

HANDBOOK FOR VISITING

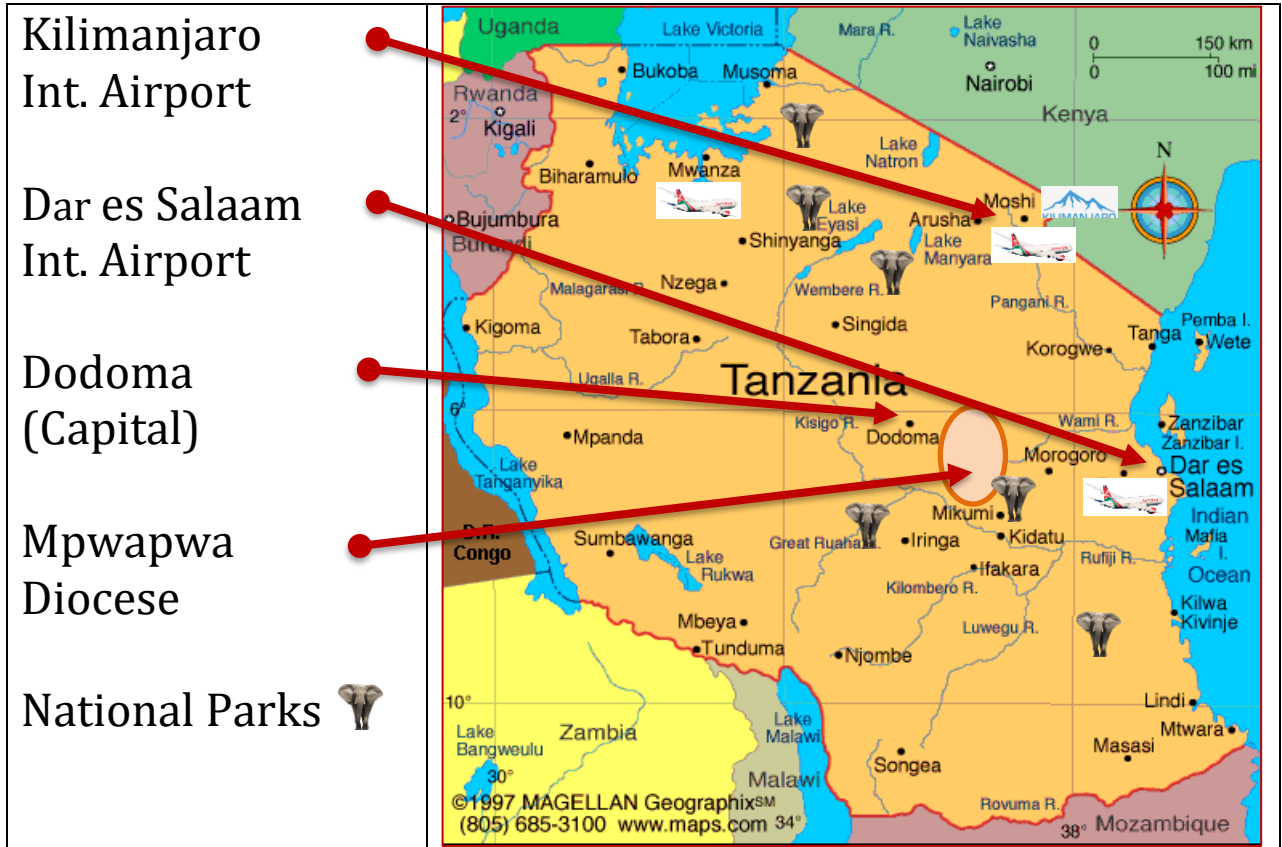
OUR COMPANION DIOCESE OF

MPWAPWA, TANZANIA



March 2020

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YOU ARE WELCOME!

The Bishop of Mpwapwa and the Principal of St Philip's Theological College extend a warm welcome to their friends in Rochester. Many from Rochester have travelled out to Mpwapwa on numerous occasions and have a wealth of experience to share with you. We have all been enriched by our experiences and are happy to answer questions you might have. However, we are not experts, nor professional travel advisers.

A visit is a wonderful way to establish or develop a link, to share your skills, learn of the history and culture, challenges and joys of our friends in Tanzania. Time spent experiencing faith, worship and life in a different culture where you are warmly welcomed can be life changing. The exuberant colours are a feast for the eyes!

On your first visit you may well be accompanied by others who have visited before. Several teams go out each year, and on occasion we take out visitors too. If travelling with others, your Team Leader will help you prepare for the trip. It's a team effort, so tasks may well be shared out.

You will receive a warm welcome and support from Mpwapwa Diocese / St Philip's Theological College during your visit, where you will be received as representatives of Rochester Diocese. All visitors must therefore submit a Trip Approval Form and supporting documents through us in order for the Companion Diocese Steering Group to give approval to the trip. When approval is given, team leaders will be covered by the Diocese's liability insurance and the trip will come under the Companion Diocese umbrella. All those travelling out to our Companion Dioceses must comply with Rochester's Safeguarding procedures for overseas travel.

There's quite a lot to organise for any overseas trip. To help in your preparations we have drafted some sample documents together with some notes. Please adapt them to fit your visit – we hope you find them helpful.

Visitors will learn much, and often have much to offer. It's important that what we have to share, whether gifts, support or teaching input, is offered in friendship and in a spirit of collaboration and empowerment.

We hope that you will find this handbook helpful. Please let us know if you are interested in visiting, either by joining others or by making your own arrangements. We can then make suggestions and offer help, and then look forward to hearing all about it on your return!

Sylvie & Stephen Barbor
Co-Chairs, Mpwapwa Companion Diocese Group
mpwapwa.cdsg@gmail.com

ARRANGING YOUR VISIT

We hope each visit will be a blessing to all. Think through the purpose of the visit, who you wish to visit, and any link(s) or projects you wish to see. Liaise at an early stage with Mpwapwa Diocese and St Philip's, who will do their best to ensure your visit goes smoothly, that a translator or representative of the Diocese is available on occasion, that your accommodation is safe and secure and you are enabled as far as possible to do what you wished to do on your visit. Please do not rely on Diocesan vehicles to take you to and from Dar es Salaam or around the Diocese as they may be needed elsewhere or be awaiting repair.

Flights

There are currently no direct flights between UK and Tanzania. Visitors usually fly into Dar es Salaam, an 8 hour drive to the Diocese. Dodoma, 2 hours away, has a small airstrip: an international airport is planned. Kilimanjaro Airport is a longer drive than Dar, but an option.



Diversity Travel (0161 235 5400) and **Key Travel** (0161 819 8900) specialise in mission and charity travel. They may have access to very competitive prices and terms.

KLM/Kenya Airways, Swiss, Turkish, Emirates, Qatar are among the airlines that fly to Dar es Salaam. Check your airline baggage and hand luggage as each airline allowance varies. Ask the airline to link multiple bookings in case flight plans are disrupted.

Travelling after dark (18.30) is not recommended, so think through flight times as accommodation close to the airport may be needed on arrival, or before departure.

Insurance and Public Liability Cover

It is essential all visitors have Comprehensive Travel insurance that covers pre-existing medical conditions and the activities undertaken in place as soon as flights are booked. *The Diocese of Rochester has a Group Travel Policy. This has significant exclusions and is for under 70s only. If you wish to travel under this policy please inform the CD Chair who will advise how to register for cover.*



For team leaders of approved visits, the Diocese of Rochester's Public Liability cover will indemnify the Board and its employees/volunteers (ie team leaders) if they cause damage or injury to a third party or their property as a result of their negligence. **Please note that injuries to employees carrying out activities that are not deemed "low level", ie using a ladder, climbing scaffolding, trees etc are not covered.** Joining in with low level activities such as brick-making, tree planting, decorating are covered. If in doubt, speak to the CD Chair.

In Country Transport

Takims Safari Co is a good, reliable, company and has been escorting parties from Rochester Diocese for many years. They will probably allocate a 7-seater Toyota Landcruiser that can cope with off-road driving, and a driver-guide with good English. Contact Tehsin (tehsin@takimsholidays.com) for a quote; they will require payment on their invoice before travel. They can also book and take payment for a safari or beach stay, and can give advice on options. As a guide, a vehicle is \$150 per day with 100km mileage (you will be charged a mileage premium if you go above that allowance, spread across the time you have the vehicle).

