



*Mothers' Union Britain & Ireland*  
*Safeguarding Policy and Procedures*  
*Appendices*

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## Appendix 1

### *Mothers' Union Code of Conduct for Staff, Volunteers, Members and Trustees*

#### **The purpose and scope of the Code of Conduct**

This Code of Conduct<sup>1</sup> outlines the conduct and behaviour that Mother's Union expects from all our staff and volunteers, and our trustees.

The Code of Conduct is there to help protect children, young people and adults from abuse. Mothers' Union is responsible for making sure everyone taking part in our activities has seen, understands and agrees to follow this Code of Conduct.

#### **The role of staff and volunteers**

In your role at Mothers' Union, you are acting in a position of trust and have a duty of care towards the children, young people and adults with whom we work. It is for this reason that it is important that you behave appropriately and respectfully at all times towards all those with whom we work.

#### **Responsibility of staff and volunteers**

You are responsible for:

- Prioritising the welfare of children, young people and adults involved in Mothers' Union programmes and projects
- Providing a safe environment for children, young people and adults, which includes:
  - ensuring that the premises where any activity takes place are safe
  - having a good awareness of issues to do with safeguarding and taking action when appropriate
- Following our principles, policies and procedures
- Staying within the law
- Modelling good behaviour for children, young people and adults to follow
- Challenging inappropriate behaviour by staff, volunteers and trustees and reporting any concerns about the wellbeing and safety of a child, young person or adult to your Designated Safeguarding Lead, and/or the Mothers' Union Safeguarding & Procedures Lead for Britain & Ireland:  
[safeguarding@mothersunion.org](mailto:safeguarding@mothersunion.org)
- Ensuring that when reporting concerns about abusive behaviour, our safeguarding and procedures are followed.

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<sup>1</sup> This Code of Conduct is based on the NSPCC template for behaviour management and codes of conduct  
<https://learning.nspcc.org.uk/research-resources/templates/behaviour-codes-adults-children>

## **Respecting children and young people**

### **In our work with children and young people, you should:**

- Always remember that the best interests of the child or young person are paramount
- Listen to and respect children and young people
- Value and take their contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's right to personal privacy as far as possible
- If you need to break confidentiality in order to follow safeguarding procedures, it is important to explain this to the child or young person at the earliest opportunity.

## **Diversity and Inclusion**

### **In our work with children, young people and adults, you should:**

- Treat children, young people and adults fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- Challenge discrimination and prejudice
- Encourage children, young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

## **Appropriate relationships**

### **In our work with children, young people and adults you should:**

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid showing favouritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues, especially with children or young people
- Ensure your contact with children, young people and adults is appropriate and relevant to the nature of the activity you are involved in
- Ensure that whenever possible, there is more than one adult present during activities with children and young people
- If a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
- If a child or young person specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are, and meet in an environment which is safe, open and visible to others
- Unless it has been agreed that the provision of personal care (including taking a child or adult to the toilet) is part of your role and you have been trained to do this

safely, only provide personal care in an emergency and make sure there is more than one adult present if possible.

### **Inappropriate behaviour**

**When working with children, young people and adults, you must not:**

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate, unprofessional relationships with children, young people and adults
- Make inappropriate promises
- Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person
- Unless previously agreed with the project/activity lead share your personal contact details (mobile number, email or postal address) or have contact via a personal social media account, with children, young people or adults attending/engaging in our activities
- Befriend children, young people and adults who may be vulnerable on social media
- Unless previously agreed with the project/activity lead and the subject take photographs on personal phones or cameras as this means that images are stored on personal devices
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children, young people and adults
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people and adults
- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons)

### **Acceptable Touch**

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive.

As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves and kept to the minimum.

You should:

- Respond warmly to a child who needs comforting but make sure there are other adults around
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place
- Ask permission before you touch someone

- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention)
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive.

### **Upholding this Code of Conduct**

You should always follow this Code of Conduct and never rely on your reputation or that of our organisation to protect you.

