

BHAGAVAT EDUCATIONAL TRUST



HOST PARTNER INFORMATION PACK

2015

Bhagavat Educational Trust

INDEX

1. Welcome to Bhagavat Educational Trust.....	1 - 2
2. Former official partner of the Prince's Trust.....	3
3. Forms summary and check list.....	4
4. Partner and Project information Sheet.....	5 – 6
5. Host Worker Information Sheet.....	7 - 8
6. Overseas Risk Management Form.....	9 - 22
7. European Partnership Agreement.....	23 - 24
8. Orphanage Partnership Agreement.....	25 - 26
9. Accommodation check list.....	27 - 28
10. Sample and template Itineraries.....	29 - 30
11. Budget.....	31 – 32
12. Final Statement of Expenditure.....	33 - 34
13. Participants' allowances.....	35 - 36

Appendices

European Partner Tool Kit

Rights and obligations

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WELCOME TO YOUR HOST BHAGAVAT EDUCATIONAL TRUST

We have had a presence in Bulgaria for many years; our aim is to assist you in all aspects concerning Bulgaria.

Our project now includes 23 orphanages whereby we establish sustainable workshops in order to assist with Social integration and to provide an income. Items are made such as beds, bedding etc to assist the smaller more vulnerable orphanages.



A carpentry work shop



A tailoring Workshop

Such items as beds, bedding, mattresses & clothes are produced for the more vulnerable homes.



Typically items will be sold on the black sea, hotels and in the first ever charity shop in Bulgaria for which we were Instrumental in establishing.



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The smaller more vulnerable homes are also encouraged to make items whereby a vocational skill imparted to the children.



Such items include the following:



The advantages are:

- The homes receive an income
- The youths are not left idle all day
- The youths receive a vocational skill

The Project in Razlog

Our new project incorporates working with both Day Centres and Half Way houses (the Half Way houses are established to aid social integration of the long term institutionalised)

Subject to funding we hope to establish a social enterprise as a printing press.

The youths attending the Half Way home and Day Centre will attend the printing press and learn how to print using a modern digital printer. They will also learn how to use computers and undertake graphic design.

Business stationery will be produced and sold in order to try and ensure the sustainability.



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In Bulgaria we undertake considerable charitable work and our charity is the former official partner to the Prince's Trust in Bulgaria. We are pleased to advise that our projects have been nominated for the following awards:

- A project hosted with the Prince's Trust was awarded the Community Project of the Year
- One of our projects was a finalist in the "Social Enterprise of the Year" awarded in the House of Commons

For the second successive year a project hosted with the Prince's Trust was nominated for the Celebrate Success Awards for the year 2006

Pictures from previous Team Challenges



Previous Success Story



Mohammed is a refugee from Somalia, currently living in the UK

Moe went to Kosharitzza, Bulgaria with a European Team Challenge. There, as he puts it, his biggest challenge was "getting along with the group that went with me". But before long, working with the others on community projects, he began to conquer his communication struggles.

"I felt I was a good leader and the feedback I received from the rest of the group was very positive."

Moe is now working part time as a dancer, and has applied to take part in another Prince's Trust programme, [Sound Live](#), and eventually go to college to study English and Maths. He has even been given a flat of his own.

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Forms

In order to comply with the current regulations we are required to ensure certain forms are completed, consequently please find these listed below:

The following forms are needed from Host Partners which can be found on the following pages and on our web site. http://www.bhagavat.org.uk/overseas_partners.html

Form	Description	Filled in by	When?	Date completed
Partner and project Information Sheet	Gives information on Host Partners and on the project placements	Host Partner	Before placement	
Overseas Risk assessment	High lights potential risk	Host Partner	Before placement	
Host Support Worker information sheet	Gives information on Host Support Workers	Host Support Worker	Before placement	
Partnership Agreement	Partnership agreement outlining role of Host Partner & Bhagavat Educational Trust	Host Partner	Before placement	
Orphanage Agreement	Outlining the role of the Orphanage and Bhagavat Educational Trust	Orphanage and Host Partner	Before placement	
Accommodation Check list	Confirmation that the accommodation meets all criteria	Host partner	Before placement	
Itinerary and Time Table	Ensuring all parties are aware of the Itinerery	Host partner and orphanage	Before placement	
Budget Form	A budget sheet completed by host partners prior to a tranche.	Host partner	Before tranche and placement	
Signature form for participant allowances	Form which participants should sign to confirm that they have received the participant allowance	Host partner and participants	During placement	
Finale Statement of Expenditure	Final statement of how much has been spent of the funding provided.	Host Partner	One month after placement	

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Partner and Project information sheet

A. Details of the partner	
Name	
Street address	
City	Country
Region	Postcode
Email	Website
Telephone	Telefax

<i>Person in charge of the project (contact person)</i>	
Family name <i>(Ms/Mr)</i>	First name
Position/function	
Email	
Telephone	Telefax

B. Profile and role of the partner	
Type and status	<input type="checkbox"/> Non profit/non governmental organisation <input type="checkbox"/> Public body <input type="checkbox"/> Body active at European level in the field of youth <input type="checkbox"/> Profit-making organisation <input type="checkbox"/> International governmental organisation <input type="checkbox"/> Other – please specify:
Activity level	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> European/international
Role	<input type="checkbox"/> UK Partner <input type="checkbox"/> Overseas Partner

Please give a short description of your organisation (regular activities, member of, etc.):

(if more space is needed - please extend boxes)

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Bank details of partner organisation

Please fill in the details needed for the payment to reach the account of the partner organisation.

Bank name	_____		
Bank branch	_____		
Street address	_____		
Postcode	_____	City	_____
Country	_____		
Sort code	_____	BIC/Swift	_____
		IBAN	_____
Account number	_____		
Account holder	_____		

Project Detail

Title and Brief project description:

Tasks to be undertaken:

Location:

Materials required:

Preparation – any special preparation needed:

Distance from accommodation to project. How will the group get there?:

Is there an Interpreter:

Who else will be involved? Professional workers:

Other Notes:

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OVERSEAS SUPPORT WORKER INFORMATION SHEET		
Surname <i>Title for correspondence (eg Mr/Mrs/Ms/Dr)</i>	Forenames <i>Sex (M / F):</i>	Citizen number (EGN) <i>Date of Birth:</i>
<i>Permanent address:</i> Post code: Country..... Telephone no (Home): (Work): (Mobile): Email address: Please indicate preferred method of contact		
<i>Nationality at Birth:</i>	Present Nationality (if different):	
<i>Have you got a current driving licence?</i> <i>Yes</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/>		
Next of Kin name:		
Next of Kin address:		
Next of Kin contact number:		
Doctor's Name:		
Doctor's address:		
Doctor's contact number:		
Medical details:		
Do you have special dietary needs (e.g vegetarian, food allergies, etc)?		

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Criminal Record

Please declare any previous convictions if any, if not please type "NO CRIMINAL RECORD"

Supporting information – Please give your reasons for participating on this project as a Support Worker. Make sure you include all relevant experience, knowledge or skills; this includes voluntary or unpaid work. It is advisable to address each of the essential criteria separately.

I consent to BET managing and using my personal data, and I confirm that every single entry I made on this form is true.

Name:

Signature: Date:

Now please scan and return this form **TOGETHER WITH YOUR CV** to:

info@bhagavat.org.uk

or

Fax to +359 2 8577 188 (Bulgarian Office)

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Overseas Risk Management Form

Section 1. Programme Details	
UK Partner Name	
UK Partner Address:	
UK Support Worker / Team Leader Name	
Contact Phone Number	
2 nd Team Leader Name	
Contact Phone Number	
Overseas Partner	
Overseas Partner Representative	
Dates of programme	
Overseas Dates	

GENERAL PROGRAMME

Adverse weather conditions

1. Is the work to be done outside?
2. Will the weather be extremely hot or extremely cold?
3. What clothing should the young people bring with them?
4. Will young people have access to water/suncream?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion

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Alcohol/drugs

1. Are all BET staff and young people involved in this programme aware of the organisation's policy towards Alcohol and Drugs?
2. Will Alcohol be readily available while overseas? Will alcohol be very cheap while overseas? How will this be managed
3. Do any of the participants have a history of drug or alcohol abuse?
4. Are any of the participants on a methadone programme? If so a drug workers form must be completed. Do they have enough methadone for the time overseas and permission from Home Office to take this overseas? Has the Overseas Partner been informed and given their approval for hosting the participant?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
	<p>Thorough assessments carried out on participants to assess suitability for programme.</p> <p>Participants go through intense preparation period prior to travel.</p> <p>BET policy on alcohol and Programme Ground Rules set.</p> <p>Overseas Partner to monitor behaviour while overseas.</p>	<p>Preparation activities to be completed with yp: Ground Rules including BET policies and rules Health and Safety activities including what if's and laws of the country</p> <p>Participants to sign agreement</p> <p>Pass on any relevant information to Host Partner</p> <p>Signed referrals from Support Worker</p>		

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Behavioural difficulties

1. Do any of the known attendees/participants have a history of behavioural difficulties and if so are staff involved in this programme competent in dealing with this?
2. Do staff and young people involved in this programme know who to contact if an aggressive situation arises?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
	<p>Thorough assessments carried out on participants to assess suitability for programme.</p> <p>Participants go through intense preparation period prior to travel.</p> <p>BET European Programme Ground Rules set.</p> <p>Overseas Partner to monitor behaviour while overseas.</p>	<p>Preparation activities to be completed with yp: Ground Rules including BET policies and rules Health and Safety activities including what if's and laws of the country</p> <p>Participants to sign agreement</p> <p>Pass on any relevant information to Host Partner</p> <p>Group to set their own ground rules</p> <p>Signed referrals from Support Workers</p>		

Deep water

1. Will the participants be in close proximity of deep water e.g. swimming pool, river, lake etc. while on the programme?
2. Is the water safely cordoned off so that there is no public access?
3. If there is public access are there life guards on duty?
4. Are all members of the placement aware of the danger of deep water?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		<p>Support Staff in UK and Overseas to be aware of who can and cannot swim</p> <p>Preparation activities: Health and Safety</p>		

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Language Issues

1. Is there an English speaker on site at the Team Challenge project?
2. Do some of the staff of the orphanages speak English?
3. Is there an English speaker available at the accommodation or at the end of a phone.

