



E S T A B L I S H E D I N 1 9 8 8

The Federation of British International Schools in Asia

‘FOBISIA Swimming’

The FOBISIA Swimming Invitational
Handbook

Updated May 2025

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1. General Information

There are many logical considerations for schools when entering overseas competitions, to help mitigate these deadlines for the FOBISIA swimming, particularly relating to entries, withdrawals and scratches may be stricter than when entering a more local competition. Please ensure you have fully read these guidelines to ensure you have adequate planning time.

1.1 Key Details

The FOBISIA Swimming Championships have been divided into two divisions with a view to creating two complementary events providing a great ability-based experience for all participants. The divisions work as follows:

Division 1: For schools with a high-level swimming programme or academy.

Division 2: For all other schools with competitive swimming programmes.

Schools will be allocated to divisions based on the above criteria and with reference to the results of previous FOBISIA Swimming Championships.

Schools typically compete in either Division 1 or Division 2. Schools can request to compete in both Divisions 1 and 2 by applying to the FOBISIA Swimming Lead ([Vicki Gill victoria.g2@shrewsbury.ac.th](mailto:Vicki.Gill@shrewsbury.ac.th)). In this scenario the swimmers should be divided into the two championships based on ability, swimmers may not participate in both championships.

Host schools should appoint a Meet Director to coordinate the event. This should not be a member of staff also coaching a team. The Meet Directors' decision concerning inconsistencies between placing, times and the stroke judges' decisions shall be final.

1.2 Eligibility

The FOBISIA Swimming Championships is open to all FOBISIA Schools, until a set deadline (clearly indicated in the event information distributed by the host school). After this time, if space allows, entries can be accepted from non FOBISIA schools (these schools will not be eligible for all awards).

Non-FOBISIA schools will be recommended into divisions according to the same criteria above.

1.3 Photo Release

In entering, schools and swimmers agree that they may be photographed / videoed by the host school's approved photographer; that these images may be displayed for viewing and purchasing on site during the championships and the photographer's secure website after the Championships; and that they may be used by FOBISIA at its discretion for marketing and social media purposes.

1.4 Timeline for communication to participating schools

Contact with all participating schools should be clear and in good time. All information must be sent through the FOBISIA HQ via the FOBISIA Events Executive, who will distribute the information to all FOBISIA member schools.

At least 5 months prior	✓ Send out Expression of Interest/Invitation letter via the Student Events Executive, with a set deadline for registration ✓ Complete a draft budget outlining costs (template available from FOBISIA HQ) and send to FOBISIA HQ
3-4 months prior	✓ Request confirmation of attendance with approximate numbers ✓ Obtain School logos for programmes, signs, etc.
2 months prior	✓ Confirm final numbers with participating schools
6 weeks prior	✓ Request final participation costs from participating schools ✓ Request final payment for hotel rooms ✓ Request flight details / dietary requirements from schools ✓ Send out letters supporting visas ✓ Request numbers of attending parents/supporters to accommodate at events, transport, dinner, etc ✓ Send out final information of entries
Event to take place	✓ Teams arrive!
After the event	✓ Distribution and collection of participant feedback via a survey monkey form. This is set up by FOBISIA HQ and the link should be sent to all participants by the host school ✓ Completion of host survey sent via FOBISIA HQ ✓ Final costings to be completed (template available from FOBISIA HQ) and sent to FOBISIA HQ ✓ Host school to complete short article and send with photos to FOBISIA HQ

1.5 Health, Safety and Security

There is a requirement for hosting schools to risk assess and give as much information to visiting schools regarding safety issues etc as possible. Whilst all Schools have such information and procedures in place, local requirements make it impossible to have generic protocols. It is fair to say however that certain areas need to be addressed - these can be reviewed, along with an example risk assessment in Appendix 3.

It is also the host school's responsibility to ensure lightning, AQI and heat index procedures are factored into their planning to ensure safety for all participants, officials and spectators. Hosts should ensure that visiting schools are aware of the policies in place and any procedures to be undertaken in the event of bad weather or excessive heat.

2. Meet Information

The FOBISIA Swimming Championships Events will run over a maximum of three (3) days with the final day finishing by midday to allow travelling schools sufficient time to travel back to their home country.

Due to hosting constraints, division championships may be hosted on different dates, swimmers may not compete in both championships when this occurs.

Sessions will be a maximum of 10 hours in duration from the start of the first event of each day including all breaks.

Lunch breaks will be a minimum of one (1) hour in duration - during this time it may be possible for a second warm up at the discretion of the host school or facility.

