**Guidelines for those organising trips to Uganda**

**Introduction:**

Trips to Uganda are a life transforming opportunity for people of all ages. Over the years we have rarely encountered any significant problems on Diocesan trips but the logistics of travelling to a developing country do mean that there are additional risks and challenges to be considered.

Remember, you will be representing Bristol Diocese so it is important that the way in which you act is a credit to you and to the Diocese

These guidelines are designed to help you in organising a successful, safe and fruitful ‘Diocesan’ trip.

**Diocesan Guidelines:**

1. ***Make full use of Diocesan Resources:***
	1. A full list of diocesan resources is on the Bristol Uganda Website, please read them carefully
	2. Contact the Global Partnership Officer (GPO) at the start of the process
	3. Diocesan representatives will offer orientation and debriefing sessions
	4. The GPO maintains a number of practical resources from telephones to first aid kits for borrowing
	5. The GPO can assist with booking flights, reliable transport, accommodation, money transfers, etc.
2. ***Contact your Deanery Representatives:***
	1. A list of contacts is available on the Bristol Uganda Website
3. ***Prepare well in advance:***
	1. Make sure objectives are clearly defined, as clearly and comprehensively as possible in discussion with your hosts in Uganda
	2. Choose your leadership team carefully, and make sure that they each understand their responsibilities.
	3. The longer in advance you prepare the better the trip is likely to be.
	4. A preparation visit by the leaders, if it is practical, can add immeasurably to the success of the trip
	5. Flights to Uganda may be held for up to 11 months before departure at no financial cost if arranged through the Diocese
	6. Allow for advertising / recruitment / preparation events and arrange feedback events for your return
	7. Involve the team, and participants as much as possible in the planning process
4. ***Complete a risk assessment:***
	1. A generic risk assessment form is available on the website.
	2. Contact the Diocesan Safeguarding Adviser and GPO for advice in completing the risk assessment form and for any additional areas of risk that might need to be included.
5. ***Budget as fully and accurately as you can:***
	1. Sample budgets are available from earlier trips
	2. A number of people in the Diocese are able to assist in drawing up a budget and advice on what should be included
6. ***While in country:***
	1. Ensure that participants are reminded of precautions that need to be observed
	2. Ensure that participants are conforming appropriately to any cultural norms that may expected by the host diocese. (E.g. no alcohol while staying with hosts; no inappropriately revealing clothing, etc.)
	3. Trips to Uganda are intended to benefit the sending Diocese and Deanery, please consider carefully how you will communicate what you are learning with those at home. Consider using social media, setting up Facebook groups, or a Blog page.
	4. Use unlocked mobile phones with local pay as you go SIM cards for cheap and easy communication with home
	5. Ensure regular feedback and support for group members through daily meetings
	6. Be aware that you are representing the Diocese of Bristol
	7. Have fun!
7. ***On your return:***
	1. Tell the story!
	2. Arrange reunion event
	3. Report back to your Deanery Link Committee / Synod
	4. Consider what lasting impact the visit may have for individuals / churches / deanery
	5. Be aware that there may be long lasting effects that may require support or debriefing for participants. The Diocese has expertise to assist if necessary

**Child protection and vulnerable adults:**

If you are organising a trip with children, young people or adults who may be vulnerable , please contact the Diocesan Safeguarding Adviser and the GPO for advice before arranging the trip.

Ensure that you are familiar with the Diocesan Child and Adult protection policy and procedures and the Safer Recruitment procedures. If you have any doubt about whether you can adhere to these on your trip- speak to the GPO or Diocesan Safeguarding Adviser before you go- they will help you.

Ensure that if children or vulnerable adults are travelling with the group or the intention is to work with children or vulnerable adults in Uganda that DBS (Disclosure and Barring Service) checks are applied for and received before travelling. The GPO or Diocesan safeguarding adviser can assist you with this is needed.

In the event that a child or vulnerable adult from your group is subject to abuse whilst in Uganda. Record who was harmed and what happened and make contact immediately with the GPO and DSA. They will support you to take advice from the embassy and to make contact with police or health professionals as needed.

In the event that an allegation of abuse is made against a member of your party while you are in Uganda you should immediately seek advice from the GPO and Diocesan Safeguarding Adviser.

Record who made the allegation and when, who is alleged to have been harmed and who is the alleged offender. The GPO and DSA will help you to seek advice and guidance from the embassy and to make decisions around whether the alleged offender remains in Uganda or returns home.

If they are not told by police or anyone outside the group **DO NOT** inform the person against whom the allegation has been made that you are aware or that you have contacted the GPO or DSA . This is vital protection for them. If they are innocent their only way of ensuring that they are exonerated and clear of lasting suspicion is for action to be taken without their knowledge so that there is no possibility that anything might have been concealed.

Where the individual remains in Uganda **DO** ensure that for the remainder of the trip the timetable does not place the alleged abuser in a position which might compromise them i.e. they are not to be alone with children or vulnerable adults.

**DO** seek to preserve complete confidentiality within the group and the local church.