Breaches of this Code of Conduct will be taken seriously and may result in sanctions being applied to staff, volunteers and trustees.

Depending on the seriousness of the situation, it may be necessary to make a report to statutory agencies such as the police and/or the local authority.

If you become aware of any breaches of this code, you must report them to your Designated Safeguarding Lead and/or the Safeguarding & Procedures Lead for Britain & Ireland.

**I confirm that I have read and agree to adhere to the Mother's Union Code of Conduct.**

**Signed.....**

**Print name.....**

**Date.....**

## Appendix 2

### Definition of types of abuse against children and young people

The following definitions of abuse and neglect are taken from the NSPCC website and provide a detailed description of the types of abuse which children and young people can experience. They are graphic descriptions, and it is not anticipated that you will encounter such extremes of abuse whilst working with Mothers' Union activities. It is important however to be aware of what constitutes abuse and neglect, whilst remembering **it is not your responsibility to investigate or decide whether a child or young person is or has experienced abuse or is at risk of harm.**

It is your responsibility to immediately share any concerns about a child or young person with the Designated Safeguarding Lead and/or the Safeguarding & Procedures Lead for Britain & Ireland.

### Physical Abuse

#### What is physical abuse?

Physical abuse happens when a child is deliberately hurt, causing physical harm. But remember all children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern. What is cause for concern is:

#### Bruising

- Bruises on babies who are not yet crawling or walking
- Bruises on the cheeks, ears, palms, arms and feet
- Bruises on the back, buttocks, tummy, hips and backs of legs
- Multiple bruises in clusters, usually on the upper arms or outer thighs
- Bruising which looks like it has been caused by fingers, a hand or an object

#### Burns or scalds

- Any burns which have a clear shape of an object, for example cigarette burns
- Burns to the backs of hands, feet, legs, genitals or buttocks.
- Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times
- It is also concerning if there is a delay in seeking medical help for a child who has been injured.

### Neglect

#### What is neglect?

- Not providing adequate food, clothing or shelter

- Not supervising a child or keeping them safe from harm or danger (including leaving them with unsuitable carers) making sure the child receives appropriate health and/or dental care
- Not making sure the child receives a suitable education
- Not meeting the child's basic emotional needs – this is known as emotional neglect

## **Sexual Abuse**

### **What is sexual abuse?**

- Sexual abuse is forcing or enticing a child to take part in sexual activities. It does not necessarily involve violence and the child may not be aware that what is happening is abuse
- Child sexual abuse can involve contact abuse and non-contact abuse
- Contact abuse happens when the abuser makes physical contact with the child
- Non-contact abuse involves the viewing of indecent images of children

### **What is child sexual exploitation?**

- Child sexual exploitation (CSE) is a type of sexual abuse.
- Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.
- Young people may be tricked into believing they are in a loving, consensual relationship. They often trust their abuser and do not understand that they are being abused. They may depend on their abuser or be too scared to tell anyone what is happening.
- They might be invited to parties and given drugs and alcohol before being sexually exploited.
- They can also be groomed and exploited online.
- Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.
- Sexual exploitation can also happen to young people in gangs.
- Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

## **Harmful sexual behaviour**

### **What is harmful sexual behaviour?**

- Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people, and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or

sexualised behaviour.

## **Child trafficking**

### **What is child trafficking?**

Child trafficking is child abuse.

It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children may be trafficked for:

- Child sexual exploitation
- Benefit fraud
- Forced marriage
- Domestic servitude such as cleaning, childcare, cooking
- Forced labour in factories or agriculture
- Criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they are also likely to suffer physical and emotional neglect.

## **Female genital mutilation**

### **What is female genital mutilation?**

- Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.
- It is also known as female circumcision or cutting.
- The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).
- FGM is child abuse. There are no medical reasons to carry out FGM. It is dangerous and a criminal offence.

