

Mothers' Union
Worldwide Safeguarding Policy and Procedure

Jan-June 2024 version

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Please note: The author wishes to acknowledge use of the safeguarding policies and procedures of Oxfam, WaterAid and Save the Children in the drafting of this document. Reference is made in the text where information from these policies has been utilized, which has greatly assisted in formulating the Mothers' Union Worldwide Safeguarding Policy and Procedure.

Thanks are also extended to Kim Barker, MU WW Safeguarding Lead for her help in drafting the Policy, and Liz Gailer, Chair of the Mothers' Union Safeguarding Committee for quality assuring the document.

1. Commitment to Safeguarding: Policy Statement

- 1.1.1** As an organisation concerned with Christian principles and ministry in family life, the nurture and protection of children, young people and adults is at the heart of Mothers' Union. Both individually as members and collectively as an organisation, Mothers' Union has a duty to protect children, young people and adults, doing everything possible to ensure that they are safe when involved in Mothers' Union activities.
- 1.1.2** Mothers' Union will promote the welfare of children, young people and adults by aiming to prevent abuse from occurring, to protect those who are at risk of abuse and to respond well to those who have been abused. We will follow procedures to enable the identification of those who may present a risk to others and, should this occur, seek appropriate professional and pastoral support for them.¹
- 1.1.3** Wherever Mothers' Union works in the World, we want to ensure that everyone who comes into contact with our organisation is as safe as possible. **We call this 'Safeguarding'**. Our safeguarding commitment is to ensure that children and adults are protected from both deliberate and accidental harm and abuse.
- 1.1.4** Safeguarding principles are embedded in the services provided by Mothers' Union Worldwide. Mothers' Union is committed to promoting a safer environment and culture for all involved in our projects, programmes, initiatives and activities. So that this can be achieved, it is essential to understand that this policy applies to everyone working on behalf of Mothers' Union, namely senior managers, board of trustees, paid staff, volunteers, members, partners and contractors.

Aim and Purpose of the Safeguarding Policy and Procedures

- 1.2.1** The aim of this Policy is to provide clear, uncomplicated guidance so that all those involved in the work of Mothers' Union Worldwide:
- have an understanding of what safeguarding means in the context of our work;
 - raise awareness of the importance of providing a safe environment for those participating in our services, and for our staff, volunteers, members, contractors and partners;
 - to be able to recognise when a child or adult is being abused;
 - to know what to do if you are concerned about a child, family or adult who may be at risk of abuse or harm;
 - to ensure that you, yourself, are not placed in a situation of risk;
 - to ensure that you look after yourself and seek support when needed.
- 1.2.2** In order to ensure that the programme work of the Mothers' Union throughout the World operates in an environment of safety, it is important to recognise that this **can**

¹ Safeguarding in Mothers' Union, Policy Commitment June 2020

only be achieved if everyone understands that safeguarding is their responsibility and plays their part.

2. Some useful Definitions and Terms

A Child:

- 2.1.1 Mothers' Union adopts the UN Convention on the Rights of the Child (UNCRC) definition of a child as **anyone under the age of 18**.
- 2.1.2 Mothers' Union believes that children have a right to be protected from all forms of violence and abuse wherever they live.
- 2.1.3 **Child abuse** is behaviour or actions, which individuals, organisations or processes do or fail to do, which directly or indirectly harms children or damages their prospect of a safe and healthy development into adulthood.²

2.1.4 Definitions of Child Abuse:

Physical Abuse	Physical Abuse is when a child is deliberately hurt or injured by an adult or another child/young person and can include: hitting, slapping, shaking, throwing, biting, poisoning, burning or scalding, drowning or suffocating or otherwise causing non-accidental physical harm to a child.
Emotional Abuse	Emotional Abuse involves doing harm to a child's emotional, intellectual, mental or psychological development, and may be an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment, for example, name calling, threatening, yelling, screaming, cursing, teasing and constant criticism. It also involves failure to meet a child's emotional needs, and rejecting, ignoring, terrorizing, isolating or confining a child to one space.
Spiritual Abuse	Spiritual Abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on children and young people who experience it. Spiritual abuse can include manipulation and exploitation, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, and the use of isolation as a means of punishment. It can also involve accusing a child of being a witch or involvement

