

## Mamie Martin Fund

Registered as a Scottish Charity No SC 01483



### Safeguarding Policy and Procedures

#### 1 Introduction

- 1.1 The MAMIE MARTIN FUND (MMF) supports girls in secondary education in Malawi.
- 1.2 As a small charity providing international support we believe that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. MMF will not tolerate abuse and exploitation by staff or associated personnel, including Trustees and volunteers.
- 1.3 We recognise the need for strong safeguarding systems and the development of a healthy safeguarding culture, involving three key areas. These are
  - 1.3.1 To mitigate the risk of incidents through clear, understood and connected policies, by ensuring that our Trustees/staff/volunteers are carefully selected, trained and supervised in their work activities and through service audits with all involved in MMF.
  - 1.3.2 To have clear reporting and referral procedures which are understood by those representing MMF.
  - 1.3.3 To have investigation procedures which are fair and transparent.
- 1.4 MMF consider it the duty of all those employed or involved with the organisation to prevent the physical, sexual or emotional abuse of the girls we support by staff and volunteers with whom they come into contact, including reporting any abuse discovered or suspected.
- 1.5 In all cases, the effects of significant abuse are known to be deeply disturbing and often long lasting.
- 1.6 This policy is a guide for MMF staff, Trustees, volunteers, and partners, and a reference for potential partners, the girls we support and the public. Its purpose is to ensure safeguarding procedures are understood and in place to prevent, mitigate and respond to harm.
- 1.7 It is also guidance to realise our belief that everyone must be protected from abuse, exploitation and harassment, with a particular focus on:
  - 1.7.1 all children, as defined in the UN Convention for the Rights of the Child (UNCRC) as anyone under the age of 18, even where defined otherwise in national contexts
  - 1.7.2 all vulnerable adults, i.e. a person aged 18 or over who has a condition of the following type:
    - 1.7.2.1 a learning or physical disability
    - 1.7.2.2 a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or
    - 1.7.2.3 a reduction in physical or mental capacity.
  - 1.7.3 and all staff, volunteers and those who come into contact with MMF.

1.8 This policy is reviewed every year and any related procedures and their implementation are regularly monitored. The MMF Safeguarding policy and Procedures has been approved by the MMF Board of Trustees. Concordance with the policy is mandatory for all MMF staff, Trustees and volunteers and strongly encouraged for staff and volunteers of MMF's partner organisations.

## **2. Principles**

- 2.1 All children and adults have an equal right to development and their welfare is always promoted.
- 2.2 Children and adults are protected from any form of sexual, physical, economic verbal or emotional abuse or exploitation, from adults and other children.
- 2.3 The health and safety of all those involved in the delivery or in receipt of support from MMF is always paramount.
- 2.4 Children and adults are empowered to participate freely in decisions which affect their lives, recognising the importance of parents, families and other carers in their lives.
- 2.5 Children and adults are treated with respect and free from discrimination, and valued as individuals and equals, regardless of their own culture, religion, ethnicity, age, gender identity, disability or sexual orientation, pregnancy and motherhood.
- 2.6 Children and adults are empowered to raise and discuss any concerns and are always listened to.
- 2.7 Any allegation of abuse is treated seriously and dealt with appropriately and promptly. Victims and other involved parties are supported and perpetrators are held to account.
- 2.8 Investigation of any safeguarding concern is conducted with reference to national laws and employment rights and immediately referred to relevant statutory authorities where appropriate.
- 2.9 Staff and volunteers are recruited, supported and trained with respect to the Safeguarding Policy.

## **3. Code of Conduct**

3.1 The Mamie Martin Fund has agreed a Code of Conduct which underpins all the MMF related activities of staff, Trustees and Volunteers. There are various references to this Code of Conduct below. A copy is available in the Safeguarding and Procedures folder.

#### 4. Definition of Safeguarding

4.1. In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

4.2. As a charity, we understand it to mean protecting people, including children and vulnerable adults, from harm that arises from coming into contact with our staff or programmes and ensuring the welfare of MMF staff and volunteers.

