

Compassion Australia

FIELD EXPERIENCE INFORMATION AND TRAVELLER AGREEMENT Including Terms and Conditions

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1 GLOSSARY OF TERMS

Term / Definitions	Description
Compassion AU	Compassion Australia is part of a global network of more than 12 funding countries and 26 developing countries that comprise Compassion International. It is a Christian child development ministry that partners with local churches to release children from poverty in Jesus' name. Compassion Australia's head office is located at 30 Warabrook Blvd, Warabrook NSW 2304 Australia.
DFAT	Department of Foreign Affairs and Trade.
You	'You' refers to Travellers partaking in the Field Experience. Please see the definition of 'Traveller(s)'.
Compassion International (CI)	Compassion International's head office is based in the USA and manages all field projects and a global calendar for travel to all field countries around the world.
Child Development Centre (CDC)	Compassion's holistic child development programs are implemented at child development centres, which are run through Compassion's Implementing Church Partners. Child development centres are sometimes referred to as "projects".
Field Country Office (FCO)	Compassion's overseas ministry office in a specific country or region of a country.
Implementing Church Partner (ICP)	The local churches in developing nations with whom Compassion partners to deliver child development programs in the field.
Travel Centre	The department of Compassion AU that organises relevant logistics of a field experience.
Field Experience(s) (FE) Field Experience Visit (FEV) Group Field Experience (GFE)	<p>A Field Experience is where a person (traveller) travels to a field project and can take various forms:</p> <p>Field Experience Visit (FEV): Where a supporter chooses to visit a child or children in one or more child development centres and travels independently to the destination country. For most FEVs, the visitors are picked up from their accommodation by the Field Host and returned to their accommodation at the end of the day.</p> <p>Group Field Experience (GFE): Where Compassion AU arranges for a group to travel to one or more child development centres and appoints a Field Experience Leader. This includes Church Field Experiences, Insight Trips, and corporate/staff Field Experiences. For most GFEs, travellers are met at the airport by the Field Host, accompanied for the period of the Compassion Field Experience and transported back to the airport for departure from the field country.</p> <p>For most Field Experiences, travellers are picked up from, and returned to, a hotel or other destination by a Field Host or Tour and Visit Specialist from the Country Office and/or the relevant Child Development Centre (CDC).</p>
Field Experience Leader	The Compassion Australia staff member trained in leading field experiences. In addition to leading the group while in the field country, the FEL will give input to the itinerary and assist the group members in their preparations for the trip in the form of facilitating compassion's Preparing To Go program.
Field Host	The Field Country Office will appoint a trained host to facilitate the field experience and accompany travellers for the period of their time with Compassion.
Traveller(s)	Travellers include employees, key influencers, supporters and people looking to become supporters participating in a Field Experience. Travellers may also be referred to as participants in this document.

	A traveller is not considered to be a volunteer for Compassion AU unless prior arrangements are in place for them to carry out work during the Field Experience at the request of Compassion.
Supporter(s)	A person who supports the work of Compassion AU and is not an employee.
Incident	Events that cause losses of property and/or injuries or illness to persons.
Work Health and Safety (WHS)	Compassion AU complies with the <i>Work Health and Safety Act 2011</i> (NSW) and <i>Work Health and Safety Regulation 2011</i> (NSW) and other applicable National Work Health and Safety laws which protect the safety of workers and help to improve safety outcomes.
Info Document	This Field Experience Information (including Terms and Conditions) document.
We	Refers solely to Compassion AU. See the definition of 'Compassion AU'.

2 ASSESSMENT & APPROVAL PROCESS

2.1 Traveller Assessment and Approval

The first part of the process for you is to complete the Traveller Agreement, Assessment and Approval Form and send it to our Travel Centre. In order to allow our field staff to prepare well for your Field Experience (and given the many requests they receive from around the world) we require a period of notice which is normally:

- Field Experience Visits: at least six weeks prior to travelling to the field country.
- Group Field Experiences: at least four months prior to travelling to the field country.

Any exceptions to these timeframes are at the discretion of Compassion Australia.

2.2 Destination Assessment

Your safety is Compassion AU's paramount consideration when deciding which field country and regions to visit. With this in mind, each Field Experience destination goes through an approval process. The criteria takes into account the purpose of the Field Experience, the prevailing Department of Foreign Affairs and Trade (DFAT) risk rating, and approval by Compassion International (CI).

