



SEAPC Limited

***VOLUNTEER
ORIENTATION
KIT (Cambodia)***



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WELCOME AND THANK YOU

Welcome and thank you from the depths of our hearts for embarking on this incredible journey with us. Your decision to dedicate your time, financial resources, and travel across the miles to stand alongside the disadvantaged children here is truly inspiring.

Your presence brings not only smiles to the faces of these children but also hope, opportunity, and a chance for a brighter future. Your commitment to making a positive impact in their lives is a testament to the power of compassion and the belief that together, we can create lasting change.

As you step into this experience, remember that you are not merely a volunteer; you are a beacon of light, a source of encouragement, and a catalyst for transformation. Your willingness to share your time and resources demonstrates a spirit of generosity that knows no bounds.

In the coming days, as you engage with the children and the community, may you find fulfillment in every shared moment, joy in every smile exchanged, and inspiration in the resilience of these incredible young souls.

Please know that your contribution is invaluable, and you are an integral part of our mission to make a meaningful difference. Your actions speak louder than words, and your heart has opened doors to possibilities beyond measure.

Thank you for being the embodiment of compassion, kindness, and hope. Your impact will resonate far beyond this journey, leaving an indelible mark on the lives of those you touch.

SEAPC Limited

www.au.seapc.org

1. VISION AND MISSION

1.1 Vision and Mission Explained

At SEAPC Limited, our vision and mission inspire and guide every aspect of what we do, serving as a foundation for our work in providing benevolent relief to disadvantaged individuals and communities in developing countries.

Vision

"To raise the next generation committed to building God's kingdom."

This vision reflects our aspiration to foster a world where individuals are equipped with the values of compassion, service, and justice. By helping nurture the next generation, we seek to empower individuals who are committed to creating lasting, positive change in their communities through practical acts of love and generosity. While rooted in Christian ethos, our vision translates into tangible actions that align with our constitutional purpose of alleviating poverty and disadvantage.

Mission

"To foster an environment where individuals are guided to develop their faith, character, and leadership skills, empowering them to actively contribute to the growth and advancement of God's kingdom."

Our mission drives us to provide the tools and opportunities for individuals to grow into compassionate, skilled leaders. This directly supports our objectives of offering benevolent relief by:

Caring for the Vulnerable: Through initiatives like parenting programs, healthcare, and education, we work to ensure that orphans, children, and those facing disadvantage receive the support they need.

Empowering Change: Leadership skills and character development inspire individuals to uplift themselves and others, breaking cycles of poverty through programs such as scholarships, skills training, and economic development initiatives.

Collaborative Service: We work hand-in-hand with other organisations and communities, fundraising and providing resources to maximise the impact of our programs.

Guided by Our Values

While our vision and mission are deeply inspired by Christian values, our focus remains on practical, inclusive actions that meet the needs of disadvantaged communities. We embrace a universal ethos of love, service, and justice to ensure

our programs are accessible and effective, without limiting our efforts to specific religious contexts.

Together, we strive to empower lives and create sustainable change, building stronger, more equitable communities for generations to come.

1.2 Our Related Entities:

- 1.2.1 SEAPC Limited is a global ministry, and SEAPC-Cambodia operates as a registered NGO in Cambodia under the global SEAPC umbrella. SEAPC collaborates with New Hope Children's Homes (NHCH) to support orphaned, abandoned, and at-risk children, overseeing 15 children's homes and 1 student center.
- 1.2.2 NHCH is primarily focused on providing assistance to orphaned and vulnerable children, introducing them to Jesus, and addressing their essential needs. While this effort contributes to improved education and helps reduce illegal immigration, these are not the primary objectives of NHCH.
- 1.2.3 SEAPC-Cambodia actively engages in ministry, particularly in Banteay Meanchey, and is involved in various initiatives undertaken by SEAPC in Cambodia.

2. CAMBODIAN CULTURE

As volunteers, understanding and embracing the local customs will enhance your experience as you connect with the community. Here's a brief insight into Cambodian culture:

2.1 Friendliness:

- 2.1.1 Warm Hospitality: Cambodians are known for their warm hospitality and friendliness. Expect smiles and genuine interest in connecting with you.
- 2.1.2 Respect for Elders: Respect for elders is deeply ingrained in Cambodian culture. Greet elders with a slight bow and a polite "Chum reap suor" (Hello).

2.2 Traditions and Upbringing:

- 2.2.1 Family-Centric: Cambodian society places a strong emphasis on family. Many children in disadvantaged situations have faced challenges due to economic hardships or the aftermath of historical events.
- 2.2.2 Polite Behavior: Politeness is highly valued. Children are raised with a strong emphasis on respecting elders and practicing humility.

2.3 Historical Context:

- 2.3.1 The legacy of war in Cambodia, particularly during the Khmer Rouge regime from 1975 to 1979, has had profound and lasting effects on the country. Here are more facts on the legacy of war and its impact on families and children:
- 2.3.2 Khmer Rouge Regime (1975-1979):
 - 2.3.2.1 The Khmer Rouge, led by Pol Pot, implemented radical social and economic policies that aimed to create an agrarian utopia. However, their methods led to mass atrocities, including forced labor, torture, executions, and mass displacement.
 - 2.3.2.2 An estimated 1.5 to 3 million Cambodians, nearly a quarter of the population, lost their lives during this period due to execution, forced labor, starvation, and disease.
- 2.3.3 Impact on Families:
 - 2.3.3.1 Families were torn apart as people were forcibly relocated from urban areas to labor camps in the countryside. Many families lost contact with each other during this forced migration.

2.3.3.2 The Khmer Rouge targeted intellectuals, professionals, and those perceived as a threat to the regime. This resulted in the loss of family members, creating a profound impact on the social fabric of Cambodia.

2.3.4 Effects on Orphans and Children:

2.3.4.1 Many children were orphaned or separated from their families during the Khmer Rouge era. The loss of parents and caregivers had a devastating impact on the well-being and development of these children.

2.3.4.2 The forced labor camps and harsh conditions led to malnutrition and poor health among children. Lack of access to education further hindered their chances of breaking the cycle of poverty.

2.3.5 Trauma and Mental Health:

2.3.5.1 Survivors of the Khmer Rouge regime, including children who witnessed atrocities, experienced profound trauma. This trauma has had long-term effects on mental health and well-being.

2.3.5.2 The psychological scars of the war continue to affect subsequent generations, with issues like post-traumatic stress disorder (PTSD) being prevalent.

2.3.6 Economic Struggles:

2.3.6.1 The aftermath of war left Cambodia with a devastated infrastructure and a struggling economy. Many families faced economic hardships, making it difficult for them to provide for their basic needs.

2.3.7 Rebuilding and Recovery:

2.3.7.1 Cambodia has made significant strides in rebuilding and recovering from the legacy of war. However, challenges persist, and ongoing efforts are needed to address the socio-economic impact and support families and children.

2.4 Greetings:

2.4.1 Traditional Greetings: The traditional Cambodian greeting involves placing both hands together in a prayer-like gesture and bowing slightly. Say "Chum reap suor" for hello and "Som reap Leah" for goodbye.

2.4.2 Respectful Gestures: When greeting elders or people of the same age, a nod or bow is respectful.

2.5 Shopping and Language:

2.5.1 Bargaining: Bargaining is common in markets, so feel free to negotiate prices in a friendly manner.

2.5.2 Basic Phrases: Learning a few Khmer phrases like "Orkun" (Thank you) and "Som" (Yes) will be appreciated by locals.

2.6 Dress Code:

- 2.6.1 Modesty is Key: Cambodians appreciate modesty in attire. When interacting with locals or visiting religious sites, it's advisable to cover your shoulders, stomach, and knees.
- 2.6.2 Traditional Clothing: Some ceremonies or events may require traditional Cambodian clothing, such as the elegant "smpot" for women and the "sarong" for men.