4.3. The following definitions are specific to the abuse and neglect of children and vulnerable adults within the context of safeguarding.

4.4. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm on the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. The following definitions indicate how the abuse can be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child. The same principles apply in relation to the protection of vulnerable adults.

Physical Abuse	Physical abuse may involve hitting, shaking, throwing, caning, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. This includes corporal punishment at home or in the school, and excessive punishments likely to cause physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation may be described as fabricated or induced illness by the carer.
Emotional Abuse	Emotional abuse is where persistent emotional ill treatment of a child or vulnerable adult causes severe and persistent adverse effects on their emotional development. It may involve conveying to a child or vulnerable adult that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adults, or exploitative or inappropriate punishments. It may involve causing children or vulnerable adults to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is present in all types of ill treatment of a child or vulnerable adult, though it may occur independently of the other forms of abuse.
Sexual Abuse	Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. This includes coercion into a sexual relationship in exchange for money, gifts or favours (e.g. better grades), or threats. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards

	a child or vulnerable adult or encouraging children or vulnerable adults to behave in sexually inappropriate ways.
Neglect	Neglect is the persistent failure to meet the basic physical and/or psychological needs of a child or vulnerable adult, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing - including withholding money - to protect a child or vulnerable adult from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or vulnerable adult's basic emotional needs. Neglect may also result in a child being diagnosed as suffering from non-organic failure to thrive, where a child has significantly failed to reach normal growth and developmental milestones and where physical and genetic reasons have been medically eliminated." <sup>1</sup>

4.5. This policy also includes the need to ensure that anyone in authority who is in any way involved with MMF does not misuse their power to exploit and harm others either physically, sexually or financially.

#### 4.6. Definition of terms in MMF's Safeguarding Policy

<b>Term</b>	<b>Definition</b>	<b>Example</b>
<b>UK staff</b>	MMF staff and Trustees based in the UK.	MMF Administrator working from home.
<b>Girls we support</b>	Girls in receipt of MMF support to attend secondary education in Malawi	Girls receiving a bursary or scholarship
<b>Volunteer</b>	A volunteer who works for MMF in the UK or overseas.	A volunteer who helps raise funds or gives talks.
<b>MMF Manager</b>	A member of staff who is responsible for managing MMF work in Scotland or Malawi.	MMF Malawi Manager
<b>MMF Supervisor</b>	A member of staff who is responsible for managing a member of staff or a designated volunteer.	Fundraising volunteers who are managed by an MMF Trustee.
<b>Partners</b>	Organisations which deliver projects overseas which receive funding from MMF.	Education Dept of CCAP Synod of Livingstonia
<b>Partner staff and volunteers</b>	The staff and volunteers of partners.	Synod staff and school teachers

<sup>1</sup>National Guidance for Child Protection in Scotland.  
[www.scotland.gov.uk/Publications/2010/05/27095252/2](http://www.scotland.gov.uk/Publications/2010/05/27095252/2)

## **5. Awareness Raising**

**Partners** should pay specific reference to **5.6, 6.16, 7.10, 7.11, and 8.10**

**5.1** MMF's Safeguarding Policy is freely available to the general public and to all MMF staff, Trustees, volunteers, partners and people supported by our partners. The Safeguarding Policy is available on the MMF website and is regularly referenced in appropriate documents.

**5.2** All new and existing volunteers in the UK and overseas, whose role involves contact with children, vulnerable adults or managing adults are required to participate in training on MMF's Safeguarding Policy and are updated on the issues by their MMF staff supervisor.

**5.3** The Board of MMF are responsible for ensuring that their staff have participated in training on safeguarding and have an understanding of the Policy and its implications.

**5.4** All new and existing MMF staff in identified posts which have regular contact with children and vulnerable adults, are required to attend specialised training on safeguarding and may be required to attend further courses on this as necessary.

