

# PENPAPERPEACE

## Guidelines for Visiting Partner Projects

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Dear Visitor!

Thank you for visiting a Pen Paper Peace e.V. partner project! We highly value your interest and support in building long lasting and reliable relationships with our partners. In Haiti, Honduras and Namibia we work together with local entities and implementation partners who are directly responsible for ensuring the safety and well-being of children at the highest level. During your stay we ask you to actively contribute to thoroughly respectful encounters with everyone you get to meet and spend time with. Ensuring that such encounters are in line with our organization's as well as our partner's values is one of our highest priorities. Please take your time to go through our guidelines and get back to us if you have any questions.

Since you are only visiting briefly, we encourage you to read about the respective country ahead of time in order to gain a deeper understanding. We kindly ask you to take a look at the projects on our website.

<https://www.pen-paper-peace.org/>

Please stay curious, ask questions and grow your understanding of the project as well as the country you are visiting. Please understand that you are traveling on your own behalf and Pen Paper Peace e.V. does not cover your insurance. We assume no liability for any damages and/or losses that may arise.

### **Communication**

Please communicate through our established channels before, during and after our trip. We will provide you with the contact information of a specifically designated local staff member before your trip. This person will be your contact throughout your stay. This process is very important in order to avoid cross cultural misunderstandings, confusion and unpleasant feelings concerning power relations. Please seek this person's advice in order to plan activities.

## Respect and Power Relations

There is an obligation for every individual, ethical and legal, to protect the welfare of the children, regardless of their sex, gender, religion, belief or ethnic group. See the United Nations Convention on the Rights of the Child for reference:

<https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>

It is mandatory to wear appropriate clothing at all times, and thus be informed about local customs. Please find our Child Protection Policy attached for more information. It also gives guidance on how to respond during emergencies.

Refrain from any physically or emotionally violent, discriminating, exoticizing, sexist or racist behavior. This includes any interaction that does not value the expertise and agency of the local people, does therefore not happen on eye-level and thus contributes to depictions and/or feelings of inferiority, rather than empowerment.

Development work, including the support of projects like our partner's, is not free from global inequalities in resources and power. They are rooted in the European colonization of areas in Asia, Africa, North, South and Middle America which included exploitation of land and people as well as dehumanization. It is important to us at Pen Paper Peace e.V. to understand how this has contributed to local economic marginalization. This kind of understanding is necessary in order to be critical of eurocentric and/or racist ideologies and avoid their reproduction.

Along our own way we have learned a lot about what is called "White Saviorism" and know how easy it is to fall into such schemes that have problematic implications.



In the following section we will briefly share what we have learned, and a few suggestions for you.

## White Saviorism

What was that, again? A short explanation and how to be mindful and avoid it

- it centers around the emotional experience of giving to disadvantaged people itself, rather than their actual empowerment
  - ask yourself: what is my intention in helping? How much do I value the recognition for it? What should be my intention?
- it imposes ideals and solutions that emerge from the predominantly white Global North/West
  - ask yourself: Do I recognize that I am not a local expert and may not know what is best for the local community?
- it consciously or subconsciously assumes non-white people's inferiority, instead of acknowledging current and historical global power structures and assumes that local people need a savior from the predominantly white Global North/West
  - ask yourself: am I listening, learning and centering local people's voices?

Being mindful about these things requires a lot of reflection. In the following Media policy you will find some more practical tips.

## Media Policy

Please ask for permission before you take pictures or videos of people. Please consider whether you have already built a relationship with the respective people, that would make it appropriate.

- before photographing or filming a child, obtain informed consent from the child and a parent or guardian of the child
- ensure images are honest representations of the context and the facts
- do not take/use/publish pictures in a manner that positions yourself in a higher or superior position in relation to local adults or children - eye-level and respect are of highest priority to us
- ensure that photographs, films, videos present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure children are only pictured in groups and not alone, do not take close ups of their faces
- ensure the file labels, meta data or text descriptions (for photos or videos) do not reveal identifying information about a child (such as e.g. their real name, address, or phone number) when sending images electronically or publishing images in any form
- ensure the storage of photographs, films, videos is maintained securely for authorized use only – content authorized by Pen Paper Peace may be shared online.

Please understand that in order to ensure the children's protection and the observance of the guidelines, we authorize any content deriving from our projects. Please refrain from publishing any content that has not been authorized through us. This includes any content that emerged from your visit. Pen Paper Peace e.V. has the right to request and insist on the removal of any content published that emerged from the duration of the visits of our partner projects.

### **Abuse Prevention**

Providing a safe environment for all of the children in contact with our partnering projects, as well as all employees and volunteers is of our highest priority. Children are not allowed to be in private visitor rooms and vehicles under any circumstances. Activities outside of the partnering projects are only allowed with explicit authorization of local staff, as they may impact the children's safety and distract them from the curriculum.

### **Hygiene and Health**

Please be aware and keep yourself updated on local laws concerning hygiene and health. Due to the ongoing situation with Covid-19, we recommend and would like to ask you to wear a mask when in proximity with people.

### **Tobacco, Alcohol and other Drugs**

Please respect the site specific rules concerning consumption of tobacco, alcohol and other drugs. Please do not smoke, drink alcohol or consume other drugs in front of the children. Do not offer any tobacco, alcohol or other drugs to whomever you encounter on-site, regardless of their age.

### **Financial Donations**

During your visit you will be confronted with many needs. This will naturally raise questions of funding and project costs and might make you feel compelled to respond immediately. Please be aware that distribution of money and making promises causes misunderstandings and increases feelings of dependency. If you want to make a donation, please consult with Pen Paper Peace e.V. and our partnering projects. We have a deep understanding of the project and situation of the people and can evaluate top priorities. This way we can collaboratively make sure that your donation can be beneficial where it is most needed.

## Gifts and Material Donations

We understand that you may want to bring a gift to the children and people you are going to meet on the project site. However, not all gifts contribute to the children's development, fairness and equality in the intended manner. The best gifts can be shared among all children (such as card or board games or equipment for sport games). Please consult our team in advance, so we can provide you with a list of most needed items. This way we can plan your gift giving together and contribute to healthy relationships among the children.

It is mandatory to follow the hereby stated guidelines and any security advice and rules given by partner projects and their representatives, as well as possible requests to return or depart.

I hereby declare that I have read and understood the Guidelines for Visiting Pen Paper Peace e.V. Partner Projects

- Communication
- Respect and Power Relations
- Media Policy
- Abuse Prevention
- Health and Hygiene
- Tobacco, Alcohol and other Drugs
- Financial Donations
- Gifts and Material Donations

I have also read and understood the Child Protection Policy of Pen Paper Peace e.V.

Date/place/Signature: \_\_\_\_\_



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