

## **SAFEGUARDING POLICY**

### **Our Aims**

UFM exists to support Churches in making disciples of all nations. We do this by helping Churches in their identification, training, sending and supporting of Christian men and women into cross-cultural mission.

We believe that the local Church has the primary responsibility in sending their members into cross-cultural mission and we encourage this accountability to be maintained. However, we acknowledge that not all Churches are equipped in this process and benefit from additional expertise and personnel.

We provide resources and advice to Church leaders, alongside aiding our mission partners with administration and financial support, prayer and pastoral support. Our aim is to support both the Church and mission-partner well; in order to facilitate them to work safely in their mission context so they can carry out the work God has given them to do.

In order to help achieve this, this policy outlines the standards of working that we expect all our personnel to adhere to. It also outlines our responsibilities with governance and how we work as an organisation to meet these needs.

### **Biblical Standards that shape our practice**

Safeguarding should be a practical outworking of our Biblically based values and our gospel witness. We see from Scripture that God values each human life, as every person is made in God's image and therefore has inherent worth and dignity (Gen 1:26; Ps 139). God shows compassion to those who are vulnerable and weak (Zechariah 7:9-10; Ps 145:8-9; Matt 9:35-36; Hebrews 13:3), promoting justice against their oppressors and standing up for truth (Ps 82:3-4; Isaiah 1:17;). We are called to be above reproach in how we conduct ourselves (1 Peter 2:12, Phil 2:15), to imitate Christ in how we live (Eph 5:1-2) and to love each other as Christ has loved us (John 15:12). As an example to the world around us we are called not to take part in deeds that are evil (Luke 11:34-36) but rather to be a contrast of gospel light in a world that is darkened by the impact of sin (Matthew 5:16, Eph 5:8-15).

### **Code of Conduct**

Our code of conduct is therefore aimed at seeking to implement these principles and to help us demonstrate these values and beliefs. We are aware that the specific safeguarding policies and guidelines of each nation can be different (if in existence), but these principles should be upheld by us as a core of our Biblical mandate. We therefore expect that everyone who works under UFM Worldwide will read and comply with these recommendations and associated procedures. The Appendixes will give defined procedures for use in your context when specific concerns arise.

Whilst we seek to treat all people with dignity and respect, this code of conduct focuses on the needs of children and adults who are at risk of abuse.

### To show Dignity and Compassion

As fellow human beings we seek to show dignity and worth through:

- Using language that is positive and affirming. It is not suitable to use language that is demeaning, offensive or derogatory. We are called to speak the gospel with gentleness and respect (1 Peter 3:15).
- Seek to act in ways that promote and enable dignity. This is opposed to acting in ways that shame, humiliate, belittle or degrade.
- Treat each person equally, avoiding differential treatment, exclusion of individuals or discrimination.
- It is important to be transparent and accountable in your engagement with children and with adults who are at risk of abuse. Do not engage in behaviours that could be regarded as grooming, controlling or exploitative.
- When in your care, ensure that children and adults who are at risk of abuse are empowered to be as independent as possible in areas of personal self-care, and that any personal care given is appropriate, necessary and done in ways that promote dignity.
- It is inappropriate/prohibited to develop romantic relationships with children or engage in any sexual relationship or sexualised behaviour with children or to give this impression through your physical contact or language.
- Be respectful in your physical contact. Touch can be misinterpreted and needs to be culturally appropriate. Physical intervention may be necessary to ensure safety, but generally it is important to note the following:
  - Touch should be open rather than secretive.
  - Touch should be age-appropriate and generally initiated by the child rather than the adult. It should be with the individual's permission, respectful and not if there is resistance or is unwanted.
  - Be aware of what parts of the body you are touching. Avoid areas that can be misinterpreted e.g. chest and genital areas, buttocks or thighs.
- Ensuring that any form of discipline is not carried out in a motive of anger and is in accordance with locally determined procedures. It is not acceptable to take part in behaviour that can be deemed as physical assault.
- Be available to listen when an individual is upset, showing impartiality and sincerity. Ask open questions, not guaranteeing confidentiality, but that you will handle information trustworthily and on a need-to-know basis. If this leads to concerns regarding abuse contact the UFM Safeguarding Officer.

