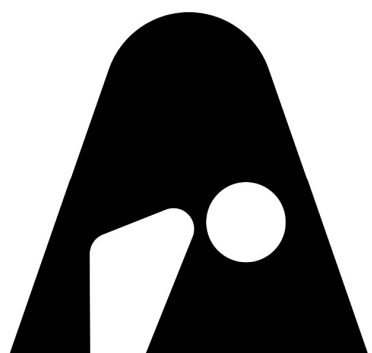




Akhirah Foundation

Gambia Deployment Handbook

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1. Gambia Deployment Terms & Conditions

Akhirah Foundation

Gambia Aid Deployment

Terms & Conditions

Version: 1.0

Effective Date: July 2026

1. Introduction

These Terms & Conditions govern participation in the Akhirah Foundation Gambia Aid Deployment ("the Deployment").

By registering for the Deployment, participants agree to comply with these Terms & Conditions together with the Participant Waiver, Safeguarding & Participant Code of Conduct and Privacy Policy.

2. About Akhirah Foundation

Akhirah Foundation is a registered charity committed to delivering humanitarian aid and community development projects worldwide.

Registered Charity Number: 1180532

Website: www.akhirahfoundation.org.uk

Email: hello@akhirahfoundation.org.uk

3. Eligibility

To participate you must:

Be aged 18 years or over, unless approved by Akhirah Foundation with appropriate parental or guardian consent.

Complete the registration form accurately.

Be medically fit to participate.

Hold a valid passport meeting the destination country's entry requirements.

Meet any visa or immigration requirements applicable to your nationality.

Accept these Terms & Conditions and associated policies.

Akhirah Foundation reserves the right to refuse any application where it considers participation would not be appropriate or safe.

4. Registration

Registration is not confirmed until:

Your application has been accepted.

The required registration fee has been paid.

Any requested documents have been received.

Akhirah Foundation confirms your place.

Submitting a registration form does not automatically guarantee a place on the Deployment.

5. Registration Fee

The registration fee for the Gambia Aid Deployment is £700 per participant.

Unless stated otherwise, the registration fee contributes towards flights, accommodation, meals, internal transport, administration and deployment logistics.

The registration fee does not include:

Passport fees

Visa costs

Vaccinations

Personal spending money

Personal travel insurance

6. Fundraising Commitment

Each participant agrees to raise a minimum of £500 in support of Akhirah Foundation's charitable work.

Participants are expected to actively promote and support fundraising activities before departure.

Failure to meet the fundraising target may result in Akhirah Foundation withdrawing a participant's place at its discretion.

7. Payments

All payments must be made by the deadlines communicated by Akhirah Foundation.

Personal campaign links will be setup and shared

8. Cancellations and Refunds

If a participant chooses to withdraw:

- Registration fees are non-refundable once paid, as Akhirah Foundation incurs costs in planning and organising the Deployment.
- Where Akhirah Foundation agrees to issue a refund, the refund will be limited to any monies that have not already been committed or spent on the participant.
- Any refund will be less any non-recoverable costs incurred by Akhirah Foundation, including (but not limited to):
 - Airline cancellation charges or non-refundable flight costs;
 - Hotel or accommodation cancellation charges;
 - Administrative and booking fees; and
 - Any other non-recoverable costs or charges incurred in relation to the participant's booking.
- Akhirah Foundation will provide a breakdown of any deductions upon request.

Participants acknowledge that, depending on when they cancel, no refund may be payable.

Fundraising donations are charitable donations and cannot be refunded once received, except where required by law.

If Akhirah Foundation cancels the Deployment, participants will be informed as soon as reasonably practicable and any refund arrangements will be communicated.

9. Participant Responsibilities

Participants agree to:

Conduct themselves professionally at all times.

Respect local customs, traditions and laws.

Follow all instructions issued by Akhirah Foundation and its local partners.

Behave respectfully towards beneficiaries, fellow participants and members of the public.

Protect the reputation of Akhirah Foundation.

Comply with all safeguarding requirements.

10. Health and Fitness

Participants confirm they:

Are medically fit to participate.

Have disclosed relevant medical conditions.

Have disclosed allergies and medication requirements.

Will seek appropriate medical advice before travel if necessary.

Participants are responsible for ensuring they receive any recommended vaccinations, preventative medication and health advice before departure.

Akhirah Foundation reserves the right to refuse participation where it reasonably believes a participant's health or fitness may present a risk to themselves or others.

11. Travel Documentation

Participants are responsible for ensuring they have:

A valid passport.

Any required visas.

Any required vaccinations or medical documentation.

Any additional documentation requested by airlines or government authorities.

Akhirah Foundation is not responsible for losses arising from incomplete or invalid travel documentation.

