



International China Concern Volunteer Guidelines

Thank you for your interest in volunteering with International China Concern. Our heart is that volunteers coming into our organization enjoy a positive time working with our children as well as our international and local staff.

Our recruitment process, coupled with these guidelines will provide you with an understanding of what expectations International China Concern places on those coming into our organization, and what support you can expect from our staff.

We believe this to be a key part of the relationship building process and if approved, a smooth transition towards working with us.

The below guidelines apply to all applicants whether volunteering with ICC through a China Teams experience or volunteering under a short, mid or long term arrangement.

Our Expectations / Your Responsibilities are:

Adherence to ICC Policy

ICC has a range of policies that apply to those volunteering within our organization. Two key policies are in the area of Child Protection and Code of Conduct. In line with Child Protection principles all applicants must provide a current police clearance to work with our children. A police clearance is not required for visitors who do not intend to work within our project areas. However the expectation is that on these occasions they remain with an ICC Representative.

Likewise our Child Protection policy reminds volunteers of ICC's stance in relation to corporal punishment as well as key principles in relation to their daily working with the child and avenues of recourse if they feel a child if they witness actions that fall outside of the parameters of our policy.

Adherence to our Values

International China Concern operates out of an evangelical Christian ethos and as such requires volunteers to exercise a faith in Christ. Through the application process you will be made aware of our values – they are expressed through how we serve the children within our care and each other.

Attitude to Service

We ask that you be Servant hearted. It is imperative that volunteers come with an attitude of service. Collectively we are here to serve God and minister as his hands and feet to the children and people of China.

Commitment to Working Arrangements

We ask that all volunteers coming to service with International China Concern do so from a position of servant hood. We seek a commitment to your working arrangements on a daily basis so that our children and team in China may be blessed through your interactions with them.

Individuals serving within a China Teams experience will have a programme to follow, inclusive of allocated days off.

Volunteers serving outside of a China Teams opportunity will fall under the responsibility of the Project Team Life Co-ordinator. They, in conjunction with the Project Manager, will ensure you are aware of where you are working, what is required on a daily basis and your start and finish times. If you experience any difficulties you should refer them to your Team Life Co-ordinator in the first instance.

Cultural Awareness

In preparation for volunteering we recommend that applicants take the opportunity and search out reading materials that would provide some understanding of the cultural aspects they will be living and working under prior to arriving on the field.

Daily Routines

Many of our children fall under a daily routine. We ask that you respect the routine as set by our long term staff and Chinese carers and work with them to deliver the best care model for the children within your designated area. If you wish to take a child for a walk please be mindful of eating times within your room and ensure children are back in good time for their lunch or evening meal.

Debrief Processes

We encourage each participant of our China Teams to complete a debrief process on return to your home church. International China Concern will also follow up with team members post team to monitor your integration back into your home environments.

Short, mid or long term volunteers have access to our Member Care Director while in-field. We also encourage continued debrief post service and will be followed up to assess integration.

General Behaviour

At all times while in-field you are a representative of International China Concern and we ask all volunteers to behave in such a manner that would reflect us well.

Giving of Gifts and Snacks to the children

Many volunteers and visitors have well intentioned thoughts when offering snacks and gifts to our children. However, we ask that all snacks and gifts are managed through our long term staff. This will avoid any emotional, behaviour or cultural difficulties regarding food and allow for gifts to be of a nature to bless the room as opposed to one special child. If you wish to bless a child with an item to meet their special need then please work with our International team to ensure that the donated item/s are what is actually needed and if so, remain with the child.

Health

Regardless of your service time frame our expectation is that your health would be sufficient to meet the rigors of living and working in-country. ICC has standard health forms that will form part of your application process and we ask you to answer these openly and honestly.

Should you experience general illness or injury through your service opportunity a representative of ICC will be appointed to assist you. We ask that you do not work within the project if you are suffering from an illness or minor infection as they can spread rapidly through the children.

Volunteers serving with ICC must secure adequate health insurance coverage before leaving their country of origin that will support medical or hospitalization treatment and/or evacuation in the event of emergency. If you require evacuation out of country then ICC will assist you with any arrangements within your pre-arranged Health coverage.

