

World Vision UK Sponsor Visit Guidelines

Meeting your sponsored child

Most of our sponsors go on holiday or a business trip and incorporate a sponsor visit into their itinerary while visiting the country of their sponsored child. As this is a truly exciting event for the child, the family and whole community, we normally ask that sponsors visit for one day only. The community will go out of their way to make you feel welcome so an extended visit could overstretch their resources as well as putting a strain on the child's family.

It will normally be possible for you to meet the child in his or her community although, occasionally, it may be advisable for the child to be brought to a public place to meet you. This may be because of travel restrictions within the country (i.e. in Myanmar, government permission is needed for anyone to visit our projects), or because of national sensitivities. A World Vision member of staff would of course, escort the child, never leaving you alone with them, which is in keeping with the World Vision Child Protection and Safeguarding policy.

Procedures

You will find enclosed following forms:

- Request to visit form (*one copy to be completed per visit*)
- World Vision UK Policy Declarations (*one copy to be completed per visitor over 18*)

In accordance with our Child Protection and Safeguarding Policy, you need to present us with the signed declaration, and a Disclosure Barring Service (DBS) check if you have one, from the past 2 years. We require the original hardcopies of these documents.

If you do not have this, you must apply for a 'Basic Disclosure' online at www.disclosurescotland.co.uk (no more than 6 months before your visit) and in addition, provide the names and contact details of 2 referees. You must have known these persons for more than 2 years, and they cannot be a relation.

Please provide us with a full colour photocopy of your main passport ID page.

What to do next...

Complete and return the forms to World Vision **at least three months before your proposed visit.**

Please make sure you complete the right number of forms indicated above and return them to us at least three months before your visit. (If you don't have all the information yet, please put 'TBC' on the form and let us know about the flight and accommodation details once you have booked them). We will then ask you to attend a meeting (at our office if possible) to discuss the visit; World Vision's Sponsor Visit Policy, excerpts of World Vision's Child Protection and Safeguarding Policy, the expectations of the trip, suitable gifts to bring to your sponsored child if you wish to do so and any questions you may have.

How to prepare for your visit – do your research:

Location

- Before you leave, find out as much as possible about the customs and culture in the country to which you are travelling. Your public library and the internet should help you but remember that most of our projects are away from the usual tourist sites featured in guidebooks. We can supply this information if you don't already have it.
- Although the project may look on the map as though it is easy to get to, roads in developing countries are rarely of the same standard as those in the UK. You need to check the scale of the map too. For further information, obtain a reliable travel guide and consult people who have visited the area previously.

Culture

- Always dress modestly when visiting the project. Be sensitive to the local customs and try to adapt. For example, in most countries men should wear long trousers and ladies should wear a skirt or dress covering the knees and a top covering the shoulders. In some cultures, drinking alcohol or smoking, especially for women, can cause offence. If in doubt, please check with a World Vision worker.
- In a lot of foreign countries, police and officials are not as co-operative and helpful as in the UK, so it is important that you do not cause offence against national dignitaries, political leaders, national monuments etc. Guard against making flippant remarks, which may be misunderstood.
- You will probably want to take photographs. The best time to do this is at the end of the visit when good will and trust has been established. Before taking photographs, in line with our Child Protection and Safeguarding Policy you should always ask permission from the World Vision worker as well as the sponsored child and their family. Photos taken in the field should only be used in the appropriate way.
- Although most of our field staff can speak English, our project workers who are all nationals, may not. Please be patient and tolerant. It is quite possible that you will be the first person from overseas the child's community has ever met. They will be extremely curious about you and will probably assume that all Western people are just like you.
- Be very sensitive about not showing too much affluence. You might not think of yourself as rich, but to a person who is very poor, you are!

Insurance

It is essential that you have full insurance for:

- Travel/Accident
- Health, including emergency evacuation
- War Risk and Terrorism
- Personal Effects
- Disability
- Life

For further advice on this, please refer to your travel agent or a reputable insurance broker.

