



GERMAN DOCTORS VISITORS PROTOCOL

Visitors Planning Information

Thank you for your interest and support of German Doctors. We welcome visits from our dedicated partners, donors and supporters as a valuable, mutual learning opportunity. In order to ensure that you have a safe and rewarding visit, it is important that your visit is properly planned. The following guidelines will help to ensure your visit exceeds your expectations:

1. Visit Request Form

Your visit to a German Doctors project begins with the visit request form. We require at least four weeks notice to arrange a visit to our projects. Please understand that sometimes circumstances (e.g. national holidays and scheduling conflicts) prevent us from hosting visitors. Once we receive your visitor request form, you can expect a reply from us within seven business days.

2. Disclosure from the Criminal Records Bureau (CRB check)

German Doctors believes **every person counts** and our work is testament to the dignity of each individual. Thank you for understanding that our first priority is to protect our staff, partners, and clients and ensure their safety and wellbeing. For this reason, German Doctors requires each visitor to obtain a CRB check from his/her home country. All information in the CRB check is treated with the strictest confidentiality. If any criminal convictions are identified, it is the responsibility of the board in coordination with the CPR to determine whether they pose a risk for child protection.

3. Visitors Code-of-Conduct

Every visitor, who requests to visit a German Doctors project, must read and sign our visitors code-of-conduct and agree to uphold our commitment to protect the safety, security, privacy and dignity of children and vulnerable adults.

4. Confirmation

Once a visit has been approved, the project staff will work with you to schedule and plan your visit.

5. Visitor Liability

Visitors need to arrange adequate travel and health insurance prior to leaving their home country. German Doctors is not responsible for personal injuries, loss or damage of personal property.

6. Visitor Donation

German Doctors welcomes donations to our organization from visitors to help cover the time and human resource costs associated with planning and facilitating your visit. Direct payments, presents or in-kind donations to project staff and/or beneficiaries are not accepted, as they violate the German Doctors anti-corruption guideline. Please note that any direct expenses incurred on your visit, such as transport to and from the project, meals or accommodation and translation, are solely your responsibility.

7. Background Information

Prior to arrival, visitors should try to gain a basic understanding of the culture, politics, economy, and security of the country and area to be visited. In addition, visitors are invited to learn more about German Doctors via our website: www.german-doctors.de

8. Next Steps

If you have any questions with regard to child protection during your visit, please contact the Child Protection Representative in Bonn via cp@german-doctors.de or +49 (0)228 38 75 97 83



Visit Request Form

Thank you for your interest in visiting a German Doctors project. In order to process your request, we kindly ask you to duly complete and submit this form to German Doctors **4 weeks prior to your proposed visit**.

Title	First Name	Last Name
Date of Birth		
Position / Profession		
Organisation		
Website		
E-Mail		
Telephone		
Facsimile		
Address		

Please specify the project(s) and country you wish to visit:

Why are you interested in visiting this German Doctors project?

Have you visited this project or other German Doctors projects before? If yes, where and when?

What is your intended date of travel and planned duration of your stay in the host country?

How are you currently associated with German Doctors? If not, how did you hear about our work?

Thank you for completing and submitting this visit request form. You will receive a response from us within seven business days.



Visitors Code-of-Conduct

German Doctors is committed to protect the safety, security, privacy and dignity of children and vulnerable adults in all our projects. All visitors are therefore expected to support us in protecting children and vulnerable adults by abiding these rules at all times:

- I will only visit German Doctors projects with prior approval from German Doctors, and when an authorized staff member accompanies me throughout the visit. I will not re-visit a project without the knowledge of German Doctors and without the company of an authorized staff member.
- I will always be professional and culturally sensitive in my interactions with German Doctors project staff, partners, and beneficiaries, but especially with children and vulnerable adults.
- I will not engage in inappropriate physical contact with children and vulnerable adults, including hitting, cuddling, and kissing.
- I will not use language that is inappropriate, harassing, abusive, sexually provocative, or demeaning.
- I will not spend time alone with children. I will always ensure another adult is present or nearby to observe my activities.
- I will not exchange personal contact details with any child, vulnerable adult and/or their family. I will also not invite a child or vulnerable adult into my home, residence, or hotel.
- I will not use computers, mobile phones, photo and/or video cameras to exploit or abuse children and vulnerable adults, or produce and share photos and/or film material without prior approval by the authorized staff member and the voluntary consent of the person involved or legal guardian.
- Abiding the previous rule, I will only photograph children and vulnerable adults when they are appropriately dressed. I will respect their dignity and right to privacy at all times.
- I will seek guidance from an authorized staff member when I am unsure about the boundaries of appropriate behaviour.

I understand that a child is a person under the age of 18 years. I understand that my mistaken judgement of the age of the child is not an excuse.

I understand that the project visit will be stopped and necessary action will be taken, should there be any breach of these protocols.

With this signature, I give my assurance that I have carefully read and clearly understand and agree to abide by the German Doctors visitors protocol at all times.

Name: _____

Signature: _____

Date: _____