## **Emotional abuse**

### **What is emotional abuse?**

Emotional abuse involves:

- Humiliating, putting down or regularly criticising a child
- Shouting at, threatening a child or calling them names
- Mocking a child or making them perform degrading acts

- Constantly blaming or scapegoating a child for things which are not their fault
- Trying to control a child's life and not recognising their individuality
- Not allowing a child to have friends or develop socially
- Pushing a child too hard or not recognising their limitations
- Manipulating a child
- Exposing a child to distressing events or interactions
- Persistently ignoring a child
- Being cold and emotionally unavailable during interactions with a child
- Not being positive or encouraging to a child or praising their achievements and successes

## **Bullying and cyberbullying**

### **What are bullying and cyberbullying?**

- Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable.
- Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

## **Domestic abuse**

### **What is domestic abuse?**

- Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality.
- It can include physical, sexual, psychological, emotional or financial abuse. Exposure to domestic abuse is child abuse.
- Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening.
- Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

### **Spotting the signs of domestic abuse**

It can be difficult to tell if domestic abuse is happening, because abusers can act very differently when other people are around.

Children who witness domestic abuse may:

- Become aggressive
- Display anti-social behaviour
- Suffer from depression or anxiety

- Not do as well at school - due to difficulties at home or disruption of moving to and from refuges<sup>2</sup>.

## Appendix 3

### Safeguarding Adults

#### Definitions of abuse and neglect

As adults we can all feel vulnerable at times and in certain circumstance. However, everyone has the right to live in a safe environment, free from abuse and neglect. During the course of your work for the Mothers' Union, it is likely that you will encounter adults who have experienced abuse, for example in a partner relationship, exploitation including, financial, emotional and possibly spiritual from someone in a position of power and trust.

In addition, disclosure of non-recent abuse (previously known as historical abuse) may happen in the safety of a Mothers' Union project or programme.

It is therefore important you are aware of the following definitions and indicators of abuse, which can be perpetrated against adults:

#### **Types and Indicators of abuse relating to vulnerable adults (SCIE 2020)**

<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

#### Physical Abuse

- Physical abuse is an act of force or violence that causes bodily harm to someone else, typically in the form of physical discomfort, impairment, injury or pain. A person does not have to show signs of injury or bruises to have experienced physical abuse

#### Some signs of physical abuse (not exhaustive)

- Bruising including black eyes
- Burns
- Cuts
- Restraint or grip markings
- Unusual patterns of injuries
- Repeated trips to A&E

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<sup>2</sup> <https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

- Anxiety including panic attacks or post-traumatic stress disorder
- Depression
- Fearfulness

### **Domestic Abuse**

- Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender, age or sexuality.
- Family members, including children, parents and siblings are included. This abuse can encompass but is not limited to psychological, sexual, physical and financial abuse.

### **Some signs of domestic abuse**

- As well as signs of physical, emotional, sexual and financial abuse, this can also include coercive control

### **Sexual Abuse**

- Sexual abuse is any type of non-consensual sexual activity or contact. It can take the form of any sexual act or contact that makes someone feel uncomfortable, afraid or intimidated. It also includes exploitation in exchange for attention, affection, material goods including money and may be part of a seemingly consensual relationship.

### **Some signs of sexual abuse (not exhaustive)**

- Unexpected changes in behaviour
- Sudden withdrawal from social activities
- Bruising, injury
- Cutting off ties with friends and family

### **Psychological or Emotional Abuse**

- Psychological abuse (also referred to as emotional abuse and sometimes in faith organisations as spiritual abuse, when a member of clergy is involved) may take the form of intimidation, coercion, threats, harassment, humiliation, bullying or shouting. It also could be enforced isolation (for example, preventing someone from accessing a service or seeing friends), failure to respect privacy or online bullying

### **Some signs of psychological/emotional abuse**

- Low self-esteem
- Signs of distress like tearfulness, anger

- Withdrawal or changes in mood
- Different behaviours when a particular person is present
- Insomnia

### **Financial or Material Abuse**

Financial abuse includes theft (of money or possessions), fraud, scams or coercion of somebody in relation to the financial affairs or arrangements, including in connection with loans, wills, property, inheritance or financial transactions. It could be misuse of a legal authority over someone's finances (such as Lasting Power of Attorney) or the misappropriation of benefits.