Health

Make sure that you have had the correct vaccinations for the country you are visiting. These can be arranged with your GP or local travel clinic. Allow plenty of time to arrange this as it could take up to six months, if hepatitis is included, to complete the necessary jabs. If you are visiting an area where malaria is prevalent, you must also take anti-malarial tablets, starting one week before the date of travel and continuing for 4 weeks after you return.

Please inform yourself as to the health risks in the area you are visiting, basic food hygiene, and whether it is safe to drink the water (probably not). Also be aware of the steps to take in the event of skin infections, heat/sun stroke, malaria and diarrhoea which can be fatal.

Make sure you carry enough basic medicines with you and an adequate supply of any regular medication you currently take or may need.

HIV/AIDS is far more prevalent in most developing countries than in the UK. Please bear this in mind. Carrying a HIV/AIDS kit containing needles, syringes and a cannula in case you need emergency treatment and no clean equipment is available, is advised.

For more information, please visit the **Fit For Travel** website (<http://www.fitfortravel.nhs.uk>) which is a free site provide by the NHS (Scotland).

Road accidents

Road accidents are an increased risk in developing countries. It is essential to know your blood group before you travel abroad and to ensure that your own doctor and concerned relatives have a note of this. It is possible in an

emergency to fly blood from UK blood banks anywhere in the world, which may be wise if there is a high incidence of HIV in the area where an accident occurs.

Please refer to InterHealth Worldwide, 63 - 67 Newington Causeway, London, SE1 6BD for further advice on health matters.

Visas and travel documents

Make sure that you have a valid passport and visa, if required. Check with your travel agent that you have all the appropriate documents. Documentation can be particularly complicated if you are travelling overland and it is vital to ensure that your papers are in order. If in any doubt, refer to your travel agent or the appropriate embassy.

Currency

Ensure you have adequate supplies of currency and/or travellers cheques to cover all your expenses. Travellers' cheques may not be accepted in some countries and US Dollars may be preferred to Sterling. Consult your travel agent for further advice. Please note that World Vision field staff will be happy to advise you about this, however please remember that they are very busy people and shouldn't be expected to arrange exchange of currency or other practical matters such as accommodation for you.

Expenses

Whether you are meeting the child at their home, or they are being brought to meet you, costs will be incurred which it would be unfair to expect the project to meet. Please be prepared to pay these. Before you leave, our field staff will be happy to give you an estimated breakdown of the expenses incurred when travelling to the project. These expenses will include petrol cost and food for World Vision staff travelling with you and possibly your sponsored child and their family which will have to be paid in cash on the day of your visit to the driver or accompanying WV staff member.

Gifts

You are welcome to take a gift to your sponsored child. A colourful book about the UK may be a good idea, together with a packet of sweets or balloons that can be shared between all the children in the family. It is also a good idea to take gifts for the whole family. A tea towel for the mother and a nice pen for the father are ideal gifts to take. Also many children like books and pencils to use at school, which is suitable for all ages. It is important that your level of giving does not cause jealousy among other children and families in the community. Similarly, please consult the field worker before mentioning gifts of money.

The day of the visit to your sponsored child

Responsibility for arranging transport and accompanying your visit to the Area Development Programme lies with the national World Vision Office in the country of your visit. They will confirm the date and details of your visit to their Programme and provide in-country contact details a couple of weeks before your visit is due to take place. In addition to meeting your sponsored child and family, it is likely that you may be greeted by the wider community and shown projects in the area which have been funded through child sponsorship over the years.

The national World Vision Office will also provide you with a breakdown of expenses incurred when travelling to the Programme. Whether you are meeting the child at their home, or they are being brought to meet you, costs will be incurred which it would be unfair to expect the project to meet. These will include petrol costs and food for national staff travelling with you and possibly for your sponsored child and their family. Please be prepared to pay these in cash to the national World Vision Office on the day of your visit.