12. Accommodation and Travel

Accommodation, transport and itineraries are organised for the benefit of the group.

Participants agree to follow accommodation arrangements and transport schedules provided by Akhirah Foundation.

Requests for alternative arrangements may not be accommodated.

Participants are responsible for ensuring that they have appropriate travel insurance.

13. Behaviour

Participants must comply with the Akhirah Foundation Safeguarding & Participant Code of Conduct.

Unacceptable behaviour includes (but is not limited to):

Violence or threatening behaviour.

Harassment or discrimination.

Illegal activity.

Bullying.

Abuse of alcohol or drugs.

Failure to follow reasonable instructions.

Behaviour likely to damage the reputation of Akhirah Foundation.

Akhirah Foundation may remove any participant from the Deployment where serious misconduct occurs.

Any additional costs arising from such removal may be the responsibility of the participant.

14. Photography and Media

Participants acknowledge that photographs and videos may be taken during the Deployment.

Where consent has been provided, Akhirah Foundation may use such material for charitable, educational, promotional, fundraising and marketing purposes, including publication on its website, social media channels, printed materials and other communications.

15. Changes to the Deployment

Akhirah Foundation reserves the right to make reasonable changes to:

Travel arrangements.

Accommodation.

Activities.

Timetables.

Locations.

Project work.

Changes may be necessary due to operational, security, weather, governmental or other unforeseen circumstances.

16. Force Majeure

Akhirah Foundation shall not be liable for delays, cancellations or alterations resulting from events beyond its reasonable control, including but not limited to:

Natural disasters.

Epidemics or pandemics.

Civil unrest.

Government travel restrictions.

Airline disruption.

Industrial action.

Security concerns.

17. Personal Property

Participants are responsible for their own:

Passport.

Mobile phone.

Camera.

Money.

Luggage.

Personal belongings.

Akhirah Foundation accepts no responsibility for loss, theft or damage except where required by law.

18. Privacy

Personal information collected during registration will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and Akhirah Foundation's Privacy Policy.

19. Complaints

If a participant wishes to raise a concern or complaint regarding the Deployment, this should be submitted to Akhirah Foundation in writing as soon as reasonably practicable.

The charity will investigate complaints fairly and proportionately.

20. Governing Law

These Terms & Conditions shall be governed by the laws of England and Wales.

Any dispute arising in connection with these Terms & Conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.

21. Acceptance

By registering for the Gambia Aid Deployment, I confirm that:

I have read and understood these Terms & Conditions.

I agree to comply with these Terms & Conditions throughout the Deployment.

I understand that failure to comply may result in my removal from the Deployment.

I understand that these Terms & Conditions should be read alongside the Participant Waiver, Safeguarding & Participant Code of Conduct and Privacy Policy.

Akhirah Foundation

Registered Charity No. 1180532

Website: www.akhirahfoundation.org.uk

Email: hello@akhirahfoundation.org.uk

2. Participant Waiver & Assumption of Risk

Akhirah Foundation

Gambia Aid Deployment

Participant Waiver & Assumption of Risk

Version: 1.0

Introduction

This Participant Waiver forms part of the Akhirah Foundation Gambia Aid Deployment documentation and should be read alongside the Gambia Deployment Terms & Conditions.

By accepting this waiver, you acknowledge the risks associated with overseas humanitarian travel and agree to participate voluntarily.

1. Voluntary Participation

I confirm that my participation in the Gambia Aid Deployment is entirely voluntary.

I understand that participation is not employment and that I will be acting as a volunteer representing Akhirah Foundation.

2. Acknowledgement of Risk

I understand that overseas humanitarian deployments involve inherent risks, including but not limited to:

International travel

Road travel

Illness or disease

Food-related illness

Extreme weather and high temperatures

Physical injury

Political or civil unrest

Delays or transport disruption

Limited medical facilities

Accidents beyond the control of Akhirah Foundation

I acknowledge that these risks cannot be completely eliminated.

3. Medical Declaration

I confirm that:

I am medically fit to participate.

I have disclosed any medical conditions that may affect my participation.

I have disclosed any allergies and regular medication.

I understand that it is my responsibility to seek medical advice before travelling where appropriate.

I understand that Akhirah Foundation may refuse my participation if it reasonably believes my health could place myself or others at risk.

4. Personal Responsibility

I agree to:

Follow all instructions from deployment leaders.

Respect local customs, traditions and laws.

Behave responsibly at all times.

Follow safeguarding guidance.

Inform team leaders immediately if I become unwell or injured.

5. Personal Property

I accept responsibility for my own:

Passport

Money

Mobile phone

Camera

Luggage

Personal belongings

Akhirah Foundation accepts no responsibility for loss, theft or damage unless required by law.