We will endeavour to advise you should the DFAT rating of your travel destination change however, you are ultimately responsible for this and therefore, we encourage you to monitor the DFAT's ratings at <http://smartraveller.gov.au/zw-cgi/view/Advice/>.

2.3 Travel to High-Risk Destinations

A high-risk destination is defined by Compassion AU as a country with a DFAT rating of: '3 – Reconsider your need to travel.'

When a Field Experience to a high-risk destination is approved, there may be an independent list of travel requirements, with destination-specific guidelines, provided to you. If your destination is a DFAT 3 rating or higher and you haven't received additional requirements or guidelines from us, you may wish to contact Compassion's Travel Centre. The higher DFAT rating means there may be additional responsibilities for Travellers visiting these destinations. If you have any concerns regarding this, the Field Experience Leader or the Travel Centre will be happy to answer your questions.

2.4 Costs of Cancellations or Changes

We will always endeavour to avoid making cancellations or changes prior to or during your Field Experience. However, if such changes need to be made, we reserve the right to do so. Refunds will occur where you have pre-paid for expenses that have not yet been incurred and will not be incurred, or where money is refundable to Compassion AU.

You may choose to travel independently of the itinerary established by Compassion AU. Please note though that Compassion AU is not responsible for any costs or for any undertakings or incidents leading up to or during the independent travel.

3 CHILD PROTECTION

We are committed to safeguarding the children in our programs from all forms of abuse and exploitation. One of the ways this is achieved is by enforcing child protection policies, strategies and procedures that help reduce potential risks. Because we take our responsibility in this area very seriously, we ask that each Traveller who intends to visit a Compassion AU Child Development Centre and /or a sponsored child, holds current clearance (refer 2.1); agrees to our Field Experience Information Document (including Terms and Conditions); and signs the Traveller Agreement, Assessment and Approval Form (provided). This way, Compassion AU can host Field Experiences while still protecting and safeguarding the precious children in Compassion's programs.

3.1 Clearance to Visit Children

As you can appreciate, Compassion Australia is committed to the highest standards of child protection, so our policies and strategies in this area are designed to prevent any potential risks to children.

In order to have approval to visit the children, each Traveller, aged 18 years and over will need to:

1. Provide a current National Police Check issued by the Australian Federal Police (AFP), or
2. The equivalent State Government clearance (not available for NSW residents), or
3. Provide a current Working With Children Check clearance (WWCC), or
4. Provide a current teacher's registration card

Please note— to obtain a Police Check, or a Working With Children Check, you must submit an application on your own behalf.

We reserve the right to make the decision regarding who is eligible to participate in a Field Experience based on the information provided.

In the rare instance where a Traveller does not comply with the Child Protection Policy, the Traveller will be asked to leave the Field Experience, at their cost.

Thank you for understanding our need for strict compliance in this area.

3.2 Applying for a National Police Check

You can find forms and information on payment and processing times from:

<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>

Some handy tips: -

- Read the Application completion guide
- Purpose of Check: the required code number is 28
- Fingerprints: mark **no** as Compassion does not require a fingerprint check
- Please note: We will require a Police Check from both Australia and from your country of origin if you have been an Australian resident or citizen for less than 10 years. All Police Checks must be dated within the last three years.

4 MEDIA/IMAGE CAPTURE AND USE

4.1 Restrictions on the Capture and Use of Images of Children, and Government Facilities

A Field Experience involves spending time with children in a different culture—a culture that often has different social norms and standards of acceptable behaviour to Australia. Because of this, caution must be exercised during the Field Experience when taking photographs and videos, particularly of children.

Many countries have laws about the photographing or videoing of government buildings and facilities, such as airports or border crossings, and public officials. If in doubt about whether photos are permitted, follow your Field Experience Leader's advice.

Please note—images captured during a Compassion Field Experiences cannot be used for commercial purposes.

4.2 Images of Travellers

The Traveller agrees to allow Compassion AU to use still images and videos of the Field Experience, in which they may appear, for promotional purposes without further consultation or payment. Compassion AU will retain all rights, title and interest in any media made by Compassion AU including, but not limited to, any royalties, proceeds, or other benefits derived from such material.

