

**Mothers' Union**  
**Worldwide Safeguarding Policy and Procedure**  
**Appendices**

Jan - June 2024 version

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## Appendix 1

The following Code of Conduct is an adaptation of documents used by Save the Children and WaterAid.

### Mothers' Union Code of Conduct

At the core of the work of Mothers' Union is our belief in Christian principles and ministry in family life, the nurture and protection of children, young people and adults. It is essential that our commitment to these values and principles is supported and demonstrated by staff, volunteers, trustees and others representing the work of Mothers' Union.

If any of us fails to act in a way that is consistent with our values and principles, we fail as an organisation.

The purpose of this Code of Conduct is to provide clear guidance on what we expect of Mothers' Union staff and volunteers, trustees and members, and those representing the organisation. It is the responsibility of us all to ensure our behaviour is consistent with the values and principles of Mothers' Union, as set out in this Code of Conduct.

**All staff, volunteers, trustees, members and representatives of our work, are expected to promote our values and principles and protect the reputation of Mothers' Union by:**

- Working actively to protect children and adults who are vulnerable by complying with Mothers' Union Worldwide Safeguarding Policy and Procedures.
- Reporting any cases where a child or adult may be at risk of harm.
- Respecting the basic rights of others by acting fairly, honestly and tactfully, and by treating people with dignity and respect.
- Maintaining high standards of personal and professional conduct.
- Protecting the safety and well-being of myself and others.

- Reporting any misuse of funds as soon as such activity is suspected so that Mothers' Union can protect its assets and resources.
- Ensuring the dignity and respect of colleagues and others I interact with, when employed by, volunteering or representing Mothers' Union by refraining from inappropriate behaviour, discrimination, bullying and harassment.
- Complying with all local security and health and safety management guidelines and policies.
- Complying with global and national requirements on the use and protection of data and information. I will not disclose personal or confidential data or information to people who should not have access to it or misuse it in any way.
- Declaring any interest (financial or otherwise) in Mothers' Union work where I have an influence on a decision being made. I will not abuse my position to secure benefits for myself or any family member or friend.
- Reporting any matter that breaks the standards contained in this Code of Conduct.

**Mothers' Union, does not tolerate the following behaviours:**

- Engaging in sexual relations with anyone under the age of 18.
- Abusing or exploiting a child or an adult in any way.
- Exchanging money, employment, goods or services for sexual favours.
- Behaving in a way which threatens my safety and security, or that of others.
- Working under the influence of alcohol, any illegal drug or illegal drug-related substances or use or be in possession of these on Mothers' Union premises, vehicles or accommodation.
- Being in possession of, or profiting from the sale of, illegal goods or substances.
- Accepting bribes or significant gifts from governments, beneficiaries, donors, suppliers or others, which have been offered as a result of employment or volunteering for Mothers' Union.

- Undertaking business for the supply of goods or services to Mothers' Union with family, friends or personal contacts or using Mothers' Union assets for personal benefit.
- Agreeing to or carrying out any employment, consultancy work, trustee/director role, voluntary role or political activity, or take a business interest in a supplier where a conflict of interest arises with my Mothers' Union role.
- Using the organisation's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography, and or indecent images of children.
- Speaking publicly on behalf of Mothers' Union or representing Mothers' Union, without first seeking authorisation to do so.

#### Declaration

In accepting my role representing Mothers' Union, I will carry out my duties and behave in accordance with this Code of Conduct, contributing to Mothers' Union's performance, reputation and success. If I am unclear about any areas of this Code of Conduct, I will discuss them with my line manager (or primary contact if I am not employed by Mothers' Union). I am aware I am obligated to report incidents of malpractice or breaches of conduct to my line manager or through the reporting channels outlined in the Mothers' Union Worldwide Safeguarding Policy and Procedure.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2

### Role Description

#### Safeguarding Focal Point Champion (SFPC)

A Mothers' Union Safeguarding Focal Point Champion (SFPC) is a volunteer member of the Provincial Executive whose role is to promote the welfare and protection of children, young people and adults<sup>1</sup> from the risk of abuse, harm and or exploitation. They are the focal point from whom advice should be sought when safeguarding concerns arise.