² Based on Save the Children's Child Safeguarding Policy

	in witchcraft, leading to ostracization within a community, as well as physical and emotional abuse being perpetrated against the child.
Sexual Abuse	Sexual Abuse is the involvement of a child in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact or non-contact activities, including children looking at, or being involved in the production of sexual images, encouraging children to behave in sexually inappropriate ways.
Neglect	Neglect is when a parent or carer intentionally refuses to meet a child's basic physical and/or psychological needs. It includes but is not limited to failing to provide adequate food, sufficient or seasonally appropriate clothing and/or shelter. Neglect is also intentionally : failing to prevent harm; to provide adequate supervision, medical care or treatment or failing to provide a safe physical environment. It can also occur if Mothers' Union staff, volunteers, partners and contractors fail to provide a safe environment when programmes are delivered.
Child Marriage Forced Marriage	Child marriage refers to any formal marriage or informal union between a child under the age of 18 and an adult or another child. Child marriage is often the result of entrenched gender inequality, making girls disproportionately affected by the practice. Child marriage robs girls of their childhood and threatens their well-being. Girls who marry before 18 are more likely to experience domestic violence and less likely to remain in school. A forced marriage is where a child is forced into matrimony, or where one or both people do not or cannot consent to the marriage, and pressure or abuse is used to force them into marriage.
Female genital mutilation (FGM)	FGM refers to all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons. FGM violates the principles of equality and non-discrimination based on gender. The practice is most often carried out on girls between infancy and the age of 15. In every form in which it is practiced, FGM is a violation the fundamental human rights of girls and women, including their right to health, security and dignity.
Bullying	Bullying can and does occur in all of the above defined categories of abuse, and is also used as deliberately hurtful behaviour, usually repeated over a period of time. Bullying can occur face to face and by the use of social media, which is known as cyber-bullying.
Exploitation	Child exploitation is the term used to describe the abuse of children who are forced, tricked, coerced or trafficked into exploitative activities. This can include: modern slavery and trafficking of children, forced labour and children forced or recruited into armed conflict.

	<p>Child Sexual Exploitation:</p> <p>Is a form of child sexual abuse and occurs where an individual or group uses an imbalance of power to coerce, manipulate or deceive a child into sexual activity:</p> <ul style="list-style-type: none"> • in exchange for something the victim needs or wants, and/or • for financial advantage or increased status of the perpetrator or facilitator. <p>The victim can be sexually exploited even if the sexually activity appears to be consensual.</p> <p>Child Sexual exploitation can also occur with the use of technology. Mothers' Union considers early and forced marriage as child sexual abuse and exploitation.</p>
Child Labour	<p>Child Labour is work that deprives children of their childhood, their potential and their dignity. It is harmful to their physical and mental development.</p> <p>It occurs when children are made to work, whether paid or unpaid. It negatively affects their education by requiring them to work after or before school, not being able to complete their studies and/or requiring them to finish their education early.</p> <p>Child labour may also be a form of child slavery, which is the transfer of a child to another person so that the child can be exploited.</p>
Racism and other types of discrimination	<p>Are considered by Mothers' Union to be forms of child abuse, as like other forms of abuse they can harm a child physically and mentally.</p>

2.2.1 What does the term Safeguarding Children mean?

2.2.2 The definitions above provide an indication of the abuse which children can suffer. Safeguarding is what we do at Mother's Union to keep children safe. The focus of this Policy is to raise awareness amongst staff, volunteers, members and all those involved in our work of the steps, which Mothers' Union needs to take to make itself a safe organisation for children and families.

This means that everyone involved in Mothers' Union programmes needs make a commitment to:

- **Promoting** the safety, wellbeing, and human rights of Mothers' Union members, those who attend Mothers' Union organised activities and all participants in programmes run or supported by Mothers' Union.
- **Preventing** harm and abuse from taking place.

- **Protecting** those who may be at greater risk of being abused; and
- **Responding** effectively when abuse does occur.

2.3.1 Safeguarding Adults:

Definition: who is an Adult at Risk of harm?