2.1 Age Up Date

To maintain consistency across all FOBISIA Invitational events the age up date will be the swimmers age on 1st August of the academic year of the competition.

2.2 Age Groups

Individual Age Groups	9, 10, 11, 12, 13, 14, 15, 16 Years & Over
Relay Age Groups	9 - 10, 11 - 12, 13 -14, 15 Years & Over

Athletes are not permitted to age up for individual events, swimmers may age up to allow a relay to take place, this swimmer must swim in the same relay age group for the entirety of the meet.

2.3 Events

Individual Events:	
50m Events	All Strokes
100m Events	All Strokes
200m Events	All Strokes & Individual Medley
400m Events	Freestyle & Individual Medley
Relay Events (boys, girls): <u>1 Relay entry per team, per gender, per event</u> - relay team names must be declared on entry file.	
4 x 50m	Freestyle and Medley

2.3.1 Individual Entries

Swimmers 9 Years – may enter **eight (8)** individual events per swimmer plus **two (2)** relays. Individual events - 50m events and 100m Backstroke, Breaststroke and Freestyle, 200m Freestyle, 200m IM

Swimmers 10 & 11 Years – may enter **eight (8)** individual events per swimmer plus **two (2)** relays. Individual events - 50m, 100m events and 200m Freestyle, 200m IM

Swimmers 12 Years and above - may compete in all events - **eight (8)** individual events per swimmer plus **two (2)** relays.

2.3.2 Relay Entries

One (1) Relay entry per team, per gender, per event - relay team names must be declared on entry file.

2.3.3 Scoring

A maximum of three (3) swimmers per event per team will score points, teams may enter more than three (3) swimmers - additional swimmers will not score points.

Individual Places 1- 19

24, 21, 20, 19, 18, 17, 16, 15, 14, 13, 11, 9, 8, 7, 6, 5, 4, 3, 2 points

Swimmers placed 20th onwards all score 1 point.

Team Places 1 - 20:

48, 42, 40, 38, 36, 34, 32, 30, 28, 26, 22, 18, 16, 14, 12, 10, 8, 6, 4, 2 points

2.3.4 Seeding and Finals

If, after the closing date the timeline indicates that it is not possible to conclude the meet by midday on day 3 all events will be swum as **Heat Declared Winner (HDW)** - priority is to ensure that swimmers do not spend an excessive amount of time on poolside each day.

All events are swum as single gender events.

All 200 and 400m events will be swum as **HDW**, there are no finals for these events. These events will be multi-age super seeded ensuring the final heats contain the fastest swimmers per age group and gender.

All 11 & Under age group events will be swum as multi-age super seeded. The final heats will be the fastest entry seed times per age group and gender.

2.3.5 Awards

Awards (medals and ribbons) will be presented throughout the meet. Swimmers will be able to collect these from the Medal Presentation Area 45 minutes after the conclusion of that event.

It is the responsibility of the swimmer to collect their awards

Team awards will be presented at the conclusion of Day 3.

2.3.6 Medals

Gold, Silver, and Bronze medals shall be awarded to the first three places in both individual and relay events.

In case of equal times, medals shall be awarded as follows:

1st place:	2 Gold - no Silver, 1 Bronze
2nd place:	1 Gold, 2 Silver - no Bronze
3rd place:	1 Gold, 1 Silver, 2 Bronze

In case of 3 equal times medals shall be awarded as follows:

1st place:	3 Gold - no Silver, no Bronze
2nd place:	1 Gold, 3 Silver - no Bronze
3rd place:	1 Gold, 1 Silver, 3 Bronze

2.3.7 Ribbons

Numbered Ribbons shall be presented to all swimmers who place 4th - 16th in individual and relay events.

The first place winner of each heat will receive a Heat Winner Ribbon upon exiting the pool.

2.3.8 Trophies

FOBISIA Swimming Team Trophy - for the top three (3) point scoring teams

FOBISIA Swimming Visiting Team Trophy - for the top point scoring travelling team (excludes teams from the host country)

FOBISIA Swimming High Point Average Champions – for the team with the highest point average per swimmer. Minimum team size of 10 swimmers.

