

SAFEGUARDING

The well-being of participants is a key priority for us at OSC. Here are some of the key policies and practices we have in place to support all during our presential trainings.

First Aid

- ▶ All our trainers are certified Emergency First Responders and at least one trainer per team is also TECC (Tactical Emergency Civilian Care) certified.
- ▶ All our teams are equipped with First Aid kits designed to support response to major events (anaphylactic shock, injured limbs, hemorrhages, etc.).
- ▶ Two weeks prior to the training, participating organizations are requested to send the list of employees enrolled in the training. The list, managed by OSC's data controller, is treated confidentially. In addition to names and various administrative indications (spoken languages, etc.), the list should specify, for each participant:
 - Blood type
 - Known allergies
 - Known injuries participants may suffer or recover from at the time of training (knee surgery, broken bones, etc.)
 - Known conditions participants may be under at the time of the training (pregnancy, lactating mothers, etc.)

Further, participating organizations are strongly encouraged to inform OSC of any prior trauma participants may have suffered. It is acknowledged that this should be done only with the informed consent of participants and that the participating organization may not be aware of such information.

To allow for this contingency, all trainees will be asked to sign a confidential statement at the outset of the training, in order to complement information, they may have been reluctant to provide otherwise. This information will be treated confidentially and not shared with third parties, include employers.

- ▶ All our First Aid training protocols have been adjusted to recent guidance regarding Covid – 19 so as to protect trainers and participants. As an illustration, the two insufflations between chest compressions during CPR are not practiced. More detail is available upon request.

Covid – 19

As we provide our trainings in a range of environments, we must acknowledge the asymmetric distribution of the Covid – 19 pandemic. To ensure the safety of participants and trainers, the following provisions apply in all our non-digital trainings.

Before the training, all participants will be reminded of the need to monitor their condition for Covid – 19 symptoms and report immediately to OSC should any appear. Upon arrival, all participants must sign a sworn statement that they have no suspicious sign suggesting Covid – 19. In addition, the Training Team will check the participants' temperature and their own twice a day and log it. Any temperature suggestive of a fever (above 38°C or 100°F) will lead to immediate confinement of the participant and referral to the nearest available test facility.

These procedures apply to our trainers as well, who are also required to produce a negative Covid test in the 72hrs prior to the training.

Barrier gestures are in force during all the training, indoor and outdoor, without exception. These include:

1. Maintaining physical distance of at least 2 m (6ft) between each person.
2. Greetings must be verbal only – no hugs nor any physical contact is authorized.
3. Wearing a mask in an indoor or confined space is mandatory.
4. Use of hydroalcoholic gel. Participants and Trainers must wash hands regularly, especially before and after simulations and exercises.
5. All should cough/sneeze in their elbows or with a tissue.
6. All must use disposable handkerchiefs/tissues and dispose of used tissues upon first use.

Note that It is the participants' responsibility to come with their masks during the training.

A limited supply of masks will nonetheless be available in case of loss or damage.

In addition, while hydroalcoholic gel will be provided on site, it is recommended that participants come with their own supply.

A full briefing will be devoted during the first session to remind everyone of applicable measures, with regular refreshers throughout the training.

A complete description of measures in place is available [here](#).

Mental Health

We have designed our simulations to stimulate participants but keep them short and limit participant's exposure to potential trauma. During debriefings, we focus on what each can learn about themselves. The overall process is known as stress inoculation.

As for physical conditions, information about prior exposure to trauma, existing trauma and/or other relevant conditions is sought from participant organizations, to the extent it is known to them, and from participant themselves. In the latter case, as above, any information is treated confidentially and not shared with the participant's organization.

- ▶ During the induction, the Training Manager outlines key features regarding the psychological well-being of participants:
 - Firstly, by restating the paramount importance of participants' well-being and encouraging anyone who might so choose to have a personal discussion about potential concerns with a Trainer of their choosing.
 - Secondly by describing a safe word and safe gesture procedures. A participant may employ any of these at any given time – primarily during simulations, to indicate stress levels above what they feel comfortable with. This will immediately put the participant in an observer's position, removed from full immersion.
 - Emphasis is put on the fact that any recourse to a safe word or safe gesture is absolutely fine, and that the participant will stay in the training with full status.
 - Further, an emphasis is put on confidentiality. A recourse to such procedures is not referenced nominatively by OSC trainers.
 - Lastly, one of the trainers offers themselves for a private discussion with the participant, should they so wish.
 - Several refreshers on the procedure are shared with participants during the training.

- ▶ In some cases, prior trauma related to gender-based violence may be inadvertently triggered during some simulations. Our trainers are very attentive to this, and in particular during the armed robbery session when experience shows this type of event is most likely to happen, however rare it may be. Our Training Managers have all gone through specialized training with a trauma specialist and know how to respond adequately. Starting summer 2021, all our teams will have at least one trainer with a certification in Psychological First Aid.