2.3.2 An adult at risk of harm is a person aged 18 years or older who is in any relationship where there is an imbalance of power, which could be exploited or taken advantage of, causing harm to the adult. It could be with a partner, family member, church or community leader or someone else in their community. Such a relationship could also be with someone working for or with the Mothers' Union. The imbalance of power may be increased by challenging life circumstances experienced by the adult, whether temporary or permanent.

2.3.3 Definitions of abuse which adults can experience are similar in nature to those of children and include the following:

Physical Abuse	Physical Abuse is when an adult is deliberately hurt or injured and can include hitting, slapping, shaking, throwing, biting, poisoning, burning or scalding, drowning or suffocating or otherwise causing non-accidental physical harm to an adult. Gender based violence is a form of physical abuse but can and often does involve emotional and sexual abuse.
Emotional Abuse	Emotional Abuse involves doing harm to an adult's emotional, intellectual, mental or psychological development, and may be an isolated event or happen on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment, for example, name calling, threatening, yelling, screaming, cursing, teasing and constant criticism. It also involves failure to meet an adult's emotional needs, and rejecting, ignoring, terrorising, isolating or confining an adult to one space.
Spiritual Abuse	Spiritual Abuse is a form of emotional and psychological abuse and is characterized by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on adults who experience it. Spiritual abuse can include manipulation and exploitation, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, and the use of isolation as a means of punishment.

	It can also involve accusing an adult of being a witch or involvement in witchcraft, leading to ostracization within a community, as well as physical and emotional abuse being perpetrated against the individual.
Sexual Abuse	Sexual Abuse is the involvement of an adult in sexual activities, against their will, including rape and indecent assault. Sexual abuse can happen to both women and men.
Neglect	Neglect can be the result of a lack of financial and material resources, it is also intentionally : failing to prevent harm; to provide adequate supervision, medical care or treatment or failing to provide a safe physical environment for an adult who is vulnerable. It can also occur if Mothers' Union staff, volunteers, partners and contractors fail to provide a safe environment when programmes are delivered.
Forced Marriage	A forced marriage is where one or both people do not or cannot consent to the marriage, and pressure or abuse is used to force them into marriage.
Female genital mutilation (FGM)	FGM refers to all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons. FGM violates the principles of equality and non-discrimination based on gender. The practice is most often carried out on girls between infancy and the age of 15. In every form in which it is practiced, FGM is a violation of the fundamental human rights of girls and women, including their right to health, security and dignity.
Bullying	Bullying can and does occur in all of the above defined categories of abuse, and is also used as deliberately hurtful behaviour, usually repeated over a period of time. Bullying can occur face to face and by the use of social media, which is known as cyber-bullying.
Exploitation	Exploitation is the term used to describe the abuse of adults who are forced, tricked, coerced or trafficked into exploitative activities. This can include: modern slavery and trafficking of adults, sexual exploitation, forced labour and being forced or recruited into armed conflict.
Racism and other types of discrimination	Are considered by Mothers' Union to be forms of adult abuse, as like other forms of abuse they can harm a person physically and mentally.

Circumstances where an adult could be at risk of abuse, can include:

- Having previously experienced abuse or trauma, or currently experiencing abuse such as intimate partner violence (domestic abuse/gender-based violence).
- Requiring care or ministry in their own home due to illness or limited mobility.
- Dependence on others for assistance and support such as in the case of an accident, illness, physical disability, old age or birth of a child.
- Life crises such as the death of a family member, loss of employment, long-term relationship break-up or divorce, or loss of home and possessions.
- Poverty, war or civil strife, natural disasters, displacement.
- The effects of ageing or a disability.
- Being marginalised or discriminated against due a range of characteristics or identity markers including but not limited to gender, race, ethnicity, religion, or other social and cultural factors; or
- Having physical, cognitive, psychological, or chronic health challenges.
- Being subject to financial abuse by others because of their vulnerability.

2.3.1 Why is Safeguarding Important for Mothers' Union?

Raising Awareness:

How do I know if this is abuse?

2.4.1 Around the world communities have different standards and expectations about what is considered to be appropriate and inappropriate behaviours. This is because behaviours are informed by the culture, beliefs, stories, traditions and practices that are valued or shared within communities. However, it is important for all communities to carefully consider the impact of their beliefs and practices, and whether they are harmful to others.