FOBISIA Swimming Team Age Group trophies - for the top three (3) point scoring male and female teams in the following age groups:

9-10, 11-12, 13-14, 15 Years and Over

FOBISIA Swimming Individual Trophies - for the top three (3) point scoring male and female individual swimmers in the following age groups:

9, 10, 11, 12, 13, 14, 15, 16 Years and Over

In an event where two swimmers/relay teams tie on time in the top ten (10) in their age group, the total points will be added and then halved to each swimmer/relay team. E.g. 5th and 6th tie on time, $18 + 17 = 35$ and then halved will mean both swimmers/relays will score 17.5 points.

2.4 Rules

World Aquatic rules apply throughout; these can be accessed at <http://www.worldaquatics.com>, the meet will be a National Qualifying licensed meet officiated by swimming officials of the host country.

Exceptions to World Aquatics rules:

- Two timers will time each lane.
- The following officials shall be appointed:
 - Referee (2)
 - Starters (2)
 - Judge of strokes (4)
 - Chief Inspector of Turns (2)
 - Inspectors of turns (8)
 - Finish Judges (2)
 - Timekeepers per lane (2)
- If the swimming governing body of the host country requires a different number of officials this shall be followed
- Relay teams will consist of only four (4) declared swimmers

False starts will operate under World Aquatic rules:

Any swimmer initiating a start before the signal may be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again.

Place judges will decide finishing positions for 1st, 2nd, 3rd and 4th places rather than using times. The times will be used for personal records only. Times will decide all other finishing positions.

3. General Information

3.1 Entries

Team entries should be made by the host school deadline using HyTek Team Manager, a lite version maybe downloaded free from the HyTek website <http://www.hy-tek ltd.com/downloads.html>

Entry times MUST accompany ALL events, NT swimmers will not be accepted..

Entries received after the closing date may be rejected, late entries will only be accepted at the discretion of the host school.

Entries will close at 12 noon **6 weeks prior to the first day of the competition** or whenever the limit of 600 participants is reached.

Team reports will be sent for checking no later than one week after submission, this will also include the exceptions report with any entries that may not have qualified

Any rejected entries that will need adjusting will have one week to make these adjustments

Meet programs will be available three weeks in advance of day 1 of the competition after this date there will be no changes other than scratches.

3.2 Additional Entries or Changes

No changes to events on the meet day to accommodate extra swimmers/relays.

3.2.1 Relay Team Declarations

All teams must declare their relay teams on submission of their Team Manager file, any changes to the relay teams must be declared a minimum of 24 hours in advance of that event.

3.2.2 Withdrawal from the meet

Athletes who scratch after the meet program has been published will be charged the full meet entry fee, regardless of reason.

3.2.3 Withdrawal from Heats

Withdrawals must be made before the start of the warm up session of the session that the heat takes place.

Any withdrawals will apply to the entire session; swimmers should therefore only select events that they are confident at being able to compete in.

3.2.4 Withdrawal from Finals

- 8 swimmers and 2 reserves will be declared for all finals - and will be communicated with all head coaches through a WhatsApp group.
- Individual finalists and reserve finalists shall declare to the Meet Director, if they intend to withdraw from a Final 30 minutes before the start of the finals session.
- All withdrawals shall be made on the official withdrawal form.
- Where a reserve is brought in at short notice, the reserve shall occupy the vacant lane and there will be no amendments made to the allocation of lanes.
- Reserve finalists, who are not required to swim in a final, will be released after the 5 event withdrawal period.

3.3 Marshalling

Heats: Swimmers must report to the official at the entrance to marshalling.

Swimmers should follow the directions given by the Marshalls. It is the swimmers responsibility to report in good time.

Finals: Finalists must report to marshalling in advance of the advertised time for their final. They shall remain within the Marshalling area until taken to the poolside for their race.

Swimmers or relay teams, who do not report, before the race is taken to the poolside, shall be deemed to have withdrawn from both the event and the session.

Parents will not be allowed within the marshalling area at any time.

Please allow sufficient time to reach marshalling, prepare for the event to run ahead of schedule.

3.4 Warm Up

- Warm-ups lanes will be assigned once all entries from teams have been submitted.
- Warm-up space will be allocated on the number of swimmers from each team.
- Details of warm up lanes and times will be provided at the coaches meeting.
- Please start your warm up on time, and finish your warm-up on time. If you start late you will not be given extra time.

3.5 Protests

Based upon World Aquatics General Rules for World Aquatics Competitions (Section 13) FOBISIA swimming has the following protest policy:

Protests are possible.

All protests will be considered by the **Meet Director** and/or **Referee** but no protest shall be allowed against decisions of fact.