A very special experience

A sponsor visit is a fantastic opportunity for you to meet your sponsored child and his/her family as well as the community they live in. You will see with your own eyes the difference your donation makes in the lives of the world's poorest and most vulnerable children. We trust that your visit will be a special experience you will treasure for many years to come.

After your visit

Your visit may be a life-changing experience in which case you will return to the UK inspired and passionate about making a difference. We would love you to share your enthusiasm with others to encourage them to join us in caring for the world's poorest children and their communities. There are a several things you can do:

- It would be great if you could send us an informal report telling us about the highlights of your visit along with some photos. It is a great opportunity for us to share your feedback with other supporters and inspire them with sponsor visit stories that may be used in World Vision publications. Alternatively, we may ask you if you are interested in 'blogging' for us which would be posted on our website and/or Facebook page and we would encourage other supporters who have sponsored children in the country you visited to follow your posts.
- You could also give a presentation in your home, workplace or church to family, friends and colleagues about your experience and we would be happy to provide you with the resources you will need for the event.

Become a World Vision Ambassador

World Vision Ambassadors are passionate volunteers who have first-hand knowledge of the life changing impact of sponsoring a child. They are an important and valued part of World Vision UK and work to improve the lives of children and families living in poverty by inspiring others in their local communities to sponsor a child too. If you would like to find out more about joining the Ambassador Scheme, kindly contact Sharon McLeod, our Sponsorship Ambassador on ambassador@worldvision.org.uk

Do not hesitate to get in touch with us at the contact details below if you have any questions, no matter how small. We are here to help you to have a wonderful time.

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World Vision UK Policy Guide

World Vision UK: Child Safeguarding Policy 2012

Below you will find the executive summary of our Child Safeguarding Policy as well as the most relevant parts of the policy in detail. If you would like to see the full policy, please get in touch with us and we will be more than happy to send it to you.

Policy statement

At World Vision UK, we believe that all children have a right to be kept safe and to be protected from abuse, neglect, exploitation and violence.

We are committed to creating an environment where the potential risks are identified, there are clear responsibilities and easily accessible processes and procedures to ensure that in all areas of our work, the risks are considered and minimised.

World Vision's foundational commitment is to be a safe place for children. Being a child-safe organisation is a necessary foundation for integrity in promoting child protection in communities. The safeguarding of all children is our primary concern and will override any other considerations.

Roles and responsibilities

Child protection and safeguarding is a corporate and an individual responsibility. All Staff, Board Members, Consultants and Volunteers will be educated in how to safeguard children in all that we do. Associations with anyone found to be engaging in abusive and exploitative relationships with children will be broken.

Safer recruitment:

Minimising the risk of employing individuals who may be a risk to children.

1. All Staff, Board members, Consultants and Volunteer will need to satisfy a vetting process, complete Child Safeguarding training and will be given a copy of the policy and will be required to sign a declaration that they have received and understood it, in order to commence work with World Vision UK.

2. Any agreement or contract between World Vision UK and partner organisations, agencies, suppliers or groups relating to child data or about contexts where there may be contact with children require assurance that adequate child protection and safeguarding policies and procedures are in place.

Behaviour Protocols:

All personnel should avoid actions or conduct which is or may be construed as abusive behaviour.

Guidance on appropriate behaviour, is designed to protect children; but also to protect personnel from false accusations of inappropriate behaviour or abuse.

World Vision representatives should:

- Treat all children with dignity and respect
- Use positive, non-violent methods to manage children's behaviour
- Ensure physical contact is at all times appropriate and not an invasion of the child's privacy, to avoid misunderstanding, it is recommended that personnel do not initiate physical contact with a child and that they minimise a child's behaviour toward them by not encouraging touch
- Accept responsibility for personal behaviour and actions as a representative of the organisation
- Be aware of situations which may present risks and manage or minimise these risks
- Ensure a culture of openness and accountability within World Vision to enable all child protection issues or concerns to be raised, so that poor practice or potentially abusive behaviour does not go unchallenged

- Report any concerns through appropriate channels at the first available opportunity and comply with child protection related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation
- Proactively seek to ensure that no personnel will be alone with a child. The “two-adult” rule should be used, meaning two or more adults must be present at all times where there are children. It is also expected that personnel will remain visible whilst working with children.

