



Future Leaders UCC Volunteers Programme

Terms, Conditions and Important
Information

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ABOUT THE TERMS AND CONDITIONS BOOK

This booklet has been produced to ensure that all those who wish to volunteer with the Future Leaders UCC programme are aware of what is expected of them, what we will provide and how your placement will work.

Whilst the information contained herein is correct at the time of publication, there will be some instances where we will change the terms and conditions without prior notice. We will endeavour to ensure this booklet is updated regularly; however, we reserve the right to make changes as and when required without notification. We will ensure that any changes are communicated to you in good time where necessary.

The terms and conditions detailed herein form part of the agreement that is made between you and us, Future Leaders UCC. These conditions are part of that agreement and cannot in any way be made void or not applicable.

During your time with us it is important to note that we are not deemed as your employer. The terms and conditions booklet are a formal binding agreement between us, but do not form a contract of employment.

In addition to these terms and conditions, it is important that all volunteers make themselves aware of local customs, laws and requirements upon them in the country where they are volunteering. Whilst you may have certain understandings of your rights and the laws in your current country of residence, these may differ greatly in the country where you will be volunteering. It is essential that you have made yourself conversant with such requirements prior to your departure and are prepared to volunteer and conduct yourself in a manner fitting to the local customs and laws.

We will endeavour to highlight some of these within this booklet but please do ensure you have carried out your own research.

Acronyms Used in this Booklet

The following are acronyms that we have used in this booklet:

- FLVP** Future Leaders UCC Volunteer programme - Ghana
- FLUCC** Future Leaders Underprivileged Children's Centre. Also referred to as the **UCC**

Notes on Terminology

Because FLVP is based in Ghana and deals with many people from different countries around the world, it is necessary to ensure that some of the phrases used here are understood to mean the same thing by different people. Below are some of the most common phrases with an explanation of their meaning:

Placement This refers to you volunteering with us. Your 'placement' is where you will be located and the work you will be doing there. It encompasses your travel, your time there and anything you do at the place you are volunteering.

The Company This refers to Future Leaders UCC of which the volunteer programme is included and part of the charity registered in Ghana. The Registered address of the NGO you are volunteering with is Future Leaders UCC, PO Box 39, Agency 25, Kanda, Ghana, Africa.

Medical Practitioner This will be a trained, qualified and registered individual or practice who is qualified to provide medical advice and who holds your medical records. In the UK this will be your doctor, also known as a GP (General Practitioner).

FINANCIAL

Payments, Expenses and What is / is not included

We believe in a project where up to 50% of the expenses you pay go directly to the UCC. We also believe that by employing local staff in Ghana we can provide a service that is a lot cheaper than some of the bigger voluntary organisations.

We want our organisation to be ethical, to exist not so we can pay large bonuses, dividends or salaries to directors and shareholders, but so we can provide a steady stream of finance for the UCC.

What your fee pays for

When we agree with you the fee for your volunteering with us, this will include the following:

- 3 meals each day or equivalent in value dependant on the specific nature of your placement. Discounts are not available where a volunteer does not receive three meals a day. Meals will vary in size and type.
- Collection from and delivery to the airport when you arrive in the country for the first time and your departure from the country at the end of your placement.
- Induction, orientation and contact with a Volunteer Coordinator. The Volunteer Coordinator provides 24 hour in country support.
- Accommodation to include a place for sleep. This is normally in a dormitory type environment sharing with other volunteers. At times you may need to sleep on a mattress, camp bed or similar depending on the facilities that are available at your placement.
- Use of water, gas and electricity and the use of the compound. This is not exclusive use and indeed, there will be times due to local shortages where gas, electric and water are not available for a short period of time or are in short supply.
- Donation to the UCC up to 50%
- Transport if we require you to undertake travelling for us. This is only in exceptional

circumstances and must be agreed with your Volunteer Coordinator prior to the expenditure.