The Christian Council of Tanzania also run a transport service, known as WAMA, whose fleet includes 4x4s and various trucks. Contact transport@wama-cct.org. WAMA vehicles cannot take you into the national parks, but most safari lodges can offer this service for a charge.

There are a number of scheduled bus services from Dar es Salaam (Umbongo Bus Station) to Dodoma and Mpwapwa. Buses will stop for you at Mbande, from where you can pre-arrange to be collected. Ask the Mpwapwa CDG Chair, Diocesan staff or St Philip's for advice if wishing to travel by bus.



Accommodation

In Mpwapwa town most groups use The Ark Hotel (arkhoteltz@gmail.com), or the nearby Chichi Country Guest House. Bookings can be made through the Link Co-ordinator. Bed & Breakfast rate is around £15 pppn. If you are bringing a group and want something more substantial for breakfast than black tea, a chapatti and a boiled egg then do arrange this in advance and arrange a quote for this additional service. The Diocese may be able to arrange catering for evening meals at reasonable cost.

The Westgate Hostel at St Philip's Theological College in Kongwa has comfortable guest rooms. Half board is around £15 pppn. Arrange through the Principal, Rev Canon Capt. Agripa Ndatila.



The Westgate Guest House at St Philip's College

Some villages have guesthouses, and villagers may invite you to stay in their homes. Seek the advice from Mpwapwa Diocese before making arrangements.

Hotels in Dar es Salaam can be booked through internet booking sites such as Booking.com if you need to stay before or after a flight or wish to relax on the beach.

Money



It is not possible to obtain Tanzanian Shillings outside Tanzania. However, £ or US\$ can be exchanged at the airport, or in the major towns. US\$ are generally accepted in larger towns and hotels, as are credit cards. Exchange rate is around £1 = TSH2,900.

There are ATMs in larger towns, including Mpwapwa and Kongwa. You may have to inform your debit and credit card providers that you are travelling **BEFORE** you travel. There will be a fee for withdrawing cash. If you are likely to need large amounts of cash, speak to the Mpwapwa CDG Chair for advice.



Visits to Schools

If you are planning to visit or spend time in a school, check the school will be open. The typical academic year is:

- Term 1: January – June (with half term closure during April)
- Term 2: July – early December (with a half term break in the first half of September)

Tanzanian Schools are typically **out of bounds** for 4 weeks to all visitors during national examinations, these typically take place in November. Week one and week two are National "Form 4" exams, with week three and four set aside are for National "Form 2" exams.

Enjoying a Safari / Indian Ocean

Tanzania is blessed with some of Africa's finest national parks. The northern circuit, for those flying back from Kilimanjaro International (near Arusha), includes the Serengeti, Manyara, Tarangire and the Ngorongoro Crater. To the south of Mpwapwa are Ruaha, Mikumi and Selous. Mikumi is about a 5-hour drive from Mpwapwa. Do speak with the CD Group Chair for ideas.

You will need an appropriate vehicle and qualified driver/guide. Ensure all activities are covered by travel insurance policies. Always follow the safety advice given by the Lodge / Camp staff and the Park rangers. Passports must be shown at the gate, payment is on credit card (unless pre-booked).

Hotels, hostels in Dar es Salaam bookable through websites such as Booking.com:

Visitors have stayed at The Salvation Army's Mgulani Hostel and Conference Centre; Southern Sun Hotel (both City centre); and Mediterraneo Hotel; and The Whitesands (beach). Previous visitors will be happy to share ideas.

Plastic Bags

Plastic bags are now illegal in Tanzania: please do not take them into Tanzania in your luggage or hand baggage as they may be confiscated and a fine given. Ziplock bags are acceptable.

Homosexuality

Please also be aware that homosexual acts are illegal in Tanzania, carrying prison sentences or corporal punishment. If anyone in your team is in a same-sex relationship, please do talk to your Team Leader or the Mpwapwa Chair.

Resources

- <https://www.gov.uk/world/tanzania> gives current information on Tanzania
- We highly recommend registering with the FCO travel advice website: <https://www.gov.uk/foreign-travel-advice/tanzania>.
- <https://tzhc.uk/> is the website for the Tanzanian High Commission in UK, giving information and from which visa application forms can be downloaded.
- There are many good guides to Tanzania, such as **Lonely Planet's guide to Tanzania**.
- "When Helping Hurts: Alleviating Poverty without Hurting the Poor ... and Ourselves" by Steve Corbett & Brian Fikkert, is an excellent contemporary book on mission.

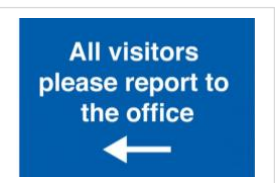


Kipepeo Beach south of Dar.



DURING YOUR VISIT

- Ordained visitors may be invited to preach on Sundays, as may others. All visitors are invited to introduce themselves briefly wherever they go.
- As a courtesy to your hosts, Mpwapwa Diocese, we ask that all teams basing themselves in Mpwapwa town visit the Diocesan Offices at their earliest convenience. This could take several hours, and so should be put on the itinerary. After this visit, you are then free to attend government offices if invited to do so. For those who are not staying in Mpwapwa town, arrangements should be made in advance for a member of the Mpwapwa Diocese senior staff team to visit you as soon as practical.
- You may be asked to fill out a Visitor's registration document. This is a local government requirement – please follow any guidance or requests from Diocesan staff.
- Think through what gifts you take, how you distribute them, and what their impact on the local economy might be. Seek the advice of the Mpwapwa Diocese Bishop/staff and Mpwapwa CD Chair. Please seek the advice of the Bishop if you wish to give any substantial gifts.
- Please do not give cash donations to clergy, teachers or others you meet. Support given this way can often prove genuinely unhelpful: it is not accountable, can create dependency, and may put the recipient in a difficult position. Mpwapwa Diocese are always happy to advise how to support an individual if appropriate.
- Be sensitive and wise with whom you share your personal contact details.
- Be aware that as a visitor from the UK your words and actions carry much more influence than you might imagine. A polite request can sometimes be interpreted as a command whilst words of encouragement are often received as high praise.
- Your hosts do not drink alcohol in public, and often not in private either. Please respect this, and refrain from drinking alcohol while in the Diocese. Taking a beer with an evening meal at a hotel may be acceptable, but ask your hosts first. No alcohol should be taken into St Philip's Theological College.
- **Water – DO NOT** drink or wash your teeth water from taps, streams, ponds, wells, or just about any other source unless specifically advised it is safe to do so. Much of the untreated water in Tanzania will contain Typhoid bacteria, while lakes and ponds are likely to contain both Bilharzia and animal excrement. It is important to have bottled water available at all times.
- Sawyer International produce a Zero Point One water filter system which we have used, and also routinely commission. With a life expectancy of over 10 years, a maintained filter will remove 99.99% of bacteria and other unpleasant items (silt, faeces, etc) held in suspension (they do not remove chemicals which would include fertilisers / sulphur / fuel oil). An SP180 filter + bucket is a great gift to leave behind with your host and/or link project.
<https://international.sawyer.com/products/sawyer-pointone-filter-bucket-adaptor-kit-1-ft-hose/>
- Tanzania uses the UK voltage and plugs. You don't need adaptors. Rural areas are just getting on the electricity network but most homes are not connected.



Dress Code

Dressing appropriately shows respect for the local people and their culture, enables mutual respect, and is an important foundation for any relationships you hope to build. For women dressing inappropriately perpetuates negative stereotypes associated with white women, and increases the risk of sexual harassment. What is deemed appropriate varies from the village, to the town, and to the city.

Mpwapwa has wonderful material and tailors, so for a very reasonable sum you can choose from a variety of African fabrics and have shirts, dresses etc made to measure!

If in doubt dress on the reserved side. What you wear outside of the Diocese is completely up to you (although we hope you would consider still dressing in a manner that is respectful to the Tanzanians). Whilst within the Diocese we would ask that you endeavour to adhere to the following guidelines: Tanzanians wear their best to church on Sundays.

