



Loving care for cherished lives

Information for volunteers

Thank you for your interest in volunteering with Chinakidz. The following information is intended to guide you in your application and preparation. It will give you some idea of what is expected of you, what you can expect of us and give you information about your stay here to enable the best experience for you, our staff and the children we care for. *Please note that things can change quite quickly in China and this information is correct at the time it was written.*

General Introduction:

ChinaKidz is a UK based and registered Christian charity, with another office in Victoria (Australia). It was founded in 2006 by Alan and Lyn Gould to support their work in orphanages in China. Since 2004 they have been developing and running palliative care units in state run orphanages and now want to extend that care to families with dying children to try and prevent them abandoning the child.

The Butterfly Home is China's first dedicated Children's Hospice and community palliative care service, opening in April 2010 in Changsha (Hunan Province). In co-operation with the Changsha No.1 Children's Welfare Centre (CNOWC) we are providing palliative care for the abandoned children in the orphanage and extending the service to families in the community who have a sick baby/child, aiming to support them at home and avoid the pressures to abandon their child.

This is an exciting and groundbreaking project in China; even in many other parts of the world children's hospice services are not available.

When the Butterfly Home is fully open we will look after 18 dying abandoned babies/children, and then open a second home to offer hospice and community palliative care to families with dying children aiming to support them and avoid the need to abandon their child.

The role of volunteers is especially valuable to us in providing high quality loving care to the children and being role models of those behaviours for the nannies and other staff. We put a lot of effort into preparation for your time here and whilst we appreciate that you are a volunteer we also have an expectation that you will arrive at work on time and have days and other times off by agreement with Lyn.

Application process

We want your experience with us to be as good as possible and enable you to give your best. *Please note the minimum period you can be accepted for is 14 nights excluding travel.*

In order for us to be able to approve your application to work with us in the welfare centre you must supply the following information:

- ✓ Completed application form
- ✓ Completed medical questionnaire
- ✓ CV
- ✓ Copies of relevant professional qualification (e.g. current nurse licence)
- ✓ Criminal records check copy

Please scan and email documents if possible.

For a volunteer period of less than 3 months we need all this information 1 month before the date you are due to arrive.

Additionally you must:

- ✓ Get a tourist visa
- ✓ Get medical insurance for the full period of your travel and stay with us (which includes evacuation from China if your medical condition necessitates it)
- ✓ Have had all current recommended vaccinations for China (consult your GP)
- ✓ Bring all your regular medications – enough for the time you are here
- ✓ Bring all 'usual' travellers medications
- ✓ Let us have your flight or other travel details one month before arrival

General Information

1) What is the cost of volunteering?

- ✓ Return travel from your home country to Changsha (Hunan Province)
- ✓ Accommodation, (see section 5 on accommodation for more information).
- ✓ Food – you can eat well and simply for around £12/20AUD/19USD a day.
- ✓ Bus fares are 1 or 2rmb depending on type of bus. You can walk (45 minutes) to the welfare centre or take a bus). Taxis are cheaper than in western countries but if you are on a budget they are a luxury.
- ✓ Visa – see costs for a tourist visa on your Chinese Embassy website
- ✓ Immunisations – you may have to pay your medical practitioner a fee for them
- ✓ Your medical/travellers insurance
- ✓ A criminal records check if you do not have a recent one

2) Visa requirements

As things are at present you can come short term on a tourist visa. Please see your Chinese Embassy website for details of cost and application process as it varies from country to country. Long term volunteers will need to convert their visa to a working permit once accepted and in the country. You will need various bits of the following information for your visa and on the plane for your immigration and health declaration forms.

中国	Hong Yuan Xiao Qu, 9 dong 201 hao
湖南 长沙市	Cheng Nan Zhong Lu 39 Hao
雨花区	Guang Ji Qiao
广济桥	Yu Hua Qu
城南中路 39 号	Changsha, Hunan
鸿园小区 9 栋 201 号	China
邮编: 410007	Postal Code: 410007

Use my name (Lyn Gould) as person being visited and contact phone number +86 13739076663.

Put accommodation as hotel or hostel and use my address above for the hostel. We will register you with the local police when you get here.

Purpose of trip – tourism or visiting friends. Don't put work as it complicates things and you would need a different visa. If you are staying long term (over 3 months) we will get your tourist visa converted to a work permit once you are here.

3) Medical insurance

This is very important as medical care here is not good and if you are seriously ill, you may need to be taken out of the country. Make sure your medical insurance covers medical evacuation to the nearest Western medical facility (usually Hong Kong).

4) Immunisations:

Please ensure all immunisations recommended by your GP are up to date. We particularly recommend that you are immunised against Hepatitis A & B.

5) Accommodation – options. Please let us know your preference on application of possible.