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Preparation activities: Basic and emergency language for all participants Participants to write down emergency language in ILRs or on emergency cards		

Management of Incidents

1. Team Leaders must ensure that they know what action to take in an emergency and how to deal with minor incidents.
2. Ensure that the BET's emergency contact is briefed and prepared.
3. Overseas Partners must be made aware of the BET crisis plan and have all relevant contact details

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
	BET national and regional crisis plans in place	UK Partner, Overseas Partner and BET staff to ensure they understand the crisis plan and have all contact details. H&S list to be sent to be completed and sent to Overseas Partner and BET 24 hour contact Emergency cards for all participants		

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Medical (First aid/Disease/Medication)

1. Is anyone responsible overseas for logging accidents/incidents?
2. Where is the nearest hospital on overseas placement / project and what is its number and has this information been passed on to all participants?
3. Where is the nearest police station on overseas placement / project and what is its number and has this information been passed on to all participants?
4. Is anyone involved likely to need regular medication/medical support and does this pose a hazard to others?
5. Do the participants have enough medication for the full period overseas?
6. Does a storage area need to be provided for any medication and does this need to be secure?
7. Are specific vaccinations required for the host country?
8. Has adequate provision been made with the host organisation in the event of a medical emergency taking into consideration any language barriers?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
	<p>First Aid kit</p> <p>Medical details collected for all participants</p>	<p>Fully stocked First Aid Kit including condoms for while overseas</p> <p>Ensure participants know where the First Aid Kit is kept</p> <p>Ensure all medical details are collected prior to residential (if applicable)</p> <p>Ensure Overseas Partner has all medical details</p>		

Personal Safety

1. Have the participants been briefed on the principles of basic personal safety?
2. Are participants aware of personal safety risks while travelling?
3. Are there any specific risks in the country the group are travelling to?
4. Is there adequate supervision for the evening and weekends?
5. Are there any risks to personal safety in where the accommodation is?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		<p>Emergency Cards for all participants</p> <p>Preparation activities: Health and Safety</p> <p>Induction into the area when arrive in host country</p>		

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Sexual Contact

1. Have the participants been briefed on the need to follow safe sex guidelines?
2. Have the participants been briefed on acceptable boundaries with other participants and local people?
3. Do the participants know who to contact if they have any concerns about this subject?
4. Are all staff involved in the programme delivery aware of code of conduct of workers?
5. Do the Team Leaders have a First Aid kit with condoms while overseas?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Ensure First Aid kit contains condoms and young people know where to find this		

Theft

1. Is the accommodation in shared rooms overseas? Are the young people sharing keys?
2. Have the participants been briefed on insurance cover, and that the BET's insurance does not cover for expensive items?
3. Are participants able to store some things safely at either the accommodation or overseas partner while overseas?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Encourage the participants not to take too much cash with them Participants must lock their rooms while overseas Brief young people on insurance cover Get the group to establish their own ground rules		

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Travel

1. Are participants carrying out any of their journey un-supervised?
2. What methods of transport are the group using to get overseas (to the airport)?
3. Are the companies being used reputable firms?
4. Is the journey going to be very long and involve transfers?
5. Have alternative travel arrangements been considered, should the existing arrangements become unavailable for any reason?
6. If minibuses are being used overseas are they to a safe standard, if not can Host Partner arrange an alternative?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Every young person to have a travel itinerary Preparation activities: Health and Safety including what if's that cover issues around travelling Returning early policy Young people to record numbers in their ILRs of the airline and the British Embassy.		

WORK PLACEMENTS/TEAM CHALLENGES/ACCOMMODATION SPECIFIC RISKS

Use the Work Placement/Team Challenge and Accommodation checklists to complete the following section.

Asbestos

1. Has an asbestos check been carried out on the building to be worked on?
2. If there is no check do Team Leaders know that they cannot knock down any walls?
3. Do Team Leaders have guidance notes from the HSE?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion

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Electrical equipment

1. Will Electrical Equipment be used in any form while overseas?
2. What for and why and is its use strictly necessary?
3. Does the person handling the equipment have adequate training to do so?
4. If participants are required to deal with the equipment are they trained to do so?
5. Will the participants be supervised?
6. Has the accommodation checklist been completed and has it identified any electrical equipment related risks?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
	Young people are not able to use electrical tools or equipment	Preparation activities: Health and Safety including do's and don'ts at work Basic Risk Assessment training Ensure PPE is provided		

Falling objects

1. Whilst overseas, is there any risk of objects falling on anyone?
2. Are there objects that could be displaced by unfavourable weather conditions and cause a safety hazard?
3. Are all objects that are positioned at height done so in a secure manner?
4. If an object does fall, is there adequate first aid nearby to deal with the outcome?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
	Participants are not to work in areas that require a hard hat	Preparation activities: Health and Safety including basic risk assessment training and do's and don'ts at work		

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Falls from height

1. Have any occasions been identified where participants may be at risk of falling from a height?
2. Are they to be supervised at all times while working at height?
3. Is the equipment such as ladders and platforms of an appropriate standard?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
	<p>Young people are not to work at a height from which if they fell they would injure themselves unless it is on a platform.</p> <p>Young people should not work at height if they are un-supervised eg. On a work placement</p>	Preparation activities: Health and Safety including do's and don'ts at work and basic risk assessment training		

Falls from height - area of accommodation

1. Have any occasions been identified where participants may be at risk of falling from a height (are the stairs around secured with hand rails, are there any dangerous river beds, or missing drainage taps, construction sites, etc?)

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
	Young people to be briefed on tricky places and areas around accommodation	Preparation activities: Health and Safety including do's and don'ts at work and basic risk assessment training		

Conflict areas in the area of accommodation

1. Have any occasions been identified where participants may be at risk of conflict with the local people (stadiums, night clubs nearby)

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
	Young people to be briefed on possible conflict areas around accommodation	Preparation activities: Health and Safety including do's and don'ts in general and basic risk assessment training		

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Fire safety

1. Has an accommodation checklist been completed and has it identified any fire safety risks?
2. Have the work placement / Team Challenge check lists been completed and have they identified any fire safety risks?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Preparation activities: Health and Safety Overseas Support Worker to brief young people on fire safety at accommodation on arrival Overseas Support Worker to arrange induction at each work place Young people to be told not to smoke in their rooms		

Food Safety

1. Have the assessment forms shown that any of the participants have allergies to certain foods?
2. Is the accommodation self catering while overseas?
3. Have the participants received a brief on food safety?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Preparation activities: Health and Safety including basic risk assessment training		

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Hazardous Substances

1. Have the Team Challenge checklists been completed and have they identified any risks around the use of hazardous substances?
2. If they are being used what will they be used for and are they strictly necessary?
3. Does the person handling the hazardous substances have adequate training to do so?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Preparation activities: Health and Safety including basic risk assessment training, do's and don't's at work and language exercises. Ensure PPE is provided at the place of work		

Individual Capabilities

1. Have the Team Challenge checklists been completed and have they identified any risks around the capabilities of individuals?
2. Consider any limitations to the individuals in the group including any disabilities, special needs requirements and known history.
3. Has a suitable level of supervision been considered?
4. Have suitable briefing sessions been scheduled to ensure that the young people have an opportunity to discuss their ongoing needs.

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
	Host partners are experienced in working with our target groups and identify projects and placements that reflect their capabilities. New partners are supported thoroughly to find suitable projects and placements.			

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Manual handling

1. Are there any instances of possible manual handling during the placement or project?
2. If this is a key part of the placement or project is specific training available?
3. Do any of the young people have any medical conditions that could make manual handling unsuitable. Eg. Pregnant women or anyone with back problems.

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Preparation activities: Health and Safety Induction at the work place		

Noise

1. Have team challenge project checklists been completed and have they identified any risks around noise levels?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion

Slips/trips/falls

1. Ensure that all potential slip/trip/fall hazards have been identified.
2. Is there adequate supervision provided during the placement?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Preparation activities: Health and Safety including basic risk assessment training		

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Travel to project

1. How do the participants get to the project?
2. Are they traveling alone? Will they be traveling in the dark?
3. Will they have to use public transport?
4. Is the journey long?
5. Have you assessed the individual capabilities of the participants in relation to travelling to work?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Induction into local area to be done upon arrival Preparation activities: Basic and emergency language done Health and Safety		

Use of Tools

1. What tools are going to be used?
2. Will the participants be shown how to use these tools?
3. Is the correct level of supervision being provided in relation to the nature of the project?

Risks Identified	Control Measures in place	Further Action Required	Who by and when	Tick to confirm completion
		Preparation activities: Health and Safety including basic risk assessment training Ensure PPE is provided if necessary		

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AGREEMENT

Project title: "Living and Learning Abroad"

Name of the coordinating organization: Bhagavat Educational Trust
609 - 611 Fishponds Road,
Fishponds,
Bristol BS16 3AA
Great Britain

Name of Organization/Team Leader/Participant

.....

.....

.....

.....

.....