2.7 Local Traditions and Games:

- 2.7.1 Traditional Dance: Experience Cambodia's traditional Apsara dance, a beautiful and intricate form of performing arts.
- 2.7.2 Games: Join in traditional games like "Chol Chhoun" (a throwing game) or "Bos Angkunn" (a singing game).

2.8 Conclusion:

As you immerse yourself in Cambodia's culture, remember that your presence and support make a positive impact. Through cultural respect and understanding, you contribute not only to the lives of the children but also to the collective spirit of Cambodia. Enjoy every moment of this enriching experience!

"Sok Sabay Tamplov" (Safe travels) and "Orkun ch'ran" (Thank you) for being part of this journey!

3. WHAT TO EXPECT

Embarking on a journey to Cambodia is an exciting and rewarding experience, and we're thrilled to have you join us. As you prepare for this adventure, here's what you can expect:

3.1 Environmental Factors:

- 3.1.1 **Warm Climate:** Cambodia boasts a tropical climate. Expect hot and humid weather, so packing lightweight and breathable clothing, sunscreen, and staying hydrated are essential.
- 3.1.2 **Hygiene Considerations:** Standards of hygiene may differ from what you're accustomed to in developed nations. It's advisable to use bottled water and carry personal hygiene essentials. Try not to drink from the local tap water. Ice in most restaurants is safe to drink because they are normally imported from external suppliers. Most restaurants do not make ice from tap water.

3.2 Cultural and Language Differences:

- 3.2.1 **Unique Cultural Dynamics:** Cambodia has a rich cultural tapestry. Embrace differences with an open heart, understanding that customs, traditions, and norms may vary.
- 3.2.2 **Language Challenges:** While Khmer is the official language, English is not widely spoken. However, you'll find that communication transcends language barriers through gestures, smiles, and shared experiences. You may also learn a few sentences before you visit any Children Homes so you can greet them in their local dialogue.

3.3 Children Home Experience:

- 3.3.1 **Initial Shyness:** Children in the Children Home (orphanage) may be initially shy, but their warmth and curiosity will shine through.
- 3.3.2 **Communication Attempts:** Children may attempt to communicate with you using basic English phrases, eye contact, and body language. Brace yourself for heartwarming gestures like handmade bracelets from natural flowers.

3.3.3 Bonding Activities: Expect invitations to play games, sing, and participate in various activities. This is their way of connecting with you, forging a bond that transcends language.

3.4 Emotional Impact:

3.4.1 Feelings of Love and Inspiration: You'll likely find yourself surrounded by an overwhelming sense of love, inspiration, and fulfillment as you connect with the children and witness their resilience.

3.4.2 Long-lasting Impact: Be prepared for a deep emotional connection. Missing them after you leave is natural, and you might find yourself yearning to return to continue building these meaningful relationships.

3.5 Building Lifelong Connections:

3.5.1 Building Relationships: Children in the orphanage will actively seek to build a connection with you. Embrace their enthusiasm and reciprocate by actively engaging in their world.

3.5.2 Creating Lifelong Bonds: Through shared moments of joy, laughter, and understanding, you'll be laying the foundation for a lifelong bond that transcends borders and cultures.

Your journey to Cambodia will be transformative, leaving you with memories that last a lifetime. Prepare to be immersed in a culture of resilience, warmth, and genuine connection. As you return home, carry with you not only the tangible memories but also the intangible bonds that bridge worlds.

4. WHAT TO PREPARE

We're delighted that you'll be joining us on this transformative journey to Cambodia.

4.1 Team Leaders:

- 4.1.1 It is important to appoint a team leader for your travel. This holds true whether SEAPC staff is accompanying you, coordinating with you, guiding you, or not. The designated team leader should possess the ability to handle travel logistics, communication with home contacts, and adeptly address any challenges that arise during our journey.
- 4.1.2 While SEAPC local staff (in-country) and hosting parties will make the final decisions in any given situation, it is crucial to extend the utmost respect to them for their commitment to the ongoing project they serve. These individuals will go to great lengths to meet the team's needs and provide assistance, but they are not accountable for the team as a whole. It is essential to acknowledge that their mission continues after our short-term team departs. Therefore, we must ensure that our actions contribute positively to the ministry's current state, striving to be of assistance rather than hindrance to their ongoing efforts.

To ensure a smooth and enjoyable experience, here's a comprehensive guide on what to prepare:

4.2 Essential Items to Pack:

4.2.1 Travel Wear:

Pack weather-appropriate clothing for Cambodia's dry (November – March/April) and rainy (April – October) seasons. Modesty is valued, and appropriate attire should match the occasion. Long pants and sleeves are suggested during the dry season, and lightweight clothing is recommended for the rainy season. Shower often due to higher heat and humidity. Lightweight and breathable clothing is essential due to Cambodia's tropical climate, even in winter. Avoid bringing valuables, inappropriate clothing, extra credit cards, pocket knives, large electronic items.

4.2.2 Shoes:

Comfortable and protective shoes are essential. Wear tennis shoes or equivalent for ministry activities. Sandals are acceptable. Comfortable footwear suitable for warm weather and easy to slip on and off. Note that many of the roads are dirt and mud, so your shoes might need washing regularly. Therefore, it would be helpful to have shoes that can dry quickly or be easily wiped dry. Also, please be

aware that it is customary to take off your shoes when entering the Children's Home or anyone's home.

4.2.3 **Insect Repellent:**

Protect yourself from mosquitoes and insects with a reliable insect repellent. Cambodia is known for mosquito-borne diseases such as malaria and dengue fever. Insect repellent acts as a crucial barrier, reducing the risk of mosquito bites and subsequently lowering the chances of contracting these illnesses.

4.2.4 **Money:**

Having both US dollars and Cambodian Riel is advisable. Bills must be in good condition, and denominations of USD\$10 and \$20 are recommended. Many shops choose not to accept folded, creased, marked or broken notes. Ensure you have sufficient currency for daily expenses. Most shops there do not accept foreign bank or credit cards. *(Optional) You can choose to bring gifts for local people and/or children, with a suggested value of USD\$50. The cost of food per meal varies widely depending on the province you are visiting. For example, in Pailin, it may cost USD\$3-5 per meal, while in Siem Reap, it may cost USD\$10-15 per meal. Transport between provinces can range from USD\$100-300 per van (approximately accommodating 8 people). Tuktuk transport within a 5-10 minute range can cost around USD\$2-10.*

4.2.5 **Immunizations and Medical Information:**

The CDC recommends specific immunizations, including Tetanus/Diphtheria, MMR (Mumps, Measles, Rubella), Polio, Hepatitis A, Hepatitis B, and Typhoid. Check with your medical professional for individual needs. Carry necessary prescription medications and a small first aid kit. Travel medical insurance is advisable. Consult your doctor for relevant immunizations before the trip.

4.2.6 **Logistics and Accommodation:**

4.2.6.1 Translator at the Orphanage: English translation services may be available at the orphanage and program site. If you require a translator, please inform your SEAPC representative. A love offering is appreciated, considering the associated travel and accommodation costs.

4.2.6.2 Transportation: Transportation to and from the orphanage and the hotel (5 minutes away) is provided. For other sites, consider hiring a tuk-tuk for less than \$USD5 per trip.

4.2.6.3 Communication and Greetings: Learn Local Greetings: Interact with local kids by learning a few basic greetings in Khmer. Many of them know some English and will appreciate your effort. The following are some common sentences you may want to learn:

- a. Hello: ជំរាបសួរ (chomreabsuor)
- b. How are you?: តើអ្នកសុខសប្បាយទេ? (tae nak sok sab bay te?)
- c. What is your name?: តើអ្នកឈ្មោះអ្វី? (tae nak chhmoh A vei?)
- d. How old are you?: តើអ្នកអាយុប៉ុន្មានហើយ? (tae nak ayou bonman haey?)
- e. What do you like to play?: តើអ្នកចូលចិត្តលេងអ្វី? (tae nak chaul chett leng A vei?)