5 HEALTH & SAFETY

We will ensure, so far as is reasonably practicable, that your health and safety is not put at risk from activities carried out by Compassion AU, though we will not be held responsible for any injuries, illnesses or accidents that may occur during a Field Experience, or during related travels.

Your safety is valued. Compassion AU staff work together with staff from Compassion field country offices and child development centres, whose local expertise can help mitigate possible risks relating to your health and wellbeing.

Please note that Travellers take part in Field Experiences at their own risk and agree to indemnify Compassion AU, its employees, agents, sub-contractors and suppliers against all claims, loss or damage, including consequential loss caused by or arising from or as a consequence of participation in the Field Experience.

Travellers are responsible for their own health, safety and wellbeing leading up to and during the Field Experience, including vaccinations, medical conditions, medications and dietary requirements.

5.1 Risk Assessment (Group Field Experiences only)

With your health, safety and wellbeing in mind, the Field Experience Leader will seek to identify any risks, threats or abnormal situations for the destination.

Based on this assessment, the Field Experience Leader may make decisions and take action to mitigate any risks. For example, the Field Experience Leader may decide to delay travel or travel to a different destination than originally planned.

5.2 Incidents

For the purpose of this Info document, incidents are defined as events that cause losses of property and/or injuries or illnesses to persons.

Please report all incidents to your Field Experience Leader, or the Field Host for visitors, who will take reasonable steps to ensure your wellbeing and the incident is assessed. The following actions may be taken, as required:

- Assess the incident or injury and arrange medical assistance as appropriate. Contact the Traveller's insurance company and/or emergency assistance provider if sufficient information is held to enable such contact.
- Contact Compassion Australia
- Record or document the incident
- The Traveller, or the Field Experience Leader if the Traveller is incapacitated, needs to complete an Incident Notification Form, and ensure it is forwarded to Compassion AU as soon as practicable.

If a Traveller is involved in an incident and expressly indicates to the Field Experience Leader that no further action is required, then the Field Experience Leader and Compassion AU will not be responsible for any future losses, claim or issues resulting from the incident or Field Experience.

5.3 Health Checks, Vaccinations and Medical Supplies

We recommend visiting your General Practitioner (GP), or a travel doctor for a health check prior to travelling.

Seek advice from your GP or a travel doctor about obtaining any relevant vaccinations for each travel destination. The decision regarding vaccinations is between you and your doctor, but please be aware that Compassion AU will not be held responsible for any illnesses that result from a decision not to be vaccinated.

Please ensure you obtain and carry the appropriate documentation and clearances for the carriage of any medical equipment and prescription medicines required on the Field Experience.

5.4 Transport and Accommodation

We take issues of safety, security, health, and economy/finance into consideration when selecting transport and accommodation for Field Experiences.

Travellers on a Field Experience Visit will be responsible for arranging their own accommodation. Unless requested otherwise by the Traveller, Compassion will arrange transport for the visit day.

When Compassion is choosing accommodation for groups, the community standard of the project destination is also taken into account. Sometimes booking a more modest accommodation option helps to maintain the dignity of the children, staff and families Compassion works with. This may mean that accommodation is at a lower standard than you would have chosen for yourself. It may also affect the level and quality of security available.

On the other hand, accommodation may also be at a higher standard than that you would have chosen. For instance, where the destination country office has secured competitive rates or where higher quality accommodation is considered necessary for safety reasons. As a general rule though, accommodation will generally be kept around a three-star rating.

Please be aware that travelling overseas and using overseas transport and accommodation has risks. Everyone travelling on the Field Experience should take all reasonable steps to ensure their health and safety.

Your health and safety at any accommodation is your responsibility. We recommended adhering to the following accommodation safety measures:

- Read evacuation drills and conduct a walk-through/orientation in accommodation buildings (including checking emergency exits)
- Use safes in places of accommodation (preferably at reception) for high value items
- Use all internal door locks/chains
- Report stolen items as soon as possible
- Where children are part of the travelling party, adults should ensure they are accommodated in rooms close to the children's rooms, i.e. on the same floor

5.5 Local Laws

Understandably, field experience participants must follow the local laws of the destination. You may find this easier if you take reasonable steps to become familiar with the laws prior to travelling and upon arrival. It is your own responsibility to become aware of, and comply with, the laws of the country you are visiting.