Clergy

Clerical shirt + collar during the day in the Diocese
Lightweight alb for Sundays / special services

Men

Long trousers (no shorts or tight-fitting trousers please)
T-shirts, polo shirt or shirt (tank tops are seen as underwear); collared shirt and shoes (rather than trainers/sandals) on Sundays.

Women

- skirts/dresses at least below knee length (i.e. it still reaches the center of the knee when you sit down)
- any trousers should be loose fitting, but please don't wear on Sundays
- tops and bottoms should overlap (please ensure a gap doesn't appear between the bottom of your top and the top of your skirt/trousers when you bend over).
- Sleeveless tops can be worn, but they should cover the tops of the shoulders (avoiding low cut or strappy/vest tops.)

Note: Tanzanians use flip flops in the bathroom, they wouldn't normally wear them anywhere else!



Hats should be worn to protect from the sun. It can get quite chilly at night, but generally 23-28C during the day. The wet season is generally Nov-April, but the climate is changing.



Toilets

Most toilets in rural areas will be of the "long drop" variety. We suggest you have toilet paper and hand gel in your bag.

Keeping in touch

Access to the internet may be limited. Using your UK data/text/call package will be expensive. We advise you turn your data off! When you have access to WiFi, Whatsapp, email, blog etc are good ways of keeping in touch.

If you buy a Tanzanian SIM, ensure the data, international minutes and texts are “bundled” for one week or four so you don’t lose them. You will need to show your passport and ideally have a photocopy (retained by shop) of your passport ID page when buying a SIM. Take a Tanzanian friend who can explain to the seller exactly what is required.

Manage expectations from family/church etc. You may not be able to call / message every day. Contact with home can unsettle or cause stress – to you and/or them. You are also in a team, and with hosts, who will appreciate your full presence. Fasting from social media, emails, news etc is all part of a mission trip and can be a wonderful blessing!

Personal Safety

Tanzania is a relatively low crime country. We strongly recommend that you only leave the security of your accommodation with the express knowledge and approval of your team leader, host or concierge, ideally with a guide or approved chaperone should you be in a large town or city. Carrying handbags, cameras, high value jewellery and expensive watches may bring the unwanted attention of muggers and pickpockets. In Dar es Salaam recently a visitor walking close to the pavement edge was grabbed by the front passenger of a passing car and, having been carried a short distance, was robbed.

For your own safety, **do not** use boda-boda (motorcycle) taxis, and avoid using Tuk-tuks (3 wheelers) too. Ideally arrange any taxi trips through your host, the local church, or your hotel - these drivers are then known, trusted, and prices can be assured.

Keep your passport, e-ticket, itinerary, and travel insurance documents in a safe place. Take a copy these, along with your UK and Tanzania contacts.



Conflict Resolution

Team members are asked in a spirit of unity and co-operation to submit to all reasonable direction from the Team Leader and your hosts. We hope that any conflicts or behaviour issues will be quickly resolved. However:

1. if one of the team has a problem with anyone else on the team they are to go privately to that person, without spreading the issue amongst other members. What you may consider a problem may only be a misunderstanding, and by bringing it to the other’s attention may help bring about resolution.
2. if that doesn’t resolve the issue, please bring the matter to the Team Leader. The leader will work with both parties, acting as an intermediary.
3. if the problem is still not resolved, the member(s) causing the issue may be restricted by either the Team Leader or local officials from participating in some parts of the program.
4. If there is a problem with your host, please bring it to the Team Leader.



ON YOUR RETURN

- You will learn and receive much – appreciate, and share your testimony when you return. A special service to share the trip and your link may help others learn from your experiences, develop the link and perhaps encourage others to join a future trip.
- It is not uncommon that team members find themselves rushing back into busy lives when they arrive back in UK, but it is valuable to take time to reflect on you experience. Some teams deliberately end their trip with a rest day on the coast or safari before flying home - this is an ideal time for the team to “debrief” and reflect on the trip.
- Team Leaders should offer the opportunity for feedback with those who have travelled and to help them adjust once they are back home.
- We are happy to meet up with Team Leaders (mpwapwa.cdsg@gmail.com) or those who have gone out by themselves to talk through what they have seen and experienced.
- The greatest culture shock may not be in the going out (the delights of long drop toilets, even the lack of electricity, social media) but in the returning home. Supermarkets loaded with food and people complaining about little inconveniences can be a challenge when you have been with people with little food, little sanitation, no clean water and basic medical facilities are a 10km walk away! Enjoying a meal out with friends when you know what a difference that money would make in Mpwapwa helps us to reflect on what “sharing our resources” with our brothers and sisters in Christ really means.
- Please write a report of your visit and send this to the Chair of the Mpwapwa CDG, sending a copy to the Link Co-ordinator in Mpwapwa. This should include who went, how you spent your time, any commitments you entered into, any challenges or conflicts that occurred (and whether/how these were resolved), and any advice that may be helpful for others visiting the Diocese, i.e. transport, accommodation, places to visit.



Trip Approval by Companion Diocese Steering Group

The Trip Approval Form (on page 12) should be completed by the Team Leader (or person travelling out alone) and submitted to the CD Chair with accompanying documents at least one month before travel. They will look at your documents and then arrange for the CDSG to approve your visit. For parish visits, PCC's should minute their agreement to the trip, including the purpose of the visit, appointment of the Trip Leader and noting the team members.

Unless a visit has received CDSG approval, it will be made clear to the Diocesan Bishop in Mpwapwa that the visit does not have the endorsement of Rochester Diocese. Team Leaders will not be covered by the Diocese's liability insurance.

Diocesan Safeguarding Guidelines for Overseas Trips

The Diocese of Rochester has two [Safeguarding documents](#) for overseas travel (on pages 13 and 14). For groups, the Team Leader is responsible for ensuring safeguarding guidance is adhered to.

1. The **general safeguarding guidance for overseas travel** must be read and signed by all travellers (including under 18s).
2. The guidance **for those travelling to specifically work with children/young people or adults who are vulnerable** should be followed where applicable to your visit. Any Enhanced DBS should be issued within 5 years of travel and through your PCC or other Diocesan body.
3. The Diocese recommends that at least one member of the Team has completed C0 and C1 online safeguarding courses and C2 face-to-face course.
4. **Photography:** please be sensitive to safeguarding issues when taking photos or videos and ensure images give dignity and respect if posting on social media. We would not expect to be able to go into a UK school, church or hospital and take photos of children or vulnerable adults, nor to share such details on social media without permission. We should therefore not expect to do so in another country; we need to be sensitive and wise on what images we take and how they, and stories, are shared.

Team Photos: Unless individuals specifically tell the Team Leader to the contrary, it will be assumed that those travelling agree that others may take and share photos / videos that might include their image.

5. In the event that inappropriate behaviour of any kind results in the need for a team member to be excluded from the programme, that individual (not the team, nor the PCC, nor either Diocese) will be liable for any additional costs they might sustain.



CDSG VISIT APPROVAL

All Team Leaders (or sole visitors) must complete this form and send a copy with attachments to the Chair of the Mpwapwa CD Group (Mpwapwa.cdsg@gmail.com) at least one month before travel.

Parish / School / Group				
Team Leader or Sole Visitor		Name :		
Emergency UK Contact		Phone:		
Name :		Phone:		
Travel Dates	Depart UK	_ / _ / 20_	Return UK	_ / _ / 20_
The trip has been agreed with Mpwapwa Diocese / St Philip's Theological College			Yes	No
Purpose of trip				

<i>If this is a Parish trip - has your PCC/DCC noted this trip in their minutes?</i>	Yes _ / _ / 202_	No
<i>If this is a Diocesan or other non Parish trip - has the CDSG agreed to this trip?</i>	Yes _ / _ / 202_	No

Those travelling:

I confirm that each traveller has:		
Signed the Diocese of Rochester's General Safeguarding Guidance for Overseas Travel	Yes	No
Has received a copy of the risk assessment for the trip	Yes	No
If specifically travelling to work with children or vulnerable adults the Diocesan procedures have been implemented.	Yes	No

Please return to the Mpwapwa CD Chair attaching

- Trip Itinerary showing flights, in-country transport, accommodation, visits and activities
- A copy of the risk assessment for this trip if you are not adopting the Handbook version.