#### They are responsible for:

1. Raising awareness amongst staff, volunteers and members, of the importance of safeguarding children, young people and adults with whom Mothers' Union works.
2. Ensuring that the Worldwide Safeguarding Policy and Procedures are available, are read, understood and implemented by all those involved in delivering Mothers' Union programmes and activities.
3. The Code of Conduct is read, understood and signed by staff, volunteers and all those involved in Mothers' Union programmes and activities.
4. Providing advice, guidance and support to Mothers' Union staff, volunteers and members when safeguarding concerns arise.
5. Providing guidance on how to complete a Safeguarding Concern/Incident Form (SCIF) and countersigning the form; whether a referral to an external agency is required, such as the local authority, social services, health professionals and/or police, and when necessary, seeking the advice of the Worldwide Safeguarding Lead.
6. Delivering safeguarding training and workshops to, and ensuring the attendance of, Mothers' Union staff, volunteers and members so that everyone understands what is expected of them and how to follow and implement the Worldwide Safeguarding Policy and Procedures.

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<sup>1</sup> Adults who are vulnerable to being at risk of harm

7. Working collaboratively with the Worldwide Safeguarding Lead to ensure that safeguarding policies, procedures and practices are monitored and reviewed regularly to make sure that they are being followed, that they work well and that they are in line with relevant jurisdictional laws.
8. Working with the Provincial President and other members of the Provincial Executive to encourage a culture of openness, trust and respect where all Mothers Union staff, volunteers and members feel safe and valued.
9. Providing an annual safeguarding report to the Provincial President and the Provincial Board of Trustees.

**Requirements of the role: the Safeguarding Focal Point Champion (SFPC) should have:**

- A strong commitment to, and awareness of the importance of maintaining a safe environment to ensure that children, young people, adults, staff, volunteers and members are protected.
- Experience of working with children, young people and adults.
- (If possible) a relevant social work qualification or in teaching, nursing, psychology or a related field.
- The ability to communicate clearly and directly.
- The ability, where required to challenge those in positions of power and authority about inappropriate behaviour and actions.
- The ability to listen well and show empathy.
- Excellent problem-solving and presentation skills.
- The ability to work well on their own and as part of a team, but also to seek advice and accept direction from the Worldwide Safeguarding Lead, as required.
- Good record keeping skills and recognition of the need to ensure that confidential, sensitive information is kept secure, and only shared 'on a need to know' basis.
- The willingness to learn, adapt and improve their safeguarding knowledge and skills.

### Appendix 3

#### Volunteer/Staff Role Application Form

#### Application to be a Volunteer/staff member for Mothers' Union (please deleted as appropriate)

For those wishing to work with children and/or adults at risk

Role	
Full Name	
Previous Name (s)	
Date of Birth	
Address	
Tel No	
Email (if applicable)	
Please provide details, dates of your education, including any qualifications	
Please provide details of your current/previous employment for the past 5 years, with reasons for any gaps in employment  Please provide any details of any previous volunteer/staff roles you	



<p>have undertaken (both for the Mothers Union and any other organisation/church)</p>	
<p>As part of this role, you will be required to undertake safeguarding training. Please provide details of any previous safeguarding training you have undertaken, including for Mothers Union</p>	
<p>Please provide a short statement, no more than 500 words, as to the reasons why you wish to apply for this role and what qualities/experience you believe you can bring to the role</p>	

<p>Please provide the names and addresses of two people who have known you for at least two years (not a relative) and would be able to provide a personal reference:</p>	
<p>Name</p>	<p>Name</p>
<p>Address (inc. postcode)</p>	<p>Address (inc. postcode)</p>
<p>Tel No</p>	<p>Tel No</p>
<p>Email</p>	<p>Email</p>