#### **Some signs of financial abuse**

- Unexplained shortages of money
- Unexplained or unusual banking activities
- Frequent cold callers on the phone
- Increasing debts which are not explainable

### **Modern Slavery**

- Modern slavery is the result of human trafficking. It involves the movement of people through force, fraud or coercion/deception with the aim of exploiting them.
- Trafficked people may not be immediately identifiable but have little choice in what happens to them and often suffer from abuse. They become commodities owned by traffickers, used for profit.

#### **Some signs of modern slavery**

- Appears malnourished or unkempt
- Seems withdrawn
- Has few or no personal possessions
- Lacks identification documents
- Lives in poor conditions

### **Discriminatory Abuse**

- Discriminatory abuse is unequal or unfair treatment of someone on the basis of a 'protected characteristic' (Equality Act 2010, England and Wales). These are age, disability, gender/gender reassignment, sexual orientation, pregnancy/maternity, race, religion, or belief.
- It may manifest as another form of abuse, such as harassment and bullying. It could be direct, such as deliberately treating someone less favourably or indirect, where rules are in place for everyone, but put some people at an unfair

disadvantage.

### Some signs of discriminatory abuse

- Support offered to one person might be different/worse, with no clear rationale
- A person may raise complaints about a service or interaction

### Organisational or Institutional Abuse

- Organisational abuse occurs in a setting such as a hospital, care home or care agency where the organisation may fail to provide a standard of care and treatment which meets the needs of recipients, and this is at the point where they cause harm to a person or people.
- Examples might be not providing sufficient staff which results in poor quality care or a lacking in dignity or respect. This often affects a number of people **within the organisation.**

### Some signs of organisational abuse

- Inflexible routines
- Lack of consideration of dietary requirements
- Inappropriate language
- Lack of physical care (e.g. looking unkempt)
- Withholding care or medication

### Neglect or Acts of Omission

- Neglect is when a person's needs are not met.
- This can include not providing care in a way the person likes, ignoring their likes and dislikes. It may be the person is not getting care and support including having food at a time they want and having medication regularly, if they require support with this.
- Neglect can be intentional or unintentional as it may be caused by informal carers feeling overwhelmed or lacking understanding of the needs of the person they are caring for.
- Neglect often affects one person whereas organisational abuse, which may look similar, is when more than one person is affected.

### Signs of neglect

- Unkempt appearance
- Lack of consideration shown towards person

### Self-neglect

- There is no one definition of self-neglect. It covers a wide range of behaviours including a person neglecting their own health or environment (e.g. hoarding behaviour). There are many reasons people might neglect themselves including as a result of mental health issues including dementia or depression, substance misuse or could be personal choice.
- Often it is triggered by trauma or significant events such as a bereavement of a close family member or friend.

### Signs of self-neglect

- Lack of self-care including personal hygiene
- Lack of care for the environment they live in
- Refusal of any assistance to manage these issues

## Appendix 4

### Mothers' Union

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

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

Email to Deena Patel, Safeguarding & Procedures Lead for Britain & Ireland:

[safeguarding@mothersunion.org](mailto:safeguarding@mothersunion.org)

|                                                                                                   |                                                                   |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Name:</b>                                                                                      | <b>Position: staff/volunteer</b><br><br><b>Project/Programme:</b> |
| <b>Contact details:</b>                                                                           | <b>Mobile:</b><br><br><b>Email:</b>                               |
| <b>Nature of Safeguarding Concern:</b> <ul style="list-style-type: none"> <li>• Sexual</li> </ul> | <b>Date and time concern was disclosed or witnessed:</b>          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>• Physical</li> <li>• Neglect</li> <li>• Emotional/Spiritual</li> <li>• Domestic Abuse</li> <li>• Non-recent Abuse</li> <li>• Other</li> </ul> <p><b>Please indicate (there may be more than one category of concern):</b></p>                                                                                                                                                                                                                                                                     |  |
| <p><b>Details of the safeguarding concern/incident:</b> please provide as much information as possible, including where known:</p> <ul style="list-style-type: none"> <li>• Details of the victim/person disclosing the concern, including name, age, contact details</li> <li>• Details of the concern: Listen to what the victim says and write this down. Do not ask leading questions</li> <li>• The name of the alleged abuser</li> <li>• Any other children/adults who may be at risk, or who may have experienced abuse</li> </ul> |  |