4.2.6.4 Accommodation: SEAPC may offers various accommodation options, ranging from guest houses to host homes and university dorms. The availability of these accommodations depend on the demand and should be discussed with us at least 2 months prior to your travel. Please note that we cannot guarantee free accommodation. Hotel accommodation is also recommended at the volunteer's own expense. Depending on the city you are staying in, costs can range from USD \$35 per room (e.g., in Pailin Province) to USD \$250 per room in Phnom Penh. Please conduct your research accordingly. Each trip may present different choices.

4.3 Visa and Finances:

- 4.3.1 Tourist Visa: Apply for a tourist visa at least two weeks before arrival at www.evisa.gov.kh.
- 4.3.2 Budgeting: Plan for daily expenses, including \$USD50 -250 for hotel fees, \$US5 - 15 per person for meals, USD\$150-300 for inter-province travel and additional budget for optional activities.

4.4 Accommodation Details:

4.4.1 For visits to Pailin Children’s home, we typically book Pailin City Hotel, providing amenities such as free Wi-Fi, toothbrushes, toothpaste, shampoo, and towels. Payment is paid on site and in USD.

4.5 Water Safety:

4.5.1 Avoid Tap Water: It's crucial to avoid drinking tap water. Purchase bottled water for around \$USD1 per bottle, ensuring a safe and refreshing option.

4.6 Toilet Etiquette:

- 4.6.1 Tissue Paper Essentials: Carry tissue paper, especially when using local toilets outside hotels.
- 4.6.2 Seating Consideration: Be mindful of cultural norms; local toilets may require squatting instead of sitting.

4.7 Cultural Awareness:

4.7.1 Respectful Behavior: Embrace local customs and practices to enhance your travel experience and foster positive interactions.

4.7.2 Local Assistance: Seek guidance from locals or fellow travelers for insights into cultural nuances.

4.8 Health Precautions:

4.8.1 Medical Kit: Pack a basic medical kit with over-the-counter medications and any necessary prescription drugs.

4.8.2 Hygiene Practices: Prioritize hand hygiene with hand sanitizer or wet wipes, especially when soap and water are limited.

4.9 Local Games:

4.9.1 Chhop (Jumping Rubber Bands):

4.9.1.1 Objective: The goal of this game is for a player to successfully jump over a series of rubber bands stretched horizontally between two points. The difficulty increases as more rubber bands are added.

4.9.1.2 How to Play: Players take turns jumping over the rubber bands without touching them. The height of the rubber bands is progressively increased after each successful round. The last player remaining who can successfully jump over the highest rubber band wins.

4.9.1.3 Cultural Significance: Chhop is a popular game that promotes physical activity, coordination, and friendly competition among children. It is often played in groups and helps develop agility.

4.9.2 Apsara Dance Clap Game:

4.9.2.1 Objective: This hand clapping game is often played by two people facing each other. The objective is to maintain a rhythmic hand-clapping pattern while counting, and players must avoid making mistakes.

4.9.2.2 How to Play: Players stand facing each other and engage in a series of hand claps following a specific pattern. The game includes variations in hand movements, speeds, and counts. Each mistake results in a point for the opponent. The game continues until a predetermined score is reached.

4.9.2.3 Cultural Significance: The Apsara Dance Clap Game is inspired by traditional Cambodian dance movements and is a fun way for children to engage in rhythmic play, enhancing hand-eye coordination.

4.9.3 Chan Kagni (Bird and Worm Game):

4.9.3.1 Objective: This game involves a group of children forming a circle. Two players, one representing a bird and the other a worm, interact within the circle. The bird attempts to catch the worm, while the worm tries to evade capture.

4.9.3.2 How to Play: The bird and worm move within the circle, with the bird attempting to tag the worm. The worm can take refuge by standing on one

foot. Once the worm is caught, roles may switch, or new players can take on the roles.

4.9.3.3 Cultural Significance: Chan Kagni is a lively and interactive game that encourages group participation and strategic thinking. It reflects the playful imagination of Cambodian children as they take on the roles of birds and worms.

4.9.4 Advice and Tips:

4.9.4.1 Learn Basic Games: Before visiting Cambodia, it's a good idea to familiarize yourself with a few traditional games. This not only facilitates interactions with local children but also demonstrates cultural appreciation.

4.9.4.2 Observe and Join In: While observing local children playing, feel free to ask questions and express interest. Most Cambodian children are likely to be excited to share their games and involve visitors.

4.9.4.3 Respect Local Customs: Be mindful of local customs and manners. If unsure about the rules or cultural nuances of a game, ask for guidance from local children or adults.

Engaging in traditional games can be a delightful way to connect with Cambodian children, fostering cultural exchange and creating memorable experiences.

5. WHAT YOU CAN GIVE

As you embark on this journey to make a positive impact in the lives of disadvantaged children, your open heart and boundless love are the greatest gifts you can offer. Your presence alone is a source of inspiration and hope for these children.

5.1 Financial Support:

5.1.1 Monthly Sponsorship: Consider sponsoring a child with a monthly contribution of \$100 USD. This support covers essential needs such as food, medication, shelter, operational costs, and other relevant expenses. Your commitment creates a stable foundation for their growth.

5.2 Annual Contributions:

5.2.1 Uniforms and Stationery: Each October, we prepare for the school year by providing uniforms and stationery for the children. Your contribution towards these annual preparations ensures that every child is ready for educational success.

5.2.2 Christmas Gifts: Spread joy during the festive season by contributing Christmas gifts for the children. Your generosity makes the holiday season memorable and filled with love.

5.2.3 Maintenance Costs: Homes require ongoing maintenance. Your support towards fixing leaking pipes, renewing broken furniture, repairing toilets, beds, cupboards, walls, ceilings, and updating kitchenware contributes to a safe and comfortable environment.

5.3 Essential Items:

5.3.1 New Clothes and Shoes: Provide new clothes and shoes for the children each year, offering a sense of dignity and pride.

5.3.2 Blankets: Help keep the children warm and comfortable by contributing blankets, especially during colder months.

5.4 How to Contribute:

5.4.1 Monthly Pledges: Commit to monthly pledges for child sponsorship through our website or by contacting SEAPC directly.

- 5.4.2 Annual Donations: Make annual contributions for uniform preparation, Christmas gifts, and maintenance costs.
- 5.4.3 In-Kind Donations: Consider donating specific items directly to the homes, such as clothes, shoes, blankets, or essential kitchenware.

Please note that the sponsorship approval process may take up to 4 months to be finalized. This is because it needs approval from the local and federal government, as well as SEAPC processes.

Your willingness to give goes beyond material support; it extends to providing a brighter future and a sense of belonging for these children. Together, we can create lasting change, one act of kindness at a time.

6. VOLUNTEER POSITIONS

Diverse Volunteer Opportunities: Unleashing Potential Together

At SEAPC, we recognize that every individual possesses unique talents, skills, and experiences. Our volunteer positions cater to various time commitments, ensuring that everyone can contribute in a way that aligns with their availability and expertise.

6.1 Once-Off Volunteers:

- 6.1.1 Ideal for individuals with limited time.
- 6.1.2 Participate in specific events, workshops, or projects.
- 6.1.3 Make a meaningful impact with a single contribution.

6.2 Casual Volunteers:

- 6.2.1 Suited for those with fluctuating schedules.
- 6.2.2 Engage in activities based on availability. Every two years, we organize a Children's Camp in Cambodia that hosts more than 600 disadvantaged children and involves more than 100 volunteers from around the world. We would be delighted to extend an invitation for you to participate in this life-changing event. The camp typically spans three days, during which we secure a functional venue, such as a hotel hall, to provide a space for children from 16 homes to learn, play, and be inspired together.

The event includes various learning and motivational workshops designed for all age groups. We are seeking volunteers to assist with coordination, maintaining order, preparing activities, managing classes, and, most importantly, ensuring everyone has a great time together.