- a) We have hostel accommodation on the site where we (and several other volunteer westerners) live. The rate is £50/\$75US/85AUD per person/**per week**. The room has an en suite shower/toilet and you can do limited self catering using the microwave, fridge, kettle and toaster. Bedding, towels and hairdryer are provided, cleaning is done for you. Utilities are included in the price.
- b) There are many hotels in the locality if you prefer that type of accommodation. Room rates and standards vary from clean/basic at around £20/33AUD/31USD per room/**per night**, to 5 star western standard at anything up to £100/152USD/166AUD (per room/per night - can accommodate 2 people). We can book a room initially for you and you can pay by credit card.
- c) There may be a possibility of using a room in one of the western volunteer's apartments if someone is away. Lyn will be able to ascertain availability of this option for you and let you know the costs.

6) Food

There are plenty of choices at all prices. If you have something you **MUST** have and are not sure if you should bring it, just email and ask if it is available here.

Most foods are spicy here although you can ask for it not to be too spicy or even not at all. We have a list of dishes you may like to order to try that westerners often enjoy. *Please note if you have a nut allergy you will not find anywhere that you can be sure is free from traces of nuts.*

There are food stalls for breakfast, lunch and evening meals everywhere and the food is good and cheap. Chinese restaurants of all kinds are abundant as are McDonalds and KFC, plus some fast food Chinese chains. There are also two Pizza Huts in Changsha for those moments when you just have to eat something you recognise!

There are many Chinese supermarkets everywhere. They may also offer a limited range of imported goods, the cost of which is high so you may want to bring your comfort food with you! There are a couple of Wal-Marts and Carrefours with a limited range of imported goods. Metro is the hypermarket long term volunteers use for the purchase of cereals and other western style foods. These are limited in choice and expensive.

Wet markets are fun, interesting and a great way to buy inexpensive fresh goods. A wide range of fruit, vegetables, meat and fish can be bought here.

Bakeries are also abundant now, offering a varied assortment of bread, cakes and biscuits. All worth a try! The bread is all sweetened and may take some getting used to.

7) Laundry

You can purchase detergent and fabric softener easily here. You may use the washing machine in the Butterfly Home after 5pm.

8) Changing money

The currency here is the CNY – Chinese Yuan, also known as Renminbi (RMB) and colloquially as kuai (cwhy) and qian (chan). There are ATMs everywhere and apart from hotels all payments are made in cash. Travellers' cheques in US Dollars are easy to change.

9) Internet

There are many internet cafes and if you have your own laptop you can have unlimited use of the Wi-Fi internet in the Butterfly Home office. You may use the office computer after 5pm if not needed by one of the staff for work purposes. It is worth considering getting yourself a Skype account in order to be able to phone home free or at cheap rates (www.skype.com).

10) Language and culture

Ability to speak Mandarin is helpful but not essential. You will find it useful to bring a small Chinese phrase book e.g. *The Rough Guide to Mandarin Chinese*, or *the Lonely Planet Mandarin phrase book* are both very cheap and very useful as they have all sorts of hints and tips in them as well.

11) Medical registration

It is not necessary to be officially registered here to practice professionally as short term volunteer. All children who need serious medical attention will be referred to a hospital.

12) Personal medicines

Please ensure you bring all medicines you take routinely as well as the usual travellers medicines e.g. loperamide, headache tablets, rehydration salts, etc, don't forget sun block if you are coming in the summer.

13) Photography

Taking photos or video recording is only permitted within the Butterfly Home with our permission and with due sensitivity to the Nannies and children. They are very photogenic and you will want to have pictures of your time here and the children you will come to love. We want you to have pictures as long as you agree not to put them on the internet with their Chinese name and do not name the welfare centre you are working in.

Do not to use pictures of dying babies to gain pity or be critical of the country we are working in. *The work here is very sensitive. The children are real people and just too young to give their own permission or not*, so if in doubt ask Lyn.

PLEASE NOTE – the welfare centre has strict rules against photography in any other parts of the building. This includes the buildings, staff and children. When this rule has been flouted by volunteers or visitors in the past there have been severe penalties and a breakdown in trust between the western organisation and the welfare centre.

14) Mobile phone

We may be able to lend you a mobile phone or you can buy a local sim card for your own handset quite cheaply here. Please note the nannies and other staff are not allowed to use their phones to receive or make calls or texts whilst working. Volunteers are expected to observe the same rules for personal calls/texts; if this will cause you a problem please discuss it with Lyn.

15) Christianity in China

Chinakidz is known to be a Christian charity and our way of spreading the gospel is by our life example and actions (i.e. the way in which we care for the children). Proselytising (actively preaching or seeking converts) is against the law in China and if we or our volunteers break that law the penalties are severe. The work will be closed down. Distributing religious literature is also against the law and meetings with local (Chinese) people for religious purposes are forbidden.

We need to be very sensitive to these laws as any breach of this law will jeopardise the safety of both the foreigners and locals here.