### Good conduct

In order to maintain a good witness to the world and seeking to live in a way that glorifies Christ, it is important that our work with children/adults who are at risk of abuse, is transparent and accountable to others. All mission personnel, staff and volunteers working with children, young people and adults at risk are in positions of trust. It is therefore vital that they ensure they do not, even unwittingly, use their position of power and authority inappropriately.

- Plan activities in areas where others are present and at a time when other

activities are occurring.

- All effort should be taken to ensure other adults are aware of when and where you are spending time with children and/or adults at risk of abuse.
- Where possible notify and obtain consent from parents/carers.
- It is best to work in a group setting and not to be alone for long periods of time with one child or one adult who is considered to be at risk of abuse. There are specific guidelines for ratios when working with children within the UK – refer to local guidance if this is relevant to your context.
- Arrange to be accountable to others as regards your interactions with children and adults at risk, with openness of activities and for feedback on personal conduct where appropriate.
- In an emergency situation, find someone to go with you if at all possible, or notify whoever is available.

### To Protect

- Please be aware of and adhere to our social media policy. This aims to protect children from the possibility of online abuse.
- Technology should be used appropriately to protect children and adults at risk of harm from abuse and exploitation. This may mean adding software to your devices, which adds parental control and family-safe filters.
- Obtain appropriate permission before you take photographs and videos of people you are with and particularly if you are intending to share these on social media. It is important that people give consent not just to the photo but also to the method with which you are sharing it.

## **OUR PROCESSES**

### **1. Safe Recruitment**

#### **1.1 DBS (Disclosure and Barring Service)**

- Where possible, at the initiation of working with UFM, a DBS (or equivalent) will be completed for all relevant staff that have lived recently in the UK. This is dependent on the main type of role they are seeking to undertake and is required for those primarily working with children and adults who are at risk of abuse.
- Unless the personnel have registered on the update service, a specific DBS will need to be sought under the auspices of UFM Worldwide. This can be arranged through UFM in association with Christian Safeguarding Services (CSS).
- For those who initiate working with UFM from an alternative country, an equivalent certification is recommended. These vary between countries and the UFM Safeguarding Officer will advise.
- Within the UK it is recommended that these be refreshed every 3 years.
- In some instances, applying for a DBS (or equivalent certificate) may put the individual or the ministry at risk from increased focus on their

work/presence. In these instances we will not require a certificate but will draw up a risk management plan. This plan will be made jointly between the individual, Lead point of contact and UFM Safeguarding Officer and recorded on UFM records.

- 1.2 UFM Worldwide will not employ (in a paid or voluntary position) anyone with a prior conviction for child abuse or related offences for any position working with, or having regular social contact with children, young people or adults at risk of abuse. For further details refer to the [Ex-Offenders policy](#).
- 1.3 Referees will be asked questions regarding the applicant's previous work with children/adults at risk of abuse. Additional character enquiries will be undertaken if necessary. References will be authenticated.
- 1.4 At interview, questions will be asked that are relevant, appropriate and sensitive to the position applied for.
- 1.5 All personnel will be required to read, sign and commit to comply with this Safeguarding Policy prior to recruitment.
- 1.6 All personnel (including volunteers where this is appropriate) will agree to complete the relevant safeguarding training, which is offered by UFM Worldwide. Ideally this will be refreshed every 3 years.

## **2. Risk Management**

- 2.1 UFM Worldwide has a form that helps to analyse risk within the ministry context. See Appendix 1. Ideally, this should be completed during the first few months of ministry and returned to the lead point of contact. Safeguarding awareness and strategies to be included on this form to demonstrate an awareness of safeguarding in this context. It is helpful to review this form with your lead contact during mission visits/ ministry reviews.
- 2.2 UFM Worldwide will undertake a specific risk assessment when organising Children's work e.g. at conferences. Specific consent will be obtained for the child's interaction in these groups.
- 2.3 A risk assessment will be carried out by the lead worker when Short-term teams are working with a mission-partner.