**Additional Information**

In case of a medical or similar emergency, please give the contact details of someone we could contact:

Signature

Date



**Please Note: All applicants are required to complete this form**

**Self-declaration Form**

*This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, if appropriate, the Worldwide Safeguarding Lead for the Mothers' Union.*

*All forms will be kept securely in compliance with the requirements of the General Data Protection Regulations effective from 25 May 2018 and all other relevant legislation and the expectations of the Information Commissioners Office relating to the data privacy of individuals*

Volunteer role:

Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? Include both 'spent' and 'unspent' convictions (see Note 1)

Yes  No  (please tick)

Have you ever received a caution, reprimand or warning from the police/Guarda that has not been filtered in accordance with DBS filtering rules (see Note 2)?

Yes  No  (please tick)

***If you have ticked yes to either of the above, read Note 3 and then give details here***

Are you at present (or have you ever been) under investigation by the police/Garda or an employer or other organisation for which you worked for any offence/misconduct?

Yes  No  (please tick)

Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults?

Yes  No  (please tick)

Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you? (see Note 4)

Yes  No  (please tick)

Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult and/or put a child or vulnerable adult at risk of serious harm? (see Note 4)

Yes  No  (please tick)

To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes  No  (please tick)

Have you ever had any allegation made against you, which has been reported/referred to , and investigated by the Police/Garda/Social Services/Social Work Department (Children or Adult Social Care)?

Yes  No  (please tick)

Has a child in our care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under Children Act 1989, or a similar order under any other legislation?

Yes  No  (please tick)

If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules, or is that person at present the subject of a criminal investigation/pending prosecution? This only applies if some or all of your work with children or adults is carried out at the place where you live.

Yes  No  Not applicable  (please tick)

*If you have answered 'yes' to any of the above, please give details of the complaints, allegations, offences, including dates. Please give any further details such as the reasons or circumstances which led to the offence or allegation. All these matters will be checked with the relevant authorities.*

### **Declaration**

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

After I have taken up my role, I agree to inform the activity leader if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Garda/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed:

Full name:

Date of Birth

Address:

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## Appendix 4

### Template Reference Request Forms

#### Mothers' Union Reference Request form for a volunteer role

<b>Name of Applicant</b>	
<b>Role applied for</b>	
<b>Name of Project/Activity</b>	

The above named person has expressed an interest in volunteering for Mothers' Union and has given your name as a referee.

The role involves: working with children and families, adults at risk, elderly people  
**Delete as appropriate.**

As an organisation committed to the wellbeing and safety for all those with whom we work, we wish to know if there is any reason at all to be concerned about this person's suitability for volunteering with Mothers' Union.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with those involved in the selection process. We would appreciate you being open and honest in your evaluation of this applicant.

<b>Your knowledge of the candidate</b>		
How long have you known the applicant?	From:	To:
In what capacity have you known them?		
Please comment on the applicant's suitability to volunteer for Mothers' Union		

<b>Your knowledge of the candidate</b>					
Please rate the applicant on the following qualities:					
	<b>Poor</b>	<b>Average</b>	<b>Good</b>	<b>Very good</b>	<b>Excellent</b>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Safeguarding Concerns</b>		
<p>This role involves engagement with children/families/adults at risk/the elderly  <b>Delete as appropriate</b></p> <p>We wish to know if you are aware of any reason why this person might not be suitable to volunteer for Mothers' Union?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide more information:

<b>Other information</b>
<p>Please add any further information or comments that you feel are relevant to the person's application to volunteer for Mothers' Union:</p>

<b>Your details and declaration</b>	
Name	
Contact number(s)	
Signature	
Date	

**Please return to:**

## Mothers' Union Reference Request form for staff positions working with children and families

<b>Name of candidate</b>	
<b>Position applied for</b>	
<b>Name of organisation</b>	

The above named person has expressed an interest in working for Mothers' Union and has given your name as a referee. The role involves engagement and responsibility for children.