5.6 Local Customs and Culture

It may be helpful to become familiar with the cultural sensitivities of your destination so you can be considerate of any differences. This may include religious traditions and customs, clothing requirements, and social behaviour.

As you can appreciate, we strongly value and promote child protection. With this in mind, we thank you for refraining from the following while on your Field Experience:

- Purchasing, storing or consuming alcohol on Compassion premises or at Compassion Child Development Centres or the homes of sponsored children.
- Being intoxicated at Compassion functions or while representing Compassion, either directly or indirectly.
- Possessing, consuming or administering illegal drugs at Compassion functions, Child Development Centres or at the homes of sponsored children.

5.7 Abduction and Terrorism

Compassion's position on abduction and terrorism is that we will judge each such incident on its merits and be guided by expert advice in negotiations. In order to discourage such events, Compassion's position is that we will not pay ransom, nor will we yield to the demands from any individual or group who abducts a Traveller on a Field Experience.

Compassion AU is not liable for any claims or demands for losses or damages arising out of abduction or terrorism.

6 TRAVEL DOCUMENTATION

6.1 Documents for Compassion

Please ensure the following documentation is current and valid, and provide copies to us prior to travelling:
All Travellers:

- A signed Traveller Agreement, Assessment and Approval Form, including next-of-kin contact details (see Appendix 1)

All Travellers aged 18 years or older:

- A current police check issued by the Australian Federal Police (or State equivalent), or a Working With Children Check or a teacher's registration card

All Travellers on Group Field Experiences:

- All relevant details relating to pre-existing health conditions (see Travel Insurance and Appendix 2 for additional information).

Where Compassion is booking flights for groups:

- Travellers are asked to provide a colour copy of the information page of their passport. Passports must have at least 6 months validity from date of return. For these Travellers, Compassion AU will provide information regarding visa requirements. Other Travellers should seek advice from their travel agent or the relevant consulate or embassy.

6.2 Other documentation

While travelling, please carry the following:

- Contact details, provided by Compassion AU, for:
 - Compassion AU Newcastle office with an after-hours number
 - Field Experience Leader (for FET only)
 - Emergency Insurance Assistance Contact Card (for FET only)
 - any other contact numbers relevant to your Field Experience
- A copy of the itinerary provided by Compassion AU

- Training and destination-related material provided by Compassion AU for the Field Experience
- Vaccination records
- Documented clearances for the carriage of medical equipment and prescription medicines

Please carry a photocopy of all of the above throughout your Field Experience, kept separate from the original copies and kept separate from cash and credit cards.

We recommend that loss of credit cards, travellers' cheques, travel documents, cheques, and other valuable documents be reported to the issuing authority as soon as possible after discovery.

We don't want you to miss out on the Field Experience, so make sure you can meet the requirements to be granted lawful access to all countries on the itinerary. In the event where access is refused, Compassion AU does not accept liability for any costs and expenses incurred in resolving the difficulties or returning Travellers to Australia.

As you can appreciate, any fines, surcharges or other financial penalty imposed for failure to have or supply any necessary travel documentation will be the responsibility of the Traveller to pay.

We recommend Travellers place any sensitive or confidential information in their carry-on luggage. Soft copies of sensitive or confidential documents should be stored in unobvious destinations (like folders) on password-protected laptops.

7 TRAVEL INSURANCE

7.1 Insurance Cover

The health and safety of travellers is paramount.

Travellers not participating on a group field experience are responsible for sourcing their own travel insurance. Please contact Travel Centre if you need assistance in arranging insurance.

For travelling groups, Compassion Australia will arrange your travel insurance on your behalf, as your agents, through our insurance provider. This ensures every traveller not only has sufficient insurance, but that the whole group is treated equally should there be a situation where the group needs to be relocated or evacuated.

We reserve the right to refuse to allow an individual to participate in a trip unless they hold appropriate insurance.

Unless otherwise specified, your travel insurance will cover the period from the date of departure to the date of return to Australia.

Please note that failure to comply with the obligations around travel insurance, including your duty of disclosure, may result in you not being covered under the travel insurance.