2.4.2 When considering the beliefs and practices of the communities with whom Mothers' Union works, and whether they constitute abuse, the following are **some useful questions to ask:**

- Does anyone suffer as a result of this belief or practice? If so, who suffers?
- Is anyone harmed or abused as a result of this belief or practice?
- When people follow this belief or practice are their actions supported by the laws in their country?
- Does anyone benefit as a result of this belief or practice? If so, who benefits?
- Is this belief or practice fair for everyone in a family or community context?
- How can this belief or practice be challenged and stopped if it is resulting in harm or abuse?

2.4.3 Whilst respecting the beliefs and practices of diverse cultures and communities across the world, if such practices cause harm to children and/or adults, and Mothers' Union is aware of the harm caused, it is important for staff, volunteers and members to seek advice as to what can be done to safeguard and protect those children and adults. Guidance on what to do can be found at section 4.3.1.

Where can abuse occur?

2.3.2 Abuse can occur anywhere and can be committed by anyone, including those who are respected in the community and are in positions of trusted authority. It is known that most abuse frequently occurs within families. Where abuse is not perpetrated by a family member, the perpetrator is often known to the child or adult being abused. It is recognised that everyone can potentially be vulnerable to abuse in circumstances and relationships where there is an imbalance of power. **All abusive behaviours are based on the power which the perpetrator has over the victim.** It is for this reason that Mothers' Union will seek to ensure that measures are in place which prevent those with inappropriate intentions towards children and adults, and/or wish to take advantage of those who are vulnerable, from being appointed to positions of authority or are contracted to provide services to Mothers' Union.

2.3.3 Because of the unique context of Mothers' Union, the Anglican Church is an integral part of its organisation. Most people who are engaged in ministry and the work of the Church do not seek to abuse their position of trust. However, there are some who have a different motivation and will use their position to gain access to the vulnerable. It is therefore important to acknowledge that the Mothers' Union community may be vulnerable if a member of clergy, lay leader, reader or church officer chooses to abuse their position of authority.

Playing Your Part

2.4.4 It is essential that all those involved with the work of Mothers' Union recognise that everyone has a role to play in ensuring that children, families and adults are safeguarded and protected from harm. **For this to be achieved, all Mothers' Union staff, volunteers, members, trustees, partners and contractors, including those members who are employed by the Anglican Church, must:**

- Understand and agree to adhere to the Mothers' Union Worldwide Safeguarding Policy and Procedure (unless the contractor/partner has their own safeguarding policy which equates to the Mothers' Union Safeguarding Policy and Procedure.)
- Accept that the Mothers' Union Worldwide Safeguarding Policy takes precedence over any other Mothers' Union Policy which may already be in place.
- Maintain zero-tolerance of abuse and exploitation of children and adults and take all measures available to you to prevent and respond to such behaviours.
- Have an awareness of what constitutes abuse, risks to children and adults, **and be vigilant.**
- Be clear about your responsibilities to prevent harm and protect children and adults.
- Take account of the risks to your own safety and seek advice (see below at 2.4.5 - 6).
- Report any concerns about actual, possible or risk of abuse or harm to children and adults. **(see section 4.2)**

2.4.5 It is acknowledged that it is not easy to confront those in positions of power, whose behaviour is inappropriate and abusive. It is for this reason that the procedures on pages 12 - 15 provide step by step guidance as to what to do to protect those who are being abused or who is at risk of being abused, and also to protect yourself.

2.4.6 Support is available from Mothers' Union to anyone who finds themselves in a position of receiving a disclosure of abuse or witnessing abusive behaviour, or who is a victim of abuse. It is important to know that you will not be alone if needing to respond to a safeguarding concern. If you need advice or need to report a concern, please contact: Moira Murray, Safeguarding Lead: moira.murray@mothersunion.org or safeguarding@mothersunion.org

2.4.7 Further details of additional safeguarding support will shortly be available, (i.e. Regional Safeguarding Leads) for now please contact Safeguarding@mothersunion.org

3 Governance and Accountability

3.1.1 Safeguarding children and adults is an intrinsic part of Mothers' Union culture and needs to permeate all we do in our programmes throughout the world. This can only be achieved with high level support and monitoring by the CEO and the Senior Leadership Team, the Worldwide Board of Trustees, Provincial Presidents and Executive Committees who are ultimately accountable for the implementation and operation of the Safeguarding Policy and Procedure.