What your fee does not include

Your fees do not include the following:

- Travel insurance and insurance of your belongings whilst at your placement with FLVP.
- Transport whilst you are at your placement unless it is provided by FLVP or you have agreed with the Volunteer Coordinator that you will require transport to undertake work for your placement. There may be some instances where you are able to grab a lift with someone going out from your placement but be prepared to contribute to the petrol.
- Email, internet and phone calls. Some placements will have the internet installed, however, if you wish to use the internet within your placement there may be a charge for this which will be in line with local internet cafes
- VISA – FLVP does not pay for your VISA. You need to ensure you have the correct VISA for the amount of time you intend being at your placement and to allow you to come and go as you require. Note, some countries require that your VISA be purchased **PRIOR** to you leaving your home country.

Ghana – you will require a VISA prior to you leaving your home country which you should obtain from the Ghanaian High Commission associated with your country.
- Trips, excursions and any other items that you intend to buy, undertake or require during your placement.
- Medical treatment for any issues arising during your time at the placement to include hospital, specialist, dental, hearing, sight or emergency treatment.
- Passport or other immigration documentation.
- International drivers licence

- Internal flights – unless we are requesting you to carry out work for us that requires you to travel.
- Your own transport or vehicle either hired or bought. Insurance and associated items with running a vehicle.
- Anti malarials – you need to ensure you have organised these yourself and have taken them in accordance with your Practitioners instructions.
- Vaccines and inoculations.

Deposits

All deposits are non-refundable.

Returned Cheques / Bank Charges due to your payment being returned or declined

Where your payment has been declined, returned or simply not made, and where that causes a charge to be levied to us for such an issue, we will seek to recover that the charge from you.

Whilst this can be a difficult time, it is essential that nothing takes away from the funds we are building to run the project where you are placed.

Where we have been charged by our bank as a result of an error on your part we will advise you accordingly.

MEDICAL

Vaccines, Inoculations and Anti-Malarias

You will need to ensure you have obtained the correct vaccines, inoculations and anti-malarials for the location of your placement.

Vaccines & Inoculations

You must ensure you have visited your GP or other medical advisor to obtain the latest information concerning the requirement for you to have certain vaccines / inoculations. You should do this in plenty of time. For instance, Hepatitis B requires a course of 3 injections over a 3 month period*.

Most countries require you to have a yellow fever vaccination and have a certificate accompanying your passport to enable you to pass through immigration. Though immigration departments in some countries do not check for this certificate it is worth remembering that you will not be allowed to enter the country if they choose you for a spot check. We advise that you carry your certificate with your passport at all times when travelling.

Anti Malarials

Dependant on the location of your placement you may need to take anti malarials to reduce the risk of you contracting malaria. Your Medical Practitioner will give you the most up to date advice on the risks associated with the location of your placement and the type of anti malarials that are available.

If your GP advises that you take anti malarials then you must do so. Please ensure you take them as prescribed which usually requires a dose to be taken prior to you arriving at your placement and for a period after returning to your home country.

Ghana – Because of the risk of Malaria it is advised that you take anti malarials when on placement in Ghana.

FLVP cannot accept any liability for you not taking medication as prescribed, or for contracting any illness whilst at your placement. It is the responsibility of all volunteers to ensure they have received the most up to date advice and have put into practice a regime to ensure they minimise the possibility of contracting any illness or disease. We will be able to offer advice concerning the

specifics of your placement, however, in all instances, you must seek the advice of a trained Medical Practitioner.

It is also worth noting that most medication including anti malarials cannot guarantee that you will not contract any disease or illness. The risks associated with contracting such diseases are dramatically reduced but the risk is never 100% removed.

Regular / Repeat Prescriptions

If you take medication regularly and will need to during your placement you must highlight this to us on your application form. In addition, you must ensure that you have sufficient quantities of your medication with you or have a means by which to obtain it at your placement.

Where your placement is over 6 months you will need to provide a written letter from your Medical Practitioner to confirm that you are authorised to carry large amounts of medication overseas. Immigration may wish to see such authorisation.

If you run out of your medication whilst on placement you must advise us immediately. If possible please provide us with two weeks notice if you anticipate running out of your medication.