## **3. Social Media**

- 3.1 Written parental permission will be obtained by UFM Worldwide of all children, young people and adults at risk of abuse, who will appear in a photograph, video or webcam image. These images will not be used on

the UFM website, nor used for publicity purposes, nor stored by the organisation in a permanent filing system without written permission from parents. Details of how the image will be used, stored and deleted will be given as part of this consent. Please refer to the [Social Media Policy](#).

- 3.2 During UFM events, written permission will be sought from parents/carers if there is a need for their children to connect through social media.

#### **4. Governance**

- 4.1 Whilst UFM Worldwide provides Safeguarding support and training, the responsibility of the local Church is retained as the sending authority. UFM Worldwide can recommend advice and disaffiliate if necessary, but does not have the final authority to remove personnel from their mission context – this is the responsibility of their sending Church. Agreement of responsibilities between Church, individual and UFM Worldwide is formatted in the Memorandum of Understanding (MOU) and revised where necessary at ministry reviews.
- 4.2 Where advice on safeguarding is required, personnel are to contact either the Safeguarding Lead (Mary Hodson) or Safeguarding Deputy (William Brown). Notes will be taken when formal advice is required or an allegation is made. These notes will be stored electronically and kept in a secure folder, where access is limited to those responsible for safeguarding. Storage of records will be in accordance with the GDPR policy.
- 4.3 Where an allegation is made, or there are specific safeguarding concerns that carry a reputational risk, a report will be written to the Charity commission by either the Safeguarding Lead or Deputy.
- 4.4 Advice may be obtained by the Safeguarding Lead/Deputy with UFM's associated Safeguarding body (currently CSS and Thirtyone:eight).
- 4.5 The Safeguarding Lead/Deputy will liaise with the sending church where there have been concerns raised regarding one of their members. This process will be defined in the MOU agreement between UFM and the Church. This communication will be appropriate to the context of the situation and kept confidential.
- 4.6 Within the UK, the Safeguarding Lead/Deputy may need to liaise with other statutory bodies, depending on the information received (e.g. LADO, Police, Social Services).
- 4.7 UFM Worldwide is overseen by Trustees who are responsible in ensuring there is compliance to relevant UK law, that there is not exposure to

undue risk and to provide a safe environment which safeguards all that come into contact with UFM. They are responsible for taking prompt and appropriate action if there is a safeguarding incident. The Safeguarding Lead/Deputy will communicate with the designated Trustee when there is a formal safeguarding concern. It is the responsibility of this trustee to check with the Safeguarding Lead/Deputy to ensure that there are appropriate processes in place.