Sending organization Hosting organization Team Leader Participant

RESPONSIBILITIES/RIGHTS

COORDINATING ORGANISATION:

Coordinating Organisation is responsible for the application at the National Agency and the final report. Furthermore the Coordinating Organisation takes responsibility for all responsibilities as they are written in the manual "Rights and Responsibilities of Bhagavat Educational Trust, Host Organizations (Overseas Partners), Sending Organizations (UK Partners), Team Leaders and participants" - BET, June 2008

HOSTING ORGANISATION:

Hosting organization has the responsibilities and rights as they are written in the manual" Rights and Responsibilities of Bhagavat Educational Trust, Host Organizations (Overseas Partners), Sending Organizations (UK Partners), Team Leaders and Participants" - BET, June 2008

SENDING ORGANISATION:

Sending organization has the responsibilities and rights as they are written in the manual" Rights and Responsibilities of Bhagavat Educational Trust, Host Organizations (Overseas Partners), Sending Organizations (UK Partners), Team Leaders and Participants" - BET, June 2008

TEAM LEADERS:

Team Leaders have the responsibilities and rights as they are written in the manual" Rights and Responsibilities of Bhagavat Educational Trust, Host Organizations (Overseas Partners), Sending Organizations (UK Partners), Team Leaders and Participants" - BET, June 2008

PARTICIPANTS:

Participants have the responsibilities and rights as they are written in the manual" Rights and Responsibilities of Bhagavat Educational Trust, Host Organizations (Overseas Partners), Sending Organizations (UK Partners), Team Leaders and Participants" - BET, June 2008

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Confidentiality and Data Protection

The host organization shall ensure that proper confidentiality is maintained in respect of the Participants, and that any records relating to Participants are stored appropriately and that access to such confidential information is only made available to the Link Worker for the purposes of their being able to carry out their duties relating to the Programme under the strict supervision of the host organization.

Each Party further undertakes to use any information or other material disclosed to it in connection with this Agreement solely for the purpose for which such information or other material was disclosed to it.

Each Party further undertakes to take appropriate measures to obtain explicit consent from Participants for their personal data, including sensitive personal data as necessary, collected by that Party to be passed to the other Parties, their agents and sub-contractors, for the sole purposes of planning, delivering, monitoring and evaluating the Programme.

General Terms And Conditions

This Agreement shall last for the Term being 2 years from July 1st 2008 unless terminated by any Party.

This Agreement does not constitute a partnership agreement for the purposes of the Partnership Act 1893.

This Agreement may be terminated:-

- If any Party gives to the other at least three months notice in writing which shall include an explanation of the reasons for termination; or
- Immediately when any Party becomes insolvent, passes a resolution that it be wound up or becomes unable to pay its debts in accordance with the Insolvency Act 1986; or
- Immediately when any Party commits a material breach which is not capable of remedy within twenty eight days.

No amendment or addition to this Agreement shall be made unless made in writing and executed by all the parties.

This Agreement shall be governed by the laws of England and Wales.

Any notice to be served on any of the Parties shall be sent by registered post or by facsimile transmission to the address above (or such other address as may be advised from time to time) and shall be deemed to have been received within 72 hours of posting or 24 hours if sent by facsimile transmission to the correct number of the addressee.

The host and sending organizations shall indemnify BET in respect of any costs, claims, losses or liabilities whatsoever suffered by BET (including reasonable legal costs and disbursements and all consequential losses) as a result of any breach of any of the terms of this Agreement or by the negligence of the host organization, its employees or agents.

Nothing in this Agreement shall give, directly or indirectly, to any third party any enforceable benefit or any right of action against BET and the host organization and such third parties shall not be entitled to enforce any term of this Agreement. This is the case notwithstanding the provisions of the Contracts (Rights of Third Parties) Act 1999.

By signing this contract it is deemed that you have read and understood the rights and responsibilities as laid out in the document "Rights and Responsibilities of Bhagavat Educational Trust, Host Organizations (Overseas Partners), Sending Organizations (UK Partners), Team Leaders and Participants" - BET, June 2008 and also for our partners the partner tool kits.

If you have not seen such a document it can be downloaded from the BET web site under the tab of Leonardo, please do **NOT** sign the agreement until you have read and understood your rights and responsibilities

Signature.....

coordinating organization:

Date.....

Signature.....

hosting/sending organization, Team Leaders and Participants

Date.....

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Orphanage/Social Home Agreement

We,
Bhagavat Educational Trust,
Represented by Paul Baron –

and

Social Home/SUPZ,
Represented by,

Called together parties:

Convinced in the potential of the underprivileged children,

Sharing the feeling of social responsibility of both the charity and the social services sector in Bulgaria

Lead by the aims of charity, training, modernisation and development,

Conclude this partnership agreement for cooperation on "Living and Learning Abroad" project, coordinated by Bhagavat Educational Trust in the framework of the "Leonardo Da Vinci" programme of the European Commission.

In the framework of this cooperation the parties take the responsibility to develop partnership projects in mutual benefit, in benefit of the underprivileged children and in benefit of society.

Responsibilities of Bhagavat Educational Trust with reference to this agreement:

- To supply a team of motivated volunteers from United Kingdom, together with coordinators from United Kingdom and Bulgaria, who would work for 2 weeks on improving the facilities in the Social Home/SUPZ
- To negotiate with the Social Home/SUPZ suitable dates for the arrival of the volunteers at least 20 days in advance
- To organize and financially cover the stay of the volunteers; including accommodation, food and daily transport to Social Home/SUPZ
- To ensure the volunteers have proper insurance cover
- To support with information and know-how Social Home/SUPZ for the whole duration of the partnership as per this agreement
- To inform Social Home/SUPZ as quickly as practical for all changes or problems with reference to the project, concerning Social Home/SUPZ directly or indirectly

Responsibilities of Social Home/SUPZ with reference to this agreement:

- To fully cooperate with Bhagavat Educational Trust with reference to the activities of the "Living and Learning Abroad" project
- To appoint a person for coordination with Bhagavat Educational Trust with reference to this agreement
- To allow free access to Social Home/SUPZ of the volunteers and the representatives of Bhagavat Educational Trust

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- To suggest a list of achievable, positive and safe tasks for the volunteers, from which tasks the Social Home/SUPZ will benefit (e.g. - basic work such as painting, drawing decorations on walls, gardening; but also interaction with the children and youth from the Social Home/SUPZ – including sport, games, songs, dances, etc)
- When the volunteers have contact with "vulnerable people" or patients (babies, children, ill or elderly people, handicapped, etc); the volunteers can not have responsibility for the caring and the well-being of these vulnerable people; Social Home/SUPZ must at every time ensure the supervision and well-being of the vulnerable people, including during activities that include contact with the volunteers
- To give access to a room where the volunteers can store materials needed for their activities
- To help in case of emergencies with any means available, including transport, telephone and any other support
- To give access to a room which should be used as a break room only by the volunteers, in which there should be facilities so that the volunteers are able to prepare lunch and coffee
- If needed - to help (non financially) with the purchase of materials for the activities of the volunteers
- To agree publicity on this partnership; including through press releases to media and visits from officials upon request
- To fill a feedback and evaluation form after the departure of the volunteers

This agreement will be valid for 5 years after the date of signing and its termination can be done by an of the parties with three months notice.

The people who will coordinate the partnership between the two parties should be appointed by the manager of the charity and the director of Social Home/SUPZ.

This agreement was signed in two copies - one for each of the parties.

For Bhagavat Educational Trust

For Social Home/SUPZ

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ACCOMMODATION OVERSEAS – BASIC HEALTH, SAFETY AND WELFARE CHECKS PRIOR TO USE

DETAILS OF INDIVIDUAL COMPLETING CHECKLIST			
Name		Organization	
Telephone Number		Date of visit	

DETAILS OF ACCOMMODATION	
Name of Hotel or Hostel	
Address	
Telephone number	
Contact Name	
How far is accommodation to the Partner Organization? How would they get there?	
How far is accommodation to the work placements? How would they get there?	

CHECKLIST (Please delete as appropriate)		
GENERAL	YES/NO	Comments
Does this accommodation have public liability insurance cover? Has evidence been seen?		
Does this accommodation comply with local regulations and meet UK Standards?		
ENVIRONMENT	YES/NO	Comments
Does the accommodation have facilities to maintain the temperature at a comfortable level for the duration of use?		
Is the accommodation ventilated to a level that would be comfortable for most people (i.e. windows that can open etc)?		
HOUSEKEEPING	YES/NO	Comments
Is there a good standard of cleanliness throughout the building?		
Are all the floors well maintained and level?		
Are all staircases well maintained with hand rails where necessary and not too steep?		

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WELFARE	YES/NO	Comments
Are there adequate toilet facilities and are these clean and well maintained?		
Are toilets / bathrooms shared on ensuite?		
Are there suitable washing facilities (sinks, showers and/or baths) are these clean and well maintained?		
ACCIDENTS	YES/NO	Comments
Is there a first aid box and are the contents in date?		
Is there a first aider on site?		
Is there a 24 hour reception?		
FIRE	YES/NO	Comments
Is fire fighting equipment readily accessible and sensibly located throughout the premises?		
Has all fire fighting equipment been checked within the last 12 months?		
Can there fire exit instructions on the back of room doors?		
Are fire exit routes unblocked and clear from obstructions?		
Are all fire doors kept closed?		
ACCOMMODATION	YES/NO	Comments
Are the sleeping quarters laid out so males and females have privacy?		
Is there suitable sleeping space for those 'responsible' for the group (within hearing distance of the main accommodation)?		

Hazards

Please list and explain any hazards that have been identified as a result of this check list being completed.