If FLVP is required to source medication for you we will charge you for the cost of the medication and the time to source it. We will be able to provide you advice on where you may be able to go to purchase medication or provide you with details of a local doctor. In some instances, your placement may be in a location where medication is not readily available. You must take this into consideration when volunteering with us. FLVP cannot guarantee that we will be able to source any medication should you run out.

General Health

We recommend that you have a check up with your Medical Practitioner four weeks prior to leaving your home country to be sure you are fit and healthy to carry out your placement. Always tell your doctor exactly where you are going and what you intend to be doing. Any changes in your health must be advised to us immediately.

Dental

We recommend for placements of 6 months and over that you have a check up at your dentist at least 6 weeks

prior to leaving your home country. Any treatment required should be carried out prior to you leaving your home country and at your own expense. We cannot cover the cost of any medical and dental treatment as part of your placement.

It will be the responsibility of the volunteer to ensure that he/she obtains necessary dental treatment in the country of their placement should this be required.

FLVP will provide you with advice of the location of dental practices.

Pregnancy

If a volunteer becomes pregnant whilst on placement the volunteer must advise the Volunteer Coordinator immediately. Dialogue will be entered into to discuss the most appropriate course of action bearing in mind the demands of the placement. FLVP will not be liable for any costs associated with the pregnancy or any medical implications or termination. Where the volunteer's role is impacted by the pregnancy, discussion will take place to ensure that the health of the volunteer and her ability to carry out the work is not impeded. In certain circumstances alternative work may be found to ensure that the volunteer may remain with the placement. In all circumstances, the Volunteer Coordinator will, in conjunction with the volunteer carry out a risk assessment to ascertain the safest possible outcomes for the volunteer. Where a volunteer leaves the placement due to the pregnancy there will be no refund of fees.

Where a termination is sought, the volunteer needs to be aware of the current legal position concerning termination. In some countries it is illegal to terminate a pregnancy.

Ghana - It is not illegal to have an abortion in Ghana however; access of such services is not straight forward and will be costly. Because abortion in Ghana is still perceived as illegal and morally wrong, services offering such treatments are sporadic and in many instances unsafe. There are many unsafe abortions carried out each year in Ghana which lead to complications and in some cases death. We advise that any termination be carried out in your country of residence and with a bona fide registered medical practice.

The volunteer must advise the Volunteer Coordinator immediately of the decision to have an abortion. The

Volunteer Coordinator may be able to advise you where to go for advice about such a decision.

FLVP will provide as much support as possible to the volunteer to ensure they are able to make informed decisions, however, FLVP cannot be held liable for any advice given and it is the volunteer's responsibility to ensure they have made all decisions based on sound medical advice from a registered Medical Practitioner.

Medical Emergencies

You need to ensure that your travel insurance or other policy has suitable indemnity to cover any medical emergency you may experience whilst travelling to / from or at your placement.

Non-urgent repatriation

It may be the advice of the Volunteer Coordinator for you to return to your home country for tests or treatment. In any case it is recommended that you obtain, in the first instance, a report from a local Medical Practitioner to your placement. If after visiting a Medical Practitioner and discussing it with your Volunteer Coordinator you feel or the Coordinator feels it is best for you to return to your home country based on the advice from the Medical Practitioner, we will provide the necessary transport to the airport and assist you in any way we can. FLVP will not be able to pay for your repatriation or return to your home country. Any changes to your return ticket or purchase of a new ticket must be borne by the Volunteer and subsequently, where applicable, by the volunteers insurance.

Generally

You must disclose to us any medical conditions that you have. This must be highlighted on the application form. If your health changes considerably before you leave your country of residence you must advise us immediately.

If your health changes whilst you are at your placement you must advise the Volunteer Coordinator immediately. All costs associated with medical care will be the responsibility of the Volunteer. If your health deteriorates rapidly before you leave for your placement we may ask that you do not attend the placement. In such instances we will return your fees but will retain the non refundable deposit.