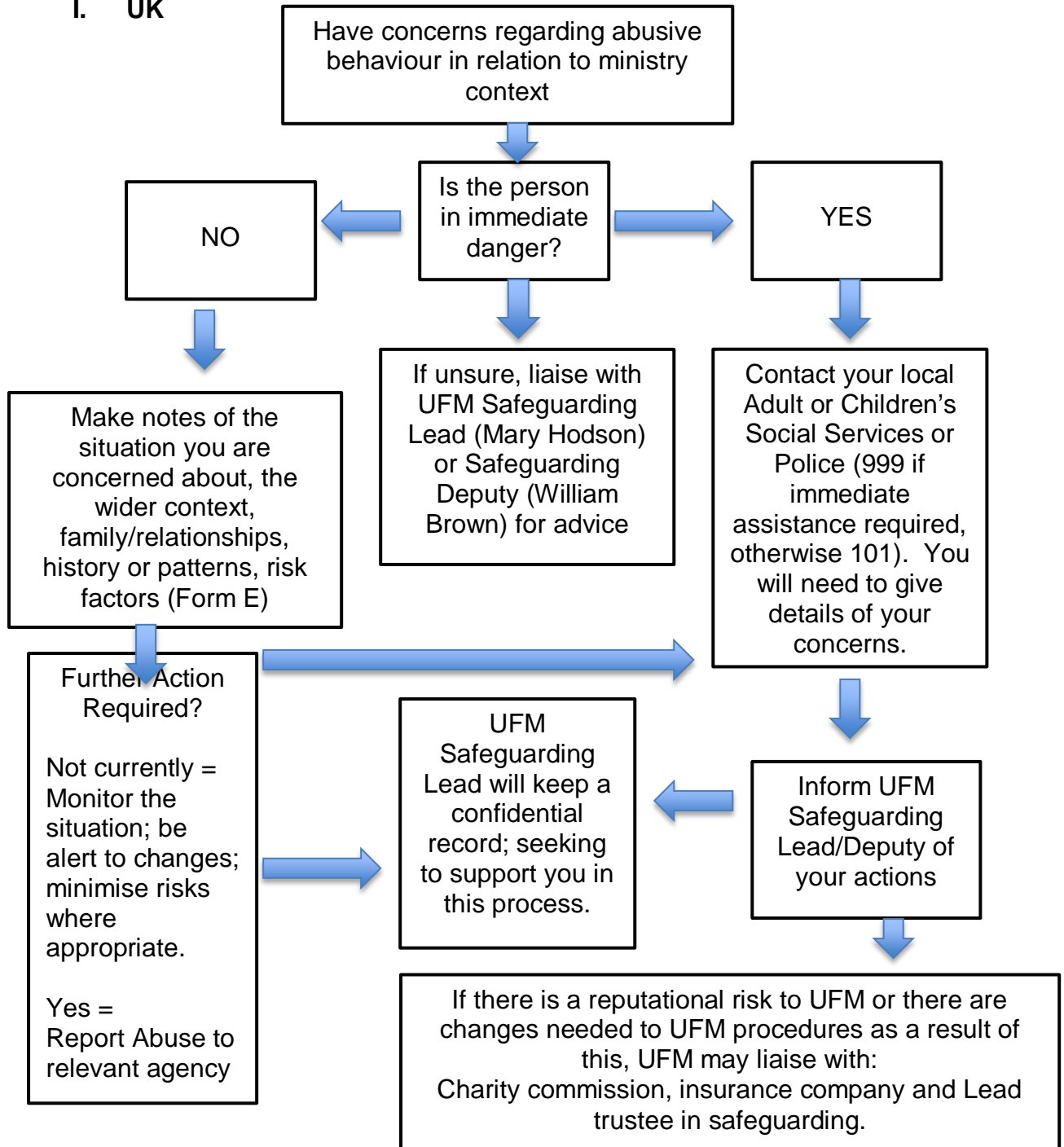
- 4.8 Trustees will have appropriate Safeguarding training. The Safeguarding Lead/Deputy will have regular refresher training for their role.
- 4.9 UFM Worldwide seek to have a culture that demonstrates good awareness of Safeguarding throughout the organisation. In order to facilitate this, information relating to Safeguarding will be on UFM's website; training will be available to all personnel with regular updates provided; discussed at Trustee/SLT meetings.
- 4.10 Additional documents that link into this Policy are the Whistleblowing Policy, Anti-Harassment and Bullying policy and Ex-Offenders Policy (part of our Recruitment procedures).