As an organisation committed to the wellbeing of children and families, we wish to know if there is any reason at all to be concerned about this candidate's suitability for this type of role.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with those involved in the selection process if the applicant is offered the role. We would appreciate you being open and honest in your evaluation of this person.

<b>Your knowledge of the candidate</b>		
Dates of employment or volunteering (DD/MM/YY)	From:	To:
Capacity in which the candidate was employed or known		
Main duties:		

### Your knowledge of the candidate

Please comment on the candidate's suitability and overall ability to work with children and families:

Please rate the candidate on the following qualities:

	Poor	Average	Good	Very good	Excellent
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to motivate others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Safeguarding and child protection concerns

This role involves substantial access to children. As an organisation committed to the wellbeing of children, we wish to know if you are aware of any reason why this person might not be suitable to work with children.

No

Yes – please provide more information:



<b>Safeguarding and child protection concerns</b>		
Are you aware of any previous substantiated allegations, sanctions and/or disciplinary action taken against this person where there were concerns relating to children's safety or protection?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide more information:
Are you aware of any current or ongoing allegations or investigations, or of any disciplinary sanctions that remain against this person? This may or may not be related to children's safety and protection.	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide more information:
Would you re-employ or re-engage this person?	<input type="checkbox"/> No – please provide more information:	<input type="checkbox"/> Yes

<b>Other information</b>
Please add any further information or comments that you feel are relevant to the person in their proposed new role:

<b>Your details and declaration</b>	
Name	
Organisation	
Position	
Contact number(s)	
Signature	
Date	

**Please return to:**

## Appendix 5

### SAFE AND TRUSTED ENVIRONMENT – GET THE RIGHT CHECK

Countries throughout the world, have different processes and systems for undertaking pre-employment/volunteer checks for people seeking to work with children and adults at risk.

It is recognised that it will not always be easy or possible, because of a lack of established systems, to undertake checks in certain countries as to the suitability of a person to work with Mothers' Union. The following is guidance, issued by the UK Charity Commission, by whom Mothers' Union is regulated, as to the pre-employment/volunteer checks which can be undertaken.

Please remember: It is a requirement that all applicants seeking to work or volunteer for Mothers' Union will need to complete the Self-Declaration Form in Appendix 4.

**Types of checks that can be undertaken depending on where the applicant resides:**

#### UK Disclosure and Barring Service

- DBS: Working with children/adults in the charity sector and overseas aid organisations
- Four types of DBS checks are available
- Contact: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

#### Certificate of Good Character/Conduct

- Provided by most countries' police forces or relevant embassy in the UK

#### International Child Protection Certificate (ICPC)

- UK nationals or those who previously lived in UK and want to work with children overseas. Administered in the UK by ACRO Criminal Records Office
- Contact: <https://www.police.uk/advice/advice-and-information/icpc/international-child-protection-certificate-icpc/>

#### Misconduct Disclosure Scheme

- Members can use the scheme to protect their charity from individuals who pose a safeguarding risk
- Contact: <https://misconduct-disclosure-scheme.org/>
- If you are not a member of the Scheme, you can still apply the principles.

## Appendix 6

### Mothers' Union

#### Safeguarding Concern/Incident Referral Form (SCIR)

**PLEASE COMPLETE THIS FORM WITHIN 24 HOURS PROVIDING AS MUCH INFORMATION AS POSSIBLE.**

Email or give a copy to your Safeguarding Focal Point Champion (SFPC). The SFPC will send a copy of the form to the Worldwide Safeguarding Lead: [moira.murray@mothersunion.org](mailto:moira.murray@mothersunion.org)

<b>Name</b>	<b>Position: staff/volunteer</b>  <b>Project/Programme</b>
<b>Contact details:</b>	<b>Mobile:</b>  <b>Email:</b>
<b>Nature of Safeguarding Concern:</b> <ul style="list-style-type: none"><li>• Sexual</li><li>• Physical</li><li>• Neglect</li><li>• Emotional/Spiritual</li><li>• Domestic Abuse</li><li>• Non-recent Abuse</li><li>• Other</li></ul> <b>Please indicate (there may be more than one category of concern):</b>	<b>Date and time concern was disclosed or witnessed:</b>

