



RISK ASSESSMENT ROUND SQUARE GLOBAL CONFERENCE ARUSHA, TANZANIA - June 2026

#	Risk Heading	Category	Description of Risk (what might go wrong)	Impact			Likelihood			Severity	Mitigation (Action already being taken to reduce likelihood or impact)	Impact			Likelihood			Severity	Action in the Event that it happens anyway	
				SEVERE	MEDIUM	LOW	SEVERE	MEDIUM	LOW			SEVERE	MEDIUM	LOW	SEVERE	MEDIUM	LOW			
				4	2	1	4	2	1			4	2	1	4	2	1			
1	Flights/ Airports	Missed Flight	An incoming delegation could miss their flight. If they catch a later flight there is a risk that they will arrive late for the opening ceremony.		4		1			4	Adult delegates will be asked to keep SCIS informed on the conference email/ WhatsApp helpline if there is a change to their departure time (and therefore arrival time). SCIS will also monitor live flight departures/ arrivals on the day.	2				1		2	Stand-by transport will be made available out of hours on 25th May and/ or as needed. SCIS Staff and students will meet stragglers at the airport and accompany them to the conference hotel / opening ceremony location.	
		Delayed Flight	An incoming delegation's flight could be delayed meaning a later arrival than planned. They may miss the opening ceremony.		4		2			8					2			4		
		Missed Meeting Points	An incoming delegation might be unable to locate the SCIS meet and greet station or desk at airport arrivals, or the member of the Conference Organising team designated to meet them may not be able to locate them.	2				2			4	The SCIS desk at the airport will be very obvious and the designated meet-and-greet member of the hosting team will have a very visible sign. Delegates will be briefed that they are not to leave the airport area without locating a member of the SCIS hosting team or the SCIS desk. A briefing on the specific arrival information to be given on the SCIS #RS23 website and in a mail-out before departure with clear instructions on meeting points and numbers to call.	2				1		2	Adult delegates will be asked to provide phone numbers. Should a delegation not arrive as expected, once their flight has landed, having sent no prior warning that they missed their flight, the RS team will first telephone the adults' mobile numbers provided and, if that does not help to locate them, contact the school. We have also established an excellent relationship with the Kilimanjaro Airport management and will have access to relevant information on the day.
		Lost Luggage	A delegate's luggage might go missing in transit. They could arrive at the Conference without a change of clothes, toiletries, medications etc.		4		1			4	Delegates will be advised to ensure all luggage is labelled, both outside and inside the bag. They will be told to keep valuables and all personal medication in hand-luggage.		4			1		4	SCIS reps will have sets of spare toiletries just in case. There are lots of shops and markets in local malls around Arusha which can enable a temporary change of clothes to be bought. The SCIS Support Team will assist in contacting airlines to attempt to track lost luggage and facilitate its return	
		Failure to meet Tanzania Entry Requirements	An incoming delegation or individual delegate could be denied entry to Tanzania at passport control if they do not have the required documentation OR their entry into Tanzania could be complicated or delayed because they have brought with them a prohibited substance or item in their luggage.				6		1		6	All adult delegates will be asked to complete their own research to ensure that they are fully informed of the entry requirements to Tanzania (and any transit countries they are passing through) for their delegation, and any restrictions on what they can and cannot bring into the country. Accompanying adults are expected to pass this on to their students. Schools already have in place tried-and-tested protocols for planning student overseas travel, significantly reducing the likelihood of omission. In particular, delegations should check the entry requirements in respect of Marburg virus.					6	1	6	SCIS will fully support delegates in either situation through close working links with airport and immigration authorities. Adults in charge will need to ensure the welfare of the children / adults in their delegation, accompanying them out of the country if necessary.
		Loss of Vital Documents	A delegate might lose their passport/ visa or other required documentation for entry into Tanzania prior to passing passport control (OR lose their documentation during the Conference or leave it behind when they go to the airport to depart Tanzania).				6		1		6	Visiting Schools' staff to follow their schools' established protocols. Adult delegates will be advised to have emergency phone numbers with them, to carry photocopies of all of their delegation's passports in a separate location to their passport and carry (or ask their students to carry) spare passport size photographs of each student in case documents need to be replaced.		4				1	4	The SCIS Team will offer assistance as needed in contacting relevant authorities for replacement documentation. Links with immigration officers and airport authorities have already been established.
