



# PHYSICAL & MENTAL HEALTH DISCLOSURE POLICY

## Why have we made this policy?

The overall aim of this policy is to be able to support every participant on a Pagoda Projects programme to the highest level. We think it's important that our external partners and Pagoda Projects team members are clear on how we request information from participants regarding their health, what we do with that information and how we act upon it.

This policy is also to be shared with participants at the time when we request them to disclose information relating to their physical and mental health, to clarify why we ask for this information and how the information will be handled.

## Requesting Information

During each participant's pre-departure 'journey', a member of our local team requests information from the participant regarding allergies, essential medication and mental or physical conditions or disabilities.

We believe that it's important to encourage participants to disclose any information regarding their physical or mental health which may affect their wellbeing in China. If participants are unsure whether disclosing particular information is necessary, we encourage them to discuss this with one member of our team confidentially.

Participants are **not obliged** to disclose information to Pagoda Projects.

## Confidentiality

Any information disclosed to Pagoda Projects by participants will be available for our local team in the destination which the participant will be based, including both permanent and temporary staff, as well as Pagoda Projects' upper management. Pagoda Projects also reserves the right to disclose information to the insurance company with which the participant is covered, when requested, in relation to any potential claim.

## Acting on information disclosed

In most cases any information disclosed by a participant is recorded purely for emergency situations. It is important for our staff to have immediate access to information regarding allergies, medication or pre-existing conditions in the case of a medical emergency.

In many cases the Pagoda Projects team will not take any obvious steps with a participant or treat them differently in normal circumstances. However, particularly with regard to a participants' mental health, knowing about a previous or ongoing issue might enable our team to act with particular sensitivity in certain circumstances.

If a participant discloses an issue in confidence, which the respective Pagoda Projects team member considers a 'red flag' issue, we reserve the right for that team member to share the information with Pagoda Projects' upper management and where necessary the participants' named emergency contacts and home university. Disclosing such information only takes place in the interest of providing adequate support to the participant and in the interest of the participant's safety and wellbeing. 'Red Flag' issues include, but are not limited to, expressions of suicidal thoughts, self-harm or considering the early termination of a programme due to an extreme mental or physical health issue.