

# Sponsor visits to the projects

## Internal Policy for Integra staff only (2021)

Sponsors can usually **arrange** a visit to a project, but this must be coordinated through the Integra office only. We want to 'check out' each person before they go, hear their expectations, explain the guidelines and have them sign our child visit policy and code of conduct.

Related policies to be discussed with the sponsor (or any visitor):

<https://docs.google.com/document/d/1w2j6fa0Zby7syAEx5lCygam6b3hXEHTMCO5DcdllPXl/edit?usp=sharing> - Child Protection Policy (Slovak)

[https://docs.google.com/document/d/1qSvZAX82tPoZ\\_nQTtmX\\_vHTK546HPeggURaFG1BLCml/edit?usp=sharing](https://docs.google.com/document/d/1qSvZAX82tPoZ_nQTtmX_vHTK546HPeggURaFG1BLCml/edit?usp=sharing) - Code of Conduct

[https://docs.google.com/document/d/16rpoX2bYknMdx2q\\_JBJYJKLY4SmC\\_RKhjCjP-IDnQE/edit?usp=sharing](https://docs.google.com/document/d/16rpoX2bYknMdx2q_JBJYJKLY4SmC_RKhjCjP-IDnQE/edit?usp=sharing) - Sponsor Visit Policy

[https://docs.google.com/document/d/1O8cdCvfPM\\_sNJ5TKnSI46jAFbLH4zygVW6OlqkLYh58/e/dit?usp=sharing](https://docs.google.com/document/d/1O8cdCvfPM_sNJ5TKnSI46jAFbLH4zygVW6OlqkLYh58/e/dit?usp=sharing) - Photo and Social media Policy

We do not provide **direct contact** to the project director until just before they travel, so that arrangements go through our office.

Before the sponsor travels, we have to meet them in person to discuss the trip and explain the policies, and have them sign the sponsor trip agreements. If it is impossible, at the very least, an extensive video call should be held and the agreement sent to our office before traveling.

A visit in a project is usually **only 1 day** – most projects can not entertain a visitor for longer and no project will offer accommodation (except maybe BC or BoH). In these cases, the visitor must pay for accommodation. (if the visitor stays in a project, they may want to stay there longer during the whole of their visit, and this may result in contacts with their child or others, that is unsupervised). **Unmarried couples can not stay together overnight if staying in the project and no alcohol can be consumed on the grounds of our projects.**

The sponsor pays all their **costs**, including all pick up costs (driver, petrol etc) food while in the project, etc. *Integra staff - give them an idea of what to pay for pickup etc.* We help with **arrangements** but only for the part of their trip that involves the project visit. **Travel arrangements, and tourist activities**, are not organized by us. Note- many local guest houses do not allow alcohol on the premises, so visitors may need to know this ahead.

If the sponsor requests a **visit with the child's family**, we must first discuss with the project, before the trip is confirmed. **We give the project director total opportunity to say no, if he thinks a visit could have difficult consequences.** We ask the project to provide someone from their staff to go with the visitor. We do not agree that the sponsor goes alone. – this must also be agreed and understood by the local project.

Any **gifts** or help to give to the family must have the consent from the director before being offered to the family. We can give advice on what gift to bring for the child, after checking with the project. Before the visit, the local director must be consulted on any food items or gifts or which will be purchased for the family. We don't recommend giving money, unless the local director has agreed and gives an indication of how much is appropriate.

It is not allowed, in any circumstance, to give money directly to the child. If money is to be given, it must be given to the project director and not to the child directly. Having money, very often brings the child into trouble. Note: all our projects and many guest houses are alcohol free, so do not take alcohol as gifts to project directors or families.

The visitors must not give their personal information – phone no, email, FB contact etc to anyone during your visit. This info can be badly misused. - inform them and stress it how important this is.

The visitor must not make suggestions to the child or family that they might be able to visit Slovakia. We need to remind our partners of the info in this section - regularly and empower them to say no to the sponsor, if necessary.

A visitor is not allowed to be alone with the child, either in the project or outside. The visitor is not allowed to take the child out of the project, unless the director has agreed and a member of their staff is able to go with the child, as well. No overnight visits are allowed. The project must also be informed of this rule, as they will need to provide someone to accompany the visitor at all times.

Some sponsors request to travel with an Integra staff member. Going with us is not always an option, since we have our own agenda. If we take too many visitors, it can affect our ability to do our job.

Every visitor should be given advise on what to wear when visiting a project. See advice on dress code in section above – Integra staff visit to project. This part is not included here - so we need to copy from the Integra staff visit to project document. Or from the volunteer document.

Every visitor should be given advise on how to behave - basic rules about the culture.