6. Emergency Medical Treatment

If I become ill or injured and I am unable to provide consent, I authorise Akhirah Foundation to seek emergency medical treatment on my behalf where reasonably necessary.

I understand that any medical costs not covered by insurance remain my responsibility.

7. Release of Liability

To the fullest extent permitted by law, I agree that Akhirah Foundation, its trustees, employees, volunteers, representatives and local partners shall not be liable for any injury, illness, loss, damage or expense arising from my voluntary participation, except where caused by negligence or where liability cannot legally be excluded.

Nothing in this waiver excludes liability for death or personal injury caused by negligence, fraud, or any liability that cannot lawfully be excluded.

8. Photography

I understand that photography and video recording may take place during the deployment.

Where I have provided consent, Akhirah Foundation may use photographs and videos for charitable, fundraising and promotional purposes.

9. Governing Law

This waiver shall be governed by the laws of England and Wales.

Any disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales.

Acceptance

By accepting this Participant Waiver, I confirm that:

I have read this document in full.

I understand the risks involved.

I participate voluntarily.

I agree to be bound by this waiver.

Akhirah Foundation

Registered Charity No. 1180532

3. Safeguarding & Participant Code of Conduct

Akhirah Foundation

Gambia Aid Deployment

Safeguarding & Participant Code of Conduct

Version: 1.0

1. Purpose

Akhirah Foundation is committed to safeguarding children, young people and vulnerable adults, and to ensuring that all participants conduct themselves in a manner that reflects the charity's values, professionalism and Islamic principles.

This Code of Conduct applies to every participant, volunteer, trustee, staff member and representative taking part in the Gambia Aid Deployment.

Failure to comply with this Code may result in removal from the deployment.

2. Our Values

Participants are expected to:

Act with honesty, integrity and humility.

Treat every individual with dignity, compassion and respect.

Respect local customs, traditions and culture.

Be ambassadors for Akhirah Foundation at all times.

Uphold Islamic values through their words and actions.

3. Safeguarding

Participants must:

Prioritise the welfare of children and vulnerable adults at all times.

Immediately report any safeguarding concern to the designated Safeguarding Lead.

Never ignore or dismiss concerns about abuse, exploitation or neglect.

Follow all safeguarding instructions given by Akhirah Foundation.

4. Behaviour Around Children

Participants must never:

Be alone with a child in a private setting unless expressly authorised and necessary.

Take a child away from organised activities without permission.

Give personal contact details to a child.

Arrange to meet a child after the deployment.

Engage in any behaviour that could be interpreted as grooming or exploitation.

Use inappropriate language, jokes or behaviour around children.

Participants should:

Ensure interactions with children are open and observable where possible.

Maintain appropriate physical boundaries.

Treat every child equally and fairly.

5. Behaviour Around Vulnerable Adults

Participants must:

Respect privacy and dignity.

Obtain consent before offering assistance where possible.

Never exploit or take advantage of vulnerability.

Report any safeguarding concerns immediately.

6. Photography & Social Media

Participants must:

Respect the dignity and privacy of beneficiaries.

Follow instructions from deployment leaders regarding photography.

Never take photographs that may cause embarrassment, distress or harm.

Never publish images that exploit poverty or suffering.

Never identify vulnerable beneficiaries by name without appropriate permission.

Any photographs or videos shared publicly should reflect the dignity, resilience and humanity of the people being supported.

7. Confidentiality

Participants may become aware of confidential information during the deployment.

This information must not be shared unless authorised or required for safeguarding or legal reasons.

8. Respectful Behaviour

Participants are expected to:

Treat fellow participants respectfully.

Cooperate with team leaders.

Resolve disagreements professionally.

Avoid bullying, discrimination or harassment.

Respect local communities and host organisations.

9. Dress Code

Participants should wear clothing that is:

Modest.

Respectful of local culture.

Suitable for humanitarian work.

Appropriate for the climate and activities being undertaken.

Participants may be asked to wear Akhirah Foundation clothing during official activities.

10. Alcohol, Drugs & Smoking

Participants must not:

Consume illegal drugs.

Be under the influence of illegal substances.

Abuse alcohol or engage in behaviour that brings the charity into disrepute.

Participants must comply with all local laws regarding alcohol, tobacco and controlled substances.

11. Harassment & Discrimination

Akhirah Foundation has zero tolerance for:

Bullying.

Harassment.

Racism.

Religious discrimination.

Sexual harassment.

Intimidation.

Threatening behaviour.

Every participant has the right to be treated with dignity and respect.

12. Health & Safety

Participants must:

Follow all health and safety instructions.

