PAGODA PROJECTS
BEYOND WORK EXPERIENCE

HEALTH & SAFETY WORKFLOW

BOOKING
- Booking Form Completed
- Medical & Physical Health Form
- Supporting Documents
  * Booking Form, Terms & Conditions
  * Medical & Physical Health Form

APPLICATION
- Application Form
- Initial Program Support Assessment
- Phone Interview
- Supporting Documents
  * Application Form
  * Mental & Physical Health
  * Disclosure Policy
  * Phone Interview Guidelines

PRE-DEPARTURE
- Skype with Branch Manager
- Pagoda Projects Digital Resources
- Insurance Confirmation
- Accommodation Booking
- Question Asked: “Do we need to know about anything that might affect your program?”
- Internship Confirmed
- Webinars / Pre-Departure Sessions
- Supporting Documents
  * Self-Care Plan
  * URLs to Digital Resources
  * Insurance Cover Summary
  * Accommodation Quality Policy
  * Confidential Information Disclosure Form
  * Internship Quality Policy

ARRIVAL
- Extensive Orientation
- WeChat Groups / Accommodation, Official Account (With Digital Resources), Social Group
- Welcome Pack, SIM Card, Travel Card & Emergency Card
- Introduction to Internship & Accommodation
- Supporting Documents
  * Orientation Checklist

ON PROGRAM
- Wellbeing Check-In Within 7 Days
- CRM “Flags” to Monitor Attendance & Happiness
- Weekly Social Activities
- Immediate Emergency Support from Global Team
- External Services - Lifeline Shanghai Available for All Participants
- Referral Procedure for Participant Support - Male & Female Confidential Contact Persons Introduced
- Regular Check-Ins with Both Management & Staff (Internal) and for Participants (External)
- Ongoing Mental Health Support
- Supporting Documents
  * Check-In Form
  * Self-Care Plan
  * Risk Assessment & Emergency Procedures

DEBRIEF
- Debrief Session to Reflect on Program
- Supporting Documents
  * Feedback Form

“I am responsible for participant welfare and confidential information for all individuals planning to embark on an InternChina/InternVietnam program. I managed our office in Qingdao for three years so I have had lots of experience at dealing with difficult situations in a foreign environment. Based in the Manchester office, I’m here to answer any concerns people might have before they set off on their adventures.”

Clare Harding, European Partnerships Manager

“Our Supporting Documents are Available on Request - info@pagodaprojects.com

Ali Hashemi, Bookings Manager