



The Bethany Project

Volunteer Handbook



In 1989 Paul Morley and Dave Shore (visiting evangelists and founding members) visited Mwanza, Tanzania and saw the poverty of the people and children. They believed God was calling for a practical demonstration of His love. The following year (1990) Paul and Dave visited once more and this time undertook what seemed an impossible task - the building of a Children's Home. Later in 1991 twelve 'strange white men' arrived in Yitwimila village on the shores of Lake Victoria and started digging the foundations. They were helped by the local villagers who had also made the land available.

Since then many short term volunteers have been over to help out with some aspect of the work. Each has come back with a story to tell - the one thing about visiting Bethany is that it is 'unforgettable'. From those very early days to today much has been accomplished and many tears have been shed. As well as short term volunteers some have stayed for up to two years and a community - family feel has grown under girded by a Christian understanding of sharing, caring, loving relationships between our Tanzanian co-workers and our visiting volunteers.

**Bethany's aim is to help the most underprivileged,
deprived and vulnerable members of society,
especially orphaned children,
providing education where possible.**

**It will carry out this work with love,
commitment and compassion.**

When new children are accepted at Bethany everyone warmly welcomes them but we remind them that all those who join us must work hard and behave well. This applies to everyone from the oversight team, the Tanzanian management team, the staff, and all the children.

When we say '**Hard Work**' we mean we must work to the best of our ability, consistently, not only with school work but with all the chores around Bethany such as cleaning, cooking, washing etc.

When we say '**Good Behaviour**' we base this on New Testament revelation of God's love for us and our response by loving Him and one another. Therefore any behaviour that does not show love, care and concern for all others is unacceptable. This of course includes truthfulness, honesty, openness and integrity.

The UK Team



Graham Pountain
UK Co-ordinator



Sheila Pountain



David Borland
Treasurer



John Fisher



Eddie Jeffery



Heather Jeffery
Education Co-ordinator



Graham Earnshaw



Elaine Earnshaw



Jemma Holdsworth



Rebecca Smith
Sponsorship Co-ordinator



Karen Ross



Annemarie Morgan



Paul Pountain



Rebecca Pountain



4

Dave Shaw



Vicky Shaw



Isabel Jones



Rachel Jones

The Tanzanian Team



Daniel Bujiku
Tanzanian Co-ordinator



Eliada Bujiku
Education Co-ordinator



Rebecca Gambishi
Onsite Nurse

Child Protection Policy

The Bethany project exists to care for the most vulnerable members of Tanzanian society especially orphaned children and as such endeavours to provide a safe environment for the children in its care. The following guidelines are therefore necessary in order to protect the children from being at risk of abuse.

- All children should be treated equally according to their needs and provided with a basic level of care to include clothing, food, accommodation and where possible and appropriate education.
- All children's workers in Tanzania should be aware of the discipline policy at Bethany which does not include beating as a punishment.
- Workers should not encourage or permit children of any age into their own personal living space on site/offsite at any time unless as an organised outing.
- Children's personal space and privacy must be respected; individual children should not be left alone with a carer out of view of other members of the family.
- Where children are seeking specific advice counselling should be undertaken according to gender e.g. Lady speaking with a girl. This should take place within view of the rest of the family e.g. under the shelter.
- Where a carer has a serious issue to discuss with a child at least two adults should be present and notes made of the content of the meeting.
- If an allegation is made against another child or adult then the procedure for reporting allegations should be followed.
- Visiting people to site should not be allowed in the children's dormitories unless accompanied by a Tanzanian Team member and should abide by the guidelines outlined above as well as the other policies in force on site.
- Video and photographs should not be taken of the children without prior permission.

Procedure for dealing with allegations.

- If an allegation is made against another child or adult this information should be passed to the named Bethany Tanzanian child protection officer.
- The Bethany Tanzanian child protection officer will speak independently with both the child and adult involved (ensuring leading questions are not asked) and will inform the named Bethany UK child protection officer of the situation.
- A course of action will then be agreed. If necessary the matter will be referred to the trustees.
- If either of the child protection officers are involved in the allegation then the matter should be referred to their deputies.

Teams from the UK visiting Bethany

All members of the UK team should hold a current CRB check.

- No visitor from the UK should be on their own with a child at anytime.
- Members of working parties from the UK should not be working with /leading groups of children unless under the supervision of a childcare worker.
- Visitors given a specific role with the children should have a current CRB check, a copy of which should have been given to the Bethany UK child protection officer.
- Groups including persons under 18 should refer to the child protection policy of their own establishment.