**5.5** All new and existing staff, Trustees and volunteers are required to follow the MMF Code of Conduct and have signed a copy of this, which is kept on file. Refusing to sign may result in disciplinary action for staff and the termination of a relationship with volunteers.

**5.6** MMF engages with overseas partners on safeguarding protection, explaining our commitments and encouraging partners to develop safeguarding policies and procedures which are relevant to their local context and compatible with the United Nations Convention on the Rights of the Child.

**5.7** Safeguarding issues, including health and safety issues, are always considered in relation to any MMF event or visit.

## **6. Prevention Measures**

### **Staff and Volunteer Recruitment**

**6.1** MMF ensures that its employment and recruitment procedures and practices comply with Malawi laws and refer to "Keeping Children Safe" standards and recommendations.<sup>2</sup>

**6.2** Recruitment of both internal and external candidates for posts which have regular contact with children and vulnerable adults must include:

---

<sup>2</sup> International children's safety standards launched 2001. (See [www.keepingchildrensafe.global](http://www.keepingchildrensafe.global).)

- 6.2.1. specifying that posts are disclosure accepted posts for the Rehabilitation of Offenders Act 1974
- 6.2.2. making reference to MMF's commitment to Safeguarding Policy in adverts and job descriptions.
- 6.2.3. asking specific questions to candidates on their previous experience of working with children, young people or vulnerable adults.
- 6.2.4. ensuring that candidates can provide two referees who can comment on their work with children, young people or vulnerable adults.
- 6.2.5. ensuring that appointed candidates complete the appropriate disclosure process below
- 6.2.6. ensuring that the identity of candidates appointed to identified posts is verified.

**6.3** Job offers for posts which have regular contact with children and vulnerable adults are subject to a Disclosure Process which will include Self Disclosure through the application process and, where required, Enhanced Disclosure, or the relevant local checks through the relevant national government agencies where possible. Satisfactory verification of qualifications and work history is also required.

**6.4** Any volunteers who are recruited or designated for work with children and vulnerable adults are asked to complete a Self Disclosure form, provide two suitable referees and, where required, complete an Enhanced Disclosure, or the relevant local checks through the relevant national government agencies where possible.

**6.5** Any new or existing staff or volunteers who are unwilling to complete the Disclosure Process are not deployed in any position that allows them access to children and vulnerable adults.

### **MMF schools and children's groups**

**6.6** MMF Partners who are involved in meetings with children during visits to the UK are always briefed on MMF Safeguarding Policy, and are asked to sign the Code of Conduct.

**6.7** MMF Trustees and volunteers who are involved in meetings with children during visits to Malawi are always briefed on MMF Safeguarding Policy, and are asked to sign the Code of Conduct.

### **Children and vulnerable adults working as Volunteers**

**6.8** All children and vulnerable adults are supervised by their legal guardian or by a responsible adult nominated by their legal guardian whilst undertaking voluntary work for MMF. Adults do not supervise more than six children each.

**6.9** MMF supervisors ensure that children who are volunteering as individuals have provided a completed Child Volunteer Permission Form. A new form is completed on every occasion, unless the volunteer works with MMF more than once a month, in which case the Form is kept on file and renewed on an annual basis.

## **Communications and Media**

**6.10** MMF ensures that the welfare of children and adults is paramount and that their interests and safety always take priority over any editorial requirement.

**6.11** The impact and possible consequences of any material which involves a child or adult is carefully considered, both before and after publication or broadcast. The risks that children and adults may face through their involvement in MMF communications are continuously monitored and staff consider these on a case by case basis.

**6.12** MMF will use photos of non-Malawi children on their website and social media with their parents written consent but will remove them from the MMF website and social media platforms after 6 months

**6.13** MMF endeavours to ensure that images and/or stories about children and adults cannot be misused or exploited. See separate “Guidance and Consent for Photographs and Video”

**6.14** Communications always respect an individual’s dignity and identity, and are not degrading. MMF always endeavours to ensure that children and adults are portrayed as realistically as possible and that language that implies any relationship of power is avoided.

