



## VISIT REQUEST FORM

Child's Name

EAC No

### EMPOWER-A-CHILD DONOR'S DETAILS

Name

NRIC / Passport no  Nationality  Age

Home address

Tel (mobile)  (home)

(fax)  Email

### DETAILS OF ACCOMPANYING VISITOR

Name

NRIC / Passport no  Nationality  Age

Home address

Tel (mobile)  (home)

(fax)  Email

### PREFERRED VISIT DATES (WEEKDAYS ONLY)

Date  (day/month/year)

Donor's Signature  **NB. Dignity for Children Foundation's Visiting Protocol completed and signed by the donor and each accompanying visitor must be submitted together with this Visit Request.**

Date

You may fax / mail this form to

dignity for children foundation  
11-G, Jalan 15/48A, Sentul Boulevard  
51100 Kuala Lumpur, Malaysia

CO. NO. 506188W  
TEL 603 4044 1397  
FAX 603 4044 1395

dignity@dignityforchildren.org  
www.dignityforchildren.org

## VISITING PROTOCOL

Recognising that the well being, safety and security at all times of the children at Dignity for Children Foundation are of prime importance, I subscribe to this Visiting Protocol and undertake that:

- 1 I will visit the child whom I empower only after giving due notice of my visit to Dignity for Children Foundation and i will ensure that I am accompanied by duly authorised personnel of Dignity for Children Foundation at all times during my visit.
- 2 I will be sensitive to cultural, religious and social-economic differences during all my communications with the child whom I empower and also with every child at the learning centre.
- 3 I will seek guidance from the Dignity for Children Foundation personnel accompanying me should I be confronted with a situation where I am uncertain as to what would be considered to be appropriate behaviour.
- 4 I will be sensitive to the conservative culture of Asians and will dress appropriately for my visit and will not wear a top with spaghetti straps, a short skirt or shorts or any apparel which is considered to be revealing.
- 5 I will maintain professional boundaries with the children at Dignity for Children Foundation and will:
  - Not engage in any culturally inappropriate behavior
  - Not hug, kiss or touch the child inappropriately
  - Not make or attempt to make any arrangements to meet any child from Dignity for Children Foundation other than through its Visiting-A-Child procedures.
- 6 I will not give to any child at Dignity for Children Foundation or to his/her family, any personal, family or work contact details whether phone or mobile number, email, facebook, skype or other social media, work or home addresses.
- 7 Except with the prior consent of Dignity for Children Foundation, I will not give any gifts or cash to any child at Dignity for Children Foundation and will ensure that where such prior consent is given, my gift is handed to duly authorised personnel at the main office of Dignity for Children Foundation.
- 8 Except with the prior consent of Dignity for Children Foundation, I will not photograph, make video or sound recordings or collect stories of the children at Dignity for Children Foundation and will retain strictly for my private use only, all photographs and video and sound recordings taken or made and all stories of children collected with the prior consent of Dignity for Children Foundation.
- 9 I agree that full discretion for the administration of this Visiting Protocol lies with Dignity for Children Foundation whose decision on any matter addressed in this Visiting Protocol will be final.

**Visitor's name**

**Visitor's signature**

**Date**

(day/month/year)