



Striving for Excellence:

Nourishing, Nurturing, Respecting & Celebrating

Each & All

The Good Practice Survey:

A follow-up to the survey 'Introducing Best Practice' from September 2020

A response (RO) in September 2020 stated 'A common template to be used by all partners in which the information should be delivered'.

The questions in the survey create that template, containing 5 categories capable of use in other related circumstances.

This questions cover standard issues (as in the application form) but include a category that is rapidly becoming a standard element in organisational statements of intent.

1. Good management practice

(as summarised by FI: development for staff in line with individual needs of learners and organisational objectives)

2. Health & Safety

(specifically related to Green Bridges 'outdoor' activities)

3. Safeguarding

(The process of protecting people by providing safe and effective care & including all procedures designed to prevent harm & abuse)

4. Data protection

(this forms part of our contract & therefore requires no further information from partners. See Annex I Article II .7.)

5. Good environmental practice

(human behaviours towards the general environment & natural world)

The final document, produced following this consultation, is intended to provide a series of 'Green Bridges Protocols' covering the practical application of Best/Good Practice intentions



**Italia:
Campioni ai Europei!**

Best Practice: Survey 2

To Nourish, Nurture, Respect & Celebrate: Striving for Excellence

Q1. Good management practice (as summarised by FI: "development for staff in line with individual needs of learners and organisational objectives") Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

1. identify a project leader
2. have someone who deals with communication through media and social networks
3. stick to the budget

Q2. Health & Safety (specifically related to Green Bridges 'outdoor' activities) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

1. never go alone
2. Do not abandon the path Non prendere scorciatoie
3. always carry the map and follow the directions along the way.

Q3. Safeguarding (The process of protecting people by providing safe and effective care & including all procedures designed to prevent harm & abuse) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

1. The visit to the valley must be done in daylight because at night you could get lost if there is no guide.
2. Use common sense (if you want to go alone communicate it to someone in charge of the route).
3. Choose the right equipment (bring your backpack with a light supply of food and water)

Q4. Data protection (this forms part of our contract & requires no further information from partners. See Annex I Article II .7. Partners are advised to ensure such processes are embodied in the rules and procedures of their own organisation)

No Response

Q5. Good environmental practice (human behaviours towards the general environment & natural world) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

1. respecting nature at all times: not throwing lit cigarette butts could start a fire
2. do not frighten animals
3. do not collect flowers or destroy plants
4. do not leave rubbish on the path
5. keep your voice down

Lithuania

Best Practice: Survey 2

To Nourish, Nurture, Respect & Celebrate: Striving for Excellence

Q1. Good management practice (as summarised by FI: "development for staff in line with individual needs of learners and organisational objectives") Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

1. Communicate with each other (clear, accurate understanding, that doesn't leave any questions, giving feedback);
2. Promote flexibility and positivity (opportunity to change and improvise with a smile:));
3. Cooperate (sharing and caring).

Q2. Health & Safety (specifically related to Green Bridges 'outdoor' activities) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

1. Develop personal concern for H&S;
2. Inform people involved in the outdoor activities about the H&S:
 - What to bring for the activities: a drinking water bottle, clothes appropriate for the weather conditions (for e.g. a rain jacket) and outdoor activities (for e.g. a pair of trainers, sunglasses), a mosquito repellent;
 - To pay attention to their physical condition (allergies to plants, other diseases).

Q3. Safeguarding (The process of protecting people by providing safe and effective care & including all procedures designed to prevent harm & abuse) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

1. Build a safeguarding culture - respect differences (regardless age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation);
2. Listen and cooperate with each other.

Q4. Data protection (this forms part of our contract & requires no further information from partners. See Annex I Article II .7. Partners are advised to ensure such processes are embodied in the rules and procedures of their own organisation)

No Response

Q5. Good environmental practice (human behaviours towards the general environment & natural world) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

1. Develop environmentally responsible behavior (personal responsibility, awareness, knowledge..);
2. Educate society (actively promote recycling, how to minimize waste)

Poland

Best Practice: Survey 2

To Nourish, Nurture, Respect & Celebrate: Striving for Excellence

Q1. Good management practice (as summarised by FI: "development for staff in line with individual needs of learners and organisational objectives") Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

Mutual agreement and understanding
respect the differences between partners and their experience and background

Q2. Health & Safety (specifically related to Green Bridges 'outdoor' activities) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

provide clear instructions and information
consult with participants what may affect their Health & Safety
state emergency procedures

Q3. Safeguarding (The process of protecting people by providing safe and effective care & including all procedures designed to prevent harm & abuse) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