Providing false or misleading information regarding insurance details can make you fully liable for costs. This may include medical costs, evacuation costs, repatriations costs or other costs incurred.

Compassion AU is not liable for Travellers who fail to comply with the travel insurance terms, condition or other policy obligations.

Travel insurance arrangements should be in place prior to any flights being booked. Please ensure you provide Compassion with the required insurance information as soon as you are able, so as not to delay bookings. Once insurance is finalised, travellers will receive a copy of our insurer's Certificate of Currency, a copy of the Product Disclosure Statement and the 24/7 emergency assistance contact number for the insurer.

7.2 Pre-existing Medical Conditions

For travellers on a field experience - it is a requirement of your Travel Insurance that you disclose any pre-existing health conditions. You must notify us in writing of any matter, including a pre-existing health

condition, which may be relevant to the insurer's decision on whether to provide you with the insurance. You must provide us with all relevant information even if we do not specifically ask for it. Your failure to disclose relevant information may invalidate your insurance. You must release and indemnify us, our officers, employees, contractors and agents from any liability or claim arising from your failure to disclose relevant information to us or to the insurer.

In addition to passing your disclosed pre-existing health condition information onto the Travel Insurer, your information will also be provided to the assigned Field Experience Leader. This information better enables them to provide you and the broader group with a safe and enjoyable field experience. However, please note that our Field Experience Leaders are not medically trained and therefore cannot guarantee that the trip will cater to your specific medical needs. It remains your responsibility to ensure you only participate in those activities that are safe for you to do so, and if in doubt you are encouraged to seek professional advice.

If you have any questions or concerns regarding how your information will be used, please do not hesitate to contact the Travel Centre.

7.3 Vehicle Insurance

All drivers of hired vehicles should ensure they are covered by car insurance for the vehicle. Travellers hiring vehicles do so in their own name and will be responsible for all damage to hired vehicles, third party property and persons or otherwise arising under the hire agreement. Vehicles should only be hired from organisations whose business it is to rent rental vehicles.

Compassion AU will not, in any circumstances, be liable for claims of damage arising out of third-party motor vehicles hired or used by Travellers.

8 FIELD EXPERIENCE PREPARATION

8.1 Traveller Preparation

To help you prepare for your Field Experience, travel-related preparation will be made available to you. All Travellers will be provided with a Travel Handbook which will provide information to assist you with your preparation. Travellers on Group Field Experiences will be invited to participate in additional preparation. Further information will be provided closer to your departure date.

9 PRIVACY

Compassion is committed to protecting travellers' privacy. We use the information you give us to make travel arrangements, which will include passing on relevant details to our travel providers and Compassion field staff.

In the case of an emergency, accident or illness while travelling, travellers' relevant information may be passed on to the appropriate agencies. Any health information you provide to Compassion may be passed on to our insurer, the field experience leader and the group's first aid officer.

The information may also be passed to Compassion's Executive, if further assessment is required regarding a traveller's eligibility to travel, in relation to possible stipulations on insurance cover.

APPENDIX 1

FIELD EXPERIENCE TERMS AND CONDITIONS

The following Terms and Conditions, together with any other information brought to your attention before you book and confirm your Compassion Field Experience form the basis of your contract with Compassion Australia.

Assessment & Approval

1. Accepts the decision of Compassion as to who is eligible to participate in field experiences
2. Will accept all reasonable directions from the Field Experience Leader and/or Field Host during the field experience
3. Understands travelling to Compassion Child Development Centres or meeting sponsored children may require travelling to high risk destinations
4. Understands they are travelling at their own risk and must take appropriate precautions for their own health, safety and security when not otherwise directed by the Field Experience Leader or Field Host
5. Understands that if a Field Experience needs to be cancelled amounts paid by the Traveller may not be able to be refunded
6. Agrees to pay all relevant or requested expenses related to the Field Experience incurred by the Compassion field office including travel, accommodation, transport and other related expenses to, from and within the field country, including passports, visas and travel insurance where arrangements and costs are required to be incurred by Compassion AU
7. Accepts that if they are unable to pay for additional expenses occurring at the time of the Field Experience, they agree to reimburse Compassion AU within 30 days of receiving an invoice from Compassion AU
8. Confirms that they are aware that should they withdraw from the Field Experience, they may incur the costs of flights, accommodation or ground travel operators, as arranged by Compassion AU, whether covered by travel insurance or not