		Flight home is cancelled	A delegation's homebound flight is cancelled, leaving them stranded in Tanzania				6		1		6	Most airlines will make alternative arrangements and/ or accommodation for stranded passengers in the event of flight cancellation.					6	1	6	SCIS Team will be on hand to help source accommodation at the airport if this is not provided by the airline.
2	Transport - Coaches	General safety of delegates on coaches	General safety of delegates on coaches to prevent injury in transit and to provide protection in the unlikely event of a Road Traffic Accident.				6		1		Use of a professional coach company with fully qualified drivers and references. The company has been used by SCIS for various arrangements over a number of years. There will be members of the SCIS Team on coaches to look after delegates, and provide short briefing on safety for the journey					6	1	6	All coaches will carry first aid kits. Call SCIS / GAS contacts in the event of an accident - numbers will be provided on arrival and all drivers will have them in their phones	
												Delegates must remain seated with seatbelts fastened whilst coach is moving								
											Coach Provider to supply Risk Assessment to SCIS ahead of the conference - specific mitigation to be added									
	Arrivals Pickups and transfer to conference hotel / opening ceremony	Flight delays or early arrivals could lead to more delegates waiting at the airport than can be fitted on the coach(es) available at the time		4			2		3	Transport plan will leave space on every coach. At peak times more than one coach or more regular coaches will be implemented. This is a relatively small conference and all delegates should be picked up immediately. SCIS staff will be monitoring live departure/ arrivals boards and will plan ahead if any issues look likely.		2				1	2	If there is insufficient capacity on a coach delegates will be asked to wait for the next one (which will already be on its way). If there is a gap in the transport plan, a new bus will be dispatched immediately.		
		Delegates might arrive with travel sickness from flying and/ or become ill								Delegates will be advised to take travel sickness medication if they are prone to								There will be a supply of sick-bags on coaches and also medication for travel sickness.		

		with travel sickness on the coach	2			1		2	air-sickness or other motion/ travel sickness.	2			1		2
	Student goes missing en route	On all journeys there is the potential for a student to get lost at a scheduled stop e.g. toilet stop	2			1		2	Adult delegates to count on and count off their own delegation of students to ensure that no pupil is left behind. Coach monitor to check each school's adult delegate is present and ask them to confirm their delegation is intact. Also check overall numbers do not change.	2			1		2
															If a student went missing at a service station, adult delegates from that school would be first asked to phone/ text SCIS / G45 helplines and a search by teachers from other schools would be carried out. At the same time the missing person would be reported to security at the service station and later the police if required. If left behind the coach would return.

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				Sev	Med	Low	Sev	Med	Low		Sev	Med	Low	Sev	Med	Low			
3	Conference Accommodation: First night: SCIS Boarding House Second and third night: Fanaka campsite, Mto-wa-Mbu Fourth night: Amani Safari Lodge. Teachers- Kahawa House	Supervision/ Duty of Care	Risk of student delegates being unsupervised and potentially unsafe if the adult delegates from their school have not been adequately briefed as to their duty-of-care responsibilities for the duration of the conference			6			2		1	2			6		6	Students follow instruction from the school staff delegates, SCIS or accommodation staff as appropriate. There will also be an on-call team member from SCIS to support medical or other emergency issues.	
		Personal Safety and Security	Delegates' personal safety could be put at risk if they are unaware of safety procedures, rules and regulations during the conference including, in particular in the campsite on adventure night. If delegates are required to share accommodation, there is potential risk to their personal safety and/ or safety of their belongings and/ or a risk of false accusations of theft should something go missing			6			2		1	2			4		2	8	Students will only share with students from the same schools. Adults may be required to share with another adult from another school. Any disputes should be referred to the SCIS help team directly.