Gifts Policy

Everyone who has contact with Bethany is requested not to offer gifts - inducements - rewards - (benefits in kind) to any persons, children, staff, workers, volunteers etc. (The reason for this is that gifts offered to individuals show favouritism and may in certain circumstances be considered a bribe or expecting special treatment or as a reward for such gift etc.).

However, we are happy to receive gifts of money, goods or labour, which will further the aims and objectives of Bethany which can be used for the benefit of the whole Bethany community. Such gifts should be handed or offered to the management team members. The gift will then be receipted for by the Tanz. team with a copy to the UK team who have overall responsibility with regards to finance etc. The gift will then be acknowledged and made available for the work in Tanzania.

Applicable to: children, staff, workers and volunteers etc.

It is a fundamental principle of the Bethany community that no one should ask for anything from any visitors, guests, supporters, suppliers or government officials. Anyone asking for a gift should be reported to the Management team immediately. If an unsolicited gift is proffered then it must be politely refused. As from October 2003 accepting such gifts will be judged as a case for instant dismissal.

N.B. Any person proffering gifts should be reminded that Bethany requests people not to offer gifts and for this reason they would not be able to accept. Secondly the person/child has agreed not to accept any gifts and this should also have been explained to those offering such gifts.

Exceptions - where the gift is appropriate and with the full knowledge of the giver it is passed on for the use of the Bethany community as a whole with the knowledge of both the Tanzanian management team and the UK team.

Photographs and Video Policy

Visitors to Bethany are asked not to take photographs or video without permission. This rule forms part of our child protection policy.

Please remember that we are happy for supporters to use any photographs or video to promote Bethany (*i.e. those downloaded from the website*) but would be unhappy to see our photographs or video being used elsewhere without our permission and without acknowledgement.

The Bethany Site



Volunteers Accommodation and Multipurpose Block



Manager's House



Classroom Block



Toddlers Dormitory Block



Girls Dormitory Block



The whole site

Education

In January 2010 we began to educate our children at Bethany on site instead of in the local primary school as the level of education offered in government educational institutions within Tanzania is extremely poor.

At present our schooling is overseen by the headmaster Mr Plimbe together with his team of teaching staff. The oversight of education on site at Bethany is managed by Eliada Bujiku who co-ordinates the education programme in Tanzania. Eliada is supported by Heather Jeffery, the Education co-ordinator in England.

The role of volunteers in education at Bethany is changing now from developing listening, reading, writing and speaking skills in English outside of the classroom to a more formal approach as part of a team. This is to ensure we integrate volunteers into the education at Bethany appropriately and effectively so that we can deliver the highest level of consistency in the children's education.

Volunteers must be prepared to work to a current timetable involving daily teaching and observation where they will become an active part of the ongoing education programme on site at Bethany. Outside the school day there is opportunity for taking a particular class on a particular subject and/or teaching on a one to one basis having identified children who are finding English difficult.

Volunteers who enjoy activities such as music and sport will also have the opportunity to develop the children's skills in these areas during weekend periods. Volunteers who have a skill in one of these areas or who simply enjoy such activities are actively encouraged to plan for activities in these areas for their trip to Bethany so that they can undertake these with the children on site in Tanzania. For volunteers who may particularly enjoy sport or music there are also additional opportunities to support the children in writing replies to the letters they receive during weekend periods too.

All planning and preparation-necessary to help you teach effectively at Bethany-must be completed before you leave the UK as this maximises the impact you will be able to have on the children's learning and development. Prior planning and preparation also ensures that you will be able to collect and pack all the resources you will need to deliver quality learning opportunities whilst in Tanzania. The availability of resources is very limited in Tanzania and therefore, we aim to make best use of those we have at Bethany. Resources such as pens, paper and books are all very precious and it is recommended that you use these with careful consideration. Any other resources have to be taken to Tanzania to support your teaching whilst on site at Bethany.

A Bethany Volunteer

Daily routine:

7.00am Breakfast

7.20am Prayers and worship

7.30am Work starts

1.00 - 2.00pm Lunch

6.00pm Evening meal

7.30pm Evening worship with the children followed by discussion of the days events.