Child Protection

9. If aged 18 years or over, agrees to provide one of the following:
 - Current national police check issued by the Australian Federal Police (or state equivalent)
 - Current Working With Children Check clearance (WWCC)
 - Current Teacher's registration card
10. Understands they are not considered a volunteer of Compassion and are not doing any work whilst on the Field Experience
11. Agrees not to seek or accept accommodation at any Child Development Centre or with any family member or friend of a sponsored child, or with any member of a sponsored child's community, including project/church staff
12. Agrees to show respect to the staff, children, families and community members they meet and to be considerate of the cultural sensitivities of the country
13. Agrees to have a Compassion AU, CI Country Office staff member or their assigned delegate accompany them during the child visit and not to meet with a sponsored child without one of them present
14. Agrees not to give any personal contact information, including email address and social media (Facebook, Twitter, Instagram etc.) details, or ask for or record contact information pertaining to sponsored children, sponsored child's family, CI Country Office staff, CDC staff, or staff members of a Compassion church partner
15. Agrees to follow the advice and instructions of the Field Host and not request additional visit time other than what has been outlined in the itinerary

16. Agrees to ensure that gifts intended for a child, family or community member be in accordance with the direction provided by Compassion, including not giving gifts of cash to sponsored children, sponsored child's family, CI staff, CDC staff, or staff members of a Compassion church partner
17. Acknowledges that they have been provided with the Field Experience Information (including Terms and Conditions)

Media Capture

18. Agrees to take directions from the Field Experience Leader and/or Field Host with regard to the taking of photos and videos while on a Field Experience

Health & Safety

19. Understands that they are responsible and will take care for their own health, safety and well-being
20. Agrees that they will make their own assessments, enquires and decisions regarding duties or activities independently of any information or advice they may receive from Compassion AU, or any of its officers or agents
21. Understands that they are responsible to ensure they have all necessary vaccinations, immunisations and health checks at the Traveller's own cost prior to departure and are fit-to-travel
22. Agrees it is their own responsibility to carry appropriate medications and authorities to carry prescription medications and medical equipment
23. Understands that Compassion has no responsibility for a traveller's medical condition and the Field Experience Leader may not possess any medical training or experience
24. Agrees to be responsible for their health and wellbeing leading up to and during the Field Experience, including vaccinations, medical conditions, medications and dietary requirements
25. Accepts that Compassion AU will not be held directly or indirectly responsible for any injuries, illnesses or accidents that may occur to a Traveller during a Field Experience, or during related travel
26. Agrees to follow all reasonable directions relating to the use of transportation and accommodation while on the Field Experience
27. Agrees to follow all local laws and be sensitive to local customs and culture while on a Field Experience
28. Acknowledges that there is a risk they may be abducted or suffer from acts of terrorism and that Compassion does not accept any responsibility for their safe release from such events
29. Agrees to:
 - (a) take care that their acts or omissions do not adversely affect the health and safety of other persons;
 - (b) comply with any reasonable instruction that is given by Compassion AU;
 - (c) cooperate and comply with Compassion AU's policies and procedures;
 - (d) provide any information relating to health and safety requested by Compassion AU;
 - (e) to attend all training sessions prior to departure requested by Compassion AU;
 - (f) maintain and provide up-to-date contact and emergency contact details for themselves to Compassion AU to allow any health and safety information to be communicated to them and acknowledge receipt and confirm the information has been disseminated to them;
 - (g) provide any reports or assessments or information requested by Compassion AU from time to time in the format approved by Compassion AU.

Documents

30. Agrees to provide and be responsible for all appropriate documentation

Insurance

31. Agrees to ensure they are appropriately covered with travel insurance for the destinations of the Field Experience and that they have fully declared any pre-existing medical conditions required to Compassion Australia and the insurance provider.