Date received by Mpwapwa CD Group Chair	_ / _ / 202_
Trip approved at CDSG meeting	_ / _ / 202_



Rochester Diocese "general safeguarding Protocol for overseas travel"

Your conduct and responsibilities when visiting a companion diocese or travelling abroad on behalf of your church or Rochester Diocese

On your trip you will be representing the Diocese and so we ask that your conduct be in accordance with Christian values.

All travellers must ensure that their behaviour promotes and encourages everyone to live free from exploitation, harm, abuse, neglect and discrimination.

In the unlikely event that your behaviour results in a need for your visit to be terminated early please note that you will be liable for any costs incurred.

Safeguarding protocol

Rochester Diocese is committed to ensuring that children and vulnerable adults are protected from all forms of harm and abuse, and are able to live with dignity, respect and security.

Vulnerable Adult definition in this context:

Any person aged 18 or over who has particular needs because of their age, disability, physical or mental ability, or is reliant on others for the provision of basic services (e.g. water, food, shelter etc.) and are potentially vulnerable to exploitation or abuse.

All travellers are expected to assist in protecting children and vulnerable adults by adhering to the following protocol at all times during the official visit:

- Only traveling to locations when accompanied by a Team Leader or host/guide
- Conducting oneself in a culturally sensitive and appropriate manner in all interactions. If unsure of the appropriate behaviour, seeking guidance.
- Not revisiting locations and individuals without prior permission from the Team Leader or the host Diocese and always accompanied.
- Not being alone with a child or vulnerable adult, whether in the home or elsewhere, nor engaging in any inappropriate / unwanted physical conduct with children or adults.
- Not sharing contact or other personal details with a child or vulnerable adult or their family, nor disclosing any of their personal information (names, addresses, or locations) to any other party without the prior permission of the host Diocese during or after the trip.
- Not providing cash gifts directly to a child or vulnerable adult or their family. In our companion dioceses, requests for cash should always be referred to the Diocesan Bishop.
- Only giving non-monetary gifts that have been approved by the Team Leader and the host Diocese.
- Not collecting any photographs, videos or stories without the consent of the Companion Diocese, and the consent of the child's parent/carer or the vulnerable adult. Photos or video can only be taken when the child or vulnerable adult is appropriately dressed. Material gathered must respect the subject's dignity and their right to privacy. When gaining consent for photography or filming the subjects should be informed about what will happen to the images.

You have a duty to report the conduct of others (including those resident in the host country) where there are concerns for the safety of children, young people or adults who are vulnerable. Any allegation should be reported to the Rochester Diocesan Safeguarding Team and their advice sought. It should also be reported to the host Diocese and/or local partner organisation. Respect should be shown for the legal/police system of the host country and, where appropriate, reports should be made to the police.

I have read and understand the above safeguarding guidance for overseas travel. I will conduct myself in accordance with the guidance and will follow the protocol.

Name: _____ Signature: _____ Date: ____ / ____ / 20__

Rochester Diocese safeguarding guidance for church groups travelling abroad specifically to work with children/young people or adults who are vulnerable

When individuals or a church group decides to undertake a visit abroad with a plan to work, in any capacity, in an establishment or project where children and young people are placed or where the beneficiaries are vulnerable adults, the following steps should be followed.

1. The trip should be commissioned by the PCC or the Diocese who should appoint the leader and set its terms of reference - stipulating the task in hand, and a profile of a suitable participant. In some circumstances the PCC/Diocese may wish to reserve the right to review and endorse the list of participants.
2. Participants should be suitable for the work entailed and should be safely recruited and selected as for any other job or voluntary position in the church involving work with children/young people or adults who are vulnerable.
3. All those travelling should have the appropriate enhanced DBS check. *See Page 16.*
4. Participants should be briefed in advance of the trip about the safeguarding protocol, the potential vulnerabilities of any beneficiaries of the project, cultural information and local laws and local safeguarding protocols. If the visit is to a Companion Diocese, please contact the relevant Companion Diocese Group Chairperson about these matters.
5. The group's named leader carries overall responsibility and who makes decisions about the conduct of the visit. The group leader should have the right, in sufficiently serious circumstances, to prohibit the continuing involvement of a group member in the work for the remainder of the trip. The group leader should be the key liaison person who relates to the establishment or area being visited. There should be a named deputy and there must also be a named link person locally in the home parish or Diocese whom the leader can contact in an emergency.
6. The leader must take written notes of any incident of concern relating to a child/ young person or vulnerable adult. Where allegations are made, the future safety of children/adults must take priority. Any allegation should be reported to the Rochester Diocesan Safeguarding Team and their advice sought. It should also be reported to the host Diocese and/or local partner organisation. Respect should be shown for the legal/police system of the host country and, where appropriate, reports should be made to the police.
7. Where an allegation is against a volunteer/team member, consideration should be given to removing that person to another location or arranging for them to return home early.
8. At the end of the project, there should be opportunities provided for the participating volunteers to attend a debriefing session and to access ongoing support where necessary.

NOTES ON SAMPLE DOCUMENTS

Team Application Form

By asking all applicants to complete such a form it will help the Team Leader gather relevant contact information, alert them to any concerns, stipulate that the applicant knows the cost of the trip, they will seek medical advice on vaccinations etc, obtain their own EVisa and travel insurance, are not travelling against medical advice and advise the Team Leader of any medical conditions, allergies and that the Diocesan safeguarding policies apply.

Should more apply to join the Team than there are places available, then this Application Form may help the Leader with choices that may have to be made.

Pre-Trip Action Plan

The Action Plan in the Appendix is not exhaustive. It does, however, set out the actions a Team Leaders and visitors should consider in planning a trip. Some actions can easily be delegated if this is a group trip. The Link Co-ordinator in Mpwapwa can advise on travel arrangements and arrange local accommodation, and may also have other helpful suggestions to make.

Check with the Chair of the Mpwapwa CDG and Link Co-ordinator and Bishop/Principal before making any plans – your visit might prove inappropriate or inconvenient due to elections, other visitors or activities. Schools may be closed, or key people away.

Travel insurance for all those travelling should be in place as soon as the flights are booked. This should cover any pre-existing medical conditions and activities being undertaken. Liability Insurance is provided by Rochester Diocese for team leaders at no cost to the individual for trips that are approved by the CDSG.

An eVisa [US\$50/£40] should be applied for online through the Tanzanian High Commission website within 6 months of travel. Do not rely on getting your Visa on arrival in Tanzania. Most Rochester teams will travel out on an Ordinary Entry Visas and are tourists or visiting friends. Supporting documents need to be in jpeg or png formats (not jpg).

Should you wish to visit a project where you sponsor, or will be representing a sponsor, of a child please contact Compassion UK at least two months **in advance** of travel - <https://www.compassionuk.org/about-us/what-we-do/>. Compassion will require all visitors to pre-register in the UK, and as part of this service they require a copy of a DBS (Disclosure and Barring Service) certificate issued within 24 months of the proposed visit date for each and every visitor. You will be required to pay for an escort and their costs, lunch and a gift for the project.

If taking up voluntary or paid **work**, please contact Mpwapwa Diocese / St Philip's for advice on work permits and visas before you commit to any travel plans.

Seek advice from a medical professional at least 3 months prior to travel on which vaccinations are recommended. Hep A, tetanus, diptheria and polio are free through the NHS. Your GP surgery or linked travel clinic may provide this service. You will also require anti-malaria tablets. We have found Chris Nicholls at Hadlow Pharmacy most helpful (01732 850259 to make an appointment).

Travellers should ensure they have sufficient regular medications for the trip, carried out in their hand luggage. You may be many hours drive from medical facilities; travellers need to discuss this with their health professional (GP, Pharmacist, Travel Nurse, etc) before departing and may be prescribed a broad-based antibiotic to take as required.

Always carry a good first aid kit. Over the counter medicines should be kept in their original packaging; prescription drugs must have their labels attached, with the user's name and dosage clearly indicated; if anyone on the team needs to carry any opiates they should contact the Tanzanian High Commission before booking flights to ensure such pharmaceuticals are not banned. In all cases, only carry out what is reasonable for your personal use during your stay, and a copy of the prescription might prove helpful.