Honouring our Volunteers

International China Concern thanks you for partnering with us in serving China's abandoned and disabled. It is encouraging to see as many others commit to serving with us we all become a part of making a difference.

Living Arrangements

In general all short, mid or long foreign serving volunteers live within community. In setting living arrangements there are a range of factors that are taken into consideration i.e. requirements of the Chinese authorities, time serving on the field, language independence, overall safety, study arrangements and commitment to team life. Our team life co-ordinators will co-ordinate the living arrangements for those coming onto the field.

Medical Emergencies

Many of our children experience medical needs such as epilepsy that may cause them to seizure. Should a child under your control suffer such an event please ensure they are in a position where they will not hurt themselves and stay with them until they have stopped fitting and are calm. Inform the care-giver and they will make a decision whether medical staff need to be notified.

Respect of our evangelistic models

International China Concern is a Christian organisation that seeks to share the Good News of Jesus Christ with the abandoned and disabled of China and those we encounter in our daily walk of life.

The government of China is aware that we are a Christian organisation and accepts our desire to practically demonstrate God's love to the children under our care. Whilst the government may accept our individual Christian belief and our desire to pray and worship amongst ourselves, they have expressly stated that they will not accept us actively evangelizing local people or facilitating gatherings of local believers for prayer, worship or other religious purposes.

As a result, ICC's evangelistic model is one that is primarily based on practically expressing the Good News through our actions. However, within these stated restrictions we also encourage ICC staff to discern the leading of the Holy Spirit, to recognize and take advantage of every Spirit-led opportunity to share with those who do not yet know Christ.

We do not permit activities such as leaflet dropping and discourage volunteers from blending their service in ICC with opportunities with other evangelistic organizations.

For more detailed information on EV within ICC, please request a copy of ICC's paper on EV from HR & Mobilisation.

Respect of Others

International China Concern attracts volunteers from around the world, from different cultures and with differing systems of belief. Whether you are serving through a China Teams experience or longer volunteering opportunity, we encourage tolerance and acceptance of each other.

Serving as Part of A Team

One of our core values is that God has called us to serve in teams. Individuals volunteering on a China Teams experience will be required to participate in all set team meetings and meals (except through illness) and those accepted for other service opportunities have a requirement to volunteer not only within a work team concept but to actively live and build community. This may be through shared social experiences, meals, regular team meetings and set times of prayer and worship.

Social Independence

Participation within a China team will provide a more sheltered serving opportunity within ICC. However, should your volunteer opportunity extend longer then you will be called to exercise a level of daily independence, both within your working and living arrangements.

Short, mid or long term volunteers will undertake a field orientation programme and will be resourced with sufficient information required to integrate into life within China. We will provide assistance in general with living arrangements, and supportive information to allow you to confidently move around the city.

Submission to Leadership

It is important that through your volunteer opportunity with International China Concern that you recognize the leadership roles appropriate to your service period.

While participating through a China Teams experience you will fall under the leadership of the team leader and/or co-leader. They are vested with the responsibility of guiding you through your time while with ICC. They should be considered your first point of call for any queries in relation to travel or volunteering arrangements.

Volunteers who are with us through an extended opportunity should refer to their relative Team Life Co-ordinator. They are vested with the responsibility of guiding your transition to the field, assistance with Visa requirements, induction to Team Life and your working arrangements. In the event of a Team Life Co-ordinator being absent or unavailable then you should refer to your immediate Project Manager.

While we may not always appreciate or agree with decisions made through the ICC Leadership, it is important to respect their decisions and work through recognized lines of communication to resolve any grievances or disputes.

Visitors – Family and Friends

We understand the value of reconnecting with family and friends – especially for those volunteers serving under longer term arrangements. Often on these occasions it is an opportunity to show others your work and/or wider China. Visitors of this nature to the projects must be approved and registered in line with ICC systems. If you are requiring leave through this period, it should be applied for and approved through your immediate Manager.