Protests must be submitted in accordance with the following:

- Protests can only be lodged at the information desk by a TEAM COACH with an official ID. Parents/swimmers cannot lodge protest forms.
- Within 30 minutes following the conclusion of the respective event.
- In writing on the form below, with the supporting facts. (forms will be available from the Information desk.)

All Protest Forms will be reviewed by the Head Meet Referee and the resolution will be communicated to the Head Coach who filed the dispute.

3.6 Coaches

All entered teams must have a minimum of one coach who is a member of staff from that school present with them at all times throughout the event.

Coaches must be wearing the ID provided by the host school at all times, coaches without this ID will not be granted access to the athlete only areas of marshalling and poolside.

A coaches meeting will be held virtually one week prior to the event, during this meeting all rules will be clarified, attendance at this meeting is **mandatory** and will be detailed when the event information is published to all schools to ensure ample preparation time.

All final information will be disseminated at this meeting.

4. Hosting Requirements

4.1 Poolside

The event may be held in either a 25m (short course) or 50m (long course) pool with a minimum of 8 lanes with suitable distinction i.e. lane ropes between lanes.

Automatic Officiating Equipment (Electronic timing) with a visible scoreboard will be used throughout the meet, with touchpads at both ends of the pool. The electronic scoreboard is for spectator purposes only. No protests will be allowed based on a time seen on the scoreboard.

Starting blocks must be available at both ends of the pool.

Backstroke wedges must be available for swimmers to use if they wish.

A swim-down facility may be available depending on the host school - swimmers must be supervised by a coaching member of staff from their school at all times.

Lifeguards will be present at all times the swimming pools (both competition and warm up) are open to swimmers.

4.2 Team Area

A shaded area will be available for swimmers both within the designated marshalling area(s) and rest area(s). There must be a method of communicating with the teams in the rest areas of the events currently being marshalled.

4.3 Bathrooms

Clearly designed adult and child bathrooms/changing rooms must be available and supervised to ensure that they are used appropriately.

4.4 Award Presentation Area

A podium and backdrop will be available throughout the meet in a Medal Presentation Area accessible to all spectators for individual photographs.

Medals and Ribbons are available for swimmers to collect from this area throughout the meet.

4.5 Photographer

A photographer should be available throughout the meet to take photographs of the swimmer, parents are not permitted poolside.

4.6 Coaches Areas

A clearly defined shaded area should be available poolside for coaches.

4.7 Water

Water must be readily available for swimmers and coaches in all areas including but not limited to the rest areas, marshalling and poolside.

4.8 Results

Published results must be available to all coaches, this can be either through posting the printed results in a designated area or sharing through a social media communication group such as WhatsApp.

Meet Mobile will be used. The Meet Mobile App is available to download on both iOS and android phones and allows access to heat sheets and results throughout the event. **Please note Meet Mobile is not a free App!**

Protests will not be accepted based on the results published on Meet Mobile.

APPENDIX 1: Official Protest Form

OFFICIAL PROTEST FORM

DATE: _____

SWIMMER: _____ TEAM: _____

EVENT: _____ HEAT: _____ LANE: _____

OFFICIAL'S CALL:

REASON(S) FOR THE PROTEST:

SIGNED: _____

APPENDIX 2: Programme of Events

i) Programme Summary

Day 1		Day 2		Day 3	
200	Freestyle (HDW)	400	IM (HDW)	400	Freestyle (HDW)
100	Breaststroke	100	Backstroke	50	Freestyle
200	Medley (HDW)	200	Butterfly (HDW)		
		50	Breaststroke		
Lunch		Lunch		Finals (time permitting)	
100	Butterfly	50	Butterfly	4 x 50	Medley Relays
50	Backstroke	200	Backstroke (HDW)	50m Free	12 & Over
200	Breaststroke (HDW)	100	Freestyle	Awards	
Finals (time permitting)				HDW: Heat Declared Winner. (no finals for these events). Swum in age groups for fastest heats. <u>Heats (Timed Finals) for 11 & Under age groups will be swum as Multi-age Super Seed (Fastest age group heat for top 8 or 10 entry seed times for 9 years, 10 years, 11 years).</u>	
Day 1		Day 2			
4x50	Free Relays 12&U	100 Backstroke	12 & Over		
100 Breaststroke	12 & Over	50 Breaststroke	12 & Over		
100 Fly	12 & Over	50 Butterfly	12 & Over		
50 Backstroke	12 & Over	100 Freestyle	12 & Over		
4 x50	Free Relays 13 & O				