9.00pm Bedtime

Volunteers are asked to:

- 1) Be self disciplined.
- 2) Be able to accept the leadership of those in charge.
- 3) Work well with other volunteers and be prepared to put differences aside.
- 4) Use the resources thoughtfully. Pens, paper and books are very precious!
- 5) Only encourage children to spend time in the multipurpose block when completing an organised activity, seeking help with homework or English conversation practice.
- 6) Put aside western values, uphold the Christian values of Bethany, and see things from a new perspective.
- 7) Refrain from using iPods and mobile phones or other such items outside the volunteer house.
- 8) Overcome any phobias they may have.
- 9) Be able to accept that the food prepared for them may not be to their liking but to appreciate it anyway!
- 10) Keep relationships with other volunteers professional whilst on site.

Dress Code:



Female

Long skirts or Kangas' (wrap round piece of material)

No trousers or shorts unless worn under Kangas.

Short sleeve t-shirts.

Male

Trousers or shorts (when working).

T shirts whilst working and proper shirts and smart long trousers for going out or for Sunday services on site.

Injections:

Hepatitis A

Typhoid

Hepatitis B

Rabies

Meningitis

Diphtheria

Polio

Yellow fever

Tetanus

A precondition of visiting Bethany is that you are following a medically prescribed course of anti-malarial tablets and that you are fully immunised against a range of diseases. Your family doctor will determine the specific anti-malaria tablets and vaccines that you require.

Things You Should Know

If you are accepted as a visitor or volunteer for either a short or long term period, as a Bethany volunteer, we ask that you accept our advice on all matters which may affect further mission in Tanzania.

- **Alcohol:** Is not allowed on site and persons visiting or found on site who have obviously been drinking will not be allowed to stay (this is a children's home)
- **Smoking:** If you must smoke please do so in private by arrangement with the team.
- **Communication:** Please use your best English (obviously no bad language or slang). Our spoken English will be copied by the children and staff so correct pronunciation and the proper use of grammar is essential. The children and staff may be reluctant to speak English but they understand English much more than you may imagine. Please be aware of this and be careful what you say.
- **Communication with the UK.**
E-mail: We do not have email at Bethany (no phone land-line or satellite). E-mail is possible from Magu (20km away) but is unreliable due to power failure or network problems. Mwanza (80k away) is more reliable.
Mobile Phones: These work well at Bethany but a UK registered sim card is very expensive to use. Better to buy a Tanzanian sim card (about £2) to insert into your unlocked phone. Calls can then be made from the UK to your mobile phone using special prefix numbers costing from about 6p per minute.
- **General Health:** Hospitals are places to be avoided - therefore be extra vigilant with regard to safety - avoid accidents!
- **Road Safety:** Does not exist in Tanzania - be extra vigilant when anywhere near the road. Bus drivers have no regard for people and do not slow down!
- **Personal Safety:** As in other cities but especially in Mwanza - only walk with someone who knows where they are going - be street wise - always look out for pick-pockets etc. Avoid eye contact with street sellers remember the word for 'NO' (hapana). If you are buying goods only have sufficient money in your pocket for those goods (no bulging purses with lots of notes on show). Keep money in different places - wear a money belt - under your t-shirt!
- **Money:** It is better to use the correct currency (Tanzanian Shillings) as the use of foreign currency makes us vulnerable to overcharging. Credit cards may be accepted in Nairobi and to a limited extent in Mwanza (for emergencies).
- **Contribution towards the cost of food, accommodation and transport:** The project runs on a very strict budget (and we sometimes run out of money for food!) and we ask visitors to contribute towards the cost of the food and also to pay for additional food if required or bring/purchase their own (i.e. Tea bags, powdered milk, margarine, jam, etc) food not usually used at Bethany (too expensive). Food and accommodation costs about 2,500Tsh per day (about £1.30p). Also, a donation towards diesel for extra yet essential trips (i.e. to and from the airport) will be made. Sadly our vehicles are not allowed off road (no trips to the Serengeti etc).
- **Corruption and lack of integrity:** As in the UK this is even rife in Tanzania - from the peasant to the politician. Sometimes it is those who are in the least need who are most likely to ask for things (beg). Those with the greatest need Bethany is taking care of. Don't be led by sentiment or make emotional responses.
- **Relationships:** Volunteers must not 'flirt' with the older children or staff. 'Courting' in Tanzanian culture is a prolonged and complicated process and casual boy girl relationships are seen as inappropriate.
- **Marriage:** Bethany upholds the Christian principle that only married couples should be 'living/sleeping together'. Therefore Bethany is unable to support applications by non married couples who are living as man and wife. To do so would bring into question our values of integrity and honesty in respect of appropriate relationships within, in particular, the Tanzanian culture.