- 6.2.3 Contribute periodically to ongoing initiatives.

6.3 Part-Time Volunteers:

- 6.3.1 Perfect for individuals with regular but limited availability.
- 6.3.2 Commit to specific hours or days each week.
- 6.3.3 Engage consistently, contributing valuable time and skills.

6.4 Full-Time Volunteers:

- 6.4.1 For those with the capacity to commit extensive time.
- 6.4.2 Immerse yourself fully in our programs and initiatives.
- 6.4.3 Make a lasting impact through continuous involvement.
- 6.4.4 Leveraging Diverse Talents for Child Development:

6.5 Business Owners and Entrepreneurs:

- 6.5.1 Share insights on starting and managing a business.
- 6.5.2 Educate children on networking, recognizing opportunities, and financial management.

6.6 Skilled Professionals:

- 6.6.1 Hairdressers can teach grooming and salon skills.
- 6.6.2 Builders can pass on handwork, construction, and carpentry skills.

6.7 Artists and Musicians:

- 6.7.1 Musicians bring the joy of music into their lives.
- 6.7.2 Artists encourage self-expression through creative outlets.

6.8 Unleashing Potential in Every Child:

- 6.8.1 Regardless of your profession or background, we invite you to pass on your legacy to these children. Your knowledge and experiences, no matter how diverse, can be a source of inspiration and guidance.

6.9 Educational Programs and Vetting:

- 6.9.1 All educational programs are carefully vetted and consulted with SEAPC representatives and our dedicated team.
- 6.9.2 Ensuring alignment with our mission, values, and the specific needs of the children.

Together, let's nurture the potential within each child and empower them for a brighter future. Your contribution, no matter the scale, has the power to shape lives.

Join us in creating a legacy of hope, empowerment, and opportunity.

7. TRAINING AND DEVELOPMENT OPPORTUNITIES

Training and Development Opportunities for SEAPC Volunteers

At SEAPC, we believe in providing our volunteers with comprehensive training and development opportunities to enhance their skills, foster resilience, and bridge cultural gaps. Your work with children in Cambodia will not only make a positive impact but also contribute to the growth of the next generation. Here are the training and development opportunities available to our dedicated volunteers:

7.1 Cultural Sensitivity Training:

- 7.1.1 Understand the cultural nuances of Cambodia to build meaningful connections with the children.
- 7.1.2 Learn about local customs, traditions, and appropriate behaviors.

7.2 Resilience Building Workshops:

- 7.2.1 Gain insights into trauma-informed care to better support children facing adversity.
- 7.2.2 Develop strategies for fostering resilience and emotional well-being.

7.3 Cross-Cultural Communication:

- 7.3.1 Enhance communication skills to effectively connect with children from diverse backgrounds.
- 7.3.2 Learn how to navigate language barriers and facilitate meaningful interactions.

7.4 Child Protection and Safeguarding:

- 7.4.1 Acquire knowledge on child protection policies and best practices.
- 7.4.2 Understand your role in ensuring a safe and secure environment for the children.

7.5 Educational Program Development:

- 7.5.1 Learn to design and implement educational programs aligned with SEAPC's mission and the needs of the children.
- 7.5.2 Collaborate with local staff to create impactful learning experiences.

7.6 Skill Enhancement Workshops:

- 7.6.1 Participate in skill-building workshops such as woodworking, music, or other activities that children in Cambodia excel in.
- 7.6.2 Bridge cultural gaps by sharing your own skills and knowledge with the children.

7.7 Cultural Exchange Programs:

- 7.7.1 Engage in immersive cultural exchange activities with the local community.
- 7.7.2 Participate in events that showcase the talents and skills of both volunteers and children.
- 7.8 Community Development Initiatives:**
 - 7.8.1 Contribute to community development projects that address the broader needs of the local population.
 - 7.8.2 Collaborate with local partners to create sustainable solutions.
- 7.9 Reflection and Debriefing Sessions:**
 - 7.9.1 Engage in regular reflection and debriefing sessions to process your experiences.
 - 7.9.2 Share insights, challenges, and successes with fellow volunteers and SEAPC representatives.
- 7.10 Networking Opportunities:**
 - 7.10.1 Connect with other volunteers, local staff, and professionals in related fields.
 - 7.10.2 Build a network that extends beyond your volunteer experience for ongoing support and collaboration.
- 7.11 Leadership Development:**
 - 7.11.1 Develop leadership skills through hands-on experiences and responsibilities.
 - 7.11.2 Take on leadership roles within the volunteer program or community projects.
- 7.12 Exposure to SEAPC's Initiatives:**
 - 7.12.1 Gain insights into SEAPC's broader initiatives beyond the volunteer program.
 - 7.12.2 Understand the organization's holistic approach to community development.

By engaging in these training and development opportunities, you not only contribute to the well-being of the children but also enrich your own skills and understanding. SEAPC is dedicated to empowering both volunteers and the communities we serve.

8. COMMUNICATION CHANNELS

Communication Channels for SEAPC Volunteers

At SEAPC, effective communication is vital to fostering a strong and supportive community among our volunteers. We provide various communication channels to ensure seamless interaction and information sharing. Here are the key channels along with best practices for communication:

Communication Channels:

8.1 E-Newsletter:

8.1.1 Purpose: Monthly updates, highlights, and important announcements.

8.1.2 What helps:

8.1.2.1 Subscribe to the newsletter for regular updates.

8.1.2.2 Contribute stories, experiences, or insights to be featured.

8.2 Email:

8.2.1 Purpose: Personal communication, updates, and urgent matters.

8.2.2 What helps:

8.2.2.1 Check your email regularly for updates and important information.

8.2.2.2 Use clear and concise subject lines for efficient communication.

8.3 Phone:

8.3.1 Purpose: Direct communication for urgent matters or personal discussions.

8.3.2 What helps:

8.3.2.1 Provide accurate contact information.

8.3.2.2 Schedule calls in advance whenever possible.

8.4 Zoom or Video Conferencing:

8.4.1 Purpose: Virtual meetings, training sessions, and discussions.

8.4.2 What helps:

8.4.2.1 Test your audio and video settings before joining.

8.4.2.2 Be punctual and prepared for virtual engagements.

8.5 Webpage:

8.5.1 Purpose: Centralized information hub for resources and updates.

8.5.2 What helps:

8.5.2.1 Bookmark the webpage for quick access.

8.5.2.2 Regularly check for new resources or announcements.

9. VOLUNTEER BENEFITS

Volunteer Benefits at SEAPC

At SEAPC, we deeply appreciate the invaluable contributions of our volunteers. As a volunteer with us, you are an integral part of our mission to make a positive impact on the lives of children and communities. Here are the meaningful benefits you can expect:

9.1 Fulfilling Experience:

9.1.1 Experience the profound joy and fulfillment that comes from making a positive difference in the lives of others.

9.2 Personal Growth:

9.2.1 Enhance your personal and professional development through diverse experiences and challenges.

9.3 Cultural Immersion:

9.3.1 Immerse yourself in a rich cultural exchange, gaining insights into the vibrant traditions and lifestyles of the local community.

9.4 Skill Development:

9.4.1 Acquire new skills and refine existing ones through hands-on experiences, training sessions, and collaborative projects.

9.5 Global Network:

9.5.1 Connect with like-minded individuals, creating a global network of passionate individuals dedicated to creating positive change.

9.6 Impactful Legacy:

9.6.1 Contribute to the creation of a lasting legacy by leaving a positive imprint on the lives of children and communities.

9.7 Personal Satisfaction:

9.7.1 Experience a sense of personal satisfaction knowing that your efforts directly contribute to the well-being and empowerment of those in need.

9.8 Meaningful Relationships:

9.8.1 Build meaningful connections with fellow volunteers, local staff, and the communities you serve.

9.9 Recognition and Acknowledgment:

9.9.1 Receive recognition for your dedicated service through various channels, including newsletters, social media, and events.