HIV / AIDS

HIV and AIDS are prevalent in the world and more so in developing countries. It is our recommendation that volunteers do not have any sexual contact with other volunteers or members of the community in which the placement is located.

If volunteers choose to ignore this advice we recommend that all precautions are taken to prevent the contraction of sexually transmitted diseases including HIV / AIDS.

If volunteers are concerned about this issue you can discuss it with your Volunteer Coordinator.

*Hepatitis B is recommended for volunteers who intend to volunteer longer than a month.

Ghana - the only medical certification you will require to have is a certificate from your Medical Practitioner confirming you have had a Yellow Fever vaccination. All other treatments must be based on the advice from your Medical Practitioner.

TRAVEL & TRANSPORT

Passport & Visas

You must have a valid passport. It must be valid for at least 6 months after you return from your placement. If your passport does not have such validity we recommend that you apply for a new passport well before you travel to ensure you have your new passport with you.

Your passport is your responsibility and no cost can be entertained by FLVP for the loss of your passport. All replacement and associated costs will be met by the volunteer and where applicable, their insurance company.

Most placements are secure but may not have a safe for your personal documents. You must ensure that you keep all documents safe at all times. Where documents have been lost or stolen, the Volunteer Coordinator will be able to provide information about how to report the incident and obtain new documents.

VISA

Ghana - you will need to obtain a VISA prior to you leaving your home country.

Your VISA must be suitable for your intended placement. For example, if you are required to leave and re-enter the country more than once you need to ensure you have a multi-entry VISA. You also need to ensure that the VISA is valid for the entire length of your stay.

Where your VISA requires renewal or re-validation you must undertake this in accordance with the immigration laws of the country of your placement. Your Volunteer Coordinator can provide advice on how this process works.

Ghana - your VISA will be stamped for 60 days. If you are not leaving the territory within 60 days you will need to visit the immigration office and seek advice concerning the re-validation of your VISA.

Some countries require you to have specific tests and medical examinations which will be validated by certificates. You must check the local immigration requirements at the relevant High Commission to ensure you are fully conversant with the requirements of the territory you will be visiting for your placement.

Ghana – You are required to have a valid (not older than 10 years) Yellow Fever vaccination certificate to enter Ghana and a valid VISA.

Baggage

You must ensure that you are aware of the limit on baggage weight for the airline you are travelling with. All excess baggage and fees associated with holding baggage etc will be met by the volunteer.

Ensure that you have marked your bags clearly so they cannot easily be misidentified by any other passenger thus resulting in your bags going missing. Always have you full name, address of the place you are travelling to and is possible a phone number located on the baggage.

Do not pack in your luggage items for other people which you have not personally checked yourself to be sure they are suitable for taking through customs and / or immigration.

Do not allow your luggage to be carried by any other person but you. Do not allow your luggage to be left unattended at any time.

If your luggage becomes lost or stolen you must report it immediately to the airport authorities and advise your Volunteer Coordinator. The Volunteer Coordinator will be able to offer you advice concerning the local procedures for registering lost luggage.

Travel Expenses

FLVP is not liable for any of your travel expenses to and from your placement. Where you are requested to travel as part of your placement, FLVP will ensure that the cost of such travel is met. Costs associated with travel at your placement will only be entertained if they have been agreed with you and your Volunteer Coordinator prior to the cost being incurred. We cannot entertain any claims for such items without prior agreement between you and the Volunteer Coordinator.

Vehicles

FLVP is not liable for any costs associated with you hiring a vehicle or any other motorised equipment for the use of transport. Where a vehicle is the property of FLVP this will be treated with the greatest of care. All costs associated with this vehicle will be met by FLVP, however, if the vehicle is loaned to a volunteer for purposes outside of the placement the volunteer will be responsible for

ensuring he/she has appropriate insurance for him/her to drive the vehicle and that all fuel costs are the responsibility of the volunteer.

Where a vehicle has been damaged we may ask that you pay for the repairs yourself to avoid causing damage to our insurance policy.

Where volunteers do use vehicles at the placement you should ensure you are fully conversant with the local laws of the road and that you drive in accordance with these. Please note, the laws of the road will invariably differ from the country you reside, so please ensure you are confident to drive on such roads.