		Fire Safety	Delegates could be put at risk if a fire breaks-out in the hotel / tents, particularly if they are unaware of fire procedures, location of fire escapes and assembly points			4			1			4			4		1	4	Delegates follow fire assembly rules as they were outlined to them. SCIS staff to provide guidance and coordination.
		Electrical Safety	Delegates' safety in respect of electrical appliances, risk of electric shock or electrocution could be put at risk by lack of awareness of voltages in Tanzania or faulty wiring of appliances or in venues or accommodation			4			2			8			4		1	4	Delegates to contact hotel reception / SCIS numbers in the event of any electrical malfunction / injury.
4	Physical and Mental Health, Safety Wellness and Wellbeing	COVID19/ Marburg / other Viral illness	Delegate is symptomatic with a viral illness (of any type but to include symptoms of COVID19 or Marburg Virus) whilst staying in Arusha			4			2		8			4		2	8	Current guidance in Tanzania for COVID19 is that the virus poses very little risk. The risk of Marburg is very low, particularly as cases are so far confined to Bukoba region in the extreme north-west. Anyone that develops symptoms of COVID-19 / Marburg whilst staying in Arusha will be tested and cared for by the SCIS school nurses in the first instance, escalating at their recommendation if/as needed. https://wwwnc.cdc.gov/travel/notices/watch/marburg-tanzania	
		Minor Injury	Delegate sustains a minor injury whilst staying in Arusha e.g. a shallow cut or abrasion, sprain or muscle strain, bruise, skin lesion or minor burn (covering only a small area of skin)			2			3		6			2		2	4	Medical first-aid will be provided by qualified SCIS nurses. SCIS will be in constant communication with hospitals as required.	

		Allergic Reactions	Delegate has an allergic reaction to a food or substance, affecting airways, sinuses or nasal passages, skin, or digestive system.		4		2	8	<p>Declaration on medical form of any known allergies. These will be passed on to all catering staff. Food will be clearly marked for substances that have been declared as known allergies and/ or depending on severity catering staff may be asked to exclude that food type from catering. Delegates will also be asked to take responsibility for ensuring their food choices are appropriate to any restrictions they may have. All student delegates bring their own medications for serious known allergies and ensure that the adult delegates from their school know how to use this (e.g. EpiPen) and where it will be kept. Adult delegates hold/ have access to all key medical information about their students at all times whilst attending the conference.</p> <p>Delegates with severe allergies should wear a medical alert bracelet/necklace where possible.</p> <p>All staff supervising meals, breaks, and activities will be reminded of delegates with severe allergies.</p> <p>Handwashing before and after meals will be encouraged to minimise cross-contamination risks.</p>		4		1		4	<p>First-aid and/or local doctor and/ or hospitalisation as appropriate. Qualified nurses will be on site. All key information for injuries and hospitals will be summarised. Any unknown reactions will be dealt with by the medical team of nurses. Students will also be asked to disclose their medication to both their school adult delegates and on their conference registration documentation.</p>
		Food Poisoning/ Upset Stomach/ Nausea	Delegate feels sick (nausea), is sick (vomiting) or has an upset stomach (diarrhoea) as a result of consuming contaminated food or drink, or simply through common occurrence from travelling internationally and eating different foods to those they are used to.	2			2	4	<p>Tap water is not suitable for drinking in Tanzania. Bottled water will be provided and students will be briefed on the nearest sources of safe drinking water in their accommodation. Breakfast, Lunch and Dinner will be provided by the hotels and school chef. They are well-established and will be regularly inspected by authorities to ensure that they meet food hygiene standards. SCIS will provide additional snacks, and a packed lunch will be provided by the school chef.</p> <p>SCIS will ensure all documented allergies and dietary requirements are briefed to all of the caterers in advance of the conference. Delegates will also be asked to take responsibility for ensuring their food choices are appropriate to any restrictions they may have. Students will be briefed that any delegate who feels unwell should report to their staff delegate or an alternative adult in the absence of their own. All delegates will be reminded of the importance of cleanliness in reduction of health risks.</p>	2			1	2	<p>First-aid and/or local doctors/nurses and/ or hospitalisation as appropriate. SCIS nurses will be on site. First aid kit to contain suitable GI medications (e.g. Imodium). Milder drugs normally available over the counter such as headache painkillers must only be administered by SCIS nurses or delegate's own school staff.</p>	