-
-
-
-
-

Signature:

Date:

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	Sunday, 17/06	Monday, 18/06	Tuesday, 19/06	Wednesday, 20/06	Thursday, 21/06	Friday, 22/06	Saturday, 23/06
	Stefan & Dobri	Stefan & Dobri	Stefan & Dobri	Dobri	Dobri	Dobri	Stefan & Dobri
<i>Breakfast</i>		<i>8:30-9:15 at the hotel</i>	<i>8:00-8:45 at the hotel</i>	<i>8:00-8:45 at the hotel</i>	<i>8:00-8:45 at the hotel</i>	<i>8:00-8:45 at the hotel</i>	<i>8:00-8:45 at the hotel</i>
Morning		Orientation and risk assessments in and around hotel	9:00-12:00 Visiting the Home, Planning the work, Making a shopping list	9:00-12:00 Working on the project site	9:00-12:00 Working on the project site	9:00-12:00 Working on the project site	9:30 - Excursion to Sofia - tour in the centre, archeological museum, churches, shopping
<i>Lunch</i>		<i>12:30-14:00 in town</i>	<i>12:30-14:00 Sandwiches</i>	<i>12:30-14:00 Sandwiches</i>	<i>12:30-14:00 Sandwiches</i>	<i>12:30-14:00 Sandwiches</i>	<i>13:30-14:30 in a restaurant in Sofia</i>
Afternoon	Arrival at 23:00 Stefan & Dobri at Sofia airport, dinner in a restaurant in Sofia, minibus directly to Botevgrad; estimated arrival in Botevgrad - 02 AM	14:00 -Orientation and risk assessments around town, presentations, diary work + basic Bulgarian language lessons	14:00-19:30 Buying needed materials, diary work, free time, etc - Leaders and hosts: meeting	14:00-17:30 Working on the project site	14:00-17:30 Working on the project site	14:00-17:30 Working on the project site	Excursion to Sofia, estimated return in Botevgrad - 6 PM
<i>Dinner</i>	<i>23:45 in a restaurant in Sofia</i>	<i>20:00 in a traditional restaurant</i>	<i>20:00 outside</i>	<i>19:30 outside</i>	<i>19:30 outside</i>	<i>19:30 outside</i>	<i>20:00 outside</i>
	Sunday, 24/06	Monday, 25/06	Tuesday, 26/06	Wednesday, 27/06	Thursday, 28/06	Friday, 29/06	Saturday, 30/06
	Dobri	Dobri	Dobri	Dobri	Dobri	Dobri	Stefan & Dobri
<i>Breakfast</i>	<i>9:00-9:45 at the hotel</i>	<i>8:00-8:45 at the hotel</i>	<i>8:00-8:45 at the hotel</i>	<i>8:00-8:45 at the hotel</i>	<i>8:00-8:45 at the hotel</i>	<i>8:00-8:45 at the hotel</i>	<i>9:00-9:45 - Hotel</i>
Morning	Free morning	9:00-12:00 Working on the project site	9:00-12:00 Working on the project site	9:00-12:00 Working on the project site	9:00-12:00 Working on the project site	9:00-12:00 Working on the project site	Excursion to Troyan monastery
<i>Lunch</i>	<i>13:00-14:00 in town</i>	<i>12:30-14:00 Sandwiches</i>	<i>12:30-14:00 Sandwiches</i>	<i>12:30-14:00 Sandwiches</i>	<i>12:30-14:00 Sandwiches</i>	<i>12:30-14:00 Sandwiches</i>	<i>13:30-14:30 in a restaurant near the monastery</i>
Afternoon	basic Bulgarian language lessons , diary work, shopping, laundry	14:00-17:30 Working on the project site	14:00-17:30 Working on the project site	14:00-17:30 Working on the project site	14:00-17:30 Working on the project site	<i>14:00-17:30 Lessons in farming - milking a cow, slaughtering a pig and a chicken, skinning them</i>	Excursion to Troyan monastery, estimated return in Botevgrad -6 PM
<i>Dinner</i>	<i>19:30 outside</i>	<i>19:30 outside</i>	<i>19:30 outside</i>	<i>19:30 outside</i>	<i>19:30 outside</i>	<i>19:30 fresh pork & chicken</i>	<i>20:00 Dinner outside</i>
	Sunday, 01/07	Monday, 02/07	Tuesday, 03/07	Wednesday, 04/07	Thursday, 05/07	Friday, 06/07	Saturday, 07/07
	Stefan & Dobri	Dobri	Dobri	Dobri	Dobri	Stefan & Dobri	Stefan & Dobri
<i>Breakfast</i>	<i>8:00-9:00 at the hotel</i>						
Morning	11:00-12:00 travel to Sofia						
<i>Lunch</i>	<i>Sandwiches</i>						
Afternoon	Departure at 15:15						
<i>Dinner</i>	<i>Yam, sweet yam... 😊</i>						

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	Sunday, 17/06	Monday, 18/06	Tuesday, 19/06	Wednesday, 20/06	Thursday, 21/06	Friday, 22/06	Saturday, 23/06
Morning							
Lunch							
Afternoon							
Dinner							
	Sunday, 24/06	Monday, 25/06	Tuesday, 26/06	Wednesday, 27/06	Thursday, 28/06	Friday, 29/06	Saturday, 30/06
Breakfast							
Morning							
Lunch							
Afternoon							
Dinner							
	Sunday, 01/07	Monday, 02/07	Tuesday, 03/07	Wednesday, 04/07	Thursday, 05/07	Friday, 06/07	Saturday, 07/07
Breakfast							
Morning							
Lunch							
Afternoon							
Dinner							
	Sunday, 08/07						
Breakfast							
Morning							
Lunch							
Afternoon							
Dinner							

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Project Budget Form – European partners

Please complete a form for each Tranche with your Organization

Country:

Organization :

Project Dates:

Contact:

Direct Payment into bank account:

Account Name:

Name of Bank/Building Society:

Account No:

SWIFT Code/Sort Code

Address of Bank or Building Society:

	per person	No. of Young People	Total local currency	Total (EURO)
Travel within host country				
Accommodation				
Food				
Allowance to young people				
Support cost				
Other program costs *				
Flight ticket support worker				
Travel for AP				
Accommodation for AP				
Food for AP				
Allowance to AP				
TOTAL				€ -
Any money left from previous tranche				
FINAL TOTAL				

AP = Accompanying Person

Signed:

Date:

*** please explain any Other costs here:**

Exchange rate used

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Final Statement of Expenditure – European partners

Please complete this form no later than 30 days after every team with your Organisation, and attach all receipts to it

Country:
Project Dates:

Organisation :
Contact:

ALL AMMOUNTS SHOULD BE IN EURO, extend or add rows if necessary

	Amount Requested as per the budget form you sent prior to the team's arrival	FINAL STATEMENT	Notes	Receipt Number
Travel within host country				
Accommodation				
Food				
Allowance to young people				
Support cost				
Travel for accompanying person				
Accommodation for accompanying person				
Food for accompanying person				
Allowance to accompanying person				
TOTAL				
Any money left from previous tranche				
FINAL TOTAL				

Signed:
Date:

*** please explain any overspent amounts here:**

BHAGAVAT EDUCATIONAL TRUST



"It is better to light a candle than curse the darkness"

Leonardo da Vinci "Living and Learning abroad Programme"

Host Partner Toolkit

Bhagavat Educational Trust

Bhagavat Educational Trust

Contents	Page No.
Introduction	1
Bhagavat Educational Trust	2
The Programme	2
The Role of Host Partners	2
The Role of Bhagavat Educational Trust	3
Host Support Workers	3
The Participants	3
Living and learning Abroad	3
Accommodation	4
The Participant Learning Pack	4
Accreditation	4
Evaluation	4
Finance	5
Final Statement of Expenditure	5
Dealing with problems	5
Returning Early	6
Home Sickness	6
Personal Problems	6
Medical problems	6
Serious Misconduct	6
Health and Safety	7
Health and Safety Checklist	8
Forms	9

Bhagavat Educational Trust

Introduction

This toolkit has been developed for Host Partners, involved in hosting young people on "Living and Learning Abroad" with Bhagavat Educational Trust, Leonardo da Vinci, Living and learning Abroad Programme. The pack contains all the information and procedures that you will need to know to effectively support participants. For further information please contact the team at head-office.

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Bhagavat Educational Trust

Bhagavat Educational Trust

Bhagavat Educational Trust heads of charity activities include the furtherance of education and the general relief of poverty. Our activities include establishing of social enterprises, providing opportunities for vocational training for marginalized groups with the eventual goal of social integration.

Our 'Modus-Operandi' is to work in partnership with Governments or other NGO's in order to avoid the duplication of scarce resources and for cross fertilization of knowledge.

Part of our activities for many years while in Bulgaria was as a host partner to the Prince's Trust, more recently we have become the

The Programme

Bhagavat Educational Trust Living and Learning Abroad Programme aims to support young people, aged 18-30, to experience a Living and Learning Abroad overseas. By providing the necessary support we intend to make European opportunities accessible to young people who, due to their background and circumstances, are otherwise unlikely to learn and develop through contact with other countries and cultures.

Through participating in "Living and Learning Abroad" young people have the chance to develop new skills, gain confidence and independence and improve their employability and the chance to move on in life. One of the main outcomes for young people has been building tolerance and learning to live with other cultures.

The programme is funded by The Leonardo da Vinci Programme of The European Commission.

The Role of Host Partners

Our aim is to work with youth organizations whom already work with marginalized young people in the host country, examples include orphanages, Day Centres, Half Way Homes etc.