9.10 Exclusive Updates:

9.10.1 Stay informed with exclusive updates and behind-the-scenes insights into SEAPC's projects and initiatives.

9.11 Training and Development:

9.11.1 Access specialized training and development opportunities designed to enhance your skills and broaden your understanding.

9.12 Community Impact:

9.12.1 Witness the tangible impact of your efforts on the growth, development, and well-being of the communities SEAPC serves.

9.13 Flexible Opportunities:

9.13.1 Choose from a variety of volunteer opportunities to match your skills, interests, and availability.

9.14 Personalized Support:

9.14.1 Benefit from personalized support and guidance from SEAPC representatives throughout your volunteer journey.

9.15 Travel Opportunities:

9.15.1 Explore new cultures and regions through volunteer opportunities that may involve travel.

9.16 Global Perspective:

9.16.1 Develop a broader global perspective and understanding of diverse communities and their needs.

Your commitment to volunteering with SEAPC not only transforms the lives of others but also offers you a personally enriching and rewarding experience. Thank you for being an essential part of our mission.

10. SAFETY AND EMERGENCY PROCEDURES

Safety and Emergency Procedures for SEAPC Volunteers

At SEAPC, the safety and well-being of our volunteers are paramount. We have established comprehensive safety and emergency procedures to ensure a secure environment for everyone involved. Please familiarize yourself with the following guidelines:

10.1 Pre-Departure Preparation:

- 10.1.1 Attend a pre-departure orientation session to receive essential safety information.
- 10.1.2 Ensure you have comprehensive travel insurance that covers medical emergencies and repatriation.

10.2 Emergency Contact Information:

- 10.2.1 Provide SEAPC with accurate emergency contact information.
- 10.2.2 Keep a copy of important contacts, including local authorities and SEAPC representatives.

10.3 Health Precautions:

- 10.3.1 Consult with a healthcare professional before departure to ensure vaccinations and health precautions are up-to-date.
- 10.3.2 Carry a basic medical kit with essentials, including any required prescription medications.

10.4 Orientation upon Arrival:

- 10.4.1 Attend an on-site orientation to familiarize yourself with the local area, emergency exits, and evacuation procedures.
- 10.4.2 Identify the location of the nearest medical facilities.

10.5 Communication Devices:

- 10.5.1 Ensure you have a reliable communication device (e.g., mobile phone) with local coverage.
- 10.5.2 Carry a list of emergency numbers for quick reference.

10.6 Evacuation Plan:

- 10.6.1 Be aware of evacuation routes from your accommodation and project sites.
- 10.6.2 Follow guidance from local authorities and SEAPC representatives in the event of an evacuation.

10.7 Weather-related Safety:

- 10.7.1 Stay informed about local weather conditions.
- 10.7.2 Follow safety protocols during extreme weather events and natural disasters.

10.8 Crisis Management:

- 10.8.1 Understand SEAPC's crisis management plan.
- 10.8.2 Stay connected with SEAPC representatives for real-time updates and instructions.

10.9 Medical Emergencies:

- 10.9.1 In case of a medical emergency, seek immediate assistance from local medical facilities.
- 10.9.2 Notify SEAPC representatives of any health-related issues.

10.10 Cultural Sensitivity:

- 10.10.1 Be aware of and respect local customs and traditions.
- 10.10.2 Understand and adhere to cultural norms to maintain a safe and respectful environment.

10.11 Personal Safety Measures:

- 10.11.1 Avoid risky behaviors and adhere to SEAPC's code of conduct.
- 10.11.2 Travel in groups, especially during evening hours.
- 10.11.3 Communication Protocols:

10.12 Establish regular check-ins with SEAPC representatives.

- 10.12.1 Report any concerns or incidents promptly to designated contacts.

10.13 Transportation Safety:

- 10.13.1 Follow recommended transportation guidelines.
- 10.13.2 Use reputable transportation services and wear seatbelts when available.

10.14 Community Engagement Safety:

- 10.14.1 Work closely with local staff and community members.
- 10.14.2 Follow safety guidelines provided during community engagement activities.

10.15 Documentation:

- 10.15.1 Keep a copy of important documents, including identification, insurance details, and contact information.

10.16 Post-Incident Support:

- 10.16.1 In the aftermath of any incident, receive support and debriefing from SEAPC representatives.
- 10.16.2 Seek medical attention and counseling if needed.

Remember, your safety is our top priority. If you have any questions or concerns, do not hesitate to reach out to SEAPC representatives.

11. RESOURCES AND MATERIALS

Resources and Materials Available for SEAPC Volunteers

At SEAPC, we aim to provide our volunteers with the necessary resources and support to ensure a positive and impactful experience. Here are the resources and materials available to assist you during your volunteer journey:

11.1 Local Translators:

- 11.1.1 Engage with local translators to bridge language barriers.
- 11.1.2 Ensure effective communication during community engagement and project activities.

11.2 Transportation Services:

- 11.2.1 Arrange for car transport to and from the airport.
- 11.2.2 Provide transportation to project sites, children's homes, and other relevant locations.

11.3 Orientation Materials:

- 11.3.1 Access comprehensive orientation materials upon arrival.
- 11.3.2 Receive information about local customs, cultural norms, and safety guidelines.

11.4 Project-specific Resources:

- 11.4.1 Receive project-specific resources and materials relevant to your volunteer assignment.
- 11.4.2 Collaborate with local staff to ensure you have the tools needed for successful project implementation.

11.5 Health and Safety Information:

- 11.5.1 Access health and safety guidelines, including information on local medical facilities.
- 11.5.2 Receive updates on health precautions and vaccinations.

11.6 Communication Devices:

- 11.6.1 Provide access to communication devices for real-time contact.
- 11.6.2 Ensure volunteers have access to mobile phones and internet services.

11.7 Emergency Contact List:

- 11.7.1 Receive an emergency contact list, including local authorities, SEAPC representatives, and other relevant contacts.

11.8 Cultural Sensitivity Training:

- 11.8.1 Participate in cultural sensitivity training sessions.
- 11.8.2 Gain insights into local customs, traditions, and appropriate behaviors.

11.9 Training Workshops:

- 11.9.1 Attend training workshops to enhance your skills and knowledge. Your coordinator should train you about the content of this Kit.
- 11.9.2 Access materials for skill-building sessions, including woodworking, music, and other activities.

11.10 Community Engagement Resources:

- 11.10.1 Receive resources for effective community engagement.
- 11.10.2 Access materials for educational programs and workshops.

11.11 Networking Opportunities:

- 11.11.1 Connect with other volunteers and professionals through networking opportunities.
- 11.11.2 Access a network of individuals dedicated to community development.

11.12 Travel Information:

- 11.12.1 Receive information on local travel options and recommendations.
- 11.12.2 Access travel guides and resources to explore the local area.

11.13 Incident Reporting Procedures:

- 11.13.1 Understand incident reporting procedures and protocols.
- 11.13.2 Receive guidance on how to report concerns or emergencies.

11.14 Personal Development Resources:

- 11.14.1 Access resources for personal and professional development.
- 11.14.2 Receive support for skill enhancement and growth.

11.15 Crisis Management Plan:

- 11.15.1 Understand SEAPC's crisis management plan.
- 11.15.2 Access resources related to crisis preparedness and response.

11.16 Acknowledgment and Recognition:

- 11.16.1 Receive acknowledgment for your contributions through various channels.
- 11.16.2 Access materials related to volunteer recognition and appreciation.

11.17 Documentation Guidelines:

- 11.17.1 Receive guidelines on documentations such as visas, identification, and travel documents.
- 11.17.2 Access templates for documenting your volunteer experience.

11.18 Post-Volunteer Support:

- 11.18.1 Access support and resources after your volunteer assignment concludes.
- 11.18.2 Receive information on debriefing sessions and post-volunteer opportunities.

