept together and there will be members of staff to supervise the journey.

Car transfers

All drivers for the car transfers have over 5 years' experience driving in Indonesia. Seatbelts are not available on every seat in every car, as this is not a legal requirement in Indonesia, but the vast majority of the cars used do have seatbelts, and wherever seatbelts are available the drivers will advise all passengers to wear them.

Boat transfer between Buton and Hoga

The boat transfer between Buton and Hoga will be organised by Chris Majors, the venture leader. There will always be an Operation Wallacea staff member accompanying the group during this transfer. The boat is a large catamaran and there are life vests on-board. The accompanying member of staff will be equipped with a mobile phone or satellite phone.

8. Medical Procedures

This section summarises the medical and evacuation procedures report which has a much more detailed description of the staffing, First Aid facilities and procedures to be followed.

Information and records

All participants will be required to enter their medical details onto the Operation Wallacea data portal. Details of how to log on are sent out upon receiving the booking from the participant. The data is stored securely and is initially only available to certain Operation Wallacea staff members, and, for groups of school students, the teacher leading the group. All medical forms are assessed by Operation Wallacea. The venture leader may seek to contact the participant to gather further information, which they would then enter on to the portal.

Operation Wallacea has purchased Medical and Repatriation insurance cover for all volunteers and staff. Once collected, the medical details of any participants who have described current or past health concerns, or are taking any current medication, will be passed on to Operation Wallacea's insurers. They may then want to talk directly to the participant if they have any further questions, and in some cases may choose to request a premium payment in order to provide cover for any pre-existing conditions.

All medical problems, illnesses, injuries and near misses are recorded at each of the sites. At the end of the season, these data are collated and a health and safety report is completed and published on the website. This report classifies incidents into 7 categories and allows comparison between the expeditions and other activities. The policy of publication of the accidents and illnesses recorded on the expedition is a unique aspect of the Operation Wallacea expeditions and helps ensure the procedures on site are followed fully.

Medical staffing

Operation Wallacea employ sufficient qualified medical staff including doctors, nurses and paramedics to provide the medical support at each of the field sites. All the medics are required to have at least 18 months postgraduate training with some experience in accident and emergency. Medics are a mixture of Western and Indonesian doctors, nurses and paramedics.

Medical facilities

A basic medical kit is provided at each site, the content of which is agreed prior to the season in consultation with professional medics. These kits are designed to deal with as many non-emergency medical eventualities as reasonably possible onsite, and also to support emergency incidents and stabilize a casualty for transfer to more extensive medical facilities where needed. Each site will have staff trained in first aid who are competent to use the medical kit provided.

Research into medical facilities in country are completed prior to the start of the season by the in-country representative and are checked at the start by the Operation Wallacea medical coordinator or senior medical officer. Operation Wallacea has very close links with the hospitals in Bau Bau and Makassar.

9. Emergency Procedures

A document describing the medical and evacuation procedures in full, for Indonesia, is available on the health and safety pages of the Operation Wallacea website.

Carefully planned evacuation protocols are in place for the site in Indonesia. All staff will have training on the evacuation procedures and protocols.

Because of the high variability of influential factors such as weather conditions and nature of potential injuries, a number of different evacuation scenarios must be prepared for prior to the season. All staff are fully briefed in these scenarios.

Once a major incident or emergency is identified the Venture Leader will advise Operation Wallacea HQ in the United Kingdom. The Venture Leader will take overall control as Incident Coordinator in conjunction with other senior staff if they are in a position to assist. Operation Wallacea's medical and evacuation plans are designed so that, in a serious incident, Operation Wallacea are able to be self-sufficient (and not reliant on a third party such as an insurer or medical assistance company) in terms of getting prompt and effective care to a patient, or moving that patient to care.

Emergency levels

Operation Wallacea has three levels of evacuation as follows: Emergency (requiring immediate air evacuation from either Bau Bau or Wanci), High Priority (requiring the patient to be moved at the fastest speed possible by land or sea and commercial flight to hospital facilities in Makassar or Bali), Medium Priority (requiring the patient to be moved as quickly as possible without the need to hire special vehicles or boats to the nearest appropriate medical facilities).

In all Emergency or High Priority cases where a patient is being transferred to medical facilities they are accompanied by the relevant Medical Officer or someone appointed by the medical officer as fit to accompany the patient. The absence of the Medical Officer from the site whilst the patient is accompanied to the hospital will require the suspension of all activities at the site until the Medical Officer is back on site. In the case of a Medium Priority evacuation (eg transfer to a hospital for a confirmatory X-ray) another suitable staff member other than the Medical Officer may be nominated to accompany the patient.