The role of Host partners is as follows:

- To provide a quality and positive 2 week "Living and Learning Abroad" placement for 10 young people (working 35 hours per week)
- To organize suitable safe accommodation (in a hostel or 1 or 2 * hotel – we do not use host families).
- To provide a Support Worker from the host organization who acts as a point of contact for young people, holds regular support meetings with them and gives help on any problems that arise.
- In conjunction with Bhagavat Educational Trust, carry out a comprehensive health and safety check on "Living and Learning Abroad" placement and accommodation and take appropriate measures to minimize any risks or hazards posed to the participants.

Partnership Agreement

The European Commission requires that all Host partners sign a partnership agreement with Bhagavat Educational Trust. This outlines both the responsibilities of Hosting Partners as well as Bhagavat Educational Trust. This has been developed in line with Leonardo da Vinci requirements.

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The Role of Bhagavat Educational Trust

Bhagavat Educational Trust in return provides the following:

- Funding for accommodation, local travel and food
- A placement fee to the host organization to cover Support Workers time
- A pre-visit to new partners to support the setting up of placements
- A comprehensive preparation programme for young people to ensure they are as prepared as possible for the experience.

Host Support Worker

The host support worker is someone who works for the host organization, and who is able to spend the time needed to support participants whilst they are on placement. The support could range from providing encouragement, to helping with travel or helping solve problems within "Living and Learning Abroad". The group will need some support but we always recommend that participants be as independent as possible. The Support Worker should be someone who can speak English, and should have a mobile telephone, which Bhagavat Educational Trust and participants can contact in an emergency.

The Participants

The programme is strictly for those aged **18-30** and focuses on those young people who are unemployed, leaving the criminal justice system, leaving care or who have basic skills needs (reading and writing). In addition the programme focuses on those who tend to be over-represented among these four target groups, these include those from minority ethnic communities, disabled young people and lone parents.

Living and Learning Abroad

The participants are likely to have had little or no work experience, and for most this will be the first time they will have traveled to another country. In addition participants will have no language skills for the country they will be visiting (except survival language skills they learn in the preparation phase). As a result placements tend to be practical, and focused on developing general skills for work (such as problem solving), past examples of Living and Learning Abroad include working in orphanages, painting murals, repainting and repairing garden furniture in a day centre.

The principles of the "Living and Learning Abroad" are:

- The activities should be for 35 hours per week
- They should be supervised at all times by trained and experienced workers
- They should support participants to develop general work skills such as communication, developing independence and problem solving skills.
- Although young people will travel and live together in a group the placements should be individual that is each participant should have a specific and individual role. (Although placements can be based within the same organization).

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Accommodation

Accommodation is arranged by the Host Partner and actual costs agreed will be paid to the Host Partner at least one week before the start of a Living and Learning Abroad tranche. Accommodation should ideally:

- Be in a hostel or 1 or 2 star hotel
- Be within twin or single rooms
- Males and females should be accommodated separately
- Have a 24 hour porter/reception in case of emergencies

The Learning Pack

All young people follow a training programme, of which the "Living and Learning Abroad" overseas experience makes up a 2 week phase. The programme is made up of three phases –

1. Preparation
2. Overseas "Living and Learning Abroad"
3. Follow on support and evaluation

The preparation programme is outlined in The Learning Pack, which is a training pack aimed to guide participants through the programme and to help them gain the most from their experience.

During the "Living and Learning Abroad" the Learning Pack requires young people to:

- Keep a diary of their experiences
- Record their language learning and skills development
- Produce a newsletter or fact-sheet
- Undertake a risk assessment check
- Review their experience
- Complete weekly records (timesheets) recording their time spent on placement.

We ask that where needed Host Support Workers support young people in completing this phase of the pack.

Preparation

Before the placement overseas we support young people through a period of preparation, this includes:

- Learning about the host country
- Basic (survival) language skills
- Goal setting and action planning
- Preparing for living abroad
- Challenging stereotypes and attitudes

Accreditation

Through participation in the programme and successful completion of the Learning pack young people have the opportunity to gain the Europass certificate (created by The European Commission to record training experience undertaken in another European Country).

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Evaluation

We want to involve Host Partners in all stages of evaluation, and we appreciate all your views and feedback. At the end of a placement we will ask you to complete a feedback form and also to give suggestions for future placements. We also ask participants for their feedback on placements and the programme in general.

Finance

Money for costs shown below will be paid at least one week prior to the start of the programme to the partner organisation. A blank budget sheet is attached at the back of this document, this should be completed when organising the placements and on agreement with Bhagavat Educational Trust payment can be paid directly into a designated bank account

We receive funding from The Leonardo da Vinci Programme and are therefore bound by certain regulations. The procedures below have been devised to ensure good financial monitoring of projects and to ensure that we meet the requirements of The Leonardo da Vinci Programme.

Cost	What is provided?
Travel within host country	Travel from airport to placement and travel from accommodation to placement each day. Actual costs covered.
Accommodation	Actual costs covered. Accommodation should be in a hostel or 1 or 2 * hotel.
Food	Costs of breakfast, lunch and dinner will be provided according to the actual costs.
Allowance to young people	A weekly personal allowance is provided to each participant (the amount depends on the cost of living in the particular country). We ask partners to distribute this to participants on a weekly basis. A signature sheet is given at the back of this document and this should be signed by each participant to indicate that they have received the allowance.
Support cost	A placement fee is provided to each host organization to cover the costs of a Host Support Worker. This is a one off payment per tranche.

Final Statement of Expenditure

At the end of a tranche all Host partners complete a final statement of expenditure, giving details of the actual costs spent and any remaining funding. On receipt of this we ask you to transfer any remaining money back to Bhagavat Educational Trust. A copy of the final statement of expenditure is given at the back of this toolkit.

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Dealing with problems

The aim of this programme is to prepare young people for independent living and working. One of the most valuable skills they will develop is the ability to solve problems that will inevitably arise and to learn from the experience. Young people should be encouraged to solve problems themselves, but should also have access to the Host Support Worker who will be their first point of contact.

The most common problem that occurs with participants is homesickness and feelings of isolation (for many this is the first time they have been abroad). Young people will need encouragement and support from the host partner to overcome this. Occasionally problems occur where young people have different expectations of what the living and learning Abroad should be, and they may appear to be unmotivated. Please remember that for many this is the first time they will have had an experience of work and we can help overcome these problems by giving them as much information about the placements themselves before they leave the UK.

Bhagavat Educational Trust has a 24 hour emergency mobile, (+44 78087 39738), this should be used by Host Partners/Participants in the event of an emergency.

Returning early

There may be occasions, where for a variety of reasons, participants may have to return before the completion of their 2 week placement.

Homesickness

This is likely to occur in the first week of being away from home. In the vast majority of cases, it is a temporary feeling and young people will go on to enjoy their time abroad and benefit from the experience. Our experience shows that those young people who return early inevitably feel a sense of failure and lost opportunity. For this reason, young people should be informed at an early stage that they will not be brought home for homesickness. They should however, be monitored by the Support Worker to ensure they are supported to deal with any problems.

Personal problems

If young people have personal issues such as illness or death of a family member we will endeavour to bring the young person home as soon as possible (this is dependent on the availability of transport which may take up to a week).

Medical Problems

Young people are fully covered by our insurance for medical treatment in the event of an accident or emergency. Please contact Bhagavat Educational Trust immediately who will inform the insurance company and if necessary arrange the participants return to the UK.

Serious misconduct

There may be occasions when you decide a participant should be sent home. We ask as far as possible, that this action be taken only where there has been a serious breach of conduct (violence, theft or use of drugs). In other cases participants should be given a first warning. please discuss the situation with us by telephone. If participants refuse to return to the UK they will be asked to sign a document stating that they are no longer on the programme and are no longer the responsibility of Bhagavat Educational Trust or the Host Partner.

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Health and Safety

Bhagavat Educational Trust is committed to ensuring the health, safety and welfare of all participants. Young people will have for this reason there are a number of steps we undertake with Host Partners and with participants. Details of these are given below.

Host Partners

We ask all Host Partners to undertake a risk assessment in conjunction with Bhagavat Educational Trust. A risk assessment is a document which outlines any potential risks to the health and safety of participants, and gives details of steps being taken to minimise these risks (for example a risk may be participants working with tools). The risk assessment will cover the accommodation, the actual project placement, local travel and any other activities that participants may be involved with. For new partners this risk assessment will be completed by Bhagavat Educational Trust during a pre-visit. For established partners this will be completed together by email/ telephone.

We also ask Host Partners to:

- Provide us with the name of one person who is responsible for all health and safety matters for your organisation
- Brief all participants on the health and safety procedures and rules for both accommodation and project placement (for example what to do in case of fire).
- Find accommodation which meets local health and safety regulations and maintains up-to-date public liability insurance
- Ensure all project placement are safe and that experienced supervisors are provided at all times
- Ensure that no project placement involve the use of electrical equipment (such as electric saws or drills), or the use of chemicals
- Where possible project placement should not involve heavy lifting or working at heights (e.g. using ladders)
- Ensure emergency procedures are in place
- Report any accidents or incidents to Bhagavat Educational Trust
- Where participants are using means other than public transport, to ensure that properly trained drivers are used and that the safe condition of the vehicle has been verified and has current motor insurance cover.

Medical information on all participants will be provided to Host Partners prior to the placement start date.

Participants

All young people involved will be properly briefed on the health and safety risks identified in the risk assessment and what steps they can take to identify and minimize them. Participants have some basic training on conducting a risk assessment and are asked to complete one during their project placement overseas.

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The following checklist should be used as a guide to ensuring a healthy and safe experience for participants.

