

Global Team Trip Code of Conduct



We want your experience of a global trip with us to be a memorable one, but memorable for the good reasons. We take our responsibilities to care for you and the organisation of the trip seriously and we acknowledge there are also responsibilities on you as a team member in this. So we ask you read the following statements, sign the declaration and return to us before your place on a team is confirmed. If you have any questions please contact Becky Green on 01449 710437.

In applying to this trip you are agreeing to the following:

- I agree to reimburse The Forge any costs incurred by The Forge in the event of me cancelling my participation in the trip. (ie. if flights have been booked and you then drop out, you will be liable to pay that flight cost)
- I agree to pay The Forge the total cost of the trip prior to the departure date of the trip. (A payment plan can be set up with the church to enable this)
- I confirm I have a passport that is valid to.....
- I confirm that my spouse/family is supportive of my undertaking this trip.
- I am able to meet the pre and post requirements of this trip, including training, preparation, team building and debrief.
- I understand that I am responsible for seeking advice from my own GP surgery regarding immunisations for this trip.
- I understand that whilst The Forge will do everything possible to ensure the trip is run safely and without incident, I am responsible for my own health and safety.

As a member of a global team trip you are expected to conduct yourself in accordance with these guidelines and procedures. Failure to follow this code of conduct could result in you not taking part in a trip, or returning early from a trip at your own expense.

We expect all our team members to:

- Have a servant hearted attitude towards other team members those that you meet whilst away.
- Interact with all members of the team and contribute to the trip as directed by the team leader.
- Accept and submit to the authority of the team leader and abide by their decisions regarding the team and the trip.
- Understand that trips at times can be difficult and adopt a flexible attitude when a days itinerary may change at short notice.
- Attend all team meetings prior to departure, whilst away and on return.
- Make sure the team leader knows where you are at all times whilst away.
- Refrain from using tobacco or illegal drugs at any time during the trip. Alcohol may only be consumed by those of legal age and at the discretion of the team leader in line with cultural sensitivity and agreement with the partner organisation.
- Adhere to the dress code approved for the trip.
- Do not seek out romantic relationships with a team member, overseas worker or anyone else you might meet whilst on the trip.
- Abstain from making derogatory comments or getting involved in arguments with team members, partner agencies or nationals.
- Respect any advice given concerning attire, food, drink and any cultural traditions or sensitivities that would help you fit into the local community.
- Agree to the completion of a DBS enhanced disclosure (if over 16 years old) and read and comply to The Forge's safeguarding policy. Any team member under the age of 16 will not have sole responsibility for other minors but is required to follow the safeguarding guidelines.

- Refrain from any other behaviour or activity that would hinder the work of the team or compromise the reputation of The Forge or our partner organisations.

I have read, understood and agree to the above code of conduct. I understand that in the event of my conduct being unsatisfactory, and if attempts to modify my behaviour fail, I could be sent home from the trip at my own expense.

_____	_____	_____
Signature	Printed Name	Date

If team member is under 18 years old:

_____	_____	_____
Signature of Parent/Carer	Printed Name	Date