This policy was adopted in August 2020 and will be reviewed in 2021

**APPENDIX 1 – PROCEDURES FOR REPORTING ABUSIVE BEHAVIOUR**

**A) In context where there are clear laws and procedures for reporting abuse**

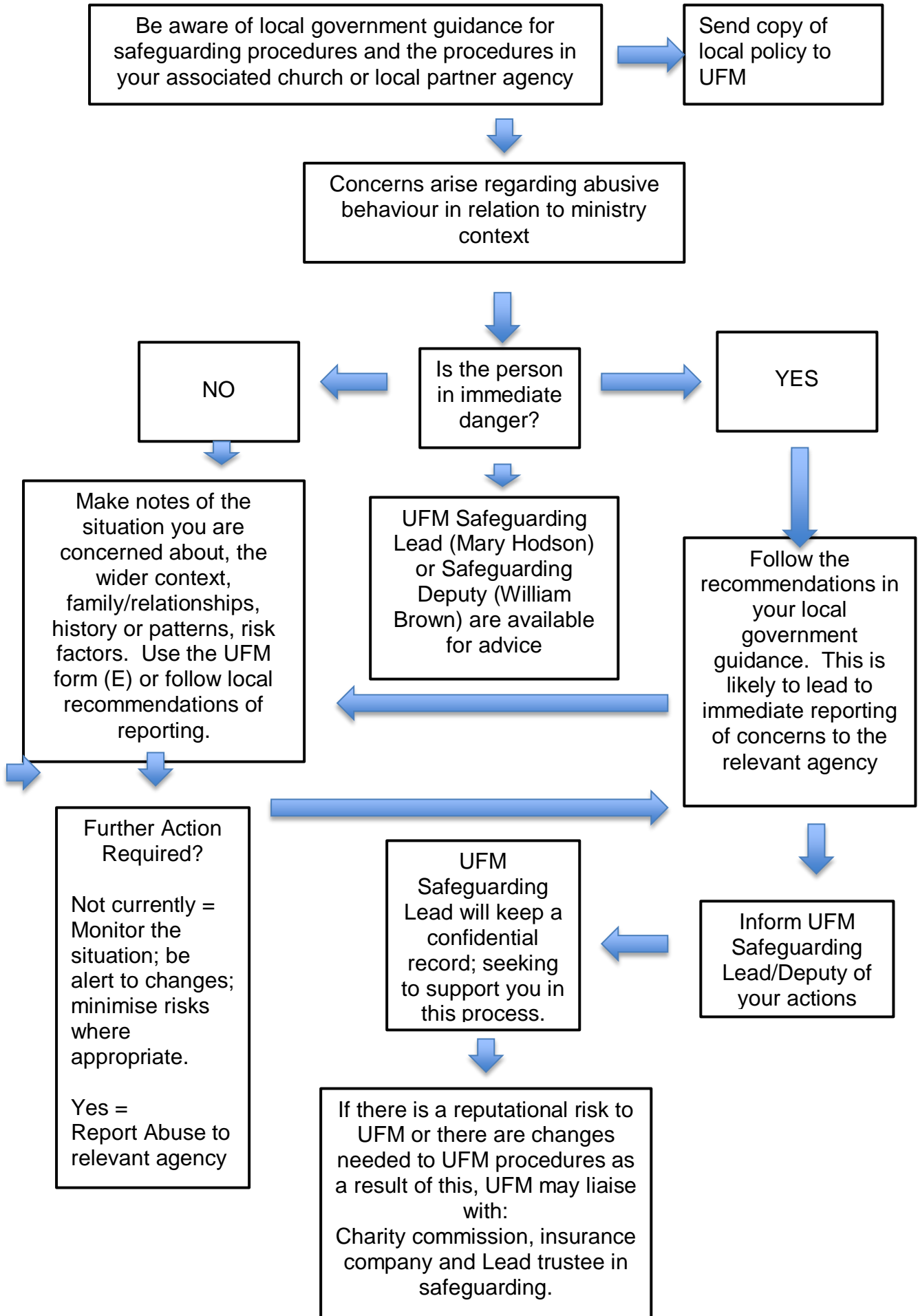
**I. UK**



**If the abuse consists of a disclosure from child:**

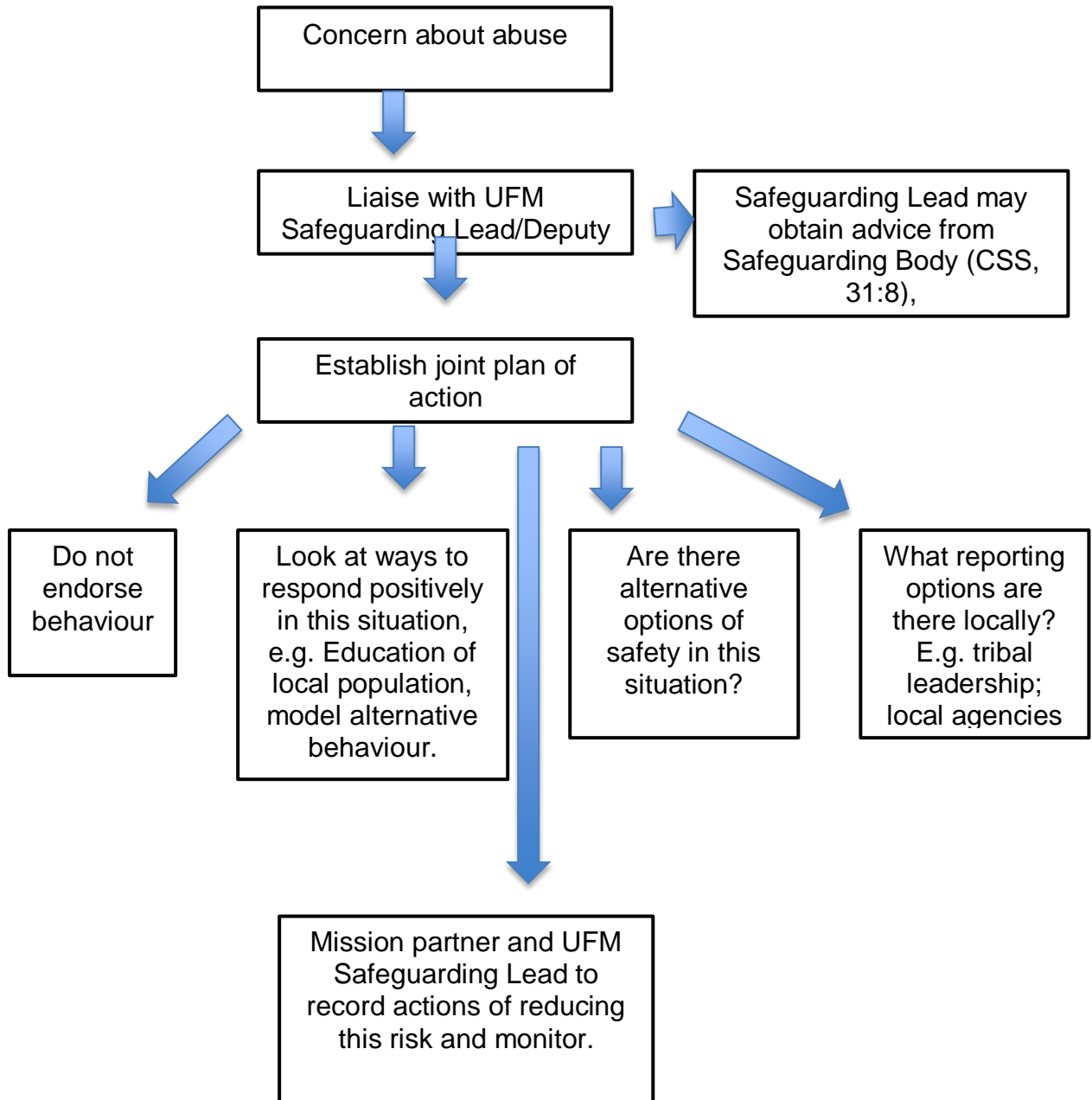
Keep calm; give them time to talk; assure them that they have done a good thing in telling you about it; let them know what you will do next. Do NOT: promise confidentiality, question the truthfulness of what they say, investigate or ask leading questions, promise everything will be ok.