Motorcycle users – Crash Helmets

Whilst FLVP is not liable for any claim or costs associated with any volunteer who becomes involved in a road traffic accident, we recommend that all volunteers, when using a motorcycle or side car wear a properly fitted crash helmet. Many countries have different laws concerning the use of crash helmets and many people also flout the laws concerning them. However, we recommend that all persons riding motorcycles or other such transport wear a crash helmet at all times regardless of the laws of the country / territory.

Driving / Motorcycle License

All volunteers who intend to drive a vehicle including a motorcycle must ensure they have a valid international driver's license permitting them to do so.

Leaving your placement early

If you decide to leave your placement early you must advise the Volunteer Coordinator immediately of your decision. Do not leave your placement without first informing the Volunteer Coordinator.

The cost of all transport and flights will be the responsibility of the volunteer.

There may be some instances, though rare, when we may offer you a percentage of your fees for the outstanding time left on your placement. This will be assessed by the Volunteer Coordinator and the Project Manager to assess the suitability of retuning such fees.

In all circumstances it must be considered that those who choose to leave a placement early will not receive any fees for leaving early.

EXTENDING YOUR PLACEMENT

Financial

The cost of extending your stay at your placement will be met in its entirety by the volunteer. In addition, there will be additional fees to be paid for your accommodation and facilities provided to you as part of your placement.

As soon as you are aware that you wish to extend your placement you must advise the Volunteer Coordinator immediately so he/she can check that we have sufficient accommodation for you and that we are able to fit you into the programme.

Fees

Where additional fees are required these will be calculated by the Volunteer Coordinator. In some circumstances, dependant on the nature of the placement the fees may be at a higher rate than you originally paid. There are many reasons for this which can include inflationary impact on food, fuel and utilities. Likewise there is the possibility that additional fees may be calculated at a lesser rate. In all instances the Volunteer Coordinator will advise how your fees have been calculated.

All fees must be paid to the Volunteer Coordinator prior to the last day of your original departure date. Where this has not taken place the Volunteer Coordinator may ask you to leave the project until such a time as your fees have been paid.

We request that you provide us with a minimum of 2 weeks notice for extensions for those who are volunteering for less than one month and at least 6 weeks notice for all those who are volunteering for longer than one month. In all instances, you must advise the Volunteer Coordinator as soon as you become aware that you may wish to extend your stay.

Overstay

Where a volunteer overstays his/her original departure date and has not provided any fees to cover the overstay, FLVP will charge each day of your overstay at a premium rate of £30 per day or equivalent in your home currency. This rate may change at any time without notification.

INSURANCE

Personal effects

You are responsible for insuring your personal belongings including money and any other items that are deemed part of your travel. You must have your own insurance with a reputable underwriter for all the items you intend to bring with you to your placement.

Please do not leave insuring your items until you are in the country of your placement as you may find that there are no companies who are prepared to insure your items. You may also find that there are no companies in your locale where you can purchase insurance.

If you are unsure of what items you should / should not take with you to your placement then please contact the Volunteer Coordinator who will be able to give you advice on this matter.

As part of your application process you will be required to provide us with a copy of your insurance documentation demonstrating the level of cover, what is covered and to confirm that it includes repatriation should an emergency arise.

Personal Accident

FLVP does not provide any indemnity for personal accident. You must ensure you have adequate cover for any injury or accident that you may sustain as part of your volunteering with FLVP.

Death

FLVP does not accept any liability if you are killed whilst on your placement. You must ensure you have suitable cover to ensure that your body can be repatriated and that all necessary costs incurred by FLVP as a result of your death are paid.

Medical

All medical bills will be the responsibility of the volunteer who will, where applicable seek to claim this back from his/her own insurance.

We recommend you ensure you have resolved all medical conditions prior to volunteering with FLVP. You will need to inform us of your current medical status on your application form. It is important that the information given there is accurate and true. Where

information is found to be inaccurate or untrue, you may be refused an opportunity to volunteer with us, or where you are already at your placement you may be asked to leave without any refund of your fees.