Please take this as serious warning as it affects the lives of all of us trying to develop and care for the children here and if you feel called to actively preach the gospel or cannot work with us in any aspect of this law then working with Chinakidz is not for you.

16) Children

If you are thinking of bringing your children with you please discuss arrangements with Lyn Gould as part of your application process and prior to booking flights.

17) Security

Please be aware of the need to be vigilant with your valuables i.e. money, bank cards, mobile phones and passport, you will be viewed as a rich foreigner and fair game for pick-pocketing in crowded places like buses, train stations, airports, markets and shopping centres. People will be keen to talk and make friends,

mostly that is fine, but some may use that tactic to distract you from what their mates are doing at your side or behind you. Please be sensible and use the safe provided to keep your passport and other valuables. NEVER keep a large amount of money in your wallet and take it out in view of others, you need to be circumspect (discreet) in public places.

It is very rare for a foreigner to be harmed in China. Your personal safety is important to us as well as the local police, who will know where you are staying and where you are working, so if there is likely to be a problem for foreigners (e.g. due to some diplomatic situation) we will be advised of the problem and arrangements made for our security.

18) Sightseeing

You will probably want to make the most of your time in China and see local and national places of interest. Please let us know your intentions and we will try and advise on travel times and costs and modes of travel to various places and agree the best timing for your travel in relation to your volunteering commitment.

19) Visitors

As with most welfare centres access is by permission of the Director only. This means that visitors (individuals or teams) to the Butterfly Home will need notice and approval.

Whilst the majority of visitors to the Butterfly Home will ask our permission before arriving at the unit, there may be a few who will choose not to let us know and just turn up. In this instance, please just smile, let them in and call Alan or Lyn for advice. We are there as partners in caring for the children and under no circumstances should there be any conflict between our staff, volunteers and visitors.

20) Your visitors

Please talk to Alan or Lyn if you have friends who want to visit while you are here, we will do our best to ensure you have time out with them and advise on accommodation.

21) Equipment

We rely on donations of goods and medicines and whilst shipping items seems a reasonable way to get the donations here, it is very problematic with delays at customs (Beijing or Shanghai) necessitating us to travel there to liberate and pay the import duty on the goods.

Therefore we ask that if you are able to leave some space in your baggage do let us know and we will liaise with you over bringing some goods for us. We will never ask you to carry anything illegal or wrapped so you cannot see what it is.

Additionally your airline may respond to a request from you for a free increase in checked baggage allowance if you contact them and say you will be volunteering for Chinakidz and quote our charity registration number (1116192).

If people want to send items with you – look on our website for a current list of needs or check with Lyn.

22) Your arrival

We or one of our staff will be at Changsha airport to meet you and we will then get a taxi to your accommodation. Please look for the Chinakidz logo being held up and your name in the Arrivals lounge. If for any reason we miss each other or we are delayed in arriving please wait inside the terminal and ignore any offers of transport/taxi. We WILL arrive!

If you are arriving by train we will also be there to meet you and take you to your accommodation. When you get off the train just follow the crowd to the exit. As a foreigner you will be asked (many times) on the platform if you need a porter, if you do use one it is not more than 10 rmb. As you come out through the ticket check look for the Chinakidz logo and your name being waved around. It will be very noisy and crowded there. IGNORE all offers of taxis. If you cannot see us head for the KFC to the right and wait by the door (or inside if raining/cold).

Contact phone numbers are below, please keep them with you and use the numbers in case of any emergencies.

Alan Gould - +86 15116409362

Lyn Gould - +86 13739076663

Grace (our Chinese manager, speaks English)

23) How we will work together

- ◇ Prior to your arrival and based on the information and any discussion you have had with Lyn we will have a good idea for the focus of your work here.
- ◇ When you arrive you will have a time of orientation to Changsha, the work and your role.
- ◇ For volunteers who want to give more than one month, the first month that you are here will be a period of adjustment for you and a time when all of us will be able to assess the suitability of working together. At the end of that month, an informal meeting will be arranged to discuss the first months experience and agree whether the arrangement continues and how.
- ◇ Proven cases of theft, illicit drug use, immoral behaviour, physical violence or abuse of a child or staff member will result in you being asked to leave immediately.
- ◇ If you are sick or otherwise unable to come to work we expect you to let us know.
- ◇ If you have any problems that are making your time with us unhappy we would appreciate your honesty so we can put things right where possible.
- ◇ If at any time you have a personal grievance with another member of staff, volunteer or a leader please try and resolve the problem one to one. If this is not possible or the problem continues the matter should be discussed in the presence of a mediator acceptable to both sides.
- ◇ You have the right to expect:
 - to always be treated with respect by the all members of staff
 - that any concerns you may have will receive serious consideration.

As has been said already we want your stay with us to be a great experience for all of us and we will try hard to ensure we do our bit.

Alan & Lyn Gould