

# EveryChild.

4 Bath Place, Rivington Street  
London EC2A 3DR  
Switchboard: +44 (0) 20 7749 2468  
Supporter Care: +44 (0) 20 7749 2490  
Fax: +44 (0) 20 7729 8339  
**Email: [gen@everychild.org.uk](mailto:gen@everychild.org.uk)**  
**Website: [www.everychild.org.uk](http://www.everychild.org.uk)**

Dear Sponsor

Thank you very much for your interest in visiting the child you are sponsoring. Sponsor visits are a really rewarding and moving experience, allowing you to see just how much your support is changing children's lives.

To help you get started please find below an information pack for you to read which includes:

- Guidelines on 'Visiting the child you sponsor'
- An 'Application for Project Visit' form
- A 'Visit Agreement' form

Please also carefully read our Child Protection Policy. EveryChild takes the protection of the vulnerable children in our projects very seriously. We ask all visitors to complete a background check through Scottish Disclosure for this reason.

Should you decide to go ahead with your visit we will be delighted to arrange this for you. We do ask however that you try to give us three months notice so that all of the necessary arrangements can be made. There is a minimum fee for all visits, which covers expenses in the country you are visiting such as travel to the project and project staff time.

All you need to do is contact us to request a Disclosure form, then complete and return this to us together with your completed visit application and agreement forms. We will then contact you with the final details of your visit, as well as send you a factsheet for the country and project you are visiting with useful information and tips for your visit.

If you have any questions or would like more information I will be happy to help: please give me a call on the number below. We really do hope that you will take this opportunity to visit our project, meet the child you sponsor, and experience the trip of a lifetime!

With many thanks for your valuable support,

Yours sincerely



**Claire Horder**  
Sponsorship Team  
Email: [claire.horder@everychild.org.uk](mailto:claire.horder@everychild.org.uk)  
Tel: +44 (0) 20 7749 2480

# Visiting the child you sponsor

## GETTING STARTED

We ask that you try to give us at least three months notice to arrange a visit. If you have less than three months until your trip, we will do our best to arrange a visit - however we are not able to guarantee the necessary arrangements can be made.

Once you have decided to go ahead with your visit there are a few things we need from you:

- A fully completed 'Application For Project Visit' form
- A fully completed and signed 'Visit Agreement' for each visitor
- A partially completed Disclosure for you and anyone travelling with you, with supporting documents. (*Please refer below to the section on 'personal background checks' for information on how to obtain your form and guidance on completing this.*)

**Please read through these enclosed documents carefully and return your documents to us by recorded delivery for safety.**

## DURATION OF VISIT AND ACCOMPANIMENT

The meeting with the child you sponsor can take place on any day from Monday to Friday. The visit will usually be arranged for either a morning or afternoon: however, it could last for up to one day and may involve some travel.

To assist sponsors and to ensure the safety and well-being of the child and our sponsors, a member of EveryChild's staff will accompany you during your visit.

## A NOTE FROM EVERYCHILD

EveryChild will try to facilitate visits wherever possible. However, please be aware that on very rare occasions arranged visits may not be able to take place. For this reason we strongly advise that your visit is incorporated into a holiday or trip, rather than being the sole purpose of your trip.

EveryChild will make the arrangements relating directly to visiting the child you sponsor. However it is your responsibility to make those for travel and accommodation during your trip. Your meeting will take place in the project or field office or at a venue arranged by our local staff. Please remember the child you sponsor will almost certainly have a family or guardian and we ask you to be sensitive to this primary relationship.