12. FEEDBACK AND EVALUATION

Feedback and Evaluation Process for SEAPC Volunteers

At SEAPC, we highly value your feedback as it plays a crucial role in enhancing our volunteer programs and ensuring a positive experience for both volunteers and the communities we serve. Your insights contribute to the continuous improvement of our initiatives. Here is the feedback and evaluation process:

12.1 Regular Check-ins:

12.1.1 Engage in regular check-ins with SEAPC representatives throughout your volunteer assignment.

12.1.2 Discuss your experiences, challenges, and successes during these sessions.

12.2 Mid-Term Review:

12.2.1 Participate in a mid-term review to assess progress and address any emerging issues.

12.2.2 Provide feedback on the effectiveness of support structures and resources.

12.3 End-of-Assignment Evaluation:

12.3.1 Complete an end-of-assignment evaluation form.

12.3.2 Reflect on your overall experience, the impact of your contributions, and areas for improvement.

12.4 Feedback Sessions:

12.4.1 Attend feedback sessions organized by SEAPC to discuss your volunteer experience.

12.4.2 Share constructive feedback on project implementation, community engagement, and organizational support.

12.5 Community Impact Assessment:

12.5.1 Participate in assessing the impact of SEAPC's programs on the local community.

12.5.2 Share observations on the positive changes and challenges faced.

12.6 Skill Development Assessment:

12.6.1 Assess your skill development during the volunteer assignment.

12.6.2 Identify areas where further training or support may be beneficial.

12.7 Cultural Exchange Assessment:

12.7.1 Evaluate the success of cultural exchange initiatives.

12.7.2 Share insights into how cultural sensitivity was fostered during your engagement.

12.8 Recognition and Appreciation:

12.8.1 Receive acknowledgment for your contributions through formal recognition.

12.8.2 Share your thoughts on the effectiveness of the acknowledgment process.

12.9 Documentation Review:

12.9.1 Review documentation guidelines and provide feedback on their clarity and usefulness.

12.9.2 Identify any challenges faced in documenting your volunteer experience.

12.10 Future Recommendations:

12.10.1 Offer recommendations for improving future volunteer programs.

12.10.2 Share insights on potential areas for expansion or enhancement.

12.11 Confidential Reporting:

12.11.1 Have access to a confidential reporting mechanism for sensitive issues.

12.11.2 Ensure a safe space for volunteers to report concerns without fear of reprisal.

12.12 Post-Volunteer Support:

12.12.1 Receive information on post-volunteer support services.

12.12.2 Share your preferences regarding ongoing engagement with SEAPC.

12.13 Final Debriefing:

12.13.1 Participate in a final debriefing session to summarize your overall experience.

12.13.2 Discuss your future involvement or potential recommendations for other volunteers.

12.14 Continued Engagement Opportunities:

12.14.1 Learn about continued engagement opportunities with SEAPC.

12.14.2 Explore how your skills and experiences can contribute to long-term initiatives.

Your feedback is invaluable to us. It shapes the way we approach community development and volunteer engagement. SEAPC is committed to creating an open and supportive environment for all volunteers.

13. NEXT STEPS

Next Steps for SEAPC Volunteers

Congratulations on completing your volunteer assignment with SEAPC! Your commitment has made a positive impact, and we encourage you to continue your engagement. Here are the next steps to maintain the connection and contribute to our ongoing efforts:

13.1 Build Lasting Friendships:

- 13.1.1 Stay connected with fellow volunteers and the local community.
- 13.1.2 Build lasting friendships that extend beyond your volunteer assignment.

13.2 Continuous Communication:

- 13.2.1 Keep communication lines open with SEAPC representatives.
- 13.2.2 Share updates on your post-volunteer experiences and stay informed about upcoming initiatives.

13.3 Engage with the Community:

- 13.3.1 Continue engaging with the community you served.
- 13.3.2 Explore opportunities for ongoing support, collaboration, or follow-up projects.

13.4 Attend SEAPC Events:

- 13.4.1 Stay tuned for SEAPC events, workshops, and gatherings.
- 13.4.2 Attend events to reconnect with the SEAPC community and share your insights.

13.5 Newsletter and Updates:

- 13.5.1 Subscribe to the SEAPC newsletter for regular updates.
- 13.5.2 Stay informed about the progress of ongoing projects, success stories, and new opportunities.

13.6 Social Media Engagement:

- 13.6.1 Follow SEAPC on social media platforms.
- 13.6.2 Engage with posts, share your experiences, and contribute to the online community.

13.7 Explore Further Opportunities:

- 13.7.1 Explore additional volunteer opportunities with SEAPC.
- 13.7.2 Identify areas where your skills and experiences can continue to make a positive impact.

13.8 Provide Testimonials:

- 13.8.1 Share your volunteer journey by providing testimonials.

13.8.2 Your experiences can inspire and encourage others to join the SEAPC community.

13.9 Contribute to the Blog:

13.9.1 Share your stories and insights on the SEAPC blog.

13.9.2 Contribute articles or reflections to inspire and inform the broader community.

13.10 Attend Reunion Gatherings:

13.10.1 Participate in volunteer reunion gatherings, either in-person or virtually.

13.10.2 Connect with familiar faces and celebrate the collective impact of SEAPC volunteers.

13.11 Mentorship Opportunities:

13.11.1 Explore mentorship opportunities for new volunteers.

13.11.2 Share your experiences and provide guidance to those embarking on their volunteer journey.

13.12 Support Fundraising Initiatives:

13.12.1 Contribute to fundraising initiatives that support ongoing projects.

13.12.2 Your continued support helps sustain the impact of SEAPC's programs.

13.13 Advocate for SEAPC:

13.13.1 Become an advocate for SEAPC's mission and values.

13.13.2 Share your positive experiences with friends, family, and your broader network.

13.14 Feedback and Improvement:

13.14.1 Provide constructive feedback on your volunteer experience.

13.14.2 Help us improve and enhance our programs for future volunteers.

13.15 Stay Inspired:

13.15.1 Stay inspired by the positive change you've contributed to.

13.15.2 Carry the spirit of volunteerism into your daily life and inspire others to make a difference.

14. GENERAL POLICIES AND PROCEDURES

At SEAPC, we are committed to providing a safe, enriching, and impactful experience for volunteers participating in our program at orphanages in Cambodia. The following policies and procedures have been established to ensure the well-being of both volunteers and the children we serve.

14.1 Volunteer Eligibility:

- 14.1.1 Volunteers must be at least 18 years old or be accompanied by an adult who is the legal guardian of the child.
- 14.1.2 All volunteers are required to undergo a background check. e.g. police clearance checks

14.2 Application and Screening:

- 14.2.1 Prospective volunteers must complete a thorough application form.
- 14.2.2 A screening process includes a personal interview and reference checks.

14.3 Orientation and Training:

- 14.3.1 All volunteers will attend a comprehensive orientation session before departure.
- 14.3.2 Training will cover cultural sensitivity, child protection, and specific roles and responsibilities.

14.4 Child Protection:

- 14.4.1 Volunteers must adhere to the SEAPC Child Protection Policy to ensure the safety and well-being of the children.
- 14.4.2 Physical contact with children must be appropriate, and any concerns regarding child welfare must be reported immediately.

14.5 Code of Conduct:

- 14.5.1 Volunteers are expected to always behave ethically and professionally.
- 14.5.2 Respect for local customs, traditions, and the organization's guidelines is mandatory.

- 14.5.3 SEAPC is an organization rooted in Christian values. In the event that a volunteer or visitor does not identify as Christian, it is expected that they acknowledge their involvement in a Christian ministry and commit to refraining from engaging in activities contrary to Christian principles or promoting any other religion.
- 14.5.4 All volunteers must not engage or encourage alcohol or drug consumption.
- 14.5.5 No children are allowed to leave the home campus unless a SEAPC approved representative staff accompany them.
- 14.5.6 No visitors are allowed to sleep at a children's home. Children are not allowed to go to a visitor's hotel room for any reason.
- 14.5.7 Visitors must remain in sight of others when with children. No going behind closed doors, etc.
- 14.5.8 Do not give cash to house parents without SEAPC approval. All transactions must go through the head office.