World Vision representatives must not:

- Discriminate against, show different treatment to, or favour particular children to the exclusion of others
 - Act in ways intended to shame, humiliate, belittle or degrade children, or carry out any form of emotional abuse
 - Hit or otherwise physically assault or physically abuse children, regardless of whether this is culturally acceptable in the country which you are in
 - Do things of a personal nature for children, which they can do for themselves
 - Caress or touch children in a manner that is inappropriate or sexually provocative
 - Engage in sexual activity with a child regardless of the age of consent locally. This is sexually abusive as well as being an abuse of trust
 - Use language, make suggestions or offer advice which is inappropriate, offensive or abusive, including language that causes shame or humiliation, or is belittling or degrading
 - Participate in or condone, behaviour towards children that is abusive, unsafe or illegal, including harmful traditional practices, spiritual or ritualistic abuse
 - Personnel must not exploit children for their labour or for sexual purposes, or develop relationships with children, which could in any way be deemed as exploitative or abusive
 - Take a child to a location where they may be alone with the child
 - Share personal contact details (home, work or hotel address) with any child or their family
 - Hire children, unless it is within the best interest of the child and in alignment with local law and international standards.
1. Inappropriate behaviour towards children, including failure to follow World Vision Behaviour Protocols, is grounds for discipline. Disciplinary action will vary depending on the offence, and serious offences including substantiated sexual abuse will be considered gross misconduct, resulting in instant dismissal from employment, volunteer/internship or board membership. In the case of contractors, the contract will be terminated immediately. World Vision UK reserves the right to share relevant and proportionate information with the Police, Child Exploitation and Online Protection Unit (CEOP) and other Non Governmental Organisations.
 2. All personnel must be concerned with perception and appearance in their language, actions and relationships with children. World Vision personnel should seek to live up to the World Vision Mission Statement and Core Values in all relationships with others and especially children.
 3. All personnel are expected to behave sensitively towards the local context and consider the impact of their actions on potential conflict and tensions within communities. Where their presence may be of detriment to the child or community World Vision expects personnel to seek further advice from the appropriate World Vision staff member.
 4. All personnel need to be aware that they may have contact with children who, because of their circumstances and possible abuse they have experienced, may use a relationship to obtain “special attention”. Personnel should avoid being placed in a compromising or vulnerable position. The adult is always considered responsible even if a child’s behaviour is provocative or inappropriate.

Guest Visits to World Vision Projects:

In order to ensure that all possible steps are taken to protect children, their families and communities from those who may wish to exploit or abuse them.

- **Guest** – Any non staff member travelling to a World Vision project

- I. In order to minimise the risk, before the visit is approved, all guests:
 - i. Will be made aware of World Vision UK's Child Protection and Safeguarding Policy and their role and responsibility within it, including the behaviours required of them. This will include the need to respect boundaries, to be aware of behaviour protocols and what to do if they have a concern relating to child protection.
 - ii. Should be made aware of the type of situations they are likely to face so that they are prepared emotionally and practically to respond appropriately to the child and their family.
 - iii. Should be made aware of guidelines regarding the proper use of photographs obtained in the field.
 - iv. Previous history with the organisation will be checked by the relationship holder to assess risks and identify any previous concerns.

2. In order to screen and monitor visits, all guest must complete the following:
 - i. Sign to commit that they have received, read and understood the Child Protection and safeguarding policy and are prepared to abide by it.
 - ii. Provide a photocopy of their current passport.
 - iii. Complete a child safeguarding assessment with a World Vision UK child protection specialist, this will usually take place at our office in Milton Keynes.
 - iv. A DBS check or a Basic Disclosures check, containing no inclusions and signed declaration and reference. (Basic Disclosures produced by the guest must an original copy and be no more than six months old. Full DBS checks from the past 2 years are accepted).