Risk Assessment

The sample Risk Assessment, or one modified for your trip and activities, should be read by each visitor. If adapted, please submit a copy with your Trip Approval Form.

Travellers need to be fit to travel and be aware that good hospitals and treatments are not locally available - Dodoma does however have a medical university.

Budget

A sample budget is given as a guide. People will need to know estimated costs before signing up for the trip. Establish payment arrangements for your transport, accommodation, meals, and any other expenses that may occur whilst there. Groups need to plan how monies will be paid / reimbursed.

We should not be a financial burden on our hosts - please cover costs for any transport, accommodation and hospitality the Diocese/St Philip's offer, and cover the costs for those accompanying you. When accepting hospitality from a village or school do take gifts and/or a donation towards the costs incurred. For a large celebration which may include sodas and lunch then £30 (Tsh 100,000) is a good guideline to give the pastor/leader.

Itinerary

A sample itinerary is given as a guide. A copy should be sent to Mpwapwa CD Chair (with your Trip Approval Form) and Mpwapwa Link at least a month before travel and to each traveller as well as your UK home contact.

The itinerary should not only include your time in Mpwapwa Diocese but also visits to Dodoma, National Parks, the coast or other Dioceses. This is essential information for our hosts in Mpwapwa as they may have to liaise with Government authorities or Dioceses on your behalf.

Contact Sheet

This sample Contact Sheet should be adapted for your trip. We suggest a copy is given to each traveller and your UK home contact.

Packing List

The Packing List is by no means exhaustive, and should only be read as a reasonable guide!



Swahili Phrases

Over 100 tribal languages are spoken in Tanzania. Swahili is the national language.



Sample Trip Application Form:

from ___ / ___ to ___ / ___ 202__

Name (as shown in passport)	UK Emergency Contact - Name
Address	Please ensure your Emergency Contact is aware that their details have been provided. UK Emergency Contact: Address
Tel no + Mobile	Tel no + Mobile
Email address	Email address
Why do you want to join this mission trip to Mpwapwa?	
Please list the skill(s) or experiences that you are able to contribute.	
I understand that the trip will cost approximately £_____. In addition to this, I will seek medical advice and pay for any vaccinations, antimalarial tablets, pay for my Tanzanian Tourist Visa, and arrange appropriate personal travel insurance	Yes / No
I understand that trips can be quite demanding. I am not travelling against medical advice. I will also inform my travel insurance provider and the Team Leader of any pre-existing medical conditions that might affect my visit.	Yes / No
Any pre-existing medical conditions, medications or allergies that the team should be aware of? And any that might require immediate medical assistance?	
Please let us know of any worries or any concerns you might have.	
I will respect the local culture at all times, and will follow the Team Leader's guidance.	Yes / No
I understand the Diocese of Rochester's Safeguarding Guidance applies to this trip and I agree to abide by the relevant guidance.	Yes / No
Passport Valid until: ___ / ___ / 20__	Travel Insurance if already in place (<i>or inform team leader when in place</i>) With (Company) _____ Valid until: ___ / ___ / 202__
Print Name : _____ & Signature: _____	Date of Birth: ___ / ___ / ___
Returned to Team Leader: Name: _____	Date Returned: ___ / ___ / 202__

Sample Pre-Trip Action Plan

	Action	Notes	Comment
1.	Inform PCC and CDG Chair of your intentions.	■ ■ ■	
2.	Ask Mpwapwa Diocese / St Philip's if your trip and proposed dates are convenient	■ ■ ■	
3.	Establish the purpose and approximate cost of the trip for each person.	■ ■ ■	
4.	Team Leader to be appointed by PCC if purpose is to work with children or vulnerable adults. If so, team members to be safely recruited.	■ ■ ■	
5.	For Parish trips, PCC to note the trip in minutes.	■ ■ ■	
6.	Promote trip and invite applicants to complete and return team application form.	■ ■ ■	
7.	BEFORE booking flights, check FCO website to Tanzania travel advice. And, sign up for travel alerts.	■ ■ ■	
8.	Agree flights, booking and payment with team. (+ special requests for meals, seats, etc).	■ ■ ■	Ensuring all bookings are linked by the airline
9.	Individual or group travel insurance to be in place to cover pre-existing conditions, ages and planned activities	■ ■ ■	Note: Diocesan policy with Ecclesiastical has age, pre-existing and activity conditions
10.	Arrange in-country transport – Takims, WAMA, public transport, collection by host.	■ ■ ■	
11.	Book accommodation in Dar es Salaam if req'd on arrival or before departure flights	■ ■ ■	
12.	Book accommodation in Mpwapwa Diocese / St Philip's College.	■ ■ ■	
13.	Schedule team briefing meeting	■ ■ ■	
14.	Seek health professional's advice on vaccinations and malaria tablets	■ ■ ■	
15.	Book Safari or beach option, if required.	■ ■ ■	
16.	Draw up a more detailed budget, and agree payment schedule with those travelling	■ ■ ■	Sample budget in appendix
17.	Team members to be advised of the amount of money they should carry out	■ ■ ■	
18.	Ask PCC/DCC if bursaries or project funds are available. Consider a fundraising event for trip / project.	■ ■ ■	
19.	Diocesan (+ other orgs) safeguarding procedures to be complied with, and "General Safeguarding" form signed by ALL travellers	■ ■ ■	Diocesan safeguarding documentation in appendix.
20.	Enhanced DBSs to be arranged for those who need them	■ ■ ■	
21.	IF visiting a Compassion project where you have sponsored children, liaise with Compassion UK at least 2 months before traveling out.	■ ■ ■	
22.	Submit risk assessment, modified for your trip as necessary to CD Chair, and PCC if requested	■ ■ ■	Sample risk assessment in appendix










	Action	Notes	Comment
23.	Draw up detailed itinerary with your hosts and email to Mpwapwa Diocese / St Philip's	■ ■ ■	Sample itinerary in appendix
24.	Ensure a copy of " CDSG TRIP APPROVAL " is returned to the Chair of the CDG one month before travel.	■ ■ ■	This is a mandatory requirement by Rochester.
25.	Team to agree on first aid kits and nominate first aider for trip	■ ■ ■	
26.	Apply for Tanzanian eVisas through Tanzanian High Commission website 4 to 12 weeks prior to trip.	■ ■ ■	
27.	If applicable, organise letters / gifts / photos from Parish, linked schools and community	■ ■ ■	
28.	Arrange church commissioning / send off / & feedback service	■ ■ ■	
29.	Arrange individual and team prayer support.	■ ■ ■	
30.	Arrange daily devotions during visit	■ ■ ■	
31.	Choose a worship song to sing - and practice it! <i>These are well received.</i>	■ ■ ■	
32.	Take copies of passports, visas, tickets, itinerary, contacts and insurance, etc.	■ ■ ■	
33.	Debit / credit card provider may need to be informed about overseas travel.	■ ■ ■	
34.	Consider buying small gifts and thank cards you for hosts and support team.	■ ■ ■	
35.	Circulate to team each others contact details, transport supplied, Mpwapwa contacts + UK emergency contact	■ ■ ■	Sample contact sheet in appendix.
36.	Consider an pre-travel get together an opportunity to share out items and help with packing	■ ■ ■	
37.	Label bags inside and out with name, destination address, email and mobile no.	■ ■ ■	
38.	Arrange transport to and from UK airport, or book airport parking.	■ ■ ■	
39.	Check web for any reported delays on roads / trains so route can be planned	■ ■ ■	
40.	Check flight status	■ ■ ■	
41.	Check in online (typically 30 hours before flight), choose seats etc	■ ■ ■	
42.	Check everyone gets home safely and arrange post trip get together for debrief and feedback.	■ ■ ■	
43.	Advise Mpwapwa of safe arrival home and appreciation for their support. Confirm any significant gifts given or commitments agreed.	■ ■ ■	
44.	Advise CDG Chair of safe arrival home	■ ■ ■	
45.	Prepare final accounts and write a report for CD Chair, PCC or others	■ ■ ■	

