



🙏 Every phase begins and ends with prayer — this is the foundation of all we do 🙏



PHASE 1 — BEFORE THE VISIT

Allow 12 weeks of preparation before departure

15 STEPS

1 📊 Study the Risk Matrix

Identify the most at-risk countries for street-connected children.

🔗 SKD Country Risk Matrix v3.5

2 📌 Select the next country

Choose the highest-priority country from the ranked list.

🔗 Risk Matrix — Rankings tab

3 🏛️ Leadership approval meeting

Leadership reviews the case and approves the visit in principle before resources are committed.

4 📝 Commission the country reports

Two documents, produced in order — the short profile first, then the full assessment.

1 • COUNTRY OVERVIEW PROFILE

A short two-page overview of the country — the brief that goes to leadership, trustees and the team first.

2 • COUNTRY ASSESSMENT REPORT

The complete report: country history, risk assessment and ethical protocols, charities working in-country, reports of street children, and contacts.

🔗 Country Overview Profile template

🔗 Country Assessment Report template

5 ⚖️ Legal & regulatory review

Check permissions for research, photography, contact with minors, and immigration — especially for restrictive regimes.

6 📞 Establish in-country contacts

Reach out to the UNICEF office, local NGOs, church networks and child protection authorities.

7 📅 Develop the In-Country Plan

Where the team will visit, a day-by-day schedule, and the marked-out daily routes for the street team.

We use Claude to help plan each day. Working from the SKD methodology together with updated reports, news articles, social media posts and wider internet sources, Claude identifies the locations where street-connected children are most likely to be found, and those locations are used to mark out the daily routes.

🔗 In-Country Plan

🔗 Claude

🔗 SKD Methodology Framework

8 💰 Develop a budget

Flights, accommodation, in-country transport, communications, contingency.

9 📱 Review the Field Evaluation App

Check the app is configured for the country; print backup paper sheets.

🔗 SKD Field Evaluation App

10 👥 Prepare the team & assign roles

Field Leader, language speaker, data recorder, field notes writer. Assign buddy pairs.

11 ✈️ Book travel & accommodation

Flights or road travel, hotels, local transport, insurance.

12 🛒 Prepare materials & equipment

ID, uniforms, first aid, devices, paper backups, charged batteries.

13 📖 Produce Country Quick Reference Guide

One-page guide for every team member: contacts, protocols, key phrases.

🔗 Quick reference guide

14 🚒 Final 7-day security check

Review latest security alerts, elections, civil unrest. Escalate to SKD leadership if risk is elevated.

15 ✅ Review the Country Visit Checklist

Field Leader signs off 48 hours before the flight.

🔗 Country Visit Checklist v3



PHASE 2 — DURING THE VISIT

Daily operational rhythm in-country

6 STEPS

1 🙏 Prayer & day briefing

Begin each day with prayer. Confirm the day's route, timings and meeting points from the In-Country Plan.

🔗 In-Country Plan

2 🔍 Conduct field evaluation

Follow the ten field activities. Buddy system at all times — no solo activity under any circumstances.

🔗 Field Evaluation App

3 📱 Daily data backup

Back up all collected data via secure sync or encrypted storage at the end of each field day.

4 📝 Log critical incidents

Record any security incidents, threats, harassment or concerning interactions before the daily debrief.

🔗 Incident Log Form

5 💬 Daily debrief

End every day with a full team debrief covering findings and team wellbeing. Not optional.

6 🚫 Field Leader authority

The Field Leader can suspend all activity immediately if safety is at risk. Notify SKD leadership within 2 hours.



PHASE 3 — AFTER THE VISIT

Complete within 2 weeks of return

10 STEPS

1 📝 Write up the Country Assessment Report

Full findings, recommendations and field observations. Deadline: 14 days from return.

🔗 Country Assessment Report template

2 📸 File photos & videos

Archive in Drive — consented images only, faces blurred where necessary.

3 📱 Review Field Evaluation Tool

Ensure all surveys are uploaded and all data is consolidated and complete.

🔗 Field Evaluation App

4 💰 Complete financial report

Actual vs. budget. Record all receipts and explain variances.

5 📊 Update the Risk Matrix

Replace modelled estimates with real field evidence. Appendix F of the Country Assessment Report.

🔗 SKD Country Risk Matrix v3.5

6 🛡️ Safeguarding follow-up

Any disclosure made during the visit must be reported to the safeguarding lead within 24 hours of return.

7 📖 Document lessons learned

Operational, methodological and security lessons. Feeds into global protocol review. Complete within 5 days.

8 🎯 Decision point

Develop programme / Further research / Monitor / Do not proceed. Document the decision formally.

🔗 Country Assessment Report — Section 9

9 🏛️ Brief SKD board & leadership

Present the report, findings and recommendation to SKD trustees and leadership.

10 🙏 Give thanks to all involved

Thank the team, in-country contacts, hosts and everyone who supported the visit.

KEY TOOLS & DOCUMENTS



Country Risk Matrix v3.5



Country Overview Profile



Country Assessment Report



In-Country Plan



Claude — daily route planning



Field Evaluation App



Country Visit Checklist v3



Quick reference guide



SKD Methodology Framework



Safeguarding Policy



Pre-Departure Checklist



Incident Log Form