3. All those travelling with guests, i.e. partners, colleagues etc, will be subject to the same process checks. Minors travelling on visits will need to be detailed within the trip questionnaire form, and provided with age appropriate behaviour protocols.

4. If a guest chooses not to comply with the requirement to complete this screening, the visit will be cancelled. The relevant National Office staff will be informed if World Vision UK staff have any suspicions about a guest wishing to visit their country through World Vision UK, World Vision UK also reserves the right to take additional action which may include terminating the sponsorship arrangement and sharing information with statutory agencies as appropriate.

5. Eight weeks should be allowed for the completion of the screening process. In circumstances where it is necessary for travel in emergency, providing a business case is submitted to and approved by the Child Safeguarding Manager. Screening steps 2.iv may be replaced by a Traveller Risk Assessment signed off by the Child Safeguarding Manager, this is not available for sponsors making late requests to visit their sponsor child.

6. For in situ journalists, who either make contact with World Vision UK from a field context, or in an informal context with a member of the communications team while they are travelling. Enough information must be captured relating to the journalist so that if a concern is later raised, this can be reported effectively. The staff member must log the journalist's name, the story or reason for contact, contact details and then either a valid passport number or a date of birth and current address. This information will then be returned to the communications team who will securely file this information. The individual whose personal data is recorded must be informed and consent to this procedure, failure to consent would limit access to World Vision projects and information.

7. Sponsors should only be allowed to visit our projects every two years to ensure the relationship between the sponsored child and their family and community is maintained at an appropriate level. Sponsors will need to complete the screening process prior to each visit.

8. Other guests may travel more regularly providing a business case is submitted to and approved by the appropriate director and the Child Safeguarding Manager.

9. A World Vision staff member must accompany all visitors to World Vision projects. On occasion this may require that a guest meet with a child in a central location such as a World Vision office for security reasons.

Communications about children:

World Vision UK is committed to ensuring all communications about children are undertaken with sensitivity in order to safeguard the child's right to dignity, privacy and confidentiality.

Producing communications *about* children would count as *indirect* contact, and could therefore put children at risk. All communications about children must be carefully considered and ensure the following:

- World Vision staff are sensitive and do not exploit a child's vulnerability at times of trauma or grief, and always assess how this report could impact safety, well-being and rights of the child
- Children are portrayed with dignity and not as helpless victims
- Children are adequately clothed and not in sexually suggestive poses
- Photos do not identify a sexually abused child/person of any age or a person's HIV status without their express consent

1. Identifying children

Child personal and physical information that could be used to identify the location of a child within a country should not be used in any form of communication about a child. The following guidelines highlight acceptable and unacceptable content.

- **We Do use:** First name/ given name, age, gender, country, Area Development Programme (ADP) description (as approved by the programme officer) hobbies and favourite subject.
- **We Don't share** Surname/ family name, date of birth, schools, villages/ towns or the name of the ADP, health status, sexuality etc, to ensure no child- personal and physical information could be used to identify the location of a child within a country. Information of this nature would be viewed as locatable personal child data.
- To the **Sponsor** we will also disclose the surname, the date of birth and ADP of their registered child; these details remain restricted until the supporter has committed to a specific child.
- To the **Donors** we will disclose the names of projects and the ADP equivalent of a location; these details remain restricted until the donor has committed to a specific project.
- When using **Images** care must be taken to not disclose locatable information.

Sharing data beyond this is subject to signed consent from the individuals featured in the data and permission by the Editorial and Design Manager and the Child Safeguarding Manager. This will only be granted in specific circumstances and where a good business case can be made.

2. Images of children

World Vision does not use, produce or reproduce images that could be perceived as indecent images of children. In photos children should be adequately clothed and not presented in sexually suggestive poses.

World Vision UK will not use an image of a naked child, with the exception of naked infants whose modesty is clearly protected. This stands regardless of cultural norms in the community of the child. Similarly photographs or images of semi-naked children will only be used that meets the criteria above.