		Smoking/ Vaping	Delegate is caught in possession of cigarettes or vaping equipment which are prohibited for students during the Conferene		4		2	8	The use of tobacco/cigarettes/ vaping is prohibited for the duration of the conference. Team members are reminded of this by both school delegation staff and the student arrivals information. Use of e-cigarettes and vaping is prohibited.		4		1		4	Any student caught breaking this rule will be kept back from conference activities, their school and parents will be informed and they may be sent home
		Alcohol	Delegate is caught drinking alcohol, which is illegal in the Tanzania, under the age of 18 and/ or becomes ill as a result of intoxication		4		2	8	Use of alcohol is prohibited, and team members are reminded of this by both school delegation staff and student arrivals information.		4		1		4	Any student caught breaking this rule will be kept back from conference activities, their school and parents will be informed and they may be sent home. If they have become ill through drinking alcohol, they will be taken to receive appropriate medical care.

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4	Physical and Mental Health, Safety Wellness and Wellbeing (continued from previous page)	Sexual Relations between students	Risk of sexual intimacy between student delegates. Bed-hopping is strictly prohibited at the Conferences.		4			2		8	The Delegates' Code of Conduct clearly states that Sex is a banned activity at Round Square Conferences. Adult delegates will be asked to explain to their students before travel that whilst the legal age of consent in Tanzania is 18, and many students attending the conference will be legally under-age, and therefore legally unable to consent.		4		1		4	Any student caught breaking this rule will be kept back from conference activities, their school and parents will be informed and they may be sent home
		Access to clean drinking water	Delegates have insufficient access to clean drinking water and become dehydrated during the course of the conference		4		1			4	All venues will have access to safe to drink and/ or provide a safe source. Students will be asked to bring their own refillable water bottle with them from home. Delegates will be advised not to share water bottles with each other to minimise the possibility of spreading germs.		4		1		4	In the unlikely event that safe drinking water is not available from main source, adult delegates will be asked to report this to an SCIS staff member and to ensure that their student delegates have adequate bottled water available to drink in the interim.
		Tiredness/ Exhaustion	Risk that delegate's general fitness level is insufficient to sustain them through the activities of the conference resulting in tiredness and inability to participate		4		1			4	The Conference Programme will be shared with delegates in advance and Adult delegates will be asked to discuss with their students the challenging nature of the conference and the need for them to be well-rested before departure and during travel, where possible. Delegations will be advised that a basic level of fitness. In the case of students who have specific disabilities or injuries that prevent them from fully participating in the physical aspects of the conference, assistance will be provided (e.g. transport as needed)		4		1		4	Adult delegates will be asked to monitor the well-being of their own students to ensure they are getting sufficient rest during the conference. Adult delegates to decide whether a student in their delegation should be permitted to 'sit it out'. If the student needs to be escorted back to the accommodation, one of the adults from their delegation will be asked to go with them for Duty of Care.
			Delegate over-exerts themselves resulting in exhaustion and inability to continue to participate	2				3		6	Adult delegates will be asked to discuss with their delegation the overview of the conference in advance, as well as pacing for activities requiring stamina or high energy (e.g. adventure activities). Students will be asked to keep an eye on each other within their delegations throughout the conference.		2		2		4	SCIS staff members will be with first aid kits for every activity. There will also be an emergency vehicle on stand by. Adult delegates decide whether a student in their delegation should be permitted to return to 'sit it out'. If the student needs to be escorted back to accommodation, one of the adults from their delegation will be asked to go with them for Duty of Care.