Health and Safety Checklist	
Do all participants have a 24 contact number for the host support worker in case of an emergency?	
Do all participants know where the local hospital and doctors is?	
Is the accommodation safe? Does it have adequate fire procedures (fire alarms, smoke alarms & emergency exits) and do participants know about these procedures?	
Is there someone at the accommodation who can be contacted in an emergency (e.g. 24 hour reception or a porter)	
Do you have all the medical information on participants? (provided by Bhagavat Educational Trust team)	
Does the accommodation have up-to-date public liability insurance?	
Are the project placements supervised by an experienced person?	
Where mini buses or taxis are used, do you have properly trained drivers (is the vehicle in a safe condition with current motor insurance cover)	
Does the project placement site have appropriate public liability insurance? Does it meet local/national health and safety regulations?	
Have participants been briefed on the correct work practices? (e.g. if they are using any special materials or equipment)	
Do placements involve the use of electrical equipment, chemicals, working at heights (e.g. ladders) or heavy lifting? (If so please contact Bhagavat Educational Trust team)	
Does the project placement have suitable fire and emergency procedures in place? Have participants been briefed about these?	

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Forms

In order to comply with the current regulations we are required to ensure certain forms are completed, consequently please find these listed below:

The following forms are needed from Host Partners which can be found in the information pack, copies of these can be found on our web site.

http://www.bhagavat.org.uk/overseas_partners.html

Form	Description	Filled in by	When?	Date completed
Partner and project Information Sheet	Gives information on Host Partners and on the project placements	Host Partner	Before placement	
Overseas Risk assessment	High lights potential risk	Host Partner	Before placement	
Host Support Worker information sheet	Gives information on Host Support Workers	Host Support Worker	Before placement	
Partnership Agreement	Partnership agreement outlining role of Host Partner & Bhagavat Educational Trust	Host Partner	Before placement	
Orphanage Agreement	Outlining the role of the Orphanage and Bhagavat Educational Trust	Orphanage and Host Partner	Before placement	
Accommodation Check list	Confirmation that the accommodation meets all criteria	Host partner	Before placement	
Itinerary and Time Table	Ensuring all parties are aware of the Itinerery	Host partner and orphanage	Before placement	
Budget Form	A budget sheet completed by host partners prior to a tranche.	Host partner	Before tranche and placement	
Signature form for participant allowances	Form which participants should sign to confirm that they have received the participant allowance	Host partner and participants	During placement	
Finale Statement of Expenditure	Final statement of how much has been spent of the funding provided.	Host Partner	One month after placement	

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"It is better to light a candle than curse the darkness"

Rights and Responsibilities of Bhagavat Educational Trust, Host Organisations (Overseas Partners), Sending Organisations (UK Partners), Team Leaders and Participants

June 2008

Bhagavat Educational Trust

GLOSARY

Bhagavat Educational Trust - BET - coordinating organisation of the "Leaving and Learning Abroad" project under the Leonardo Da Vinci programme

"Leaving and Learning Abroad" project - LLA

Sending organisation/UK Partner - the organisation which will recruit the young people in the UK and prepare them for the overseas experience; and will furthermore have all rights and responsibilities as they are written in the document "Rights and responsibilities of UK and Overseas Partners" - BET, June 2008

Hosting Organisation/Overseas partner - the organisation which will provide the young people with work on a positive community based project during the overseas experience; and will furthermore have all rights and responsibilities as they are written in the document "Rights and responsibilities of UK and Overseas Partners" - BET, June 2008

Bhagavat Educational Trust

INDEX

14. General Presentation of the Document.....	1 - 2
15. Obligations of BET in respect of an LLA Project.....	3 - 4
16. Rights and responsibilities of a Host Organization.....	5 - 10
17. Rights and responsibilities of a sending organization....	11 - 14
18. Rights and responsibilities of a team Leader.....	15 - 20
19. Rights and responsibilities of a Participant.....	21 - 26

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GENERAL PRESENTATION OF THE DOCUMENT

Following the "Rights and Responsibilities of a LLA participant", this document aims at clarifying the rights and responsibilities of those partners in the LLA project who play an important supportive role for the participant: the host organisation (overseas partner) and the sending organisation (UK partner).

These parties have a major role to play in order to ensure a safe and enriching experience both for the participant and for the organisations themselves. The guidelines in this document focus on the aspect of "Risk Prevention" and should help the different partners acquire a better understanding of what is expected from them within the LLA project.

Our concern is to establish with the different partners involved in an LLA project a forum for communication and trust, bringing mutual and reciprocal recognition. It is in everybody's interest to achieve this, in order for the LLA experience to be a valuable one.

This document aims to add to the materials, training and support already made available to organisations by BET. It should be distributed as widely as possible.

"Rights and Responsibilities of Host Organisations (Overseas Partners) and Sending Organisations (UK Partners)", team leaders and Participant has been prepared in collaboration with other national and international organisations, using their experience, guidance and advice.

Bhagavat Educational Trust

Obligations of BET in respect of the LLA project

BET will use its best endeavours to:

Support and give guidance to partner organisations on the establishment, development and administration of the LLA project

Provide all Participants from the UK with Travel Insurance

Book return flights for all Participants between the UK and the host country;

Provide and administer the funding of this project on behalf of the partner organisations within the relevant funder's guidelines;

Monitor the quality and evaluate the LLA project in conjunction with the partner organisations; and submit reports to the relevant funder;

Notify partner organisations as quickly as practicable of any problem with the operation of the LLA project that comes to its notice.

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RIGHTS AND RESPONSIBILITIES OF A HOST ORGANISATION (OVERSEAS PARTNER)

INTRODUCTION

The host organisation plays a very important role in ensuring that the participant enjoys a successful and safe LLA project. For this reason it must be fully aware of its responsibilities and rights under the LLA. The following details of rights and responsibilities refer to all host organisations.

This document aims to add to the materials, training and support already available to host organisations. It should be distributed as widely as possible.

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Rights of a host organisation

1. General

A host organisation may establish internal criteria and procedures within their participation in the LLA project. Nevertheless, these criteria and procedures should be transparent and follow the philosophy and rules applicable to LLA project.

2. Prior to the arrival of the participant

The host organisation has the right to obtain information about the participant that may be relevant to the LLA project.

3. During LLA

The host organisation has the right to remind the participant to respect the rules and regulations applicable in the workplace.

The host organisation has the right to consider terminating the participant's project if the participant's behaviour has been inappropriate or caused danger to himself/herself, colleagues or any other persons involved in the project. In such a situation, BET as well as the UK Partner/sending organisation should be included in the decision-making process.

4. After LLA

The host organisation has the right to ask BET for the final report on the overall project in order to evaluate the impact of the experience, taking into account all stakeholders involved.

The host organisation has the right to ask BET for information on the follow-up to the participant's activities, in particular with a view to improving the arrangements and conditions for the placements offered by the host.

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Responsibilities of a host organisation

1. General

The host organisation should describe as accurately as possible the profile of the organisation, the specific tasks of the participant, and the general environment in which the participant will be living and working.

The host organisation should at all times adhere to the Code of Conduct, described on page 18.

The host organisation should be open to questions from the BET, sending organisations and participants regarding the nature of its activities and the project planned for the participant.

2. Prior to the arrival of the participants

The host organisation must sign an agreement with BET. This document is to be regarded as binding.

The host organisation must apply a non-discrimination policy, allowing all young people access to LLA activities.

The host organisation must ensure that practical arrangements are in place prior to the arrival of the participants.

The host organisation should inform its staff and other participants of the arrival of the LLA participants, stressing the framework in which they will be living and working.

The host organisation should ensure that every effort is made to integrate the participants into the project, taking into consideration any special needs in terms of adaptation.

The host organisation should be aware of its country's visa requirements. The host organisation shares with BET and the sending organisation the responsibility for ensuring that the participants are hosted in accordance with the relevant legal requirements in the host country.

3. During LLA

The host organisation has to provide the participant with basic language training. The format, duration and frequency of such training may vary, depending on the needs and abilities of the participant, her/his tasks in the host project, and the host organisation's internal and external possibilities, but in general this should be approximately 2 hours per week.

The host organisation has to nominate a Link Worker, who is fluent in English and the local language, with responsibility for supporting the UK Team Leaders and the Participants as required and compliance with the terms of this document and liaison with BET. Reasonable notice will be given before changing the Link Worker;

The host organisation has to:

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Provide a positive work experience on a community project in the host country which will enable the Participants to work for up to 35 hours per week within a safe and supportive environment;

remove from the LLA project any Link Worker at the reasonable request, in writing, of BET and provide a suitable replacement;

Deploy sufficient human, financial and physical resources to deliver the LLA project in accordance with the Programme Manual and to comply at all times with the Programme Manual;

Assume full health, safety and welfare responsibilities as required by local legislation and the terms of this document for every Team Leader, Participant, and all aspects of the LLA project;

provide BET with the name of one person who is responsible for all health and safety matters for each project undertaken in Bulgaria;

Brief all Participants on the health & Safety procedures and rules for both the accommodation and work placements;

In providing or selecting residential accommodation for the Participants and Team Leaders, ensure that all such venues comply with local regulations and are checked for suitability using an appropriate health & safety audit and maintain up to date public liability insurance cover;

In providing or selecting projects for the Participants ensure that:

- all work places are checked for suitability using an appropriate health & safety audit
- all work places maintain up to date insurance cover as appropriate to the nature of the workplace
- a proper risk assessment is prepared, updated by competent individuals in conjunction with PT and used for all activities carried out at these places of work
- sufficient trained and experienced supervisors are provided at all times
- suitable and sufficient emergency procedures are in place;

Inform BET of any accidents or injuries relating to Participants or Team Leaders;

in undertaking activities under the LLA project ensure that all travel within the host country is by suitable transport using properly trained drivers, when using means other than public transport;

Promptly and efficiently collect and provide administrative information or project information; as may reasonably be required in a form specified from time to time by BET;

Participate with BET in evaluating the operation on the LLA project, as reasonably requested by BET;

Work within the financial guidelines and provide final statement of accounts (in including providing copies of all receipts) within 1 month of completion of each project

Keep all project funds transferred from BET in a new independent bank account, to be used only for BET finances

Transfer back to BET the remaining funds within 1 month of completion of the final project of 2010, in accordance with a final statement of accounts.