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**Details of the safeguarding concern/incident:** please provide as much information as possible, including where known:

- Details of the victim/person disclosing the concern, including name, age, contact details, if known
- Details of the concern: Listen to what the victim says and write this down. Do not ask leading questions
- The name of the alleged abuser
- Any other children/adults who may be at risk, or who may have experienced abuse

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**Action taken:**

**Reported to the Safeguarding Focal Point Champion on:**

**Reported to the Worldwide Safeguarding Lead on:**

**Print Name:**

**Designation:**

**Signed:**

**Date and time:**

**For Use Only by the Safeguarding Focal Point Champion /Worldwide Safeguarding Lead**

**Action Taken on receipt of referral:**

**Outcome:**

**Print Name:**

**Designation:**

**Signed:**

**Date and time:**

**Email address:**

**Mobile:**

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**Appendix 7**

**Risk Management Plan Template:**

**MOTHERS' UNION ACTIVITY  
RISK MANAGEMENT PLAN**

**Activity:**

**Location:**

**Date of First Risk Assessment:**

**Date to be reviewed:**

**Name, Designation and Contact details of Person with Overall Responsibility:**

**MOTHERS' UNION ACTIVITY  
RISK MANAGEMENT PLAN**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date Completed</b>

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## Appendix 8

### Mothers' Union Photography and Filming Consent form

In accordance with our Safeguarding Policy, we will not permit photographs, video or other images of children/ young people or adults to be taken without consent. If the child is under 18, consent must be obtained from a parent/carer.

(If the child is over 18, it's good practice to inform parents that photographs and/or videos of their child may be used if the child has given consent.)

**[Insert Name of Project/Programme]** will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

<b>Name of Adult</b>	
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#### Declaration of consent – for an adult aged 18 or over

Please tick each box (or strike out what you do not consent to), then sign this form.

- I give permission for my photograph to be used within the project/programme for display purposes.
- I give permission for my photograph to be used within other printed publications.
- I give permission for my photograph to be used on Mothers Union websites.
- I give permission for my photograph to be used on Mothers' Union social media pages.
- I give permission for video of me to be used on Mothers' Union websites.
- I give permission for video of me to be used on Mothers' Union social media pages.
- I give permission for video of me to be used for training or analysis purposes.

<b>Signature</b>		<b>Date</b>	
<b>Print Name</b>			

#### Declaration of consent – parent/carer of child under 18

**Name of Child:**

**Date of Birth:**

Please tick each box (or strike out what you do not consent to), then sign this form.

- I give permission for my child's photograph to be used within the project/programme for display purposes.
- I give permission for my child's photograph to be used within other printed publications.
- I give permission for my child's photograph to be used on Mothers' union websites.