			Delegate experiences Jet-lag/ flight fatigue due to significant change in time zone and/ or long-haul flight prior to arrival	2					3	6	The programme on Arrivals day will be deliberately "light". All activities and the evening meal will take place in college and delegates will be expected to get an early-night's sleep with no evening entertainment planned after dinner.		2		2		4	SCIS staff members will be with first aid kits for every activity. There will also be an emergency vehicle on stand by. Adult delegates decide whether a student in their delegation should be permitted to return to 'sit it out'. If the student needs to be escorted back to accommodation, one of the adults from their delegation will be asked to go with them for Duty of Care.
		Delegate too ill to travel home at the end of the Conference	Delegate is incapacitated through injury or otherwise too poorly to travel home at the end of the conference (including as a result of testing positive/ being symptomatic for COVID19)			6	1			6	Medical care will be provided during the conference by qualified SCIS staff (first aid), who will bring in local doctors and/ or facilitate hospitalisation as required. In all cases the first priority will be the delegate's health and welfare, with the second being to make every effort to facilitate their recovery and medical stability such that they can safely return home as planned.		4		1		4	If a delegate is stranded in Tanzania (or Kenya) at the end of the Conference for medical reasons, SCIS will assist their school in identifying appropriate accommodation until such time as they are able to travel. One of the adult delegates will be required to remain with the group whilst the other continues with the delegation. Schools should ensure that their insurance provider covers this eventuality and/ or their adult delegates have access to sufficient funds to cover the cost of an extended stay should this be required.
5	Adventure, camping and safari 10th Fanaka Camp 11th Ngorongoro	Culture Shock/ Cultural Difference	Delegates unfamiliar with Tanzanian customs may inadvertently behave in ways that are inappropriate or disrespectful, potentially causing offence or misunderstanding. They may also arrive ill-prepared for the climate or cultural norms, leading to discomfort or distress. Some may experience confusion, anxiety, or uncertainty due to the sudden immersion in a new environment.	2				2	4	While some degree of culture shock is part of the RS learning experience, students are given advanced guidance to help them adjust. The conference website provides clear information about Tanzanian customs, cultural expectations, and practical preparations. Adult delegates are expected to have researched local norms and are briefed on appropriate conduct while in-country.		2		1		2	Guides and SCIS staff will remain alert to signs of discomfort or cultural missteps. They will offer support, mediate where needed, and help students navigate interactions with sensitivity. Any incidents will be handled calmly and discreetly, with efforts made to minimise impact and restore confidence.	
		Missing/ lost person	During a routine headcount, a student delegate is unaccounted for, or a teacher cannot locate a member of their delegation.			6	1		6	The conference maintains a strong adult-to-student ratio to ensure close supervision. Adult delegates are responsible for monitoring their students, including conducting tent checks at lights-out and in the morning. If a student is missing, adult delegates must immediately alert SCIS staff and Fanaka campsite staff. Delegates and staff travel and participate in activities together, and all delegates are required to wear conference lanyards at all times outside their rooms. Regular headcounts are conducted during activities and at key transition points.			6	1		6	If a delegate is reported missing, the SCIS team will initiate a search of all known or likely locations. Adult delegates will attempt to contact the student via mobile phone and question their peers for any relevant information. If the individual is not located promptly, local police will be informed and a missing person's report filed.	
		Pick-pocketing/ theft	A delegate may become the victim of pick-pocketing or theft of personal belongings, such as a mobile phone, wallet, or bag, particularly in busy areas like Mto-wa-Mbu.		4			2		8	Delegates will be briefed on the risk of petty theft in tourist hotspots and advised to keep valuables out of sight, secure wallets in zipped, hard-to-reach pockets, and exercise caution in crowded areas and markets. They will also be instructed to limit cash exposure during transactions and remain alert at ATMs and currency exchange points.		4		1		4	Should a theft occur, supervising school staff and SCIS staff will be informed. Depending on the situation, the matter may be reported to the local police.

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				Sev	Ext	Freq	Sev	Ext	Freq			Sev	Ext	Freq	Sev	Ext	Freq										
5	Adventure, camping and safari (continued from previous page)	Taxis and local Transport	A delegate may enter an unlicensed taxi, posing a safety risk.			6			1					6			6	All conference transport is privately arranged, and there will be no need for taxis except in an emergency. Delegates will be clearly informed that taxis may not be used without adult supervision, though no unsupervised opportunities will be available.			6			6	This is considered highly unlikely. If it does occur, the missing persons procedure will be followed as outlined above.		
