

ORGANISATION OF TRIPS POLICY

Hope House Haiti (U.K)

It is the policy of Hope House Haiti (U.K) that all enquiries for prospective trips will be processed through the Administrator. This will include application forms, DBS checks and two references. Lone visitors who have been invited by Yvrose Ismael Telfort and Pierre Richard Ismael need to contact the administrator in order that the application form, DBS checks and two references can be processed.

PROCEDURE FOR TRIP APPLICANTS

1. The Administrator will receive the application forms. She will keep the email addresses, name of applicant, age, and passport number, and DBS which is valid for three years. See point 3.
2. The Trustees will meet to discuss the suitability for the team. If an applicant is not seen as suitable a letter to that effect will be sent to the applicant from the Board.
3. A suitable applicant's paper documents will be sent to the Child Protection Officer and securely stored in the locked box together with their up to date DBS according to the safeguarding policy.
4. These documents and email addresses of the applicants will be kept for five years and thereafter archived.
4. It will be at the discretion of the Board whether an individual should go on a return trip, following the code of professional conduct, if that individual has had a disruptive influence on a previous trip.
5. In order for Hope House to comply with GDPR an individual has the right to be forgotten and their data be erased from the records of Hope House Haiti (U.K) in accordance with the GDPR.

Review date.....