**Designation:**

**Signed:**

**Date and time:**

**For Use Only by the Designated Safeguarding Lead/the Safeguarding & Procedures Lead for Britain & Ireland**

**Action Taken on receipt of referral:**

**Outcome:**

**Print Name:**

**Designation:**

**Signed:**

**Date and time:**

**Email address:**

**Mobile:**

## Appendix 5

### 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.

**[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.

#### Declaration of Consent

**Name of adult:**

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.
- ☐ I confirm that I have read, or been made aware of, how these images or videos will be stored within the organisation.

**Signature**

**Today's  
date**

#### Declaration of Consent – parent/guardian of child under 18

**Name of child/children:**

**Age:**

**Name:**

**Relationship to the child: parent/guardian:**

|                                                                                       |                                                                                                                       |                     |  |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------|--|
| Please tick each box (or strike out what you do not consent to), then sign this form. |                                                                                                                       |                     |  |
| <input type="checkbox"/>                                                              | I give permission for my child/children's photograph to be used within the project/programme for display purposes.    |                     |  |
| <input type="checkbox"/>                                                              | I give permission for my child/children's photograph to be used within other printed publications.                    |                     |  |
| <input type="checkbox"/>                                                              | I give permission for my child/children's photograph to be used on Mothers' Union websites.                           |                     |  |
| <input type="checkbox"/>                                                              | I give permission for my child/children's photograph to be used on Mothers' Union social media pages.                 |                     |  |
| <input type="checkbox"/>                                                              | I give permission for video of my child/children to be used on Mothers' Union websites.                               |                     |  |
| <input type="checkbox"/>                                                              | I give permission for video of my child/children to be used on Mothers' Union social media pages.                     |                     |  |
| <input type="checkbox"/>                                                              | I give permission for video of my child/children 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>Today's date</b> |  |
| <b>Print name</b>                                                                     |                                                                                                                       |                     |  |

If a Group Activity is taking place for Mothers' Union members (and where appropriate, accompanying friends/family members) a list of names can be appended to this form, indicating that those attending are in agreement to their photograph/image being used for MU purposes. The form can then be signed by the activity group leader, on behalf of all those attending.

See below for suggested wording for appended list:

The following have given consent for their photograph/image to be used by Mothers' Union, as stated on the form overleaf:

| Name | Designation | Signed | Date |
|------|-------------|--------|------|
|      |             |        |      |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

## Appendix 6

### Risk Management Plan Template/First Aid Requirements:

#### 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:**

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

## **FIRST AID**

It is recommended that at least one person involved in Mothers' Union activities/projects attends a recognised First Aid course, such as one-day Emergency First Aid Training.

A first aid kit should be available in premises and on outings and trips. Kits should be easy to access.

When administering first aid, record what led up to the treatment, what treatment was administered, and who was present. Use an accident book to record this.

Similarly, if emergency services are called or a child/adult needs to seek medical attention, these incidents should be recorded as above in the accident book.

## Appendix 7

### *Designated Safeguarding Lead Role Description*

#### **1. Purpose of the role**

Every Mothers' Union programme or activity is required to have a Designated Safeguarding Lead. This is to ensure that there is a Single Point of Contact to whom safeguarding concerns relating to children and adults can be discussed and reported.

