

V-Aid (Victual Aid)

Staying Safe Overseas Policy



**Staying Safe Overseas Policy approved by
Trustees on 13/10/26**

The policy will be subject to an annual review.

Signed: *C. Lau* (Christin Lau on behalf of Trustees)

Staying Safe Overseas

Approval for Visits

Overseas travel involving significant security or operational risk should only take place where there is a clear humanitarian or charitable purpose and the level of risk has been appropriately considered.

Higher-risk travel, including travel connected with conflict or humanitarian emergencies, will require appropriate approval from V-Aid before departure. The level of approval will reflect the nature and seriousness of the risks involved.

Before Travelling

Anyone undertaking higher-risk overseas travel on behalf of V-Aid must be at least 18 and should have the experience, confidence, support and information reasonably necessary for the proposed journey and activities.

Individual health, wellbeing or accessibility needs should be considered in relation to the particular journey and risks involved. Where appropriate, travellers should seek relevant medical advice and ensure that any necessary medication or other personal requirements are adequately planned for.

Before higher-risk travel, V-Aid and those travelling should consider relevant security information, including current UK Government travel advice, reliable local information and advice from trusted contacts or partner organisations where appropriate.

A risk assessment proportionate to the journey should be undertaken. For higher-risk travel this should include appropriate contingency arrangements for emergencies, disruption or the need to leave an area at short notice.

Appropriate insurance should be considered and the extent of any cover, exclusions or limitations understood before travel. Any significant gaps in cover should form part of the overall decision on whether and how the journey proceeds.

Travellers should ensure that appropriate passports, visas, driving documents, health documentation and other travel requirements are in place where relevant.

Appropriate emergency and local contact information should be available, which may include partner contacts, accommodation details and British consular information.

V-Aid should hold sufficient information about the planned journey and appropriate arrangements should be made for contact or check-ins, taking account of the level of risk.

Appropriate steps should be taken to protect devices, personal information and V-Aid information while travelling. This may include using secure device locking, keeping

software and security protection up to date, avoiding unnecessary use of unsecured networks and limiting the sensitive information carried or stored on devices.

Additional measures such as secure backups, VPNs, encryption or changes to location and connectivity settings may be used where appropriate to the risks of the journey.

Whilst Travelling

Where vehicles are hired, provided or driven overseas, reasonable checks should be made to ensure that the driver is appropriately licensed, the vehicle appears suitable and roadworthy, and any relevant local requirements are followed.

Drivers should take account of fatigue, journey length and road conditions, and should not drive where they are not fit to do so.

Where practical, reputable vehicle providers and trusted transport arrangements should be used.

Where possible, only carry essential equipment, valuables and money and be inconspicuous where possible.

Carry a small amount of cash in your wash bag or body belt as an emergency backup.

Whilst In-country

While overseas, travellers should remain aware of local security conditions and follow relevant local laws, official instructions and trusted security advice.

Appropriate communications should be maintained with V-Aid, travelling colleagues or local contacts according to the circumstances.

Travellers should take reasonable precautions with identification documents, accommodation, communications and personal security.

Particular care should be taken with photographs, social media and other public communications. Sensitive locations, military or security activity and information that could place individuals or operations at risk should not be photographed or published.

Real-time locations, travel plans or other sensitive operational information should not normally be shared publicly where doing so could create a security risk.

Where there is a risk from mines, unexploded ordnance, damaged buildings or other conflict-related hazards, travellers must follow appropriate local and professional security advice, remain on routes reasonably believed to be safe and never handle suspicious objects, weapons, ammunition or unexploded ordnance.

Damaged or potentially unsafe buildings and restricted locations should not be entered unless there is an appropriate reason and the risks have been properly assessed.

Unnecessary travel to isolated or known higher-risk locations should be avoided. Meetings and journeys should, where reasonably possible, involve verified contacts and locations that are considered appropriate for the circumstances.

Travel arrangements, routes and meeting plans may be adapted in response to changing security information or local advice.