10. Insurance

All participants are required to have medical and travel insurance and to provide these details in advance of their expedition. Operation Wallacea have comprehensive combined liability insurance with up to £10,000,000 for public/product liability.

11. Safeguarding and Child Protection

We endeavour to ensure that all school students participating in our activities are safe in accordance with the Protection of Children Act (1989 and 2004). This is done a number of ways as outlined below. It is important to note that it is not possible, practical, and in many cases useful, to obtain government supported vetting checks (such as Disclosure and Barring Service) for all staff that students will come into contact with during their time on the expedition. As such Operation Wallacea adopts the following policies where vetting service checks are included where appropriate amongst other safeguarding methods, but are not the sole precaution taken.

Supervision and accompanying adults

Operation Wallacea offer a free teacher place with every 8 students thus giving an automatic ratio of at least 1 to 8. For each activity provided by Operation Wallacea in the field a ratio of 1 staff member to 8 students applies.

These ratios do not include other supervisory staff such as guides or cooks. Overall there is a level of at least 1 to 4 adult staff to students on site providing a very high level of supervision. Teachers are asked to accompany students on as many activities as possible.

Sleeping and accommodation arrangements

Separate male and female sleeping facilities are available both in the forest and at the marine site. Accommodation for staff members and teachers accompanying the groups is also separate. Bathroom facilities are shared, but toilets are always private and lockable from the inside, as are the shower facilities. The details of the accommodation are sent out to participants prior to the expedition so that the school has plenty of time to consider any pastoral issues that may arise as a result of the sleeping arrangements.

Where homestays are used, Operation Wallacea Standard Operation Procedures are followed to ensure the host families and houses are suitable for accommodating students.

Minimum number of students

No activities are planned which will involve a single pupil being accompanied or supervised by a single staff member or adult, without another pupil or adult being present. There may be occasions where a one-on-one situation is unavoidable (e.g. a student is struggling with one of the skills required to pass their SCUBA course, and the instructor spends some extra time with them working on that skill). These occasions though are rare and all staff members are fully briefed on how to conduct themselves when in these situations.

Vetting and Disclosure and Barring Service (DBS) checks

Staff who work for Operation Wallacea in the UK, and then lead the various expeditions around the World, are subject to an enhanced DBS check. All locations where students are sleeping have a DBS checked staff member in attendance. DBS and other vetting service checks are included where applicable amongst other staff team members. The teachers accompanying these school groups will, at the responsibility of their employer, be vetted through the DBS (or national equivalent system if one is available), and whilst on expedition will stay with the students overnight at each location.

Codes of Practice

All Operation Wallacea staff in the field are required to sign a code of conduct before they are employed. The Code of Conduct commits each staff member to not entering into relationships with school volunteers as well as conformity to restrictions on alcohol use and a complete ban on drug abuse. Operation Wallacea will dismiss staff that do not follow the code of conduct.

Training

All staff are, in addition to their code of conduct, given specific training on suitable conduct with young people. They are made aware of their position of trust and are given examples of how to behave in certain situations. Staff who do not speak English are read the code of conduct in their own language, and any staff employed by third party providers or partners are subject to the same code of conduct.

Complaints procedure

Any complaint by a school pupil about inappropriate behaviour from any staff member or other student will be treated as a formal complaint and documented. The accompanying teacher will be informed immediately and together with the senior Operation Wallacea staff member on site will investigate the complaint. If the complaint is upheld then any individuals involved will be dismissed from the expedition and a police file created if a criminal offence has occurred.

12. Communications

All groups entering the forest carry a VHF radio. This can communicate with the camp. The node camps and Labundo Bundo have SSB radios and these are the main form of communication between nodes, Labundo Bundo and the North Buton main camp. A satellite telephone is also kept in each of the node

camps and the North Buton main camp. A mobile phone signal can be found in Labundo-bundo and a short walk from the main camp in North..

Staff accompanying the group between the forest and Bau Bau always carry mobile phones for which there is a reliable signal for most of the journey.

On Hoga and the South Buton Marine Research Site the main form of communication is via the mobile phone network which is reliable. There is also a satellite telephone on Hoga. The accompanying staff member carries a satellite telephone or mobile phone at all times during transfers between Buton and Hoga.

There is an Operation Wallacea 24 hour emergency officer (tel +44 (0)1790 763194) in the event of an emergency message needing to be passed on to the field. The direct numbers for the key staff in Indonesia during the expeditions are published on the web site shortly before the start of the expeditions.

13. Transport

All transport arrangements conducted by Operation Wallacea in the field are subject to stringent protocols. Transport used to move pupils from various sites have been assessed by the Operations Manager and his team in Indonesia and only reputable companies with an excellent safety record are used. The transport in Indonesia is not as comfortable as in Western countries but it is adequate and most importantly, safe.