Things to take:					
Men	Bought	Packed	Women	Bought	Packed
Long sleeve t-shirts			Long sleeve t-shirts		
Short sleeve t-shirts			Short sleeve t-shirts (no vest tops).		
Two pairs of shorts			Kanga		
At least one pair of long trousers			Full length skirts		
Sandals or Flip flops			Sandals or Flip flops		
A 'best' pair of trousers and shirt for Sunday services.			A 'best' skirt or dress for Sunday services.		
Underwear			Underwear		
Hat			Hat		
Towel			Towel		
Insect repellent (Jungle Formula)			Insect repellent (Jungle Formula)		
Soap			Soap		
Shampoo			Shampoo		
Conditioner			Conditioner		
Travel wash			Travel wash		
Toothbrush			Toothbrush		
Toothpaste			Toothpaste		
Ear plugs			Ear plugs		
Packet of cards			Packet of cards		
Water bottle			Water bottle		
Medicines for upset stomach and headache etc.			Medicines for upset stomach and headache etc.		
Bible			Bible		
Diary/Journal			Diary/Journal		
Cup-a-soup, Mug shot and/or Super noodles			Cup-a-soup, Mug shot and/or Super noodles		
Powdered sauces (that can be mixed with water only).			Powdered sauces (that can be mixed with water only).		
Boiled sweets			Boiled sweets		
Sweeteners			Sweeteners		
Jewellery (including decorative studs etc) should not be worn by either sex otherwise the children will want to copy.					

N.B. Do not take excessive clothing as items can be washed in the evening and are dry the following morning. Lots of clothing also denotes 'wealth' which does not help in building relationships with those who have so little. **Take only those things you can afford to lose** as there is no insurance (of any kind) at Bethany.

Baggage allowance: Usually 20 kilos + 7/12 kilos hand luggage. Often Bethany will ask you to allow them 10 kilos of your luggage allowance for the transport of essential supplies (e.g. medicines, books and engine parts etc).



Please return form to: The Bethany Project,
Short-term volunteer co-ordinator
2 Aspen Fold
Oswaldtwistle, Accrington. BB5 4PH
Need Help? Tel: 01254 879694
Email: grahame@bethanyonline.org.

SHORT-TERM VOLUNTEER APPLICATION FORM

Many thanks for expressing an interest in visiting the Bethany Project as a short-term volunteer (usually 2/3 weeks). So that we can get a good sense of who you are and why you want to visit Bethany please complete the application form below. Please complete ALL relevant sections as incomplete applications cannot be processed.

FULL NAME (as it appears on your passport).....
HOME / PERMANENT ADDRESS
.....
.....
.....EMAIL.....
HOME TEL. No (including area code)...../.....
MOBILE TEL. No.....
DATE OF BIRTH..... CURRENT AGE.....
OCCUPATION / COURSE OF
STUDY.....
GENDER.....MARITAL
STATUS.....
DO YOU HOLD A FULL UK PASSPORT?.....

EMERGENCY CONTACT: Name 1
.....
ADDRESS.....
.....
.....
TEL. No (including area
code)...../.....MOBILE.....
Your relationship to this emergency
contact.....

EMERGENCY CONTACT: Name 2
.....
ADDRESS.....
.....
.....
TEL. No (including area code)...../.....MOBILE.....
Your relationship to this emergency contact.....

If you have previously visited Bethany what was the date of your last visit?.....

Anticipated date of current visit.....

Bethany is a Christian project and many of the visitors are Christians, however, being a Christian is not a requirement to visit the project and indeed we welcome applications from anyone with a genuine interest in promoting the welfare of the Bethany family. All that we ask is that visitors respect the Christian ethos that underpins the work of Bethany.

What is your faith? (e.g. *Christian, Buddhist, None, etc*).....

If you are a Christian which church do you attend?.....

Why would you like to visit Bethany?.....

.....
.....
.....
.....

Do you have any skills or expertises (*i.e. play a musical instrument or teach a particular sport*) that you could use at Bethany?.....

.....
.....

How will your visit to Bethany benefit the project?.....

.....
.....
.....
.....

The expenses associated with a trip to Bethany vary dependent on the time of your visit, however, trips can cost up to approximately £1200 per person, this includes: your international flight, transport within Tanzania, visa, travel insurance, en-route accommodation, food and accommodation whilst at Bethany. The preferred way of financing trips is that individuals pay these expenses from their own funds rather than undertaking fundraising as this may divert money away from Bethany. However, we appreciate that some volunteers may choose to raise money for Bethany and use some of this money to pay for their own trip

How will you finance your trip?