Having a Designated Safeguarding Lead in place will ensure that:

- Safeguarding concerns are reported and acted upon immediately
- One person has responsibility for decision making, as detailed in the Britain & Ireland Safeguarding Policy and Procedures
- One person is responsible for ensuring that all safeguarding concerns are recorded and reported to statutory authorities when necessary and to the Safeguarding & Procedures Lead for Britain & Ireland
- Sensitive information is kept confidential, and only those on a 'Need to Know' basis are made aware
- Children, families and adults affected by a safeguarding concern/incident receive support
- Steps are taken to ensure that any risk presented by those alleged to have acted in an inappropriate or abusive manner are ameliorated
- Where appropriate arrangements are put in place to offer support to the person against whom an allegation has been made.

#### **2. Duties and Responsibilities**

- To receive reports of safeguarding concerns/incidents in relation to children and adults at risk
- To offer advice and reassurance to those receiving a disclosure/witnessing an incident
- Where appropriate to offer advice and reassurance to those who have been subject to inappropriate/abusive behaviour; and to others who may have witnessed such behaviour
- To ensure that the alleged perpetrator is removed from Mothers' Union premises and does not present a risk to those engaging in Mothers' Union activities
- Where appropriate (and accepted) to arrange support for the person against whom the allegation has been made
- To seek advice when needed from the Safeguarding & Procedures Lead for Britain & Ireland
- To sign off the Safeguarding Incident Referral form and ensure a copy is sent to statutory agencies, including where the concern relates to a person in regulated activity to the Local Authority Designated Officer (LADO), the Safeguarding &

Procedures Lead for Britain & Ireland and the Diocesan Safeguarding Adviser; securely retaining a copy for the project/activity records

- If required, attend any safeguarding meetings convened by the local authority and/or the LADO, and
- To keep a record of such meetings, and to ensure that the Britain & Ireland Safeguarding Lead is updated
- To seek professional supervision and the support of your line manager, and/or the Britain & Ireland Safeguarding Lead concerning the effect of being involved in a safeguarding incident
- To attend safeguarding training, as and when required.

### **Deputy Designated Safeguarding Lead Role Description**

The Deputy Designated Safeguarding Lead will undertake the duties and responsibilities of the Designated Safeguarding Lead when they are unavailable or unable to carry out their role.

## Appendix 8

### Application Form to Volunteer

#### Application to be a Volunteer for Mothers' Union

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

|                                                                                                                                                                                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Volunteer Role                                                                                                                                                                                                                                                                 |  |
| Full Name                                                                                                                                                                                                                                                                      |  |
| Previous Name (s)                                                                                                                                                                                                                                                              |  |
| Date of Birth                                                                                                                                                                                                                                                                  |  |
| Address (including postcode)                                                                                                                                                                                                                                                   |  |
| Tel No                                                                                                                                                                                                                                                                         |  |
| Email                                                                                                                                                                                                                                                                          |  |
| How long have you lived at the above address?<br><br>If less than 12 months, please provide your previous addresses for the past 5 years                                                                                                                                       |  |
| Please provide details of your current/previous employment for the past 5 years, with reasons for any gaps in employment<br><br>Please provide any details of any previous volunteer roles you have undertaken (both for the Mothers' Union and any other organisation/church) |  |
| 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                                                                      |                         |  |
| 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 |                         |  |
| 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:                  |                         |  |
| Name                                                                                                                                                                                | Name                    |  |
| Address (inc. postcode)                                                                                                                                                             | Address (inc. postcode) |  |
| Tel No                                                                                                                                                                              | Tel No                  |  |
| Email                                                                                                                                                                               | Email                   |  |
| <b>Additional Information</b><br>In case of a medical or similar emergency, please give the contact details of someone we could contact:                                            |                         |  |
| Signature                                                                                                                                                                           |                         |  |
| Date                                                                                                                                                                                |                         |  |

## Self-declaration Form

**Explanatory notes are given on the attached sheet.**

*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 Mothers' Union Safeguarding & Procedures Lead for Britain & Ireland based at Mary Sumner House.*

*All forms will be kept securely in compliance with the requirements of the General Data Protection Regulations effective from 25<sup>th</sup> 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

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?