**6.15** Any material featuring in MMF publications and website are suitable for a general audience, including children.

**6.16** MMF staff and volunteers, whether in UK or overseas, **always**:

6.16.1 seek the informed consent of parents or legal guardians, or other person in loco parentis (e.g. teacher or group leader) before interviewing children and vulnerable adults, or taking film, photograph or sound recordings in which they appear. Where practical, permission should be in writing.

6.16.2 seek the informed consent of parents or legal guardians, or other person in loco parentis, before publishing any materials in which the children and vulnerable adults appear.

6.16.3 seek the consent of a child or vulnerable adult for their participation and respect any refusal to take part.

6.16.4 ensure that they do not give any financial inducement to the child, vulnerable adult or parent/guardian to secure consent.

6.16.5 obtain permission from the head teacher for any filming or interviewing on school premises during school hours<sup>16</sup>.

6.16.6 approach the gathering of material in a sensitive manner and consider the impact the recounting of their experiences may have on a child or adult.

6.16.7 take steps to minimise any distress that may be caused by taking part in an interview and ensure that interviewees are aware of their rights to refuse to answer any question and leave the interview at any point. Also that they are advised that they are entitled to withdraw their data (interview/picture) at a later date and know how they can do this.

6.16.8 are aware that certain children and vulnerable adults may need extra protection (for example, political refugees, children with disabilities or those suffering from diseases).

6.16.9 conceal the identity and location of children and vulnerable adults (for example withholding or changing names) when revealing their identity has the potential to lead to any risk or distress.

6.16.10 take additional steps to establish any potential risks where it is not possible to obtain individual permissions (for example in large group shots taken from a distance) and conceal the identity and location of the children and vulnerable adults to mitigate any risks.

6.16.11 always use images in which children are adequately clothed.

6.16.12 consider the messages that are being communicated about children and vulnerable adults and ensure that these are fair and avoid stereotype or discrimination.

**6.17** Where there is any doubt on the use of images and/or stories, MMF staff and volunteers seek the guidance of a Trustee.

## **MMF Partners**

**6.18** MMF partner agreements specify that all Partners should have safeguarding measures in place and should eventually produce and implement their own safeguarding policy. Partners must agree to abide by the MMF Policy and Code of Conduct.

## **7. Reporting**

**7.1** MMF staff and volunteers have a duty to ensure that the MMF Code of Conduct is adhered to throughout the organisation.

**7.2** A Safeguarding Concern Report form is available to all MMF staff and volunteers. A copy is available in the Safeguarding and Procedures folder.

**7.3** MMF staff and volunteers should respond sensitively to any safeguarding issue that they witness or is disclosed to them and treat the issue confidentially. If a child or adult discloses that he or she is being abused, MMF staff and volunteers should:



1. stay calm,
2. listen carefully and take the allegation seriously,
3. not promise to keep it secret but explain that they need to tell someone else,
4. stress that the individual was right to tell them, that they have taken it seriously and that they have understood what they have been told,
5. only ask questions for clarity and not ask for explicit details,
6. reassure the individual that they will take steps to help them and tell them what will happen next.

**7.4** MMF staff and volunteers should be confident that the serious disclosure of any allegation will not impact on their position or reputation within MMF.

**7.5** Any MMF staff member who witnesses or is informed of any potential breach of this Policy, and /or relevant aspects of the Code of Conduct must complete the Safeguarding Concern Report Form and inform their line manager or other available Trustee of the concern as soon as possible.

**7.6** Any volunteer who witnesses or is informed of any potential breach of this Policy, and/or relevant aspects of the Code of Conduct must complete the Safeguarding Concern Report Form and inform their designated MMF supervisor of the concern as soon as possible.

**7.7** MMF managers, supervisors or volunteer coordinator must inform a named Trustee of any allegation or concern immediately so that the concern can be managed with the necessary urgency.