Your insurance cover must include repatriation should there be a need for you to leave the country prior to your intended departure. FLVP will not pay for the costs of repatriation.

Expensive Items

We recommend that volunteer's do not bring expensive items with them to the placement. Most placements are offered in countries that are considered 'developing' thus expensive western electronics, phones, tablets such as Ipads, laptops etc will only cause you to stand out and possibly be a target of crime.

It is your responsibility to ensure that whatever equipment you do bring is looked after properly. FLVP cannot accept any liability for the loss or damage of any personal items.

Please also bear in mind that the security of buildings where your placement is located may not be to the standard you would expect in your home country.

CONDUCT

Ethos

GHANA – you will be placed at the UCC. The UCC is a children's home where orphans, the Project Manager and Volunteer Coordinator, the project founder and his wife all live. It is important that you are aware of this before you commit to volunteering at the centre as conduct that is inappropriate, abusive, aggressive, lewd or deemed unacceptable by the Volunteer Coordinator will most likely result in you being asked to leave the UCC.

Drunkenness, insobriety, lewd behaviour, promiscuity, and abusive behaviour will not be tolerated at your placement. Where a volunteer is involved in any of these or any other act that is deemed unacceptable by the Volunteer Coordinator, the volunteer will be warned about their behaviour. If the issue arises a second time the volunteer will be asked to leave the project. In some instances depending on the nature of the issue a volunteer may be asked to leave the project immediately without warning. FLVP reserves the right to ask any

volunteer to leave their placement without notice. In all instances where volunteers have been asked to leave we will write to you and to the referees you provided to us informing you and them why we have reached the decision we have.

Where a person is under the age of 18, we will contact the relevant parents or guardians and inform them of our decisions and advise them that we are asking the individual to leave the project.

Where a group of children, under 18 are accompanied by a team leader we will discuss with the team leader our concerns. After such discussions we will advise the team leader of our decision. In all circumstances we will provide in writing the reasons for the decision we have made.

Contact with local law enforcement agencies / violent / inappropriate conduct

Where you are involved in an incident of violent behaviour or inappropriate conduct we will remove you from the placement immediately until we are satisfied that you are not at fault. Where you are at fault, or you have instigated a dispute or other event that has resulted in violent conduct, assault, verbal abuse or damage of property we will ask you to leave the placement and return to your country of residence. In all such circumstances we will not refund your fees.

Illegal Substances

Any volunteer found to be in possession of, associated with or under the influence of a substance that is deemed illegal in the country of placement will be removed from the project immediately and asked to return to their country of residence. All costs associated with such action will be borne by the volunteer.

All volunteers must ensure they are conversant with the laws of the country of their placement.

In all circumstances, all drugs classed as A, B & C (in accordance with the Misuse of Drugs Act 1971 in the UK) unless accompanied with a Medical Practitioners Certificate / Prescription will be deemed illegal and thus warrant the removal of the volunteer from the project. The classification of such substances is as follows and is correct at the time of publishing

- **Class A** includes heroin, cocaine, crack, ecstasy, methamphetamine, LSD and psilocybin mushrooms
- **Class B** includes amphetamine, cannabis, codeine and methylphenidate
- **Class C** includes GHB, ketamine, diazepam, flunitrazepam and most other tranquillizers, sleeping tablets and benzodiazepines as well as anabolic steroids.

All volunteers must conduct themselves in accordance with the law of the country where their placement is located and any other territories or principalities that the volunteer visits or travels through as part of their placement.

Discrimination

Racism, homophobia, sexism, bullying, abuse of any kind, and any other act of discrimination will not be tolerated. Any person found to engage in such activities will be asked to leave the project and bear all costs for their return to their country of residence.

SAFEGUARDING

Introduction

All our placements will bring volunteers into contact with children and young adults of both sexes.