Sample CDSG Risk Assessment

From ____ / ____ / 202__ to ____ / ____ / 202__




Visit to: _____


Team Leader: _____

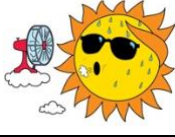
Stage	Risk	Probability 1-5	Impact 1-5		Risk Assessment and Mitigation: <i>Controls and Preventative Measures</i>	A F F E C T
	<p>Risk to personal safety – kidnap, ambush, theft etc.</p>  <p>FCO SERVICES Part of the Foreign and Commonwealth Office</p> <p>https://www.gov.uk/foreign-travel-advice/tanzania/safety-and-security</p>	1	5		<ol style="list-style-type: none"> 1. Prior to the trip, trip leader will sign up for FCO Alerts for Tanzania. Any advice affecting the trip will be discussed with the team and travel arrangements changed as agreed. If there is an advice not to travel, the trip will be halted. 3. All travellers to ensure their personal belongings are kept safe. Valuables, passports etc should be kept in a safe place or on their person at all times. 4. Keep doors locked, windows up and valuables out of sight, as vehicles are sometimes targeted by thieves. 5. Travellers should not go out or undertake activities alone. 6. Accommodation in the Diocese to be approved by Mpwapwa team 7. Trip leader to check for FCO travel alerts during the trip and liaise with Mpwapwa team to ensure it is still safe to travel. 8. If there are any changes/events, trip leader to liaise with the Mpwapwa team to resolve situation and/or British High Commission in Dar es Salaam for advice. 9. The trip will end early if deemed necessary. 	
	Airline or other body causes change to flights	1	5		<ol style="list-style-type: none"> 1. If team are travelling on separate bookings, ensure airline has linked the bookings. 2. Trip leader to set up e-mail/SMS alerts from airlines and inform team of any changes 3. Change travel arrangements to/from the airport accordingly 4. Adapt programme and make sure all parties are aware of the changes 	
	Inadequate travel insurance	1	2		Travellers are responsible for arranging travel insurance which will cover their needs. This should be in place when the flights are booked and must take account of their ages, any pre-existing conditions and cover the activities that will be undertaken on the trip.	
	Delay or accident travelling to / from airports	1	5		<ol style="list-style-type: none"> 1. Allow plenty of time for delays on the road. 2. Check travel website and adapt journey. 3. Travellers advised not to drive after a long flight but arrange to be collected from airport or take public transport. 	

Stage	Risk	Probability 1-5	Impact 1-5		Risk Assessment and Mitigation: <i>Controls and Preventative Measures</i>	A F F E C T
	Missing flight home	1	5	■	Trip leaders to liaise with hotel / driver / taxi on journey time to airport allowing sufficient time to arrive 2-3 hours before flights, adjusting for weather conditions.	■
	Passports out of date	1	5	■	Travellers to check their passport is valid for at least 6 months from departure date as part of application process	■
	No visas for Tanzania	1	5	■	Travellers must apply for an eVisa at least 4 weeks prior to travel, applying through the Tanzania High Commission. Info for your visa will be given by your Team Leader.	■
	Infringement of Diocesan safeguarding policy	1	4	■	Diocesan General Safeguarding document to be signed by all travellers. Team members to be briefed on safeguarding. If visit requires E-DBS, this needs to be obtained prior to travel.	■
	Emergency UK contact not in receipt of sufficient information	1	1	■	All paperwork, including contact details, passport, insurance, contact lists (UK and Tz) to be with Team Leader and the UK emergency contact.	■
	Medical attention required	1	1	■	Each team member to bring their own first aid kit and over the counter medicines and inform Team Leader if feeling unwell or injured. Take advice from Diocesan staff if medical help is needed. Contact insurance company.	■
	Someone has health issues that need managing	1	5	■	All team members to inform Team Leader of pre-existing medical conditions. Travellers must carry medicines in their hand luggage in original packaging, for own use only.	■
	Travellers not vaccinated	1	5	■	All team members advised to see health professionals in order to make informed decisions.	■
	Missed appointment(s)	1	2	■	Visits will have been arranged prior to travel. Itinerary is flexible and may give opportunity to re-arrange.	■
	Disruption due to flood, or heavy rains, fire, traffic issues etc in Tanzania	1	3	■	<ul style="list-style-type: none"> ○ If there is a disruption to travel whilst in Tanzania, advice will be taken from local Mpwapwa Diocesan officials/CCMP officials/vehicle driver and the trip leader will make a decision as to whether it is safe to travel ○ Itineraries will be flexible to take into account any issues ○ The team will not travel if it is not safe and the itinerary for the trip will change accordingly 	■
	PCC unaware of its responsibilities for the trip	1	2	■	On behalf of the Diocese and the CDSG, the PCC have explicitly agreed to the trip and those travelling out. Approved ___ / ___ / 20___	■

	Long or unexpected stop-overs	1	1	■	Carry \$US any credit/debit card to buy food and drink.	■
	Deep vein thrombosis	1	5	■	Keep hydrated, avoid alcohol, and undertake in-flight exercise.	■
	Jet lag / long flights	1	2	■	Itinerary designed to allow recovery time. Team to rest as needed.	■

Stage	Risk	Probability 1-5	Impact 1-5		Risk Assessment and Mitigation: <i>Controls and Preventative Measures</i>	A F F E C T
	Unlicensed taxis 	1	5	■	1. Do not accept lifts from strangers or individuals offering to procure a licensed taxi on your behalf. 2. Do not use unlicensed taxis. Where possible, you should arrange a taxi through a reputable establishment, for example a hotel, and you should always ask to see the driver's ID. App-based taxi services are not reliable. 3. Do not use boda bodas (motorcycle taxi) or tuk tuks (3 wheeler taxi).	■
	Using unsuitable public transport	1	5	■	If you are using public transport, take advice from the Mpwapwa team. Consider asking for a chaperone.	■
	Loss of Luggage 	2	1	■	<ul style="list-style-type: none"> If lost or delayed, arrange with airport officials for luggage to be sent to Dodoma. Keep passports and visas with hand luggage – along with one days spare clean clothing and medicines. If lost or stolen while in Tanzania replacements to be bought, receipts kept for insurance claim. Team advised to lock suitcases when away from them. Team to share with those who have lost luggage. 	■
	Manual Lifting 	1	3	■	Suitcases can weigh up to 23kg each. When manual handling any item always think before lifting, adopting a stable position. Team to read HSE guidelines: http://www.hse.gov.uk/plUbins/indg143.pdf	
	Problems with road travel – accident, breakdown, incapacitation of driver, hazardous terrain	1	5	■	<ul style="list-style-type: none"> Travellers to wear seatbelts at all times whilst travelling in the vehicles If there is an accident, the advice of the driver should be followed, the trip leader will also liaise with the Diocesan team and vehicle provider. The trip leader, in conjunction with the driver, will assess any adverse road conditions and, if it is not deemed safe, travel will not take place and the itinerary will be adapted. If the driver is incapacitated the team will remain with the vehicle and the trip leader will liaise with vehicle provider and Diocesan team. 	■
	Unable to contact UK	1	5	■	Expectations to be managed and phones kept charged. A local SIM can make it easier to be contact by others in-country.	■
	Loss of communication	1	2	■	<ul style="list-style-type: none"> Network coverage, lack of electricity or wi-fi, may limit communication. Family/friends in UK to be aware of above, and expectations managed. Driver and Diocesan staff / host / escort will have mobile phone that can be used in emergencies. 	■
	Infection from water	1	4	■	At all times use bottled water for drinking and when brushing teeth. When making tea/coffee ensure water is either filtered or well boiled.	■