14.6 Program Duration:

- 14.6.1 Volunteers may choose from various time commitments, including once-off, casual, part-time, or full-time.
- 14.6.2 The duration of engagement will be mutually agreed upon during the application process.

14.7 Health and Safety:

- 14.7.1 Volunteers are required to have adequate travel insurance.
- 14.7.2 Necessary vaccinations and health precautions must be taken before traveling to Cambodia.

14.8 Supervision and Support:

- 14.8.1 A designated SEAPC representative will be available for support and guidance throughout the volunteer program.
- 14.8.2 Regular check-ins and debriefing sessions will be conducted to address concerns and provide assistance.

14.9 Educational Programs:

14.9.1 All educational programs introduced by volunteers will be vetted and consulted with SEAPC representatives and the local team.

14.9.2 Programs must align with the organization's mission and values.

14.10 Financial Responsibilities:

14.10.1 Volunteers are responsible for their own travel expenses, including flights, accommodation, and personal expenditures.

14.10.2 Fundraising activities are encouraged but must comply with local regulations.

14.11 Emergency Procedures:

14.11.1 Clear guidelines on emergency procedures, including evacuation plans, will be provided during orientation.

14.11.2 Volunteers must adhere to safety protocols and act responsibly in case of emergencies.

14.12 Feedback and Evaluation:

14.12.1 Regular feedback sessions will be conducted to assess the volunteer experience.

14.12.2 Volunteers are encouraged to provide constructive feedback to enhance future programs.

14.13 Acknowledgment and Legacy:

14.13.1 The impact of each volunteer's efforts will be acknowledged and celebrated.

14.13.2 Volunteers are invited to share their experiences and contribute to the organization's legacy.

15. CHILD PROTECTION POLICY

15.1 Introduction

- 15.1.1 SEAPC is committed to adhering to the Law on the Protection of Children's Rights (UNICEF) regarding child abuse and trafficking. We are dedicated to implementing the United Nations Convention on the Rights of the Child and complying with the Minimum Standards on Residential Care for Children (2006). The staff and volunteers of SEAPC work diligently to protect children in community projects to prevent any form of child abuse.
- 15.1.2 SEAPC prioritizes addressing the issue of child abuse, grounded in the following beliefs:
 - 15.1.2.1 Children have the right to happiness, health, and safety during childhood.
 - 15.1.2.2 Child abuse is a violation of their rights.
 - 15.1.2.3 Child abuse is unacceptable.
- 15.1.3 In line with these beliefs, SEAPC is committed to ensuring that its staff, volunteers, and visitors understand:
 - 15.1.3.1 The issue of child abuse.
 - 15.1.3.2 Protecting children through good practices.
 - 15.1.3.3 Reporting all concerns about incidents related to any form of abuse.
 - 15.1.3.4 Quick, appropriate responses when incidents of child abuse are known or suspected.

15.2 Child Protection Procedures

- 15.2.1 **Definition of Child Abuse**
- 15.2.2 Child abuse is any activity by parents, guardians/carers, or trusted individuals, intentionally or unintentionally, that harms a child's physical, mental, and overall well-being. A child is anyone under the age of 18 years.
- 15.2.3 Child: A child is anyone under the age of 18 years.
- 15.2.4 Physical Abuse: Physical abuse is any physical pressure or action that results in injury of a child. This may include punching, assault, burns, bites, kicks, pulling hair, and throwing. These actions are very different from normal manners of discipline.
- 15.2.5 Sexual Abuse: This is any activity in which a child is used to satisfy the sexual desire of adults or older children, including where there is consent or otherwise. This includes kissing, touching, or holding children in a sexually explicit manner, engaging them in sex or pornography, and engaging them in any sexual activity.

- 15.2.6 Emotional Abuse: Emotional abuse is behaviour that affects the development of a child's emotions and undervalues them. Mistreatment includes verbal abuse, neglect, separation of children from siblings, failure to provide love, lack of encouragement, and lack of instruction for the child.
- 15.2.7 Spiritual Abuse: Spiritual abuse is misuse of power and trust of anyone who has a spiritual or religious role and authority (whether institutional, educational, church or family), with the intention of manipulating coercion, deception or oppression of a child. This type of abuse has an adverse impact on the child's behaviour that may be associated with other forms of abuse, such as physical abuse, sexual abuse and sexual assault.
- 15.2.8 Neglect: Neglect is a failure to provide for the basic needs of a child, such as accommodation, food, clothing, medicine, education and protection from any form of prosecution.

15.3 Choosing staff and background check procedures

- 15.3.1 SEAPC implements a thorough recruitment process to protect children. The application process for new staff may include document verification, references, interviews, criminal record checks for foreign applicants, and a commitment to the Child Protection Policy.
- 15.3.2 Submission of a Bio or Resume containing information related to work experience, education, personal background, and the purpose of the visit/participation in the volunteer program.
- 15.3.3 Completion of one reference check.
- 15.3.4 Completion of one Face-to-Face interview. These interviews will be conducted by a SEAPC representative and can be done via Zoom or in person.
- 15.3.5 Submission of a clearance acknowledgment letter of a criminal record check from the relevant designated authority in their home country. This requirement applies to Foreign applicants (non-Cambodian residents) only.
- 15.3.6 Completion and signing of the Child Protection Declaration for volunteers/visitors visiting Children's Home or participate in any activities involving children under SEAPC in Cambodia.
- 15.3.7 For the safety of the children, the organization will not select individuals with a history of crimes related to child abuse, child sexual activity, or other related offenses. If any employee, visitor, or volunteer is found to have a history of abuse, they will be removed from their role.

15.4 Performance and General Behavioural Policy

- 15.4.1 All SEAPC staff members, volunteers, and visitors (referred to as stakeholders) participating in activities involving Children Homes, Children camps, or any other

- interactions with children under the care of SEAPC or its related partnering entities in Cambodia will be granted access to this policy. They are expected to adhere to the Child Protection Policy, which includes the following guidelines:
- 15.4.2 All stakeholders will treat children with respect, irrespective of race, color, language, religion, political background, individual mindset, ethnicity, ancestry, social status, property, disability, origin, or any other characteristics.
 - 15.4.3 Personal meetings must take place in a room that is unlocked and has windows.
 - 15.4.4 Physical contact:
 - 15.4.4.1 Staff and children must not touch other children in any inappropriate manner.
 - 15.4.5 Inappropriate touch:
 - 15.4.5.1 Must not kiss children or permit children to kiss them
 - 15.4.5.2 Must not hug any child for an extended period
 - 15.4.5.3 Must not hold the child's cheeks when reprimanding them
 - 15.4.5.4 Must not bribe an older child and must not allow a child to sit on one's lap
 - 15.4.5.5 Avoid prolonged physical contact with any child
 - 15.4.5.6 All contact is conducted among a large number of people
 - 15.4.5.7 Must not touch children inappropriately
 - 15.4.6 Must not touch inappropriate places on a child's body.
 - 15.4.7 Staff must not use physical punishment for disciplining the child. They should not refrain from providing necessities like food, shelter, and love due to punishment.
 - 15.4.8 Staff must not use language or inappropriate speech, including cursing, swearing, or expressions of poor cultural values.
 - 15.4.9 Staff must not hire children to do housework or any other work that is not appropriate to the child's age or phase of development or that hinders study time and designated activities.
 - 15.4.10 Staff must immediately report concerns or suspicions related to child abuse in accordance with legal principles.
 - 15.4.11 SEAPC will ensure that specific behaviors are adhered to in order to prevent child abuse, such as not allowing children to enter one bathroom at the same time and prohibiting the use of sexual language among children.
 - 15.4.12 Noncompliance with the above terms may result in the immediate cessation of the stakeholder's activities, and they may be asked to leave the premises. For SEAPC staff members, penalties may include salary deductions, termination of employment, or court proceedings. While SEAPC is committed to implementing policies that preserve justice and promote forgiveness, it will not allow perpetrators of offenses to continue working with and interacting directly with children who are at risk.

