



Sunrise Children's Association Incorporated
6/84 Westbury St, St Kilda East, VIC 3183
T: 0413 137 920 Sarah Thom, Volunteer Co-ordinator
E: enquiry@scai.org.au
W: www.scai.org.au
ABN: 60 547 624 727

Sunrise Children's Association Inc.

Visitor Agreement

We understand it can be a very exciting experience for sponsors and friends of SCAI to visit Sunrise Orphanage or other projects you may support through SCAI, and we and the children warmly welcome your visit. SCAI is committed to safeguarding the beautiful children it supports in Nepal against all forms of abuse and exploitation. In accordance with this SCAI has clear policies and procedures that all volunteers and visitors to Sunrise Orphanage or any other of SCAI's projects involving children must adhere to.

As a potential visitor to Sunrise Orphanage or one of SCAI's other projects, we request that you complete and sign the following Terms and Conditions and return to SCAI at least 2 weeks prior to the date of your planned visit. A separate Visitor Agreement form must be completed by each visitor over 18 years.

- I have read and fully understand SCAI's Child Protection Policy on www.scai.org.au.
- I will not seek or accept any accommodation within Sunrise Orphanage, or with any families, friends or community members that SCAI works with, which has not been pre-arranged by SCAI.
- I will show respect to the children, staff, committee and members of the local community in the way I speak, dress and behave to ensure I act in a culturally sensitive manner at all times.
- I will ensure that any gifts I buy or donated items brought to Nepal for the children are pre-approved by SCAI representatives, that being the Volunteer Co-ordinator in Australia or SCAI Country Director in Nepal, before giving to any children or staff at Sunrise Orphanage or other SCAI projects.
- I agree that I will not give cash to any staff or committee members of Sunrise Orphanage or other SCAI projects. Donations of any kind, whether they are monetary, goods or services must go through SCAI.
- I will not provide my email address or other contact details directly to any child, staff or committee member of any of SCAI's projects, nor ask directly for any contact details.
- I will not hold SCAI or any of SCAI's project partners in Nepal responsible for any injuries, accidents or illnesses that may occur during or resulting from my stay at Sunrise Orphanage or visits to other SCAI projects.
- I agree that under no circumstances will I be alone with a child that SCAI supports, whether it be at Sunrise Orphanage or one of SCAI's other project sites and that I will interact with the children only in the presence of an SCAI or Sunrise Orphanage staff member, as designated to me on the day of my visit.
- I agree not to take any child out of the orphanage alone, whether it be to school, hospital, shopping or any other place, and a minimum of one other adult SCAI or project partner staff member must accompany me.
- I agree that I must seek permission before taking any photos of the children and photos may only be taken for personal use, and may not be given to any media or distributed in any public forums including the internet, without prior permission from SCAI.
- I agree not to make any promises to the children or staff members with regards to future visits or communication, gifts or any other support as this may lead to disappointment for the child/ person involved.
- I understand that smoking of any kind, use of drugs or consumption of alcohol is strictly prohibited at Sunrise Orphanage or on site at any other of SCAI's projects.
- I agree to be responsible for getting myself to and from Sunrise Orphanage myself and will bear the travel expenses
- I agree to give SCAI a minimum of 3 days notice if you wish to cancel your visit unless in case of emergency
- I agree that if I have any children under 18 years accompanying me on my visit, I will be fully responsible for them and ensure they stay with me at all times throughout the visit. I will ensure they also adhere to all of the above terms and conditions.
- I understand that whilst SCAI and its partners will make every effort to provide you with a rewarding visit on the date agreed upon, we do have the right to cancel your visit at any time should any issues arise at the project site/s which must take priority.
- I agree to submit one passport photo and a photocopy of my passport with this Visitor Agreement form.



Sunrise Children's Association Incorporated
6/84 Westbury St, St Kilda East, VIC 3183
T: 0413 137 920 Sarah Thom, Volunteer Co-ordinator
E: enquiry@scai.org.au
W: www.scai.org.au
ABN: 60 547 624 727

I hereby agree to the above Terms and Conditions of visiting SCAI's projects in Nepal. I understand that SCAI or any of its project partners has the right to cancel my visit at any time and immediately dispel me from the project site should any of these terms and conditions not be adhered to. In this instance I agree that I will be fully responsible for my own expenses and travel arrangements back to my hotel or place of accommodation.

Name (please print): _____ Address: _____
Date of Birth: _____ Nationality: _____
Passport Number: _____ Expiry: _____
Contact phone: _____ Email: _____
Name of any persons under 18 years accompanying me: _____

Date: _____ Signature: _____

Thank you for taking the time to complete this Visitor Agreement form.

Please return the forms along with supporting items listed above to Sarah Thom, Sunrise Children's Association Inc. Volunteer Co-ordinator, 6/84 Westbury St, St Kilda East, VIC 3183 at least two weeks prior to your desired departure date.

Please ensure you have confirmed your nominated visit date with Emma Taylor, Country Director SCAI in Nepal at emma@scai.org.au, prior to filling in and submitting this agreement form.