Stage	Risk	Probability 1-5	Impact 1-5		Risk Assessment and Mitigation: <i>Controls and Preventative Measures</i>	A F F E C T
	Known food allergies and intolerances	1	3	■	Leader to be informed so can advise hosts. Individual to bring treatments and food supplements as required.	■
	Change of diet – food poisoning	2	5	■	<ul style="list-style-type: none"> • Trip leader to brief all travellers on what they can eat and drink and what to avoid without causing offence. • Travellers should consult a health professional about anti-diarrhoea, anti-biotics and rehydration treatments as part of their personal medical kits. • Team advised to bring snacks / energy bars with them in case of delayed meals and to supplement diet. • If there is a serious stomach condition which does not clear in a few days, a visit to a medical centre will be made • Hands to be washed with soap and water or anti-bacterial gel before eating. 	■
	Injuries / Infections	1	1	■	<ol style="list-style-type: none"> 1. All cuts and scratches should be cleaned immediately and then protected (the first aider should be informed to ensure this has happened) 2. First aid kits should be carried at all times and should contain antiseptic to be applied on all cuts and scratches 3. Sterile needle kit is recommended to give to medical professional should drips/injections be required. 3. Should an infection occur a decision is to be taken by the first aider as to whether a visit to a medical centre is required 4. Travellers to be aware of infection risk particularly whilst visiting the villages 5. Protective clothing to be worn if participating in village activities 6. Team may be invited to join in activities for a short time when visiting villages. This might include fetching water, planting, harvesting, cooking, brick-making and generally joining in village life. Each activity to be risk assessed, bearing in mind advice on infection avoidance and lifting. 7. No high level work to be undertaken. 8. Wear footwear to protect feet from insects and injury when walking around villages. 	■
	Mosquitos and Malaria 	1	4	■	All travellers to take anti-malarials, taken as prescribed. Team to remind each other to take anti-malarial tablets every day. Cover arms and legs at dusk. Use anti-mosquito sprays and sleep under a mosquito net at night. Apply bite cream as necessary.	■
	Animal bites	1	3	■	Team advised to avoid all dogs. If anyone is bitten by a dog, bat or monkey they should be taken immediately to hospital to have an anti-rabies injection. Snakes, spiders and scorpions are rare and should be	■

Stage	Risk	Probability 1-5	Impact 1-5		Risk Assessment and Mitigation: <i>Controls and Preventative Measures</i>	A F F E C T
					avoided; if bitten or stung immediate medical attention should be sought.	
	Team members becoming over tired	2	2		Team Leader to be aware of risk. Programme to be adapted if necessary. Individuals free to rest when they need.	
	Lone working	1	3		At all times team will be at least in pairs, or accompanied by Mpwapwa Diocese or school staff.	
	Culture shock	4	1		Keep special eye on first time visitors and follow-up on return to the UK. Team debrief in-country and get together on return.	
	Home sickness	4	1		Team to watch out for one another and especially keep eye on younger travellers or those who have concerns about people/situations in UK. Calling home can have a negative impact. Team to manage UK expectations.	
	Sunstroke / sunburn / heat exhaustion 	2	2		The sun can be very strong so close to the Equator, even on a cloudy day. Use high factor sun screen, cover up, drink plenty of bottled water, wear a hat. Ensure spare bottled water is kept in the vehicles.	
	Difficulties caused by altitude	1	1		Mpwapwa region is at about 3,500 ft high, rising to 7,000 in the mountains. Team to look out for one another when visiting any of the more mountainous communities.	
	Hotel / hostel can't accommodate team	2	1		Carry evidence of booking and rates agreed. Take advice on alternative accommodation.	
	Accident in game park	1	5		Attend safety briefing at lodge, and follow instructions of lodge staff and safari guide at all times.	
	Unforeseen expenditure	1	1		Team to have Credit/Debit cards. Note: some banks will need to be informed of your travel plans before you travel. Money can also be sent out from UK using Western Union.	
	Infringement of Safeguarding policy	1	5		Team members to have read and signed Diocesan safeguarding guidelines. Any infringement will be acted upon in line with Rochester Diocese's guidelines, and in consultation with the Bishop of Mpwapwa Bishop (or his representative).	

Sample Team Leader's Master Contact Sheet

Tanzania Contacts

British High Commission Dar es Salaam		+255 22 229 0000
Diocesan Bishop and our host in Mpwapwa	Bp Jacob Chimeledya	+255 784 827 215 jacobchimeledya@hotmail.com
Lay Chair for Mpwapwa Companion Diocese programme	Sylvester Chamwela	+255 786 206 512
Mpwapwa Companion Diocese Co- ordinator	Stephen Ngailo	+255 757 393 010 matekha2005@gmail.com
Principal of St Philip's College Kongwa	Revd. Canon Capt. Agripa Ndatila	+255 784 429 895
Ark Hotel Mpwapwa town	Wendo Maiseli	+255 784 914 072 arkhoteltz@gmail.com
Chichi Guest House Mpwapwa town		+225 799 23713
Takims Head Office Dar es Salaam	Tehsin Takim	+255 27 504 630 tehsin@takimsholidays.com
Driver 1 Tearfund / CCT WAMA / Takims		+
Driver 2 Tearfund / CCT WAMA / Takims		
Tearfund Director Tanzania - Dodoma	Justin Nyamoga	+255 754 899 076 justin.nyamoga@tearfund.org
Useful in-country (community) team contacts		

Rochester CDSG & Tearfund UK Contacts

Bishop's Advisor for Companion Diocese Links	Revd Canon David Kitley	kitley@clara.net
CDSG Co-ordinator	Mike Fawcett	coordinator.cdsg@gmail.com
Mpwapwa CDSG Chair	Stephen and Sylvia Barbor	mpwapwa.cdsg@gmail.com
Rochester CDSG Treasurer	Nigel Pope	treasurer.cdsg@gmail.com
Tearfund London +44 (0)20 8943 7843	Becky Ingamells Rochelle Livey	becky.ingamells@tearfund.org connected@tearfund.org
Ecclesiastical Travel Insurance		+44(0) 1452 872 794 travelassist@ecclesiastical.com

UK Team Contacts

Primary Emergency Contact for team in UK		
Vicar Office:		
Team support / prayer Co-ordinator		
Team Members	Emergency Contacts	Details (tel & email)

SAMPLE ITINERARY – __/__/__ - __/__/__ 202__

Day/Date	St ...	Accommodation	Notes
May Wed 13th	Team (8) meet 04.30 at LHR T4 entrance 06.30 Depart LHR T4 on KL1000 to Schiphol. Depart Schiphol 10:50 on KL0569 to Dar es Salaam, arrive 22.10	Dar - Overnight at Azure Boutique Resort Hotel	Transport booked to collect team at Dar es Salaam Airport.
Thurs 14th	Depart 10am to visit Bagamoyo At 1pm continue drive up to St Philip's	St Philip's, Kongwa	
Fri 15th	Team to meet +Jacob and Diocesan Team in Mpwapwa town. Visit tailors & then rest	Ark Hotel, Mpwapwa	
Sat 16th	Visit Cathedral Compassion Project, The Way (Slave route) & St Lukes Hospital.	Ark Hotel, Mpwapwa	Booked with Compassion-UK
SUNDAY 17th Option 1 Option 2	Sunday Service: All Saints Cathedral In partner community	Ark Hotel, Mpwapwa	<i>Invite Bishop to join team</i>
Mon 18th	Visit Link Community	Ark Hotel, Mpwapwa	
Tues 19th	Visit Link Community	Ark Hotel, Mpwapwa	
Wed 20th	Collect clothes from tailor. Visit Diocesan Bishop, projects + team	Ark Hotel, Mpwapwa	
Thurs 21st	Visit other local Partner Projects – Kiboriani / Qn Esther's. etc.	Ark Hotel, Mpwapwa	
Fri 22nd	Visit a Maasai community (long drive through Kongwa District)	Westgate Lodge @ St Philip's	Rooms booked with College Principal
Sat 23rd	Tour St Philips College and Kongwa town	Westgate Lodge @ St Philip's	
SUNDAY 24th Option 1 Option 2	Sunday Service: St Philips Theological College in partner community	Westgate Lodge @ St Philip's	<i>Invite Bishop to join team</i>
Mon 25th	Drive to Dar for late flight home or enjoy a beach hotel	Mediterraneo Hotel, Dar.	
Tuesday 26th	AM Rest, relax and reflect by the ocean :_ depart by taxi for airport :_ flight _____ to Nairobi :_ flight _____ to Amsterdam	Overnight flight	Due Nairobi _:_ Due Amsterdam at _:_
Wed 27th	Arrive London Heathrow Flight _____ Due in at _:_ @ T4	Home!	Being collected by _____