Wear any required protective equipment.

Inform team leaders of illness or injury.

Report hazards immediately.

Take reasonable care of themselves and others.

13. Gifts & Money

Participants should not:

Promise financial assistance to beneficiaries.

Give money directly to individuals without the approval of Akhirah Foundation.

Accept expensive gifts that could create a conflict of interest.

Where appropriate, donations should be distributed through Akhirah Foundation's approved processes.

14. Media & Public Statements

Participants must not:

Speak to the media on behalf of Akhirah Foundation unless authorised.

Publish inaccurate information about the deployment.

Make comments online that could damage the reputation of beneficiaries, partners or the charity.

15. Breaches

Serious breaches of this Code may result in:

Verbal or written warnings.

Removal from activities.

Immediate removal from the deployment.

Reporting to relevant authorities where appropriate.

Future exclusion from Akhirah Foundation activities.

16. Reporting Concerns

If you witness behaviour that causes concern, you must report it immediately to:

The Deployment Leader; or

The Designated Safeguarding Lead.

All reports will be treated seriously and handled appropriately.

17. Participant Declaration

By participating in the Gambia Aid Deployment, I confirm that I have read, understood and agree to comply with this Safeguarding & Participant Code of Conduct.

I understand that failure to comply may result in my removal from the deployment and, where appropriate, referral to the relevant authorities.

Akhirah Foundation

Registered Charity No. 1180532

Website: www.akhirahfoundation.org.uk

Email: hello@akhirahfoundation.org.uk

4. Privacy Policy

Akhirah Foundation

Privacy Policy

Version: 1.0

1. Introduction

Akhirah Foundation (“we”, “our” or “us”) is committed to protecting your privacy and handling your personal information fairly, lawfully and transparently.

This Privacy Policy explains how we collect, use, store and protect your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Akhirah Foundation

Registered Charity Number: 1180532

Website: www.akhirahfoundation.org.uk

Email: hello@akhirahfoundation.org.uk

3. Information We Collect

Depending on how you interact with us, we may collect:

Identity Information

Name

Date of birth

Gender

Nationality

Contact Information

Address

Email address

Telephone number

Emergency Contact Details

Name

Relationship

Telephone number

Medical Information

Where necessary for events or overseas deployments:

Medical conditions

Allergies

Medication

Mobility requirements

Dietary requirements

Financial Information

Where applicable:

Donation records

Gift Aid declarations

Payment information (processed securely through third-party payment providers)

Media

Photographs and videos taken during charity activities where appropriate consent has been obtained.

4. How We Use Your Information

We use your information to:

Process registrations

Organise events and deployments

Communicate with participants

Manage fundraising activities

Deliver charitable services

Respond to enquiries

Protect participant safety

Meet safeguarding obligations

Comply with legal obligations

Improve our services

5. Lawful Basis

We process personal data under one or more of the following lawful bases:

Consent

Performance of a contract

Legitimate interests

Legal obligation

Vital interests (where necessary to protect life or health)

6. Sharing Information

We may share information where necessary with:

Airlines and travel providers

Accommodation providers

Local charity partners

Medical professionals

Emergency services

Professional advisers

Regulators where required by law

We never sell your personal information.

7. International Transfers

Where personal information is transferred outside the United Kingdom, we will take appropriate steps to ensure it receives adequate protection.

8. Security

We use appropriate technical and organisational measures to protect personal information against:

Unauthorised access

Loss

Misuse

Disclosure

Alteration

Destruction

9. Retention

We keep personal information only for as long as necessary to fulfil the purposes for which it was collected or as required by law.

10. Your Rights

Under UK GDPR you have the right to:

Access your personal information

Correct inaccurate information

Request erasure where applicable

Restrict processing

Object to processing

Request data portability

Withdraw consent where processing is based on consent

11. Photography

Where you have given consent, Akhirah Foundation may use photographs and videos for:

Fundraising

Charity publications

Social media

Website

Marketing materials

Annual reports

You may withdraw consent at any time by contacting us, although this will not affect materials already published.

12. Cookies

Our website may use cookies to improve user experience and analyse website traffic.

You can manage cookie preferences through your web browser.

13. Contact

If you have any questions about this Privacy Policy or your personal information, please contact:

Akhirah Foundation

Email: info@akhirahfoundation.org.uk

Website: www.akhirahfoundation.org.uk

14. Complaints

If you are unhappy with how we handle your personal information, you have the right to complain to the Information Commissioner's Office (ICO).

Website: www.ico.org.uk

15. Changes to this Policy

We may update this Privacy Policy from time to time.

The latest version will always be published on our website.

Akhirah Foundation

Registered Charity No. 1180532