		Civil Unrest	Delegates could be caught up in incidents of civil unrest, such as street protests or rioting.			6			1					4			1		6	Tanzania is known for its political stability and peaceful population, especially in the north. Incidents of public violence are rare. Delegates will be advised to avoid being out in Arusha or Mto-wa-Mbu late at night. Accommodation sites—boarding houses, campsites, and lodges—will have adequate security measures (e.g., night patrols, reception staff, and on-site SCIS personnel) to ensure participant safety.			4			4	In the highly unlikely event of civil unrest, all conference participants will be instructed to remain within the secure boundaries of the campsite or hotel compound, which will be locked down.
		Stranger Danger / Harassment	A delegate may experience harassment or find themselves in an unsafe situation involving a member of the public.			6			1					4			1		6	Arusha and northern Tanzania are generally welcoming and safe for visitors. Nonetheless, delegates will be briefed on personal safety, how to respond to unwanted attention, and the importance of staying in groups of three or more when outside (with permission). Dress codes and appropriate behaviour in public will be discussed. No non-delegates or strangers will be permitted in accommodation areas.			4			4	Incidents will be addressed based on severity, ranging from removing the delegate from the situation to involving the Tanzanian police if necessary.
		Mosquito River (Mto-wa-Mbu)	A delegate falls into the Mosquito River, which runs through the town and serves as an irrigation channel.			4			1					4			1		4	Delegates will receive a safety briefing advising them not to swim in or play near the river. They will be reminded to use caution near riverbanks and bridges. Students will not be left unsupervised near the river at any time.			4			4	Medical assistance will be provided according to the severity of the incident.
		Adventure and cultural activities	Delegates may become separated from their group or inadvertently disturb local residents due to the size or volume of the student group.			4			2					4			1		8	Delegates will be briefed in advance to remain respectful of the local environment and community, to maintain a calm and considerate tone, and to stay with their groups at all times. Behavioural expectations and cultural sensitivity will be emphasised before any outings.			4			4	If a student becomes separated from the group, a headcount will be conducted immediately, and a search initiated by the SCIS and supervising staff. If necessary, local authorities will be informed. If a delegate's behaviour causes concern among locals, the student will be removed from the activity and the matter will be addressed with school staff.
						4			2					4			1		4								
	Supervision/ Duty of Care	A delegate is injured, falls ill, or becomes distressed while under the care of the conference team.			6			1					4			1		6	All adult delegates (staff from each school) are expected to actively supervise their students throughout the conference, including during activities and in the evenings. SCIS staff will be present to coordinate and support as needed. The student-to-adult ratio remains low, ensuring high-quality supervision. Students will be reminded that they can approach any adult if they feel unwell, upset, or unsafe.			4			4	The delegate will be cared for by their own school's staff member, with support from SCIS staff. Depending on the situation, medical care may be sought (either onsite or externally), and next steps will be coordinated in consultation with the student's school and parents.	
6	Travel Guidance/ Security Threats	COVID regulations	A new COVID outbreak or variant emerges whilst delegates are in Tanzania and/or new COVID regulations are introduced either in Tanzania or affecting delegates' return to their home country.			6			2				4			2		12	As of May 2023 those testing positive for COVID-19 are not required to quarantine or self-isolate in Tanzania. There are also no restrictions on travel too and from the country, beyond the need for negative tests and/or vaccination certificates in some cases. This looks extremely unlikely to change. Positive Covid-19 tests could still result in someone being stranded temporarily in Tanzania.			4			8	If a delegate is stranded in Tanzania at the end of the RSIC due to a positive COVID test, SCIS will assist their school in securing appropriate accommodation until such time as they are able to travel. One of their adult delegates will be required to remain with them whilst the other continues with the delegation. Schools have been asked to ensure that their insurance provision covers this eventuality and/or their adult delegates have access to sufficient funds to cover the cost of an extended stay should this be required.	