15.5 Policy and Procedures for Volunteers and Visitors

- 15.5.1 SEAPC welcomes volunteer workers and all visitors from all arenas. The presence of visitors is valued in the workplace; however, all visitors must adhere to the following policies:
 - 15.5.1.1 All visitors, volunteers, and long-term or short-term staff must read and sign the Child Protection Declaration to work in SEAPC.
 - 15.5.1.2 All visitors interacting with children must read and sign the Child Protection Declaration before entering the premises.
 - 15.5.1.3 All visitors, volunteers, and staff must adhere to the behavioral guidelines stipulated in the policy.
 - 15.5.1.4 All visitors must be accompanied by our staff at all times when interacting with the children.

15.6 Communication:

- 15.6.1 SEAPC recognizes that child abuse is increasing through the use of the internet and graphic manipulation of pornography, contributing to higher instances of child abuse. Therefore, SEAPC is committed to setting boundaries associated with the risks of child abuse and implementing the following principles:
 - 15.6.1.1 All staff and volunteers must adhere to the policies set out in the policy document for visitors.
 - 15.6.1.2 All visitors and volunteers must not share the identity of children on the internet, including the location of the children in any way.
 - 15.6.1.3 Photographs of children in a state of undress must not be taken; if taken inadvertently, they must be deleted immediately (including copies uploaded to cloud backup service).

15.7 Reporting about and Responding to Child Abuse:

- 15.7.1 If anyone in or visiting the organization suspects abuse or receives information about alleged abuse, they have a responsibility to share that information. The reporting process includes confidential reporting to staff responsible for the job, consultation with other organizations in cases of suspected abuse, and suspension of suspected individuals from their roles during investigation proceedings.
- 15.7.2 All SEAPC stakeholders, knowing that they committed to following the Child Protection Policy, will be subject to penalties, including instant dismissal if found in contravention of said policy.

15.8 Training, Monitoring, and Amendments:

- 15.8.1 New staff/Volunteers/Vistors will receive training related to the Child Protection Policy and will be oriented to their roles.
- 15.8.2 All staff will receive annual Child Protection Policy training.

- 15.8.3 Attendance of staff in the organization during training is mandatory, with documentation. Catch-up lessons will be provided if any staff fail to attend for any reason.
- 15.8.4 Smoking or drinking alcohol in the presence of children during work time is strictly prohibited, with zero tolerance for the use of illegal drugs.
- 15.8.5 All children sponsored by SEAPC will receive education on child protection policies, with copies displayed throughout the building.
- 15.8.6 This policy will be modified and adjusted according to necessity every three years, with the next amendment scheduled for 2025.

16. VOLUNTEER AGREEMENT FORM

SEAPC VOLUNTEER AGREEMENT FORM

Please complete all the following fields, sign, date, and return the form to your SEAPC representative at least 2 weeks prior to your arrival. Please attach a copy of your passport's photo page with this form.

Volunteer Information

First Name: _____ Last Name: _____

Mobile/Cell #: _____ Email: _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

DOB: _____ Gender: _____

Purpose of Visitation: _____ What are your expectations: _____

Any Special Requests? Please specify: _____

Please provide the information requested below, as it may be needed in case of an emergency. This information does not modify the information on the emergency card.
Date of Birth: _____

Allergies: _____

Conditions requiring special consideration (medical/physical): _____

Does your student require: (A) **Epipen** Yes No (B) **Inhaler** Yes No (C) **ANY MEDICATION CURRENTLY TAKEN:** (Type of medication and time of administration): _____

Agent/Representative/Referee Name (if applicable): _____

Agent/Representative/Referee Phone ((if applicable): _____

Agent/Representative/Referee Email ((if applicable): _____

Travel insurance information

Company Name: _____

Policy #: _____

Policy Holder's Name: _____

Date: _____

(PLEASE PRINT)

VOLUNTEER WAIVER OF LIABILITY AND AGREEMENT

This Volunteer Waiver of Liability ("Waiver") and Declaration is entered into by and between the undersigned volunteer/individual ("Volunteer") and Southeast Asia Prayer Centre (SEAPC) at 531 5th Street Oakmont, PA 15139, United States of America, a non-profit organization referred to as the "Organization".

1. Assumption of Risk:

I understand that my participation as a volunteer with the Organization may involve activities that may be hazardous to me, including but not limited to, and whe/if applicable:

1.1 Physical Labor:

1.1.1 Lifting heavy objects

1.1.2 Construction work

1.1.3 Outdoor maintenance tasks

1.2 Outdoor Activities:

1.2.1 Hiking

1.2.2 Camping

1.2.3 Trail clearing

1.3 Use of Tools and Equipment:

1.3.1 Handling power tools

1.3.2 Operation of machinery

1.3.3 Carpentry work

1.4 Travel and Transportation:

1.4.1 Driving or riding in vehicles

1.4.2 Use of public transportation

1.4.3 Walking in unfamiliar or uneven terrain

1.5 Environmental Exposure:

- 1.5.1 Exposure to extreme weather conditions (heat, cold, rain)
- 1.5.2 Insect bites and exposure to wildlife
- 1.5.3 Exposure to hazardous substances or materials

1.6 Medical and First Aid:

- 1.6.1 Providing first aid to others
- 1.6.2 Basic medical assistance
- 1.6.3 Emergency response situations

1.7 Working with Vulnerable Populations:

- 1.7.1 Interaction with children
- 1.7.2 Working with individuals with special needs
- 1.7.3 Providing assistance to elderly individuals

1.8 Construction or Renovation Work:

- 1.8.1 Building structures
- 1.8.2 Painting or using chemical substances
- 1.8.3 Working at heights

1.9 Sports or Recreational Activities:

- 1.9.1 Organizing or participating in sports events
- 1.9.2 Physical fitness programs
- 1.9.3 Recreational games and activities

2.1 Health and Hygiene Practices:

- 2.1.1 Handling of cleaning chemicals
- 2.1.2 Adherence to hygiene protocols
- 2.1.3 Exposure to potential infectious diseases.

I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, that may be sustained by me as a result of my participation in these activities.

2. Release and Waiver:

In consideration for being permitted by the Organization to participate in volunteer activities, I, on behalf of myself, my heirs, executors, administrators, and assigns, hereby release, discharge, and hold harmless the Organization, its officers, directors, employees, agents, and representatives, from any and all claims, liabilities, demands, actions, or causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me while participating in volunteer activities.

3. Medical Treatment Authorization:

I hereby authorize the Organization to secure any and all necessary medical treatment for me in the event of injury, including hospitalization, anesthesia, surgery, or other medical procedures

deemed necessary by medical professionals. I understand that I will be responsible for covering the costs of these arrangements.

4. Compliance with Policies:

I agree to comply with all policies, rules, and regulations established by the Organization during my volunteer service.

5. Child Protection Policy:

I, the undersigned individual, hereby acknowledge that I have read and fully understood the SEAPC Child Protection Policy. I commit to conducting myself in a lawful and legal manner in accordance with the Child Protection Policy. I affirm that I have never been suspected of or convicted of any criminal offense related to child physical and sexual abuse.

I accept full responsibility in the event of accusations related to child abuse while being involved in activities under SEAPC. I understand that such allegations will be subject to thorough investigations conducted in coordination with relevant authorities.

I HAVE READ AND UNDERSTAND THIS WAIVER OF LIABILITY, AND I VOLUNTARILY AGREE TO ITS TERMS.

Volunteer's Full Name: _____

Date: _____

Signature: _____



END OF DOCUMENT