Alternative Safari Option

Mon 25th	Depart St Philip's College 7am after early breakfast; drive to Camp Bastian (Mikumi) for lunch. Chill out or visit local Maasai village	Camp Bastian	Mikumi Wildlife Lodge is a more expensive option based in the park
Tuesday 26th	full day game drive in Mikumi National Park arranged by Camp Bastian	Camp Bastian	
Wed 27th	Breakfast @ Camp Bastian. Drive to Dar for late flight option back to UK	Overnight flight	Consider a meal option before airport.
Thursday 28th	Arrive London Heathrow Flight _____ Due in at _:_ @ T4	Home!	Being collected by _____

Notes:

Sample Trip Budget for Travellers

Pre-travel Expenses	Budget
Return Flights LHR to Dar es Salaam	£
Transport from home / airport – each traveller to arrange	£
Travel Insurance	£
Tanzania Visa	£
Anti-malarials & other medications	£

In-country Items	Budget £	Pay £ pre-trip	Carry-out £, \$, Visa
In-country Transport			
Dar es Salaam 1 st night Azure Boutique Resort (inc. breakfast)	£45 for double £34 for single		£ card, US\$ or Tsh
Mpwapwa – Ark Hotel B+B or St Philips Kongwa half board pppn			
Diocesan staff accompanying us: Accommodation at St Philip's pppn			
Team kitty – for water, fruit, meals, drinks, and snacks			
Hospitality donation – we suggest £30 per group for each community lunch			
Diocesan fuel + coordinator's time			
Drinks and food on journey to and from Dar and at airport			
Bagomoyo tour			
Souvenirs			
Material / tailoring			
Emergencies / unknown			
Costs Per Person		£	£

Safari Option	Budget
Camp Bastian, Mikumi. Full Board for family chalet for 2 nights	\$
Masai village visit	£ pp deposit paid
Full day game drive (vehicle + guide)	Balance to be paid in-country on credit card
\$36 entry fee pp on credit card at Gate	
Safari Cost per person:	£

Summary Costs per person	As above
Flights,	£
insurance, Visa, vaccinations etc	£
In-country costs	£
Camp Bastian & Safari	£
Budget Total - inc. souvenirs etc.	£

Sample Packing List (not exhaustive)

Typically, international flights allow travellers one or two 23kg cases in the hold, along with a day bag and a laptop (combined weight 12kg) for carry-on. Do **check** your allowance as these can vary between airlines and flights.

Carry on:	✓		
Passport, airline ticket, itinerary, money / cards, emergency contacts, regular medications, phone, Reading glasses, camera, packet of tissues. Something to read. Chargers. Wear out: Comfortable clothes, layers, heaviest footwear.		<i>We recommend taking out spare underwear and outfit in your carry-on bag in case your suitcase doesn't arrive with you! And anything else you would be really upset not to have on arrival.</i> <i>Ensure you abide by airline rules for carry-on items</i>	
Clothes	✓	Personal Items	✓
Clergy - clergy shirts + lightweight alb Women - Dress /skirts (below knee, covering shoulders) Tops – T-shirts, shirt with short/long sleeves Men – long trousers / collared shirts (shorts/Tshirts when out of Diocese) Trousers for evenings/travel/safari Closed toe footwear (<i>all day comfortable</i>) Warm top for cool mornings/evenings Sunhat / scarf Nightwear Waterproof (<i>if its likely to rain</i>) Adequate underwear / socks Flip flops for shower Swim kit (<i>for beach / safari hotels</i>)		Toilet paper – <i>carry some with you at all times</i> She-wee? Towel + wash + teeth + shower kit Moisturiser Sunglasses / glasses cleaner Hair kit Travel hairdryer Mirror and make-up Deodorant (<i>scent free to avoid biting insects</i>) Wet wipes / small hand gel / small pkts tissues Washing soap <i>for personal laundry</i>	
Medical / First Aid Kit	✓	Paperwork / Money	✓
Ibrupofen / paracetamol Suntan cream + sunburn cream Mosquito repellent / bite cream Mosquito nets should be in hotels/hostels Anti-malarials (<i>ie generic Malarone</i>) A broad based antibiotic <i>if prescribed</i> Diarrhoea tablets / rehydration supplements Multi-vitamin supplements? First Aid Kit		Copy of passport and Visa, flight tickets and itinerary Copy of contact details (UK and Tanzania) Travel insurance Sterling or dollars (<i>Tz Shillings can be bought at Dar airport</i>) Wallet/purse/money belt	
Other	✓	Useful	✓
Bible / notebook / paper / pens Resources for any training to be given Gifts+Laminated Photos/letters for link/Diocese/ hosts Kindle / book Camera Photos of family etc to show / give those you visit Chargers for: iPad / Camera / phone etc Solar charger (<i>can be useful</i>) Earplugs Non-plastic bag for "dirties" Torch		Small sewing kit Whistle Binoculars (if going on safari) Mints / sweets / trail mix Biscuits / favourite energy bars Gifts for friends / communities Pillowcase Swiss army knife	

Sample words and phrases useful to know (English/Swahili)

Are we going far?	Je, tunaenda mbali?	Let us praise God	Na tumsifu Mungu or Tumsifu Bwana
Come and visit us	Njoo ututembelee	Let us pray	Na tuombe or simply Tuombe
Danger	Hatari!	Let us sing one song	Tuimbe wimbo mmoja
Did you sleep well?	Ulilala salaama?	Let us stand	Hebu tusimame
Friend	Rafiki	Okay?	Sawa?
Fetch a doctor	Ita daktari or Mwite daktari	Do you understand?	Sawa sawa
I need a chemist	Ninahitaji duka la dawa	Open your bible	Funua Bibilia
God bless – single group	Mungu a-kubariki Mungu awabariki	Praise Jesus Christ Response is Amen	Tumsifu Yesu Kristo
God is good.	Mungu ni mwema	Praise the Lord Response is Amen	Bwana asifiwe or Bwana Yesu asifiwe
Goodbye	Kwaheri	Please sit	Tafadhali kaa or Kaeni
Good afternoon (response)	Habari za mchana (Mzuri)	Sorry	samahani
Good (news of) evening (response)	habari za jioni (Salama!)	Tea with / without milk / sugar	Chai na / bila maziwa / sukari
Good (News of) morning (response)	Asubuhi Njema or habari za asubuhi (Njema)	Thank you or Thank you very much	Asante Asante Sana
Goodnight	Usiku mwema or Lala salaama	Travel well [Safe journey]	Safiri salaama Safari njema
Hello	Habari or Jambo (<i>informal</i>)	You are welcome [<i>Plural</i>]	Mnakaribishwa
Response to “habari”	Mzuri	Where do we go?	Twende wapi?
Hello (to respected older person) “I hold your feet”	Shikamoo	Where are we going?	Je, tunaenda wapi?
Response to “Shikamo”	Marhaba or Asante	We are going to church	Tunaenda kanisani
Help	Nisaidia!	We are going to mass	Tunaenda kwenye misa
I would like...	Naomba ...	We shall come back next year	Tutarudi mwaka ujao or Tutarudi tena mwakani
How are you Response “ Very well ”	Habari yako Nzuri sana	Welcome (plural)	Karibu (karibuni)
I love you (plural as in congregation)	Nina wapenda	We’ll meet tomorrow	Tuonane Kesho
We love you (plural as in a congregation)	Tuna wapenda	What is the time?	Saa ngapi sasa
I love you (singular as in a person)	Nina kupenda	What are you called? I am called ...	Unaitwa nani? Ninaitwa ...
We love you (singular to a person)	Tuna kupenda	What is your name? My name is ...	Jina lako nani? Jina langu ni ...
I'd like a cold beer	<i>Tafadhali nataka bia [pombe] baridi</i>	Where are the toilets? Where is the toilet?	Vyoo viko wapi? Choo kiko wapi?
Let us go	Twende or Twende sasa	Yes No	Ndiyo Hapana
		You are welcome (singular)	Unakaribishwa or karibu

Pronunciation note: consonants are phonetic. There are five vowel sounds: a,e,I,o,u.

a= bat e= say i= keep o= pot u= scoop