Child survivors of exploitation, abuse or neglect will not be identified in anyway by World Vision UK through images or story detail that may bring increased shame or stigma to the child, represent further exploitation or could put the child in further danger.

For further information about specific groups please see „WVI protocols for communicating about vulnerable children and adults' and for guidance on how to represent them please use 'Using or photographing Children from Exploited Situations'

Staff should verify the status of individuals featured for whom imminent death is likely. If the person has died, photos and stories should indicate so. Photos of people living with AIDS must not be used more than two years after the image was gathered.

If staff are unsure whether an image falls outside the bounds of World Vision UK brand and decency thresholds, this should be referred to the Editorial and Design manager for brand and the Child Safeguarding Manager for decency.

3. Consent (for the gathering and use of resources)

Children, parents and other adults who become the subjects of resource gathering by World Vision staff should have a general understanding of the purposes and intentions for which the resources are being secured. The purpose of requiring a signed consent form in some situations and informed consent in all situations is to build trust and understanding as well as to avoid doing harm, damaging reputations and incurring libel and copyright problems.

World Vision does not pay or otherwise compensate subjects for telling their stories, taking their pictures, or securing their signatures on a consent form.

Informed consent should be obtained from the child and parent/guardian prior to the gathering of any resource. This consent should be documented by the resource gatherer, on a World Vision photo/story release form.

Signed consent is required when a resource may:

- *Identify and provide substantial information about a particular child or adult.*
- **And/or** place an individual in a situation that could be damaging to their dignity, safety or reputation (e.g. sex tourism, HIV status, corruption)

This consent should be documented by the signature of the child and their parents, on a World Vision photo/story release form.

The original signed forms for both informed consent and signed consent should be retained in World Vision UK, and held with the Field Resources Coordinator.

Stories and photographs, whether stored together or apart, electronically or in hard copy, should highlight the sensitivity for those who will use the resources. Even if permission has been granted by the individual or groups, if the perceived risk is of concern it is still advisable to change names and locations. If a name is changed, pseudonyms used must be saved with the original data, so that „Freddie remains „Freddie in different World Vision platforms. When a name or location has been changed reference to this change must be made in the footnotes or adjoining text.

The parent(s)/guardian(s) of a **Registered Child** will give consent in writing for the use of their child's details and images as part of the packet of document signed when a child joins a sponsorship programme. This is the responsibility of the National Office, who are required to give formal permission for the use of these as resources for promotional material.

4. Use by partners and supporters

Stories or photos carrying sensitivity reminders must NOT be made available for the use of organisations outside World Vision.

Partners or organisations requesting the use of World Vision resources such as images, video or stories are required to sign an agreement with World Vision UK as to the proper use of such materials. Failure to adhere to the terms could result in the termination of permission and result in legal action. Data transfer must be completed by secure means, such as secured ftp or using PGP encryption.

When a **supporter** requests images for fundraising purposes for a presentation this will be supplied with a covering statement, and in a format that limits its use – e.g. image size, watermarking. No more than 10 images per year, and the image details logged on the supporter data base.

While World Vision cannot control the use of technology and social media, we promote empowerment of children, parents, partners and sponsors/donors to understand how to safely utilise social media and digital technology while avoiding risks and are enabled to:

- understand, identify and manage potential risks and benefits of social media engagement
- understand and recognise acceptable and inappropriate behaviour and communications
- understand reporting mechanisms and potential consequences of unacceptable behaviour and communications.

Reporting concerns of abuse or suspected abuse:

In order to gain effective and fair reporting and management of incidents, all incidents reported will be categorised and managed according to WVUK incident management guidelines, aligned with World Vision Partnership incident categories, with according escalation through appropriate processes.

Hostage Taking and Kidnapping

Overview and Context

International acts of terrorism, violence and kidnapping are a tragic part of current reality. As World Vision UK grows and touches the lives of more people in a variety of countries, it is always possible that individuals involved with World Vision UK may be affected.