3.1.2 As a registered charity with the UK Charity Commission, Mothers' Union is required to comply with the Commission's regulations concerning safeguarding children and adults. The Commission expects Mothers' Union:

- To apply the same safeguarding practices and standards in our overseas work as required in England and Wales.
- To ensure that any partner organisation is suitable and has in place appropriate safeguarding procedures.
- To have suitable management arrangements in place in relationships with local partners
- To have the same expectations concerning the safeguarding of children and adults of our partners as the Charity Commission has of Mothers' Union.

3.1.3 To be assured that the expectations of the Charity Commission are taken account of the Mothers' Union Trustees and Senior Leadership require the following processes to be in place:

- The appointment of Safeguarding Focal Point Champions (SFP Champions) and to ensure those with safeguarding responsibilities have sufficient time, training and support to conduct their roles effectively. (see Appendix 2 for role description)
- To make sure that the Worldwide Safeguarding Policy and Procedure is in place in every province, country and diocese where Mothers' Union operates and that any local laws are adhered to.
- To ensure that those with safeguarding responsibilities are fully conversant with the Safeguarding Policy and Procedure and have training to implement the Policy.
- To identify any child and/or adult safeguarding risks in their programmes and take action where needed.
- To ensure that Mothers' Union staff, volunteers, members, partners and contractors are clear on the procedure for reporting and responding to safeguarding concerns.
- To ensure any concerns or reports of child and/or adult abuse, or safeguarding incidents are taken seriously, responded to immediately and reported appropriately.

- To ensure that staff, volunteers, members, partners and contractors are not put at risk themselves when dealing with safeguarding and issues of child and adult protection.
- To build and maintain relationships with partners and other organisations to promote the development and monitoring of safeguarding practices.³

4 Procedures

This section makes reference to appendices, which can be found in the attached separate document.

- 4.1.1** It is important that procedures are in place to ensure everyone involved with Mothers' Union knows what to do, who to seek advice from and how to record/report a safeguarding concern.
- 4.1.2** The following procedures are to help you; however, **it is recognised that different countries/provinces will have different legal processes, and statutory agencies to protect children and adults, whilst others may have little or no external support in place.**

Safer Recruitment and Selection

- 4.2.1** In order to ensure that those working for Mothers' Union, as well as our partners and contractors, are suitable to do so, it is essential to have good recruitment, selection and procurement processes in place.

4.2.2 This involves:

- Having a clear, comprehensive Role Description for those taking up post, whether paid or voluntary
- Requiring applicants seeking to work or volunteer for Mothers' Union to complete an application form. (see Appendix 3 for template application form)
- Interviewing applicants and seeking assurance as to their motivation for wanting to work/volunteer for Mothers' Union
- Undertaking appropriate background checks into applicants (see page X for details)
- Seeking references as to their good character
- Seeking assurance that partners/contractors have appropriate safeguarding policies and procedures in place, and if not, requiring that they adhere to Mothers' Union Safeguarding Policy and Procedure.

³ Based on WaterAid Child Safeguarding Procedure.

What to do when dealing with safeguarding concerns?

Responsibility to report:

- 4.3.1** All those involved in Mothers' Union programmes should be alert to signs that may suggest a child or adult is in need of help. The following steps offer guidance as to action that needs to be taken if a safeguarding concern comes to your attention:
- It is recognised that deciding whether to report an issue can be difficult, and in some instances, a risky responsibility. It is important that anyone engaged in Mothers' Union activities who discovers or suspects abusive practices refers this immediately to their local SFP Champion and/or seeks advice from the [Regional Safeguarding Lead] Mothers' Union Worldwide Safeguarding Lead.
 - A template reporting form is available at **Appendix 6**
 - All countries and provinces should identify any statutory requirements for reporting to government or other bodies (e.g. law enforcement, social welfare). Issues that breach the local criminal code must be reported/referred to relevant authorities.
NB It is acknowledged that in some instances this may put the victim at risk of further harm. Advice should be sought from the SFP Champion and the [Regional Safeguarding Lead] Mothers' Union Worldwide Safeguarding Lead as to how to proceed before any reports/referrals are made.
 - Where someone reporting an allegation of abuse feels that it is being ignored or has not been responded to adequately, the matter needs to be raised with their Diocesan President, the Provincial President and if a response has not been received, which resolves the matter, and contact should be made with the Mothers' Union Worldwide Safeguarding Lead.
 - Please remember that Mothers' Union is not a child or adult protection agency and does not have the authority or resource to investigate allegations of abuse.
 - What we can do is to take action, as far as is possible, to safeguard the child or adult from experiencing continued abuse. This can be done by not keeping information to yourself but sharing/reporting it to the SFP Champion and the Mothers' Union Worldwide Safeguarding Lead.
 - On receipt of a safeguarding concern/allegation, the SFP Champion should discuss the matter with the Worldwide Safeguarding Lead, and a decision will be made (taking account of any risk to the victim and the person reporting the concern) as to the appropriate action to take. Where possible a referral should be made to the statutory authorities. Where this may not prove possible, alternative arrangements should be made to ensure that the victim is safe. (see flow chart).

- Where an allegation of abuse concerns a Mothers' Union member of staff, volunteer, consultant or trustee, or a member of clergy/church officer who is involved with Mothers' Union activities, this must be brought to the attention of the Mothers' Union Worldwide Safeguarding Lead, within 24 hours or as soon as possible thereafter. A decision will then be made, in consultation with the Provincial President, as to the action required. This could result in the subject of the allegation being suspended, the matter being passed to the Police and/or the Anglican Church authorities being informed of the situation. Any such action needs to be taken in consultation and following discussion with the parties involved.
- Support should be offered to the victim and if appropriate, their family, in addition, an appropriate person should be identified to offer support to the alleged perpetrator.
- If an allegation relates to a partner agency, then an appropriate manager within that organisation should be informed, unless this is likely to place the child or adult at further risk. A follow up process agreed with clear roles and responsibilities defined, needs to be undertaken by the Mothers' Union Worldwide Safeguarding Lead to ascertain the outcome for the child/adult⁴.
- **Confidentiality:** it is important that confidentiality is maintained when dealing with allegations of abuse and any subsequent actions required. Information should only be shared with appropriate people – i.e. those who need to know. Guidance on this will be provided by the SPF Champion/the Worldwide Mothers' Union Safeguarding Lead. All safeguarding records, whether hard copy or electronic, need to be kept secure.
- **Decision Making:** on receipt of an allegation/report of a safeguarding concern, the SFP Champion, together with the [Regional Safeguarding Lead] Worldwide Safeguarding Lead, will decide how best to proceed to protect the child or adult subject to abuse/at risk of abuse. Any such decisions will take account of the legislation of the country/province where the matter arose, and statutory reporting procedures will be followed. However, the safety of the child or adult will remain paramount, and appropriate consideration will be given to ensuring that the child or adult, and the person making the report is not placed at risk of harm by bringing the matter to the attention of statutory authorities.
- The case will be managed by the SFP Champion, with supervision and advice offered by the [Regional Safeguarding Lead] and/or the Worldwide Safeguarding Lead.

4.4.1 What to do if you receive a disclosure of/witness abuse?

- 4.4.2 The most important thing to remember in responding to any safeguarding concern involving a child or adult is that their wellbeing and safety should always come first. **BUT** no one should be put at more risk because of action taken by Mothers' Union employee, volunteer or member.

⁴ ibid

4.4.3 If a child or adult tells you they are concerned about someone's behaviour or makes an allegation of abuse, please follow these guidelines:

- **React calmly.**
- **Reassure them that they were right to tell you, but do not promise to keep the information a secret between you and them.**
- **Take what they say seriously, even if it is difficult to believe that a particular person would harm them.**
- **Try not to interrupt their account but listen carefully.**
- **Try not to ask too many questions and do not anticipate their answers for them. If you need to clarify what is being said, ask simple questions, such as: 'who', 'when', 'where', 'what' – it is important to know what is alleged to have happened, when and where it took place, who is the alleged perpetrator, was anyone else present, who else has been told.**
- **Ensure that the child/adult is in a safe place. If they need urgent medical attention, make sure that doctors or hospital/clinic staff are aware of the safeguarding concern. If an adult is the subject of the abuse, seek their consent to discuss the issue with doctors/nurses/health care workers. Ensure that support is available to them following the incident.**
- **Record what was said to you either at the time, if possible and appropriate, or as soon as possible, using the child/adult's own words.**
- **Should you witness abusive behaviour seek help to ensure that the child/adult is safe, but do not risk your own safety.**
- **If the situation is violent, and it feels safe to do so, call the police.**
- **Record what you witnessed and share this with the SFP Champion and/or the Worldwide Mothers' Union Safeguarding Lead, within 24 hours or as soon as possible thereafter. SEE APPENDIX 6 FOR FORM**
- **DO NOT PUT YOURSELF IN DANGER**

Consent for photographs/images to be used to promote the work of Mothers' Union

4.5.1 Before any photographs or videos can be taken with the intention of use by Mothers' Union, the consent of the adult, and or the parent/carer of a child, or

where appropriate a young person themselves, if over 18, must be obtained. The purpose of using the photograph/video must be explained, and informed consent must be obtained from the subject. This is because if a photograph or video is to be used by or to promote the work of Mothers' Union, any risk to an adult or child needs to be taken into consideration. For example, if a parent has been subject to domestic abuse and their whereabouts, and that of their child/children needs to remain confidential, any information which may reveal their location cannot be put into the public domain.

- 4.5.2** The consent form and accompanying guidance must be used before any photographs or videos can be taken, displayed or uploaded onto the internet. (See Appendix 8)

5. Our Commitment to You

Health & Safety

- 5.1.1** Mothers' Union believes that all our programmes should take place in a safe environment and that it is our responsibility to ensure that the premises and equipment being used for Mothers' Union activities are appropriate. An accident/incident logbook should be kept at each premises where activities take place. If you feel that the premises where activities are taking place is unsafe, bring this to the attention of the SFP Champion and/or the MU WW Safeguarding Lead.

Bullying Behaviour and Discriminatory Behaviour

- 5.1.2** Mothers' Union will not tolerate bullying or discriminatory behaviour by trustees, staff, volunteers, participants in programmes/projects, partners or contractors who provide services to Mothers' Union. Mothers' Union considers the welfare of our trustees, staff, volunteers and those using our services to be of paramount importance. Bullying behaviour on the part of anyone involved with the Mothers' Union will be taken extremely seriously. It can be reported to the SFP Safeguarding Champion or to the MU WW Safeguarding Lead. All disclosures and discussions will be treated confidentially.

- 5.2.1** **Safeguarding Training** please contact Safeguarding@mothersunion.org, **if immediate support is needed contact safeguarding@mothersunion.org**

Risk Assessment

- 5.3.1** In order to reduce risk for those involved in our programme work, and to put appropriate measures in place to protect staff, volunteers and those receiving our services, any Mothers' Union activity or work involving children or adults who are vulnerable, should be subject to risk assessment in order to identify potential hazards and threats to safety. (See Risk Assessment template, Appendix 7).
- 5.3.2** This is particularly important when staff/volunteers are travelling to overseas countries to advise, assess or audit Mothers' Union work. When travelling overseas,

it is vital that a risk assessment is undertaken before the trip takes place, which includes consideration of who will meet the employee/volunteer on arrival and that safe, appropriate arrangements are in place for onward travel and accommodation. A designated member of Mothers' Union staff from the province/country/diocese from where the employee/volunteer is travelling should be available at all times to deal with any emergencies which may arise.

5.3.3 Where staff or volunteers have been affected by witnessing or listening to distressing accounts of abuse, and/or if they have experienced or been directly involved in dangerous situations, Mothers' Union will ensure that arrangements are put in place to address issues which have impacted their emotional, mental or physical health and wellbeing.

5.3.4 **Your wellbeing is of the utmost importance to us. We are here to ensure that you feel supported and valued for the work you do on behalf of Mothers' Union.**

Declaration

I confirm that I understand and agree to adhere to the Mothers' Union Worldwide Safeguarding Policy and Procedure. I am aware of my responsibility and duty to ensure that the content of this Policy and Procedure is implemented when working for Mothers' Union, either as an employee or volunteer. Please sign or make your mark.

Signed Name

Position Date