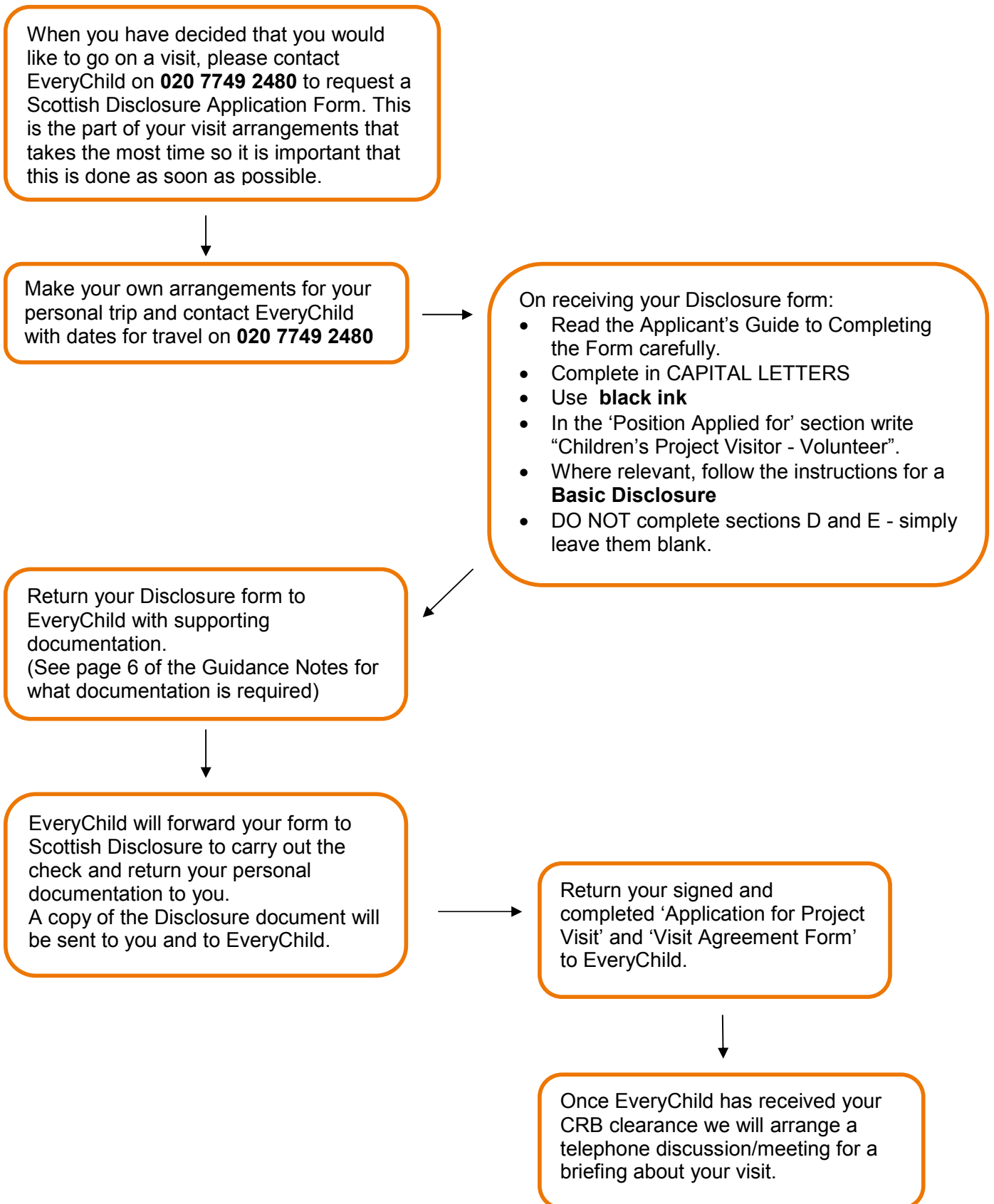
## And finally...

All visits are made entirely at the discretion of EveryChild and therefore we cannot permit any unauthorised visit to proceed.

## PERSONAL BACKGROUND CHECK

As part of our Child Protection Policy, EveryChild subscribes to the disclosure services of the Criminal Records Bureau (CRB). This means we require a personal background check to be carried out for all visitors before any visits to the field by staff, supporters and journalists can be arranged. We cannot arrange a visit until a satisfactory check has been received. The charge for the background check is £23: this is included in the total visit cost. Once you have decided to go on a visit, please contact EveryChild on 020 7749 2480 to request a Disclosure application form. For further information on the process of Disclosure, please see the Scottish Disclosure web site at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) or call their helpline on 0870 609 6006.