ii) Full Programme of Events

Event Number	Distance	Stroke	Age Groups		
Day 1					
Session 1					
101	200	Girls Freestyle	9 & Over	HDW	
102	200	Boys Freestyle	9 & Over	HDW	
103	100	Girls Breaststroke	9 & Over	12 & over finals	11 & U Multi-age Super Seed
104	100	Boys Breaststroke	9 & Over	12 & over finals	11 & U Multi-age Super Seed
105	200	Girls Medley	9 & Over	HDW	
106	200	Boys Medley	9 & Over	HDW	
Session 2					
201	100	Girls Butterfly	10 & Over		11 & U Multi-age Super Seed
202	100	Boys Butterfly	10 & Over		11 & U Multi-age Super Seed
203	50	Girls Backstroke	9 & Over		11 & U Multi-age Super Seed
204	50	Boys Backstroke	9 & Over		11 & U Multi-age Super Seed
205	200	Girls Breaststroke	12 & Over	HDW	
206	200	Boys	12 & Over	HDW	

		Breaststroke			
Session 3 - Finals					
301	Girls 4x50	Girls Free Relays	12 & Under		Multi-age Super Seed
302	Boys 4x50	Boys Free Relays	12 & Under		Multi-age Super Seed
103	Girls 100	Breaststroke	12 & Over		
104	Boys 100	Breaststroke	12 & Over		
201	Girls 100	Fly	12 & Over		
202	Boys 100	Fly	12 & Over		
203	Girls 50	Backstroke	12 & Over		
204	Boys 50	Backstroke	12 & Over		
303	Girls 4 x50	Free Relays	13 & Over		
304	Boys 4 x50	Free Relays	13 & Over		
Day 2					
Session 4					
401	Girls 400	IM	12 & Over	HDW	
402	Boys 400	IM	12 & Over	HDW	
403	Girls 100	Backstroke	9 & Over		11 & U Multi-age Super Seed
404	Boys 100	Backstroke	9 & Over		11 & U Multi-age Super Seed
405	Girls 200	Butterfly	12 & Over	HDW	
406	Boys 200	Butterfly	12 & Over	HDW	
407	Girls 50	Breaststroke	9 & Over		11 & U

					Multi-age Super Seed
407	Boys 50	Breaststroke	9 & Over		11 & U Multi-age Super Seed
Session 5					
501	Girls 50	Butterfly	9 & Over		11 & U Multi-age Super Seed
502	Boys 50	Butterfly	9 & Over		11 & U Multi-age Super Seed
503	Girls 200	Backstroke	12 & Over	HDW	
504	Boys 200	Backstroke	12 & Over	HDW	
505	Girls 100	Freestyle	9 & Over		11 & U Multi-age Super Seed
506	Boys 100	Freestyle	9 & Over		11 & U Multi-age Super Seed
Session 6 - Finals					
403	Girls 100	Backstroke	9 & Over		
404	Boys 100	Backstroke	9 & Over		
407	Girls 50	Breaststroke	9 & Over		
407	Boys 50	Breaststroke	9 & Over		
501	Girls 50	Butterfly	9 & Over		
502	Boys 50	Butterfly	9 & Over		

505	Girls 100	Freestyle	9 & Over		
506	Boys 100	Freestyle	9 & Over		
Day 3					
Session 7					
701	Girls 400	Freestyle	12 & Over	HDW	
702	Boys 400	Freestyle	12 & Over	HDW	
703	Girls 50	Freestyle	9 & Over		11 & U Multi-age Super Seed
704	Boys 50	Freestyle	9 & Over		11 & U Multi-age Super Seed
Session 8 - Finals					
801	Girls 4 x 50	Medley Relays	9 & Over		
802	Boys 4 x 50	Medley Relays	9 & Over		
703	Girls 50	Freestyle	12 & Over		
704	Boys 50	Freestyle	12 & Over		

APPENDIX 3: Health and Safety

i) Safety and Security Checklist

There is a requirement for hosting schools to risk assess and give as much information to visiting Schools regarding safety issues etc as possible. Whilst all Schools have such information and procedures in place, local requirements make it impossible to have generic protocols. It is fair to say however that certain areas need to be addressed.

Host schools should consider the following and forward as much information as is possible for attending schools.

General Country Brief

Foreign Office http://www.fco.gov.uk Embassy recommendations	
Local Police Involvement	
Private Security	

Disaster procedures

Terrorism	
Earthquake	
Fire	
Natural Disasters/Bad Weather	

Airport Procedures

Fast track	
Welcome arrangements	
Hotel transfer (marked buses, escorts)	

Hotel

Address	
Telephone/fax numbers	
Website	
Email	
Security (normal and extra measures)	
Room Arrangements (wings/floors/keys/cards)	

Identification

Host school members	
Competitors	
Staff	

Supporters	
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Sports Venues

Name, address, contact numbers, facility description, transport and security arrangements.