World Vision UK recognises the difficult decisions involved when hostages are taken. However, we believe that governments, organisations and individuals have a common interest in not giving in to terrorist demands. We strongly believe that concessions, whenever they are made, only encourage further incidents and places additional people at risk. World Vision UK desires to enhance the safety and well-being of all personnel and discourage kidnappings and hostage taking.

Policy Guidelines

This policy applies to all World Vision UK employees normally based in Milton Keynes, but whose job necessitates them being overseas for various periods of time. This policy includes consultants, guests and those on short assignments overseas for World Vision.

In the event of a kidnap or hostage situation, World Vision UK will make no concessions to terrorists. We will not negotiate for the payment of ransom for the release of hostages.

However, World Vision UK will use every legitimate means to secure the release of any employee being held hostage and will co-operate with the UK Government to secure this release. A UK Government spokesperson has said that its primary objective is preservation of life, so military action would be the last resort. It looks to the government of the country concerned to resolve the crisis with the least possible risk to both parties.

World Vision UK will co-operate with the appropriate governmental agencies to ensure that all perpetrators of violent acts against its employees are brought to justice.

Definition of a Hostage Situation

A hostage situation is when a demand has been made for release of person(s) (an abduction situation is when a person has been taken but no demands have been made - could also be a missing person scenario)

In the event of a kidnapping or hostage taking, World Vision UK would:

- (a) Contact the Foreign Office, giving as many facts as possible regarding the situation. The Foreign Office would then inform the UK Embassy or High Commission in the country concerned. The Foreign Office would also contact the Consular Division, who would make contact with the family(s) of the hostage(s).
- (b) Receive instructions from the Consular Division as to the next steps World Vision UK should be taking and what course of action the Foreign Office was taking.
- (c) Co-operate with the appropriate government officials as appropriate.
- (d) Provide every possible support to the family, including information regarding the situation that has been given to World Vision UK.
- (e) Provide every possible support to employees in the affected location.
- (f) Provide debriefing and arrange professional counselling for the kidnapped employee(s) after release as appropriate. Provision of these services will be co-ordinated by the Director of Organisational Effectiveness.

All employees and visitors, regardless of geographical location, must sign the document below, which affirms they have read and understood this policy before they travel on behalf of World Vision UK.

A copy of the signed agreement should be kept in Human Resources in the employee's personal file or visitors' record.

International Travel Risks

Overseas visits to World Vision's Relief and Development Programmes may involve conditions and risks described below. You should carefully consider these conditions and their potential effect(s) on you before undertaking such a visit. Local conditions for those visiting World Vision's programmes often involve one or more of the following:

Climate

- the whole range of climate, terrain and temperature extremes
- unpredictable weather conditions

Health

- limited or distant emergency and health services
- limited or nonexistent local infrastructure or services
- sickness
- quarantine

Safety

- local regulations
- delays, frustrations, and surprises
- political instability
- strikes
- unstable market stalls
- concrete or bricks falling from unstable buildings
- raids, thefts and/or violence in public places (for example, market)
- hazards in rural areas
- accidents at tourist sites, e.g. canopy walkways, castles, safari
- changes, delays, or other effects, whether to personal health and safety or otherwise

Transport & Roads

- unconventional modes of transportation
- transport difficulties
- lack of vehicular safety standards commonly found in developed countries (for example, the absence of seatbelts)
- increased incidence and severity of vehicular accidents
- vehicular accidents due to pot holes, bad roads, other vehicles, heavy trucks, speeding, flooding
- falling into pot holes

Wildlife and Natural Disasters

- encounter with wildlife
- wildlife behaviour and movements
- natural disasters

This list is not intended to be exhaustive and you should undertake your own investigation and risk assessment prior to visiting a World Vision Relief & Development Programme.

Consent under the Data Protection Act 1998 to use your images in promotional materials

I understand that by visiting a World Vision programme I consent to allowing World Vision UK, World Vision International or any other World Vision national entity to use any photograph which might have been taken of me during the travel, or releasing those photographs for use on publications or any other work/activities connected with World Vision.