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		Travel/ Medical Insurance or other Provision	The risk that delegates travelling without appropriate medical/ travel insurance in place may be required to pay if significant medical treatment or emergency/ extraordinary repatriation is required, and may not have the means at their disposal		4			2		8		4		1		4	Should private treatment or a medical prescription be required, adult delegates should have available a means of payment for their delegation eg credit card	
6	Travel Guidance/ Security Threats (continued from previous page)	Terrorism	Risk of a terrorist attack in Arusha or Mto-wa-Mbu during the conference.			6		1		6	Arusha or Mto-wa-Mbu has not proven to be a target for terrorism, however the delegates should remain vigilant. Adult delegates will be asked to discuss with their delegation basic safety and security. Delegations will be advised to only go out in groups, staying away from large public gatherings where possible.		4		1		4	In the extremely unlikely event that there is a threat of terrorism, the conference will be locked-down to the campsite or hotel compound with gates closed. The SCIS Core Committee will work with local law enforcement to ensure everyone is safe. For extreme circumstances consulates and embassies will be contacted and appropriate measures will be taken in accordance with their advisory.
		War	Risk of disruption to travel or threat to safety of delegates of ongoing international conflict							0	The nearest conflict to Tanzania is the ongoing conflict in Sudan. There are two full countries between Tanzania and Sudan, whichever way you travel, and over 3,000km of land between Arusha and Khartoum.						0	
7	Social Media/ Privacy	Data Protection Breach	A breach in the security of personal data collected from conference delegates at the point of registration (e.g. medical information), causing it to be shared with unauthorised individuals or made public.		4			2		8	All personal data is collected and stored in a secure, cloud-based platform with restricted access. Only designated SCIS staff involved in conference logistics will have access, and only on a need-to-know basis. Staff are briefed on confidentiality protocols and data protection expectations.		2		2		4	If a data breach is suspected or confirmed, immediate steps will be taken to identify the nature and extent of the breach. Access to the compromised system will be revoked or restricted, and affected schools and individuals will be notified promptly. SCIS will follow data protection guidelines to contain and resolve the issue, including logging the incident, reviewing procedures, and putting in place corrective measures to prevent future breaches.
		Photography, Filming, and Social Media Postings	Delegates take photographs or film other delegates without their knowledge or consent. Delegates post comments, photographs, or videos of other students on social media platforms without permission.	2				3		6	A media consent form is included as part of the delegate registration process. Students will be briefed clearly on the importance of seeking consent before taking or sharing images of others. Expectations around digital conduct will be reinforced by adult delegates at the beginning of the trip and as necessary throughout.	2			2		4	If a delegate is found to have taken or shared images or posts without consent, they will be required to delete the material immediately under the supervision of an adult delegate. They will receive a clear warning and be reminded of the digital conduct expectations. If behaviour continues, further action will be taken, including informing their school and parents, limiting their use of devices during the conference, and, where appropriate, withdrawing them from specific activities.
				2				3		6		2		2		4		
	Cyberbullying / Harassment	A delegate sends, posts, or shares online negative, harmful, false, or mean content about another delegate, or shares personal/private information that causes embarrassment, distress, or humiliation.		4			1		4	The student briefing will make clear that bullying — including cyberbullying — is not tolerated. Adult delegates will be reminded to watch for signs of online mistreatment and to check in regularly with students. Clear expectations around kindness, respect, and responsible use of technology will be set from the outset. Open communication will be encouraged, so delegates feel safe reporting concerns.		4		1		4	Any student engaging in cyberbullying will be required to delete any harmful content under the supervision of an adult delegate. They will receive a warning and be reminded of expected conduct. Continued inappropriate behaviour will result in the delegate being removed from some activities, with parents and their school being contacted. The delegate's device may be held by their adult delegate for the remainder of the conference to ensure the safety and wellbeing of others.	

SCALE APPLIED:	IMPACT	LIKELIHOOD
LOW	2	1
MEDIUM	4	2
HIGH	6	3