**7.8** A named Trustee is responsible for the management of the investigation of any concern. Staff and volunteers should not seek to conduct their own investigation or discuss the issue with any other parties such as other members of staff or volunteers.

**7.9** The Scotland Administrator and Malawi Manager are responsible for ensuring that all records of any breach of this Policy, or relevant aspects of the Code of Conduct, in Scotland or Malawi respectively, are full and detailed, are treated confidentially and stored securely.

### **MMF Partners**

**7.10** Partners must inform MMF of any safeguarding concerns that occur within MMF-funded projects as soon as possible.

**7.11** Any safeguarding concern relating to Partners which is raised by staff, volunteers or members of the public must be properly recorded and raised with the Administrator/Manager or Trustee who will manage any response to this.

## **8. Responding to Concerns**

**8.1** A named Trustee is responsible for ensuring that a thorough investigation of any concern is conducted as soon as possible where there has been a breach of the Policy, or Code of Conduct by a member of staff or a volunteer. The Trustee should always refer any reported concern to the Convenor of the Board who may decide to report this to the Board of Trustees.

The Convenor will also refer any significant incident which is being investigated to the Scottish Charity Register (OSCR) as soon as possible to enable them to offer advice and support.

The Scottish Government also requires to be informed of any suspicions or actual incidents while we are in receipt of funding from them. (e.g. The Cameron Scholarships). It is important to note that this does not only apply to incidents directly related to any Scottish Government funded projects but to any situation which would affect the governance or culture of the MMF and therefore impact on our relationship with the Scottish Government.

**8.2** In some instances it may also be necessary for the Trustee to ensure that the concern is immediately referred to the relevant statutory authorities (i.e. Police or Child Welfare Authority) to ensure that the child or vulnerable adult is protected from any further harm. In these instances the Trustee should always refer any reported concern to the Convenor of the Board who will report this immediately to the Board of Trustees.

**8.3** It may be necessary for a member of staff to be suspended whilst an investigation is taking place. Any suspension will be as brief as possible and will be on full pay. Any action taken will be in line with the MMF Disciplinary, Appeal and Grievance Procedure.

**8.4** It may be necessary for a volunteer to be suspended whilst an investigation is taking place. Any suspension will be as brief as possible.

**8.5** MMF will endeavour to ensure that any child, vulnerable adult or other party who has been affected by any breach of the code of conduct is given immediate and appropriate support and care and that steps are taken to ensure that they will receive appropriate long term support where necessary.

**8.6** MMF will endeavour to ensure that any member of MMF staff or volunteer who has been suspended whilst an investigation is taking place is given appropriate support. It should be clear that suspension during an investigation does not constitute disciplinary action or imply guilt and if no breach has taken place, records of any investigation will be destroyed within one year of the investigation.

**8.7** The Trustee is responsible for ensuring that a full investigation report is produced, which will be reviewed by the appropriate line manager and senior staff members. Any investigation will always be conducted with reference to national laws and employment rights and where any concern could constitute a criminal act the details will be immediately referred to any relevant statutory authorities.

**8.8** Following full investigation, MMF may implement the relevant disciplinary action for staff in accordance with MMF Disciplinary Procedure. Staff have the right to respond to this as appropriate.

**8.9** Where a concern relates to any volunteer, MMF may choose to end the volunteer relationship.

**MMF Partners**

**8.10** Partners should report the outcome of any internal investigation regarding a Safeguarding concern to MMF as soon as possible. MMF expects Partners to ensure that appropriate actions are taken in relation to any concern and to report the action taken to MMF. In cases where MMF judges that sufficient actions have not been taken, MMF may choose to end a partner relationship.

*With thanks to Cathy Ratcliff of EMMS International for permission to use their policy as a basis for this and to Bond.*

Reviewed Annually	Board of Trustees
Policy Date	July 2021
Next Policy Review Date	May 2022