- we commit to treating everyone equally, irrespective of sex, age, race, national or ethnic origin, colour, religion, sexual orientation, gender identity or expression, disability
- safeguarding is every participant/partner responsibility and that it has an obligation to put in place reasonable measures to ensure the safety and wellbeing of vulnerable people involved in our project activities and those in partners communities

Q4. Data protection (this forms part of our contract & requires no further information from partners. See Annex I Article II .7. Partners are advised to ensure such processes are embodied in the rules and procedures of their own organisation)

x

Q5. Good environmental practice (human behaviours towards the general environment & natural world) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

We focus on green, we explore green so everything is environmentally friendly so we all the activities shoul respect what is created by the Nature

Romania

Best Practice: Survey 2

To Nourish, Nurture, Respect & Celebrate: Striving for Excellence

Q1. Good management practice (as summarised by FI: "development for staff in line with individual needs of learners and organisational objectives") Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

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Q2. Health & Safety (specifically related to Green Bridges 'outdoor' activities) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

- 1 Checked the route (more than once) and assessed any risk, including our health and physical condition in order to allow us to make the visit.
- 2 Identified ways to reduce risk:
 - car accident risk is reduced on the segment of the greenway that is along the asphalt if participants wear fluorescent elements on clothes or footwear.
 - if they meet wild boars, (which is very rare), the risk to be attacked is minimised if they avoid these animals.
 - for the segment travelled by train, the risks are reduced if the railway safety measures are kept.
 - participants shall not climb the high statues; they can fall or statues might fall on them (some stand since their creation in 1985/6)
- 3 Promoted how to stay safe
- 4 Recommended suitable clothing, footwear etc. on leaflets and website
- 5 Indicate level of difficulty and accessibility information
- 6 Encouraged reporting of incidents and provided emergency services information
- 7 Considered environmental changes and seasonal weather conditions that may impact on safety
- 8 All partners are expected to pay due care and attention to their own health and safety whilst working on projects, to ask for assistance if they need it and to immediately report any concerns to the appropriate person where required.
- 9 Encouraged participants not to shorten the tracked paths as accidents may occur due to relief. Moreover, the vegetal carpet can be destroyed or birds/animals might be disturbed.

Q3. Safeguarding (The process of protecting people by providing safe and effective care & including all procedures designed to prevent harm & abuse) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

- 1 Ensure all publicity and web site images are fully authorised and sufficiently protect the identity of authors, any children or vulnerable people
- 2 Encourage all users to uphold the protection of children and vulnerable people as a shared responsibility for all
- 3 Encourage the reporting of incidents of concern to activities' organizers or appropriate authorities.
- 4 All children shall be accompanied by their parents/tutors or other designated adults.
5. Ensuring the prevention of situations in which children can venture on paths they do not know and lose the group of adults that accompany them / preventing the disappearance of children
6. All partners to ensure they know how to identify risks, report concerns and action in case of special identified situations.

Q4. Data protection (this forms part of our contract & requires no further information from partners. See Annex I Article II .7. Partners are advised to ensure such processes are embodied in the rules and procedures of their own organisation)

- 1 Any information received from users of the routes will not be stored, shared, used or manipulated in any way, unless explicitly agreed with the individual in advance.
- 2 Personal or sensitive information will only be used strictly only on a 'need to know' basis and only when sufficient authorisation has been obtained.
- 3 Any agreed authorisation to use or store personal information, will be within the remit of the General Data Protection Regulation (GDPR, RO, 2018)
- 4 All partners to ensure they adhere to the careful handling of personal data, including partners' details.

Q5. Good environmental practice (human behaviours towards the general environment & natural world) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