Field Experience Preparation

32. Agrees to undertake the appropriate training
33. Acknowledges that the training can help provide them with knowledge of the logistics relating to a Field Experience as well as preparation for what they might see and experience in the field, including culture shock and emotions from witnessing poverty

Terms and Conditions

34. Acknowledges that they have read and understand the requirements in this Info Document (including terms and conditions) and that these requirements apply to them, the Traveller, with Compassion AU not being liable for any failures on the Traveller's part to comply with the terms and conditions and relevant travel insurance policy

TRAVELLER AGREEMENT, ASSESSMENT AND APPROVAL FORM

This form is an application for a person intending to visit a Compassion Child Development Centre or meet sponsored child.

Part 1 of the form provides details of the Traveller, the children to be visited and the group that the Traveller is travelling with. Part 2 of the form requires the Traveller to acknowledge formally that they will adhere to Compassion AU's Terms and Conditions.

A separate form must be completed for each Traveller.

Please return completed and signed form to Compassion.

(Groups may be asked to return the signed form to their group coordinator)

Mail to:

Attention: Travel Centre
Compassion Australia
PO Box 1 Hunter Region MC NSW 2310

Or scan and email to:

travel@compassion.com.au

Part 1: Traveller details (please print)

Name _____
Date of birth _____ Gender _____ Supporter number _____
Home address _____
Town/Suburb _____ State _____ Postcode _____
Email _____
Telephone (h) _____ (m) _____
Next of kin (not accompanying the traveller):
Name _____
Relationship to traveller (e.g. spouse, parent, child, sibling) _____
Home address _____
Town/Suburb _____ State _____ Postcode _____
Email _____
Telephone (h) _____ (m) _____
While on this Field Experience, I would like to meet my sponsored child/ren:
Child number _____ Child name _____
Child number _____ Child name _____
Child number _____ Child name _____
<i>If more than three children, please attach a separate list</i>
If you are travelling as part of a Compassion AU Group Field Experience:
What is the name of the group (e.g. church) you are travelling with and the proposed travel date? _____

Part 2: Acknowledgement and Release

The participant acknowledges they have been informed of the risks that may result from participation in Field Experiences including, but not necessarily limited to, acts of violence perpetrated upon the Traveller individually or in a group, kidnapping, piracy, hijacking and/or the possibility of accident or disease, and psychological injury resulting from being exposed to poverty. The participant nevertheless has voluntarily chosen to participate in, and travel with, Compassion AU or to Compassion Child Development Centres and/or designated meeting places in one or more countries where Compassion's programs operate.

The participant further understands and acknowledged that it is his or her responsibility to obtain the necessary documents for entry into any foreign country, including but not limited to visas and passports, and to seek medical advice regarding any pre-treatment or treatment, medication or immunisation that may be personally required for travel with Compassion AU.

Having been fully apprised of the risk and in consideration of allowing the participant to travel with Compassion AU, the participant hereby RELEASES AND COVENANTS NOT TO SUE Compassion AU and/or each of its officers, directors, employees, successors, assigns, heirs, personal representatives, contractors, contract field experience leaders, agents and attorneys, with respect to claims, demands, actions or causes of action, liabilities, judgments and executions which the participant may have, for all injury, including but not necessarily limited to:

- (i) personal injury, disease, illness, accident, disability, death or other injury of any kind and
- (ii) injury or loss to property, real or personal, caused by or arising out of participation in or travel with Compassion AU or to Compassion Child Development Centres or any Designated Meeting Places.

There is no reservation or agreement not clearly expressed herein. The participant has read the Field Experience Info Document (including Terms and Conditions), the Acknowledgement and Release outlined above and the Terms and Conditions outlined and understands all of the terms therein. The participant executes this Acknowledge and Release voluntarily, with full knowledge and intention to be legally bound. This Acknowledgement and Release is made in and shall be governed by and construed according to the laws of NSW Australia.

DECLARATION

By signing this declaration I acknowledge that I have read and agree to comply with the 'Acknowledgement and Release' above, and the 'Terms and Conditions' with Compassion having the right to not approve, cancel or terminate the Field Experience for any reason with any financial costs paid being non-refundable.

For travellers participating on a group field experience, please tick the relevant box:

- I am not declaring a pre-existing medical condition
- I am declaring a pre-existing medical condition and will provide Compassion with the required documentation (see pp 17 – 18)

Signed: _____ Date: _____

Full Name (please print) _____

If the traveller is less than 18 years of age a parent or guardian must also read and sign the Traveller Agreement, Assessment and Approval Form.