The host organisation should provide the participant with a "memo-kit" stating the following: name and location of the main workplace, location of the accommodation,

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specific instructions to be followed, rules to bear in mind. Changes should ensure equivalent conditions for the participant and be communicated to the project partners.

The host organisation should always take into consideration the participant's values and background when involving him/her in project activities.

The host organisation should ensure that health and safety regulations are observed at the workplace where the participant will be carrying out his/her activities. First aid must be provided on site.

The host organisation must provide the participant with monthly or weekly pocket-money corresponding to the amounts stated in the agreement between BET and the host organisation.

The host organisation must provide the participant with a decent standard of meals as well as safe and clean accommodation.

Any changes in the project that may affect the participant's insurance cover must be communicated as soon as possible to BET.

4. In the case of a serious incident or conflict situation

In the case of a conflict situation, the host organisation must consider the participant's opinion and the BET's advice.

In the case of a conflict situation, the host organisation should always try to find a suitable solution for, and with, all the partners involved. Termination of a project should be the last option.

In the case of a serious incident involving the participant, the host organisation should support BET and help perform any administrative tasks.

If, in carrying out the tasks as outlined in the LLA project, the participant would be exposed to a personal risk, the host organisation must take all the necessary action to guarantee his/her safety.

In the case of a serious incident or conflict situation with the participant, the host organisation should report any major problems to BET and keep it updated on the situation.

In general, there should be close cooperation with project partners so as to avoid communication problems

5. After LLA

The host organisation must complete a final report providing details of the activities and tasks carried out by the participants and the overall development of the project. The report should be submitted to BET.

The host organisation should keep its staff involved in cooperation and training activities, allowing them to benefit from the experiences of other organisations and to keep their project practice up to date. Participation in meetings and seminars is highly recommended.

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RIGHTS AND RESPONSIBILITIES OF A SENDING ORGANISATION (UK Partners)

INTRODUCTION

The sending organisation, as one of the key partners in an LLA project together with BET, the host organisation and the participant, plays an important role in its successful development and implementation. From helping the participant with the necessary steps to join the project, through assistance and guidance during the LLA period, to providing help when the participant returns home, the sending organisation has a crucial role to play.

Its input is particularly important in terms of both preparing and following up the LLA period. "Risk prevention" therefore starts with the participant's very first contact with his/her sending organisation. This document aims to highlight both the rights and responsibilities of the sending organisation in this respect.

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Rights of a sending organisation

6. General

Being responsible for the recruiting and sending of participants, the sending organisation has the right to recruit participants on the basis of their motivation, interests and skills. The aim is to allow the participant to gain valuable and enriching experience through the LLA project.

The sending organisation has the right to expect adequate support from BET at any stage of an LLA project.

The sending organisation has the right to obtain information on major changes (administrative, political, etc.) in the implementation of LLA activities, as such changes may alter the nature as well as the cycle of the organisation's activities.

7. Prior to the departure of the participant

The sending organisation would encourage and expects the participant to take an active role in the implementation of his/her LLA project.

The sending organisation has the right to expect any information communicated to BET and the host organisation for ensuring the well being of the participant to be properly considered and complied with.

8. During LLA

The sending organisation has the right to expect regular feedback on the situation from the participant as well as from the host organisation.

The sending organisation has the right to participate in the decision-making process in the case of modifications to the implementation of the project, especially if decisions will have an influence on the nature of the project (duration, activities, tasks, etc.).

9. After LLA

The sending organisation has the right to obtain documents from BET on project evaluation, as well as final reports.

The sending organisation has the right to evaluate the overall project together with BET and the participant on his/her return.

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Responsibilities of a sending organisation

10. General

The sending organisation should inform future participants about the LLA project, its philosophy and procedures, as well as the way activities are implemented in the organisation itself.

The sending organisation should at all times adhere to the Code of Conduct, described on page 18.

11. Prior to departure of the participant

The sending organisation identifies and clarifies the participant's background, interests and motivation to participate in an LLA project. This information will facilitate the matchmaking process.

The sending organisation should work closely with BET the participant on the preparation of his/her mobility project. The sending organisation provides assistance and guidance in order to ensure the success of the participant's participation in the LLA project.

The sending organisation has to provide two trained Support Workers for all Teams, who are wholly or mainly involved in the supervision or administration of the LLA project and will accompany the Team during the course of the LLA project.

The sending organisation takes the necessary steps to find out whether the participant is suffering or has suffered from a physical or mental condition that may affect his/her participation in LLA activities. This information should be shared with the relevant person in BET and the host organisation so that appropriate support and arrangements can be provided. This information should be held and forwarded in a discrete and responsible manner.

The sending organisation must sign an agreement with BET.

The sending organization must provide pre-departure training for Young Participants from the UK (to include cultural awareness and risk assessment training).

The sending organisation must ensure that the participant attends on a regular basis the pre-departure preparation phase. This preparation phase should meet the required quality standards laid down by BET within the LLA project.

The sending organisation must assist BET, the participant and the host organisation in taking the necessary steps for arranging a visa if required by the legislation of the host country. BET will issue individual visa support letters on request.

The sending organisation should inform the participant about his/her rights and responsibilities as described in the document "Rights and Responsibilities of a LLA Participant".

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12. During LLA

The sending organisation should assign a team-leader/tutor to accompany the participant throughout the overseas period.

The sending organisation should provide the participant with ongoing support throughout the overseas period.

The sending organisation should stay in regular contact with the participant, as well as with BET and the host organisation.

13. In the case of a serious incident or conflict situation

In the case of a conflict situation in which BET or the host organisation requests support from the sending organisation, and bearing in mind its knowledge about the participant and its experience of LLA and mobility issues in general, the sending organisation should consider the situation from a different, neutral point of view. The sending organisation should organise regular contacts with BET, the participant and the host organisation.

In the case of a conflict situation, the sending organisation, as the priority contact point for the participant, should remain neutral and should focus on helping BET, the participant and the host organisation to consider the situation from a different point of view.

In the case of a serious incident, the sending organisation should be the local contact point for the participant's relatives and should also take care of any administrative requirements.

In the case of a serious incident, the sending organisation should help BET and the host organisation to deal with any administrative requirements.

In general, the sending organisation should cooperate actively with BET, the participant and the host organisation so as to avoid communication problems.

14. After LLA

Personal follow-up should be provided for the participant by the sending organisation in order to evaluate the individual LLA project in terms of personal gain, experience, etc. and must complete a final report and send it to BET).

It is the responsibility of the sending organisation to support the participant after the completion of the project and to help him/her make the best out of the LLA experience. Such support could relate to re-integration in the local community, help in contacting the necessary administration services, guidance and counselling in personal projects, etc.

The sending organisation should provide BET and the host organisation with feedback on the participant's situation, expectations and future plans once an evaluation has been carried out. This will underpin the idea of close cooperation between the project partners until the very end of the project.

The sending organisation should keep its staff involved in cooperation and training activities, allowing them to benefit from the experience of other.

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RIGHTS AND RESPONSIBILITIES OF THE TEAM LEADER

INTRODUCTION

The LLA participant will need adequate support from BET, the sending and host organisations throughout the overseas period. The participant already has a contact person in the sending organisation, but also needs regular communication with a committed person prior and after arrival at the host project. This must be a person of trust, who is close to the participant's living environment and local community back in the United Kingdom. Such a TEAM LEADER must be appointed by the sending organisation and must accompany the participant for the whole duration of the overseas stay, apart from playing an active role in the preparation phase in the UK.

A participant's TEAM LEADER plays a decisive role in the framework of the risk prevention and crisis management action plan. The TEAM LEADER should be aware of his/her responsibilities and rights in the context of the LLA project. The TEAM LEADER would be the person closest to and most familiar with the personal situation of the participant during service. He/she bears a high level of responsibility in a situation where a participant is faced with personal risk.

Specific support should therefore be given to TEAM LEADERS in order to help them perform their sometimes difficult task.

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Rights of the TEAM LEADER

The TEAM LEADER has the right to respect. The participant should respect the TEAM LEADER and accept his/her role.

The TEAM LEADER has the right to obtain information concerning the participant to facilitate his/her supporting role.

The TEAM LEADER has the right to receive support and advice from BET and the overseas partner on the following matters:

- how to recognise and cope with potential problems,
- how to recognise and deal with suicidal tendencies and drug/alcohol abuse.

The TEAM LEADER has the right to receive full support from BET.

The TEAM LEADER has the right to organise regular meetings with the participant as well as with the overseas partner.

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Responsibilities of the TEAM LEADER

The TEAM LEADER should be aware of youth and mobility issues or at least have experience working with young people and/or participants in an international context.

The TEAM LEADER should at all times adhere to the Code of Conduct, described on page 19.

In order to avoid putting themselves in a compromising situation we would expect that at no time would a TEAM LEADER be on their own with a vulnerable individual (including children, mentally challenged, disabled and elderly people) during the time of the overseas placement.

The TEAM LEADER should be familiar with the host organisation and its activities, philosophy and staff.