- 1 The environment of the routes will be assessed for suitability considering soil erosion, disturbance to wildlife, (flora and fauna) and the impact from seasonal and cyclical changes
- 2 Walkers are required not to destroy flora or fauna as they walk through a protected area of national interest with rare elements of flora that can't be restored. Flowers or any other plant should stay in nature. All species and ecosystems should be preserved in a state as natural as possible with no human interaction (under Romanian law, Emergency Ordinance no. 57/2007 regarding the protected natural area regime, conservation of natural habitats, flora and wildlife).
- 3 Where sensitivities or risks are identified, all reasonable actions will be taken to mitigate risks or, where required, alternative routes will be provided.
- 4 Walkers with dogs will be advised to keep their pets on the official tracked path not to disturb local flora or fauna.
- 5 Route users will be required to keep tracks clean and clear from litter, dog mess and any other debris. Besides being anesthetic, the packages left on the track can be swollen by animals and endanger their lives.
- 6 Litter must be contained and taken home by all participants as there aren't any trash bins.
- 7 No motorized vehicles are allowed on the track. The Forestry direction might apply fees
- 8 Activities for the use of natural resources are forbidden, except for interventions aimed at protecting, promoting and ensuring the continuity of the existence of the objectives for which the reservation was established;
- 9 Access without the consent of the custodian is forbidden.
- 10 Grazing and access of domestic animals/livestock/guard dogs is forbidden;
- 11 Lighting the fire and burning of vegetation are forbidden; also, camping; digging ditches; waste abandonment; cutting, breaking or uprooting trees, seedlings or shoots, as well as appropriating those broken or fallen by natural phenomena or by other persons;
- 12 Changing the destination of the land is forbidden.
- 13 Destruction or degradation of information panels and signs, as well as signs, poles or markings on tourist routes are forbidden. The other users can be lost or hurt without them.
- 14 Any form of harvesting, capturing, killing, destroying or harming species of flora and fauna protected by law are forbidden.
- 15 Intentional disturbance during the period of reproduction, growth, hibernation and migration of wildlife species is forbidden.
- 16 Intentional destruction and/or collection of nests and eggs from nature is forbidden.
- 17 Damage and/or destruction of breeding or resting places is forbidden.
- 18 Harvesting flowers and fruits, harvesting, cutting, uprooting or intentionally destroying plants is forbidden.
- 19 Hunting is forbidden.
- 20 Permanent or temporary removal of land from the forest circuit is forbidden.
- 21 Feeding birds and wildlife is strictly prohibited. By changing their diet and their natural behaviour, we will only endanger their health and life.
- 22 Keeping quiet is especially important during the mating, nesting and rearing periods of the chicks. Frightened, the birds may abandon their nests or leave their young, thus reducing their chances of survival. In the absence of chicks to ensure the continuity of generations, the species reach the brink of extinction. Therefore, it is recommended that you avoid loud talking or use your radio or mobile phone to play music. As much as possible, we will let only the sounds of nature be heard.
23. Using the existing environmental potential of the area: promotion of natural and environmental educational activities especially for species protected by this area: forest-steppe species, including woodpecker (*Teucrium chamaedrys*), comb (*Cynosorus cristatus*), spearfoot (*Dorycnium herbaceum*), other rare flowers such as *Lilium martagon* (LR), *Capreolus capreolus*, *Streptopelia turt* and field grass (*Agrostis stolonifera*) or fescue of the species *Festuca stricta*, *Festuca ruoicola*, and *Festuca valesia*

Finland

Best Practice: Survey 2

To Nourish, Nurture, Respect & Celebrate: Striving for Excellence

Q1. Good management practice (as summarised by FI: "development for staff in line with individual needs of learners and organisational objectives") Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

Project activities should be well planned and informed to the public and made accessible also on cognitive level.

Organisations should use the project funds (and organisational support in particular) in a way that gradually increases their capacity to work internationally on a sustainable, long-term basis. Organisations should make their participation in the Green Bridges project funded by Erasmus + known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their funding. (Erasmus + quality standards).

Q2. Health & Safety (specifically related to Green Bridges 'outdoor' activities) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

All activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.).

The organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Erasmus + Programme and the applicable regulation.

Q3. Safeguarding (The process of protecting people by providing safe and effective care & including all procedures designed to prevent harm & abuse) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

Project activities should be planned taking in account the local safety regulations. The trainer/ teacher/ instructor must advice and make clear the safety instructions before the activity and guide the correct procedures in case of emergency or accident.

The trainers, teachers and instructors should be well known professionals. First aid training is recommendable for the trainers.

Q4. Data protection (this forms part of our contract & requires no further information from partners. See Annex I Article II .7. Partners are advised to ensure such processes are embodied in the rules and procedures of their own organisation)

All personal data collected from the learners and trainers are handled by the rules and procedures of Sastamala municipality and Sastamala Community College. Only necessary data for identifying the participants, collecting data for statistics and project reporting is collected and saved. The data will not be handed to third party in any case.