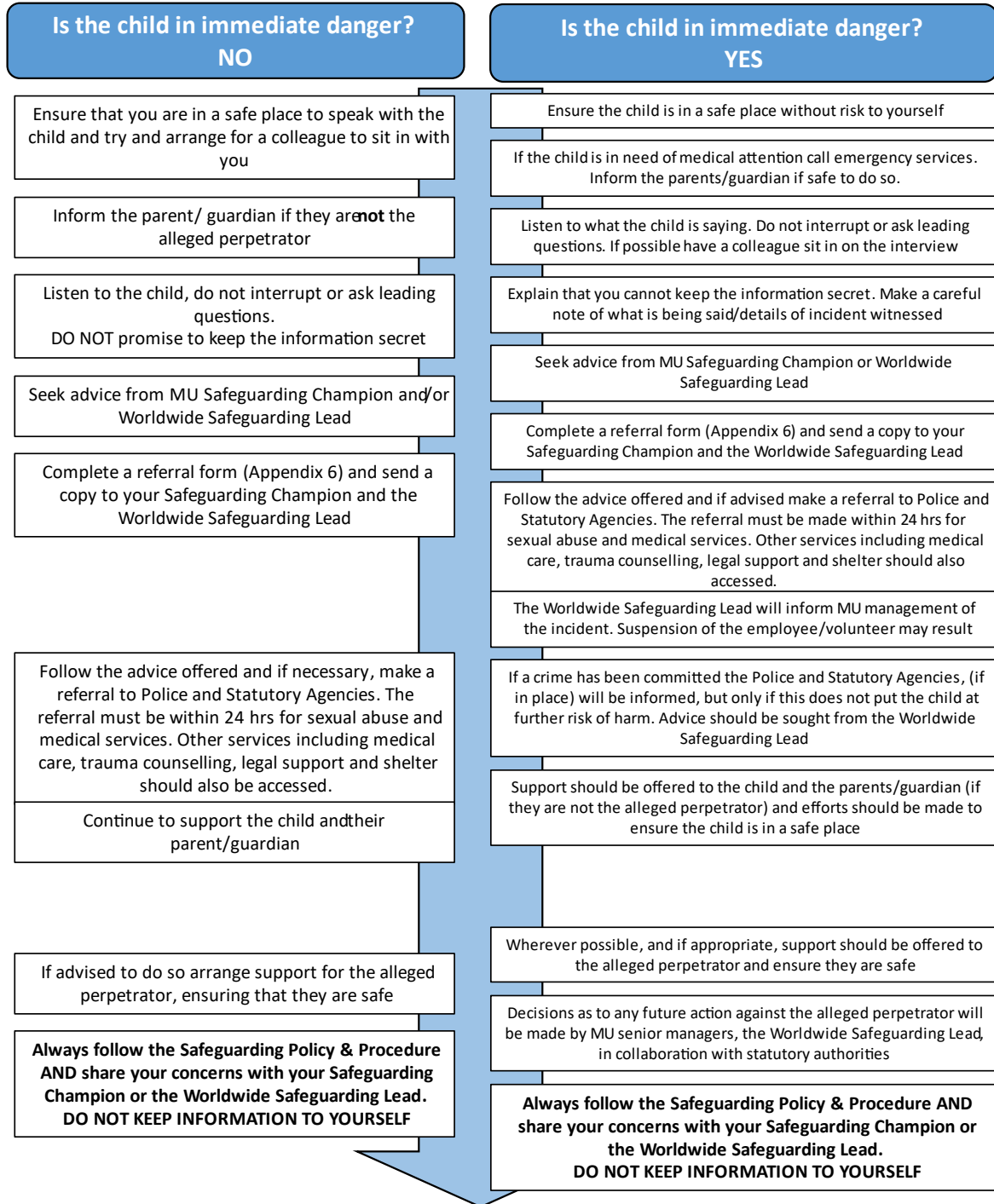
<input type="checkbox"/> I give permission for my child's photograph to be used on Mothers' Union social media pages.			
<input type="checkbox"/> I give permission for video of my child to be used on Mothers' Union websites.			
<input type="checkbox"/> I give permission for video of my child to be used on Mothers' Union social media pages.			
<input type="checkbox"/> I give permission for video of my child to be used for training or analysis purposes.			
<input type="checkbox"/> I confirm that I have read, or been made aware of, how these images or videos will be stored within the organisation.			
<b>Signature</b>		<b>Date</b>	
<b>Print name</b>			

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## Chart 1

### A child safeguarding concern arises against MU employee/volunteer

A report/disclosure is received that an employee/volunteer of MU or a partner agency may have abused a child