Cars

The cars are given a full safety check prior to the start of the season and are checked prior to every journey. The drivers are briefed prior to every journey and a staff member travels on every journey to ensure that safe driving practices are followed.

Operation Wallacea only use trusted cars and drivers.

4x4 trucks

All vehicles are subject to pre-departure checks for each journey, which include checking the fluid levels and ensuring that tyres are adequate for the journey. In addition to this all staff are required to have their driving assessed by the Operations Manager if they are to transport volunteers. All vehicles travel in convoy when making long journeys so if a vehicle breaks down there is support available. A senior member of Operation Wallacea staff will also accompany the convoy of vehicles to ensure a slow and steady pace. No scheduled movements are due to be conducted during the hours of darkness to maximise the safety of those being transported. All vehicles are subject to the health and safety standards of Indonesia.

Buton to Hoga Boat

The journey between Buton and Hoga is made by boat. Operation Wallacea supplies lifejackets for all our passengers. The boat leader carries a satellite telephone at all times and conducts a safety check prior to every voyage. This crossing would not be attempted in extremely rough weather.

Dive and research boats on Hoga

There is a whiteboard system operating on Hoga, so that all boats leaving the centres have to sign out and complete various safety checks (presence of life jackets, oxygen, First Aid kits, radio test etc). The whiteboard contains details of where each boat has gone and the estimated return time. Hoga base is in radio contact with each of the boats.

14. Accommodation and Camp Security

Students are never allocated accommodation on their own and are always as close to staff members as is practical. All accommodation comes with bedding and mosquito nets and have lockable doors where possible.

South camp

Accommodation here is hammocks. Hammocks are located in the centre of the camp and in close proximity of both the teachers and medical staff in the event of emergency. As the camp is deep within the forest, it is extremely unlikely that unauthorised individuals will enter the camp. However, guards operate at each of the camps 24 hours a day for added protection.

North Buton

Accommodation here is camp beds. Camp beds are located in the centre of the camp and in close proximity of both the teachers and medical staff in the event of emergency. As the camp is deep within the forest, it is extremely unlikely that unauthorised individuals will enter the camp. However, guards operate at each of the camps 24 hours a day for added protection.

Central Buton

Accommodation here is camp beds. Camp beds are located in the centre of the camp and in close proximity of both the teachers and medical staff in the event of emergency. As the camp is deep within the forest, it is extremely unlikely that unauthorised individuals will enter the camp. However, guards operate at each of the camps 24 hours a day for added protection.

Hoga

Accommodation is in locally owned wooden huts with school groups given neighbouring huts in the Bounty Bay area. Huts are same sex with two or three students to a hut. Toilet and washing facilities are attached to each hut. All students are made aware of where each staff member is located including medical staff in the event of an emergency during the night. Security staff patrol the research base 24 hours to ensure the safety of volunteers.

South Buton Marine Research Site

Accommodation is in twin rooms with private bathrooms. All rooms will be same sex and teachers will have separate rooms. Security staff patrol the research base 24 hours to ensure the safety of volunteers.

15. Integrity and Cultural Aspects of the Expedition

The model of conservation used by Operation Wallacea is strongly rooted in principles of suitable economic growth in areas whose biodiversity is under threat. This means that huge efforts are made to ensure that conservation is tied with development of alternative income sources to minimise, for example, logging and hunting.

Operation Wallacea has been working in Indonesia for over 20 years and has very strong links with each of the local communities. Operation Wallacea has been involved in bringing financial assistance to the communities via accommodation for volunteers, provision of food, availability of season jobs to support the expeditions and has funded a scholarship scheme for bright children from the local communities to cover their university costs. There is strong local support for the projects in all the communities in which the school groups will be staying.

All students are encouraged to get involved with the community if they wish and several school groups have helped before by fundraising for local schools, tidying the local school area and getting involved in sporting events such as football matches. Where possible, students are also offered Indonesian lessons, introduced to farming issues and can attend the local market and help to teach English in the primary school.

16. Points of contact

You may require an address for the expedition for any paperwork you may have to fill out. Please find the addresses below.

Forest camps

Labundo Village, Kakenauwe, Lasalimu, Buton Regency, South East Sulawesi 93756, Indonesia

Bau Bau Marine Site

Nirwana Buton Villa, Jalan Dayanu Ikhsanuddin, Sulaa - Betoambari, Bau-Bau City, South East Sulawesi, Indonesia

Manager: Mo (+62 8124 572 4054)

Hoga Marine Site

Hoga Island Marine Station, District of Wakatobi, Province of Southeast Sulawesi

Manager: Rowan (+62 813 5481 6654)