Q5. Good environmental practice (human behaviours towards the general environment & natural world) Please provide 2 or 3 examples that you consider a Green Bridges Policy statement should include

When activities take place in Finland, participant must follow Every Man's right <https://www.nationalparks.fi/everymansright> and Outdoor Etiquette <https://www.nationalparks.fi/hikinginfinland/visitorguidelines>

UK: protocols

Green Bridges Guide to Compliance, Regulations and Protocols, 2021

Regulation or guidance	UK example
<p>Health and Safety:</p> <p>What have you done to ensure people's safety on the route?</p>	<ol style="list-style-type: none"> 1 Checked the route and assessed risk 2 Identified ways to reduce risk 3 Promoted how to stay safe 4 Recommended suitable clothing, footwear etc. on leaflets and website 5 Indicate level of difficulty and accessibility information 6 Encouraged reporting of incidents and provided emergency services information 7 Prepared a schedule to systematically re-assess to consider environmental changes and seasonal weather conditions that may impact on safety 8 All partners are expected to pay due care and attention to their own health and safety whilst working on projects, to ask for assistance if they need it and to immediately report any concerns to the appropriate person where required 9 All partners will ensure they take reasonable steps to protect themselves when creating the trails by using appropriate footwear and outdoor clothing, planning walks carefully to consider seasonal and environmental changes and wildlife. Using good light conditions (natural or otherwise) and fully risk assessing the walks to evaluate hazards and walking safely. 10 Partners will take reasonable breaks and maintain a good work/life balance whilst working on projects, both on the trails and during meetings and any trips undertaken. 11 Partners are required to immediately report any instances of accidents or injuries to the project coordinator, once they have received any required medical interventions.
<p>Equality, access and inclusion:</p> <p>How did you ensure that the trails were accessible to all people, irrespective of age, gender, race, disability, background or anything else?</p>	<ol style="list-style-type: none"> 1 Promote the trails in the widest possible way to attract all aspects of society 2 Check the routes for physical access and orientation and provide information reflecting this 3 Where possible provide alternatives where access is poor 4 Ensure publicity does not reflect negative stereotypical images or language 5 Encourage reporting of any disrespectful behaviour experienced or witnessed on the route 6 Ensure all activity is aligned to the Equality Act (UK, 2010) 7 All partners are expected to uphold clear protocols of ensuring respect and dignity is a fundamental factor or working together in partnership on the project. All partners will endeavour to communicate clearly and listen to each other. The coordinating team will actively collate feedback and act on the evaluation of activities.

Green Bridges Guide to Compliance, Regulations and Protocols, 2021

<p>Safeguarding and the protection of children and vulnerable people:</p> <p>How do you ensure people, especially children and vulnerable adults, are protected from abuse and exploitation and that this is a safe space to visit?</p>	<ol style="list-style-type: none"> 1 Ensure all publicity and web site images are fully authorised and sufficiently protect the identity of any children or vulnerable people 2 Encourage all users to uphold the protection of children and vulnerable people as a shared responsibility for all 3 Encourage the reporting of incidents of concern to appropriate authorities 4 Ensure every effort is made to align to the guidance documents; Safeguarding Vulnerable Adults (UK, 2006) and Working Together to Safeguard Children (UK, 2018) 5 All partners to ensure they are sufficiently aware of safeguarding practice, how to identify risks and report concerns 6 All partners safeguard themselves and their associates to ensure they protected from the risk of harm or abuse.
<p>Security of personal information:</p> <p>How do you ensure personal information is protected?</p>	<ol style="list-style-type: none"> 1 Any information received from users of the routes will not be stored, shared, used or manipulated in any way, unless explicitly agreed with the individual in advance 2 Personal or sensitive information will only be used strictly only on a 'need to know' basis and only when sufficient authorisation has been obtained 3 Any agreed authorisation to use or store personal information, will be within the remit of the General Data Protection Regulation (GDPR, UK, 2018) 4 All partners to ensure they adhere to the careful handling of personal data, including partners' details.
<p>Environmental considerations:</p> <p>What have you done to consider the environment and the impact that the activities could have?</p>	<ol style="list-style-type: none"> 1 The environment of the routes will be assessed for suitability considering soil erosion, livestock, disturbance to wildlife, (flora and fauna) and the impact from seasonal and cyclical changes 2 Where sensitivities or risks are identified, all reasonable actions will be taken to mitigate risks or, where required, alternative routes will be provided 3 Walkers with dogs will be advised to keep their pets on a lead where livestock is present 4 Route users will be required to keep tracks clean and clear from litter, dog mess and any other debris 5 Litter must be contained and taken home by all participants 6 Reporting of incidents relating to any of the above will be encouraged 7 Partners will be required to take account of their carbon footprint during the project and consider use of electronic media where possible to save paper, use of recycled produce where possible, recycle ink cartridges and toner, reduce travel wherever feasible and promote sustainable practice in all areas of the project. 8 Care must be taken to ensure any restricted or protected areas, or areas of Special Scientific Interest (SSI) are highlighted to ensure permissions are sought, where necessary and care is taken to ensure trails align to any rules around use and protection of these environs. 9 Rights of way must be respected by all users and all trail walkers are required to follow the Countryside Code (2021).