The TEAM LEADER should ensure that BET has details of the young person's special educational or medical needs relevant to carrying out the tasks assigned.

The TEAM LEADER should facilitate the participant's integration into the project, country and new environment in general.

The TEAM LEADER should be available for the participant and should introduce the participant to other persons who might be helpful. The TEAM LEADER should also act as the contact person between the participant and the local community.

The TEAM LEADER is expected to familiarise the participant with the national health system rules and standards and accompany the participant to hospital in the event of accident or illness.

The TEAM LEADER should assist the participant with administrative formalities, should the participant be faced with any difficulties.

The TEAM LEADER should monitor the participant's activities and make sure that he/she receives enough support. The TEAM LEADER should undertake a regular review, together with the participant, of his/her activities and advise BET where adjustments might be needed.

The TEAM LEADER should have regular meetings with the participant and pay attention to the participant's behaviour and general well-being in order to provide the appropriate support.

The TEAM LEADER should counsel and help the participant, and give him/her an opportunity to speak freely. Open communication with the participant in this way should prevent conflict situations.

The TEAM LEADER should attend all the training (if applicable) provided or organised by BET, and refer to all materials and documents issued by BET

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In the case of a serious incident or conflict situation

In the case of a conflict situation, the TEAM LEADER should facilitate communication between the participants, the host organisation and BET. The TEAM LEADER should be able to provide the partners involved with independent monitoring and evaluation.

In the case of a conflict situation between the participant and the TEAM LEADER, another person should be appointed as the participant's TEAM LEADER.

In case of a conflict situation or serious incident, the TEAM LEADER must know who to contact if he/she cannot solve the problem alone.

In the case of a serious incident, the TEAM LEADER should keep in touch with BET, the sending organisation and the parents of the participant, if required by the situation, and should involve them in decisions on further action.

In the case of a serious incident, and if the participant is not in a situation to do so, the TEAM LEADER should contact BET immediately.

In general, the TEAM LEADER should cooperate actively with all partners involved.

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Code of Conduct

A code of conduct for staff and representatives of partner organisations is given on the following page. This must be adhered to by all involved in the LLA project – regional and head office staff, partner organisations, support workers, translators and participants. This must be discussed with the team on arrival in the host country.

This code of conduct is a framework within which to operate and establishes boundaries of the team – participant relationship. It should enable the staff team to work creatively to support the learning and development of participants.

The team must understand that this code of conduct refers to both daytime and evening activities. Individuals must understand that should they fail to adhere to this code of conduct it may result in their being removed from the LLA project and could jeopardise their future involvement with the LLA project.

Key Tasks of the partner organisations:

- To provide a quality programme for participants according to the programme guide provided and the partnership agreement signed
- To ensure a safe environment for all participants

Aims of the code of conduct

- To clarify expectations of staff teams working on the BET project.
- To protect the interests of participants on the course.

Responsibilities

- Each partner organisation must recognise that they have undertaken a highly responsible position and ensure that they are aware of all aspects involved.
- The staff team will respect the value of autonomy of participants
- The team must set and monitor the boundaries between professional relationships, friendships and other relationships and when appropriate make these boundaries explicit.
- The staff team will ensure that BET ground rules of No Violence, No Drugs be adhered to at all times.

Working with young people

The team must:

- Treat everyone with respect and set an example to the participants
- Not consume alcohol during the duration of the programme including in the evenings.
- Not engage in sexual or other inappropriate relationships with participants
- Not enter a participants bedroom alone

Quality standards

- The team staff monitor their own work, contributes to meetings and training sessions and is accountable to participants, colleagues and BET.
- The team monitors and maintains the level of their effectiveness and assesses when they need to seek help and advice.
- Participants will be asked to complete an evaluation assessing the effectiveness of the project.

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RIGHTS AND RESPONSIBILITIES OF AN LLA PARTICIPANT

INTRODUCTION

A framework of participant's rights and responsibilities has not yet been established for the "Leaving and Learning Abroad" project (**LLA**), coordinated by Bhagavat Educational Trust (**BET**) under the Leonardo Da Vinci programme and it has become evident that such a document would be useful for all those involved in the project.

On many occasions, it has been identified that a full understanding of the roles, responsibilities and benefits of all actors in the project is essential for the further development of the project. The main objective should be to create an understanding of the mutual needs and expectations of the partner organisations and the participant.

The importance of such an instrument must not be underestimated and its content has been considered carefully. The factors that have been taken into consideration when establishing this proposal for a framework of participant's rights and responsibilities concerning LLA are the following:

- Practical considerations, structure of the document, scope, terminology
- The principles of the LLA
- Fundamental rights
- Recommendations made by the Prince's Trusts as well as other organisations in the past
- The approach adopted by other international and national institutions as well as local organisations

Each point has been considered individually and various conclusions made.

The proposed framework should have a general application throughout the LLA project although it is envisaged that additional rights and responsibilities can and should be developed for specific activities that the participants carry out in the host organisations.

The first part of the proposal refers to fundamental rights, which should have a wider application, and the second part refers specifically to the LLA project.

This document is intended to be used as a reference document and should be widely used, including being attached to all agreements between BET and partner organisations; BET and participants, etc.

A similar document is envisaged for both UK partners (sending organisations) and Overseas partners (host organisations) .

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FUNDAMENTAL RIGHTS

The participant's dignity must be respected and protected

The participant has the right to respect for his or her physical and mental integrity

The participant shall not be subjected to inhuman or degrading treatment or punishment

The participant has the right to the protection of personal data concerning him or her

The participant has the right to freedom of thought, conscience and religion

The participant shall not be discriminated against on any grounds such as gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, sexual orientation

The participant has the right not to participate in activities likely to harm his/her safety, health or physical, mental, moral or social well-being

Note: The above is not an exhaustive list and should only be used for guidance. A full list of fundamental rights of the EU is set out in the "Charter of the Fundamental Rights of the EU". This document can be found on the following website:
http://europa.eu.int/comm/justice_home/unit/charte/pdf/charter_en.

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RIGHTS OF A PARTICIPANT

Prior to departure

The LLA project is open to all unemployed young people in the United Kingdom between 18-30 years old, without discrimination

The participant has the right to receive full information about the project overseas from his/her sending organisation and BET in order to determine with BET and the sending organisation, his/her suitability for the project

The participant is entitled to clear information about the host organisation, its activities, living conditions and the tasks that s/he will be expected to carry out in that organisation while overseas

The participant has the right to be properly prepared for his/her overseas experience

The participant must not in any way pay wholly or partially, directly or indirectly, for his/her participation in the LLA programme, for any part of his/her project

The participant's reasonable travel expenses for one return trip to (on the beginning of the project) and from (once the project has ended) the overseas project will be organised and covered by BET

Each participant will be covered by obligatory insurance (arranged by BET) foreseen for the LLA project by an insurer appointed by BET for the duration of his/her overseas service

During the overseas experience

The participant has the right to basic language training

The participant has the right to adequate information to enable him/her to carry out the agreed tasks

The participant should have adequate supervision related to his/her tasks, by the local host organisation in the project

The participant must be assigned a tutor by the sending organisation, who would also accompany him/her overseas and should have frequent contact with him/her

The participant is entitled to support from his/her tutor in the event of unforeseen difficulties

The participant should expect his/her sending organisation to stay in contact with him/her for the duration of the project

The participant should not be coerced into participating in activities against his/her convictions which were not previously agreed

The participant has the right to receive pocket money from his/her host organisation on a weekly basis corresponding to weekly rate set by BET for each participating country in the LLA project

All local travel costs related to the LLA project are covered by the host organisation

The participant has the right to free board and lodging while overseas

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After the LLA

The participant is entitled to receive support from BET after the completion of his/her project

Following the completion of his/her overseas experience, the participant is entitled to a certificate attesting the skills and experience that the participant has acquired during this period

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RESPONSIBILITIES OF A LLA PARTICIPANT

Prior to departure

The participant must read and sign an agreement with BET

The participant must attend all the meetings during the pre-departure preparation phase

The participant has the responsibility to inform BET and the sending organisation of any circumstances that may influence his/her compatibility/suitability for certain activities while participating on the LLA project

The participant has the responsibility to provide accurate information to BET and the sending organisation about health related issues – this information shall be used for matching the participant to a suitable project and activity and to ensure his/her well-being

During the LLA project

The participant is expected to respect the organisational policy of the host organisation

The participant must respect the health and safety regulations of the host organisation/ country

The participant must not act in any way that could put others or him/herself at the risk of being injured

In order to avoid putting themselves in a compromising situation we would expect that at no time would a participant be on their own with a vulnerable individual (including children, mentally challenged, disabled and elderly people) during the time of the overseas placement.

The participant has the responsibility to fulfil the terms of the agreement and is expected to remain in the project for the agreed duration

The participant must keep his/her tutor informed about his/her whereabouts during the overseas experience

The participant has a responsibility towards BET, the sending organisation and the host organisation and should show willingness to adapt to his/her surroundings and to carry out agreed tasks. While the participant will be involved in interesting activities, some of the tasks could be routine but important to the running of the host organisation and the successful completion of the project

The participant has the responsibility to seek guidance when necessary. If the participant has a problem s/he should discuss it with his/her tutor as BET can only act when it is aware of a problem

The participant is expected to frequently meet with his/her tutor

The participant should report serious difficulties to BET

The participant must take good care of the accommodation that has been provided for his/her use

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The participant must attend all the activities foreseen by the programme in order to learn, share his/her difficulties and to exchange his/her experiences

After the LLA project

The participant should respect the agreement with BET about reporting and returning experience to BET

The participant must complete a final report at the end of the LLA project