Venue 1	
Venue 2	
Venue 3	

First Aid Arrangements

At the Hotel	
At Sports venues	
Hospitals	

ii) Example Risk Assessment

Hazard	Risk	Risk Level	Control measure	Additional Action
1. Sports Event	a) Dehydration	High	• All carry water bottle • Students to drink at regular intervals • Extra water	• Isotonic drinks • Rehydration salts
	b) Sunburn	High	• Wear hat • Apply / reapply sun cream. • UV sun tops at poolside • Stay in shade when possible • Use umbrellas for shade	• First aid kit
	c) Damage to feet	Low	• No bare feet • Treat blisters early • Wear activity appropriate footwear	
	d) Injury	High	• First aid kit carried • First aid posts at all events • All accompanying staff First A qualified	• Medical insurance
	e) Exhaustion	Medium	• Staff to monitor students • Adapt schedules / teams if required	
	f) Lightning*	High / medium	• Staff to monitor using Lightning meters • Teams made aware of procedures • Adapt schedules as required	
2. Illness due to food/drink	a) Tummy bugs	Low	• All food freshly prepared • Bottled water at all times • Don't drink tap water	
	b) Not eating (don't like local food etc.)	Low	• Staff to monitor • Special diets listed, provided for	

	c) Poor hygiene	Medium	• Wash hands/carry wipes • Regular showers (monitor) • Medical kit	
	d) Allergies	Medium	• Leader carries medical histories, contact numbers; staff in charge to be familiar with special cases • medical kit carried	• Medical insurance plans to operate
	e) Avian Flu- flu potentially leading to death	Low	• No planned travel to areas where intensive poultry is taking place • No handling of domestic poultry to be allowed • No visiting markets in which livestock is sold	

3. General movement/transport	a) Road accident	Medium	• Staff to be alert to general roadworthiness of transportation and refuse to use vehicles provided if concerned	
	b) Students missing	High	• Students assigned to small groups (c8) with staff in charge • Groups mustered at checkpoints and all stops	
	c) Loss of passport/tickets	High	• Group leaders hold passports, except for immigration procedures • Passport details listed and carried • Passports in hotel safe, when available.	

4. Shopping at Shopping Mall	a) Crossing busy road	Medium	• Explain risks, need for caution • Use crossing and wait for traffic to stop • Keep in groups • Staff always close by	
	b) Getting lost	Low	• All to know name of hotel (and way back) – next door to hotel • Move in small groups, at least 3 • Stay in shopping complex – cannot go outside • Meet together (with staff) at regular, fixed intervals	
	c) Undesirable adults, etc	Low	• Limit time given in unsupervised groups	

			• Establish safe waiting/meeting point • Warning reminders do not stop/speak with any strangers • Keep in groups of no fewer than 3 (not larger than 5) • Staff to monitor the shopping mall	
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5 Security	a) Kidnap	• No planned travel to areas where threat is known/advised to be present • Brief students, prior to travelling, about overt dress, jewellery, electronics etc... likely to attract attention when travelling in ASEAN areas • Seek out discreet areas for group to wait/meet etc... airports, public places, tourist spots • Regular staff checks. All present? • Students never to be alone when not supervised. Groups of 3-5 to be required • Always limit time given in unsupervised groups • Establish safe waiting/meeting point • Warning reminders do not stop/speak with any strangers • Keep in groups of no fewer than 3 (not larger than 5)	
	b) Physical harm possible death or assault	• No planned travel to areas where threat is known/advised to be present • Brief students, prior to travelling, about overt dress, jewellery, electronics etc... likely to attract attention when travelling in Asean areas • Seek out discreet areas for a group to wait/meet etc... airports, public places, tourist spots • Regular staff checks. All present? • Students never to be alone when not supervised. Groups of 3-5 to be required • Always limit time given in unsupervised groups • Establish safe waiting/meeting point • Warning reminders do not stop/speak with any strangers • Keep in groups of no fewer than 3 (not larger than 5)	
	c) Communication and information	• FO advice to be sought and followed prior to departure • Group leader to establish, and maintain, good level of communication with head of school (SMS) • Staff to carry hand phones where possible and to exchange numbers with each other prior to trip	