Signed: _____ Date: _____

Name of Parent/Guardian (please print) _____

APPENDIX 2

PRE-EXISTING MEDICAL CONDITION INFORMATION

(For travellers on a group field experience only)

To comply with the terms of the travel insurance policy, Compassion travellers have a Duty of Disclosure, which includes disclosing to the insurer information relating to any pre-existing medical conditions.

What is a pre-existing condition? (As defined in the policy):

PRE-EXISTING CONDITION means:

1. *in respect of Injury:*
a condition with which the Insured Person was aware of (whether diagnosed or not) or has sought treatment prior to the Insured Travel covered under this Policy.
2. *in respect of Sickness:*
 - i. a condition or side effect with which the Insured Person was aware of (whether diagnosed or not) or has sought treatment prior to the Insured Travel covered under this Policy. If any form of cancer is a Pre-Existing Condition, then there is no cover for cancer or cancer-related conditions.
 - ii. a condition caused by a Pre-Existing Condition, that is, any medical condition that you have suffered from or been treated for, irrespective of whether a complete recovery has occurred.

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Examples of pre-existing conditions include (but not limited to): diabetes, asthma, high blood pressure, anxiety, depression, allergies, and food intolerances.

Please note:

The intention of travel insurance medical cover is to provide cover for unforeseen emergencies/ accidents/ circumstances. The insurer will not provide cover for, typical medications, ongoing day to day maintenance or general check-ups that the insured would otherwise have used or attended. Depending on the type, or seriousness of the condition, or the content of the medical certificate, the insurer may decide to totally exclude coverage for the condition all together. Travellers who are deemed unfit to travel by their medical practitioner will be excluded from the trip.

Compassion will not be responsible for any costs incurred relating to interventions taken for the care of a traveller who has not declared a pre-existing condition, which results in an unsuccessful insurance claim.

What do I need to do if I have a pre-existing condition?

- Indicate on your Traveller Agreement that you are declaring a pre-existing condition.
- Print the Pre-existing Medical Condition Form and complete Part A.
- As soon as possible, visit your treating medical practitioner and ask him/her to complete Part B of the form (please ensure the practitioner stamps the form, or copies it on to their letterhead).
If your practitioner advises you are not fit to travel please inform Travel Centre (or your Group Coordinator) so your travel arrangements can be halted. If the practitioner advises you are not fit to travel, you will not need to return the form, as you will not be travelling.
- Send your completed form to Travel Centre (or your Group Coordinator).
Your information will be assessed and Travel Centre will advise you if there are any issues relating to your insurance.

PRE-EXISTING MEDICAL CONDITION FORM

Part A: To be completed by the traveller

Traveller's Name	
Date of Birth	
Travel Dates	
Destination Country/s	

Part B: To be completed by the examining practitioner

The practitioner should be aware, as part of this trip, the traveller may be subject to: long flights; riding for extended periods (3-4 hours) in buses on poor quality roads (possibly without air-conditioning); exposed to extreme weather conditions; required to walk distances (1-2kms) over uneven surfaces.

Is this traveller fit to travel? (Yes/No)	
What pre-existing medical condition/s does this traveller have?	
Is the condition cancer, or cancer-related?	
Do you anticipate the traveller could experience any medical issues relating to the pre-existing condition during travel?	
What treatment is the traveller currently receiving for this condition?	

Practitioner's Name _____

Provider Number _____

Signature _____ Date _____

Please include your Practice's stamp at the top of this form, or copy the form on to your letterhead.

PRE-EXISTING CONDITION means:

1. *in respect of Injury:*
a condition with which the Insured Person was aware of (whether diagnosed or not) or has sought treatment prior to the Insured Travel covered under this Policy.
2. *in respect of Sickness:*
 - i. *a condition or side effect with which the Insured Person was aware of (whether diagnosed or not) or has sought treatment prior to the Insured Travel covered under this Policy. If any form of cancer is a Pre-Existing Condition, then there is no cover for cancer or cancer-related conditions.*
 - ii. *a condition caused by a Pre-Existing Condition, that is, any medical condition that you have suffered from or been treated for, irrespective of whether a complete recovery has occurred.*