.....
.....
.....

Please detail your history of involvement with The Bethany Project e.g. financial support, attendance at monthly meetings etc.

.....
.....
.....
.....

MEDICAL INFORMATION

Are you physically fit?.....
Do you have any physical disabilities?.....
If yes, please give details.....
.....
.....

Do you suffer from any serious, long-term or significant health problems?
If yes, please give details.....
.....

Do you have any allergies to food/drugs etc?.....
If yes, please give details.....
.....
.....

Have you had any serious illness during the last 3 years?.....
If yes, please give details.....
.....

Have you ever suffered from an emotional disturbance, anxiety, depression or any other
mental health problems that required psychiatric help?.....
If yes, please give details.....
.....
.....

List any medications that you take on a regular or occasional
basis.....
.....

Height (in centimetres)..... Weight (in kilograms).....

Ladies, is there a chance you could be pregnant?.....

Please supply the name of two referees who have known you for a sufficient length of time to be able to comment on your personal qualities. The referees could be your: teacher, tutor, minister/church leader, employer etc, please do not supply the name of your friend/s

Name of first referee Relationship e.g. Teacher..... Address..... Tel:...../ Email	Name of second referee Relationship Address..... Tel:...../ Email
---	--

Please detail below any information that you could not include in spaces provided or other information that the person processing your application needs to know or anything else you would like to tell us about yourself:

Please answer the next two questions by entering **X** in the appropriate box

Have you ever had any criminal convictions?
 (please note a conditional discharge is a conviction) **yes** **No**

Do you agree to a Criminal Records Bureau check? **yes** **No**

Before your application can be processed you need to sign the:
Short-term volunteer agreement and **The waiver of liability**

Short-term volunteer agreement

- I have read the information for volunteers on the Bethany website and agree to follow all the advice and instruction displayed e.g. dress code, no alcohol etc
- I am sympathetic to the aims and philosophy that guide The Bethany Project and if accepted as a short-term volunteer I will be supportive of these.
- I understand that Bethany is in a remote location and health care provision may not be of developed world standards. I realise that if I were to experience an accident or become seriously ill whilst at Bethany this may result in my death, which under similar circumstances could have been prevented in the UK.

If accepted as a short-term volunteer to The Bethany Project I agree to:-

- be fully immunised as per schedule described in the information for volunteers
- follow the travel advice for Tanzania as advised on : www.fco.gov.uk/travel
- take a full course of malaria tablets as advised by a doctor
- purchase comprehensive travel insurance (including full health insurance and evacuation by air back to the united kingdom)
- attend a selection event in East Lancashire (usually linked to the monthly meeting)
- work under the direction and authority of the Tanzanian and UK Management Teams and the Trip Leader.

Signature of applicant (*irrespective of age*).....

Date.....

Name of parent/guardian if applicant under 18 years of age.....

Signature of parent/guardian if applicant under 18 years of age.....

Date.....

**The Bethany Project
Waiver of Liability**

I the undersigned, being knowingly and intelligently informed of the risks and perils involved in my volunteer position for the organisation (The Bethany Project, Tanzania) assume all of the risks myself.

By signing this document I waive all rights of action in my land or any county, state or country to sue or take action against the organisation The Bethany Project or any of its Officers, Board Members, Employees or Volunteers.

The risks and perils include, but are not limited to the following:

- Loss of life
- Loss of limb, sight or hearing
- Loss or theft of property, including money
- Acts of terror
- Disease
- Injury or death as a result of natural disaster
- Injury or death as a result of air or land transportation
- Random acts of violence
- Food poisoning
- Drug complications
- Reproductive issues
- Abduction
- Contracting HIV / AIDS
- Snake and insect bites or any other types of poisoning

I agree to the forgoing:

Signature of applicant irrespective of age.....

Date.....

Name of parent/guardian if applicant under 18 years of

Age.....

Signature of parent/guardian if applicant under 18 years of

Age.....

Date.....

I am over 18 years of age and not related to the applicant. I know the applicant personally and their parent / guardian who's signature is also included in this waiver of liability if the applicant is under 18 years of age. I have personally witnessed all concerned signing the waiver of liability form.

Name of witness.....

Signature of witness.....

Date.....