Yes ☐ No ☐ (please tick)

***If you have ticked yes to either of the above, please 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?

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?

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:

Date:

Please return this form to: [*relevant line manager*]

Before taking up a role, those who will have substantial contact with children and/or adults at risk of abuse or neglect in their roles will be required to have an enhanced criminal record check (with or without a barred list check, as appropriate) from the Disclosure and Barring Service in England and Wales or the equivalent criminal records body in other parts of Britain & Ireland.

All information declared on this form will be carefully assessed to decide whether it is relevant to the role in question and will only be used for the purpose of safeguarding children, young people and/or adults at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from taking on a role. It is only if the nature of any matters revealed may be considered to place a child and/or a vulnerable adult at risk.

## Appendix 9

### 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.

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

| Your knowledge of the applicant                       |                          |                          |                          |                          |                          |
|-------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Please rate the applicant 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"/> |
| 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 Concerns                                                                                                                                                                                                                                   |                             |                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------|
| <p>This role involves engagement with children/families/adults at risk/the elderly</p> <p><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: |

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

| Your details and declaration |  |
|------------------------------|--|
| 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 applicant</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.

| Your knowledge of the applicant                                                                                   |       |     |
|-------------------------------------------------------------------------------------------------------------------|-------|-----|
| Dates of employment or volunteering (DD/MM/YY)                                                                    | From: | To: |
| Capacity in which the candidate was employed or known                                                             |       |     |
| Main duties:                                                                                                      |       |     |
| Please comment on the applicant's suitability and overall ability to work with children and families:             |       |     |
| Please rate the candidate on the following qualities:                                                             |       |     |
| <div style="text-align: center;"> <b>Poor</b> <b>Average</b> <b>Good</b> <b>Very good</b> <b>Excellent</b> </div> |       |     |

| Your knowledge of the applicant |                          |                          |                          |                          |                          |
|---------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 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. | <input type="checkbox"/> No                                    | <input type="checkbox"/> Yes – please provide more information: |
|                                                                                                                                                                                                                           |                                                                |                                                                 |
| 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                                    |
|                                                                                                                                                                                                                           |                                                                |                                                                 |

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

| Your details and declaration |  |
|------------------------------|--|
| Name                         |  |
| Organisation                 |  |
| Position                     |  |
| Contact number(s)            |  |
| Signature                    |  |
| Date                         |  |

**Please return to:**

## Appendix 10

### Useful Contacts:

#### **Mothers' Union Safeguarding & Procedures Lead for Britain & Ireland:**

Deena Patel

Email: [safeguarding@mothersunion.org](mailto:safeguarding@mothersunion.org)

#### **NSPCC:**

<https://www.nspcc.org.uk/>

#### **Non-Recent Abuse:**

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/non-recent-abuse/>

#### **Church of England National Safeguarding Team:**

<https://www.churchofengland.org/form/national-safeguarding-team>

#### **Church of England National Safeguarding Guidance:**

<https://www.churchofengland.org/sites/default/files/2021-07/Code%20of%20Safer%20Working%20Practice%2002.07.2021.pdf>

#### **Disclosure and Barring Service:**

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

#### **Vetting procedures: Ireland**

<https://vetting.garda.ie/>

#### **Vetting procedures: Scotland**

<https://www.mygov.scot/pvg-scheme>

<https://www.mygov.scot/the-disclosure-scotland-act>

<https://www.gov.scot/policies/social-care/adult-support-and-protection/>

**For Scotland and Wales to include safeguarding contact details (as applicable) for:**

**Church of Scotland Safeguarding Lead**

**Church in Wales Safeguarding Lead**

**Local:**

Children's Services

Adult Social Care

Hospital A&E

Urgent Care Centres

Mental Health Services

Citizens Advice

Food Banks

Warm Banks

Refuges

Age UK <https://www.ageuk.org.uk/>

**Please insert any other relevant agency in your diocese or province.**