## Steps for arranging your visit:



# Application for Project Visit



Supporter name and address in full	
Daytime telephone number and/or e-mail address	
Sponsorship Number	
Please indicate that you have included a Disclosure application form by adding your signature	Included.....
Any additional travelling companions; please supply full name and address and relationship to you. <i>(Please use reverse of this sheet if necessary)</i>	
Daytime telephone number and/or e-mail address(es) of companions	
Please indicate that all additional visitors have included Disclosure application forms by adding your signature	Included.....
Country, airport & date of arrival	
Airline & flight number	
Flight arrival time	
Accommodation address	
Accommodation telephone number and/or e-mail address	
<b>SPONSORS ONLY</b> Child name and reference number	
Dates available to meet child - (please give range of 2/3 days <b>Monday to Friday</b> )	
Date of application	

# PLEASE COMPLETE AND RETURN VISIT AGREEMENT FORM



Compassion UK, EveryChild, ICR UK, Plan UK, World Vision UK

**The above named agencies are working towards an agreement on common standards regarding child protection issues. We are committed to following best practice with regard to the safety of children. The following document has been drawn up in your best interests, as well as those of the children, families and communities with whom we are working.**

A Visit Agreement Form must be completed for **each visitor**. This form, as drawn up by EveryChild, not only covers child protection issues, but also the practicalities that must be adhered to prior to and during your trip overseas. Please complete and return it to EveryChild giving 3 months notice before the date you wish to visit.

Sponsor Reference Number: .....	Name: .....
<small>(If you are not a child sponsor, please quote the Reference Number of the child sponsor you are travelling with.)</small>	
Address: .....	Postcode: .....
Telephone: .....	Key contact at EveryChild: .....
Country to be visited: .....	Dates of visit: .....

- I will undergo a background check through the Scottish Disclosure service of the Criminal Records Bureau. This will be initiated by me and further facilitated by EveryChild.
- I agree to speak to a member of EveryChild staff for a briefing about visits and to discuss my understanding of child protection.
- If there is a need for an overnight stay in the locality, I will organise my own accommodation for the visit and not seek or accept accommodation at the field office, with the children, families or communities I meet.
- I agree that any meeting or visit to see the project or the child I sponsor will be arranged for me by EveryChild and supervised by an EveryChild member of staff.
- I will not give any personal contact details (e.g. address/telephone number/e-mail) to the child I sponsor, their family or community, nor will I seek to obtain contact details for the child, family or community.
- During the visit I will not discuss, offer or agree to the provision of additional and direct financial support to the children, families or communities I meet.
- All photographs/film I take of children, families and communities are for my personal use only. I will not publish them on the Internet or on any other printed materials, unless specifically requested by EveryChild.
- None of the photos/film I take will be exploitative or demeaning to the subject; their dignity will always be maintained.
- Where possible I will seek permission from the subject (or if the subject is too young to understand the request, from their parent or guardian, or an EveryChild member of staff) either before or after filming or photographing them.
- I understand that my visit to the project will not exceed one day.
- I accept responsibility for all costs incurred by my visit to the EveryChild project. EveryChild staff will endeavour at all times to keep these costs to a minimum.
- I will arrange my own travel to and from the country and field office.
- All gifts, of any kind, intended for children, families or the community will be in accordance with the EveryChild Gift Policy and will be agreed with a member of staff in the UK prior to the visit.
- I will not hold EveryChild responsible for any injuries or accidents that may occur during the visit.
- I will ensure that I have comprehensive insurance cover for the trip and all required vaccines have been administered and I will not proceed with the visit should I contract any contagious or infectious diseases, such as chicken pox or measles, before departure. (Visiting whilst carrying these diseases may have fatal consequences for children and vulnerable adults in the communities we work in.)
- I understand that it is important to show respect to the staff, children, families and communities I meet and to take into consideration the cultural sensitivities of the country I am visiting.
- I understand that the child I sponsor (or children I am visiting) has a family/parents/guardians of his/her own, and I will respect and adhere to the boundaries of the child/sponsor (or child/visitor) relationship.

**I hereby agree to the above conditions and guidelines set out by EveryChild with regard to visiting a project overseas. If I break any of these agreements, I understand that EveryChild has the right to terminate my visit immediately and, if appropriate, cancel my sponsorship.**

Signature: .....	Date: .....
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