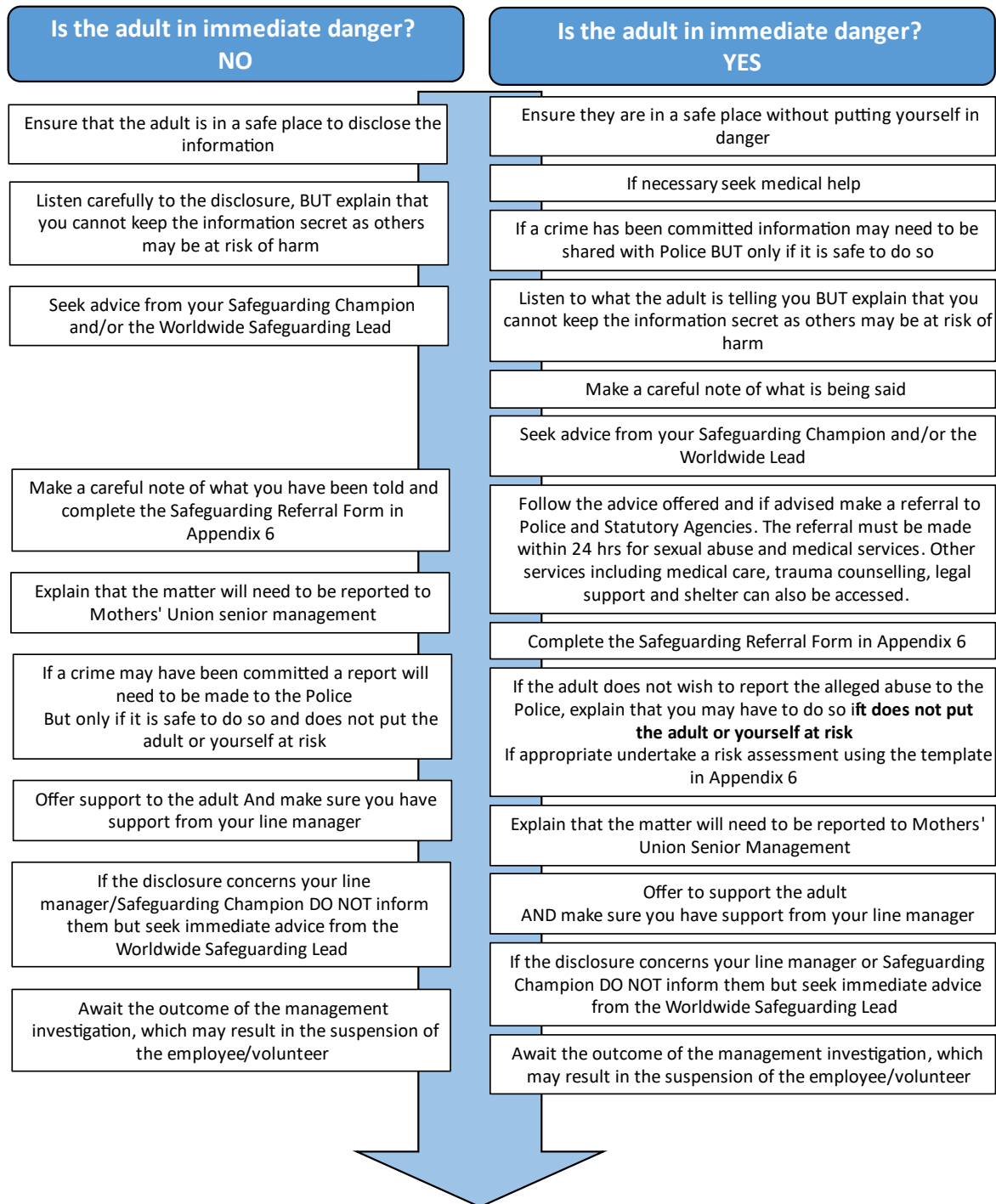


## Chart 2.

### Adult safeguarding concern arises against MU employee/volunteer

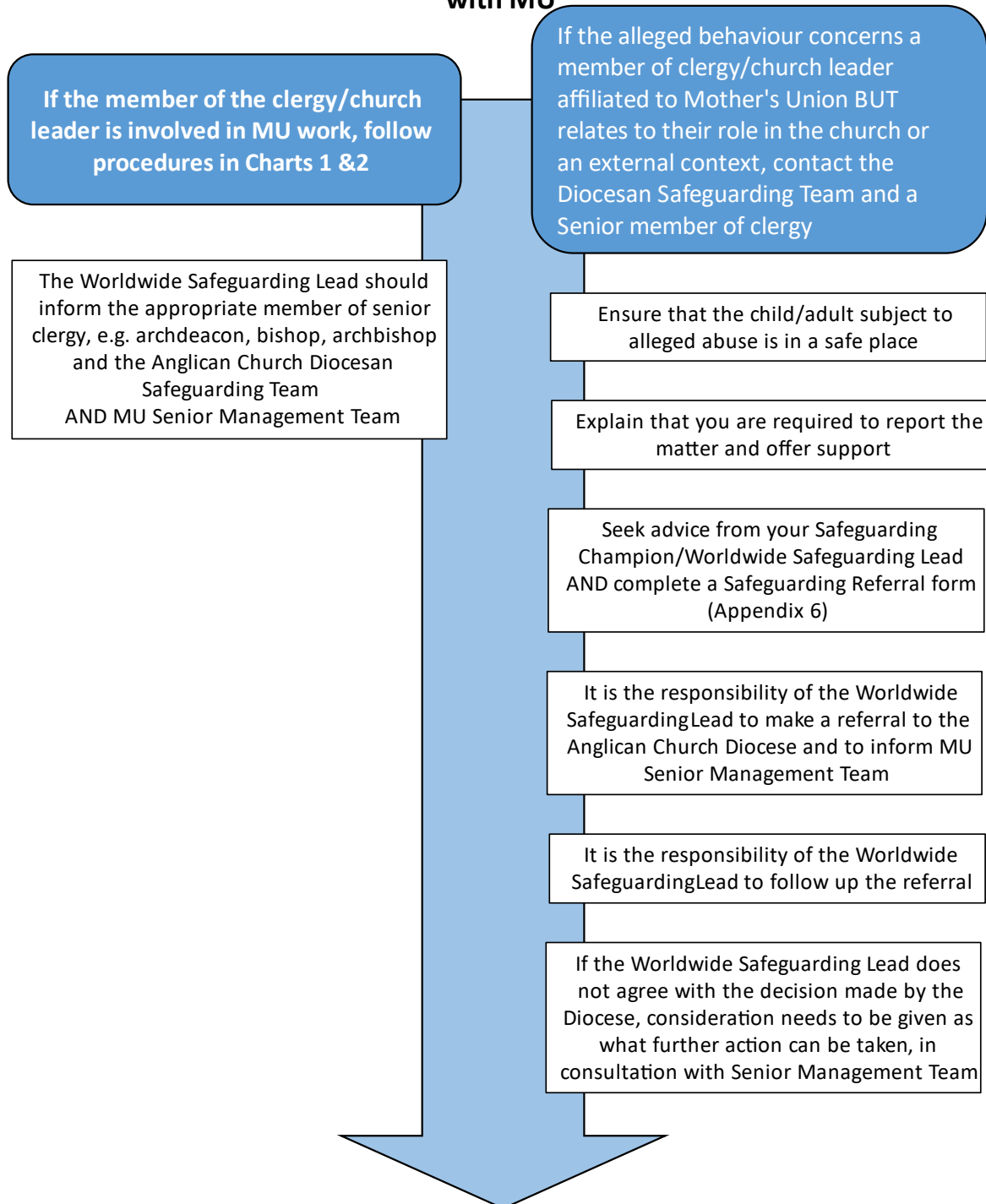
A concern arises

A report/disclosure is received that an employee/volunteer of MU or a partner agency may have abused an adult



### Chart 3

## Safeguarding concern related to a member of clergy/church leader involved with MU



**Chart 4**  
**Safeguarding concern related to a child or adult in the community**