Under no circumstances will we accept any person as a volunteer who has been placed on the Violent and Sex Offender Register (ViSOR) in the UK or the equivalent in any other territory. In addition, we will not permit any person who has been cautioned concerning child abuse or acts of a sexual nature concerning a minor. In all circumstances, any person wishing to be a volunteer must disclose any caution, conviction or crime associated with children, young people, the vulnerable or any other sexual offence.

Where a person does not have a valid CRB (Criminal Record Check) we will require you to obtain one through our organisation. In some circumstances we may also carry out our own investigations to confirm you are suitable to volunteer at this project.

Individuals without a CRB will not be permitted to volunteer at the project.

Any person who has knowingly given false information on their application or where a referee provides information that places the integrity of the applicant into question, that application will be rejected.

Were an individual has tried to gain a volunteering opportunity with FLVP and who is a potential danger to children or young people, we will inform the Law enforcement agency in their home country.

Where a volunteer has gained a place at the centre and it is later discovered that they are a risk to children and young people we will immediately remove that individual from the placement and call the local police. We will also inform the law enforcement authorities in the volunteer's country of residence.

Any volunteer who acts in a manner that is deemed inappropriate for children or young people will immediately be asked to leave the project until such a time as investigations can be undertaken by the Project Manager and Volunteer Coordinator. Where investigations have found no evidence of the volunteer acting in an inappropriate or suspicious manner the volunteer will be asked if he/she wishes to rejoin the placement.

Where a volunteer has been deemed to have acted inappropriately or suspiciously, that volunteer will be asked to leave the placement and be reported to the local law enforcement agency and to the police in their home country.

FLVP will not be liable for any costs incurred by the volunteer whilst investigations are being undertaken or for the removal of the volunteer from the project and or his removal from the country. All costs are to be borne by the volunteer.

Any person who knowingly gives false information on their application form will be removed from the project and the relevant law enforcement agencies notified.

FLVP takes seriously the safety of the children and young adults whom we work with. We will protect them as much as we can from harm and will prevent persons coming into contact with children and young adults who may cause harm.

In some circumstances you may be removed from the project because of allegations or questionable conduct. If after an investigation by FLVP you are found to have acted completely with integrity you will be asked to rejoin the placement. We understand that this process may be very difficult for some volunteers. We also understand that volunteers may not wish to rejoin the placement. However, we will not take any chances concerning the safety of children and we ask that you be patient with us while we carry out our investigations to ensure that the truth is discovered and the safety of the children and young people is maintained at all times.

Training & Child Protection Policy

All volunteers at the project will receive as part of their induction, training concerning child protection issues. This will be undertaken by the Volunteer Coordinator. A volunteer will not be permitted to work at the placement until they have received such training.

All volunteers, after they have received their training will be required to read and sign a copy of FLVP Child Protection Policy. Contraventions of the policy will result in removal from the placement.

CRB / Criminal Record Checks / ISA's

Where a volunteer has a CRB in place they must provide FLVP with a copy. Where no CRB is in place we will require that you obtain one. You are not permitted to

volunteer with us if we do not have some form of official police / criminal record check from your country of residence.

DATA PROTECTION

Who sees your Information?

The information that you provide to us including CRB's, references, application forms etc will not be shared with any person or organisation.

We keep all your information on file and allow it to be seen only by the individuals who directly work for the above organisations. We treat your information as private and confidential and only allow it to be used by people in our organisation who really need to use or view it.

If you have any queries concerning how we store and use your information please do contact us.

GENERALLY

Right of rejection

The Company reserves the right to reject your application. We are not bound to accept any application made to us. We cannot be held liable for any costs associated with the making of an application or for seeking a decision on such item.

Assistance

We are here to ensure you have an amazing time at your placement. Please do ask us for advice or help. We will assist you in any way we can without jeopardising the placement or incurring unforeseen costs.

Please do liaise with your Volunteer Coordinator, they have a wealth of knowledge about the placement and can provide you with a great insight into the location of your placement.

We hope your time with us is memorable and life changing.

Thank you for choosing Future Leaders UCC.

Agreement

This agreement is between you and the NGO Registered in Ghana, Future Leaders UCC.