**II. Outside of UK**

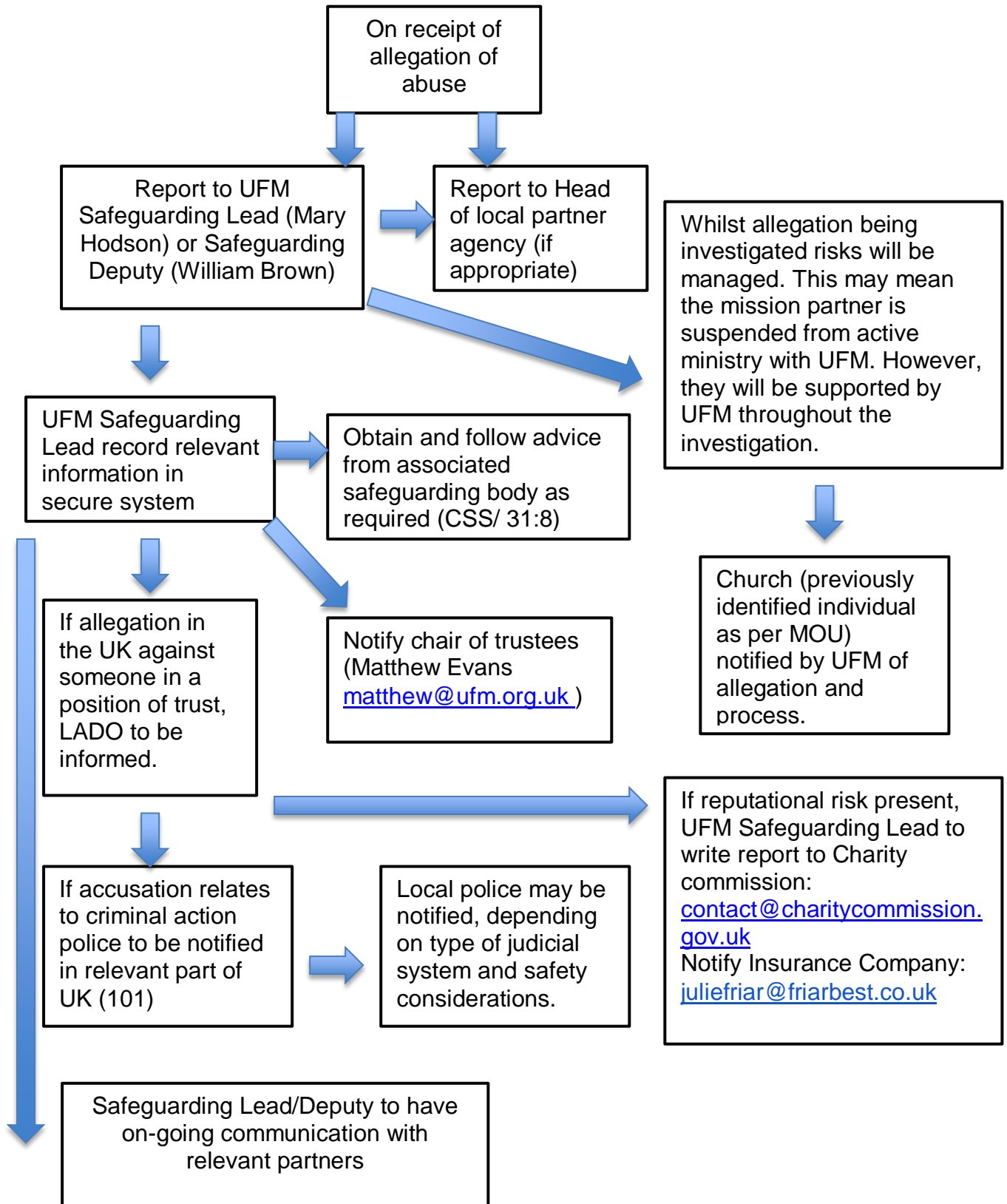




**B) IN CONTEXT WHERE THERE ARE NOT CLEAR LAWS REGARDING ABUSIVE BEHAVIOUR OR REPORTING RISKS**

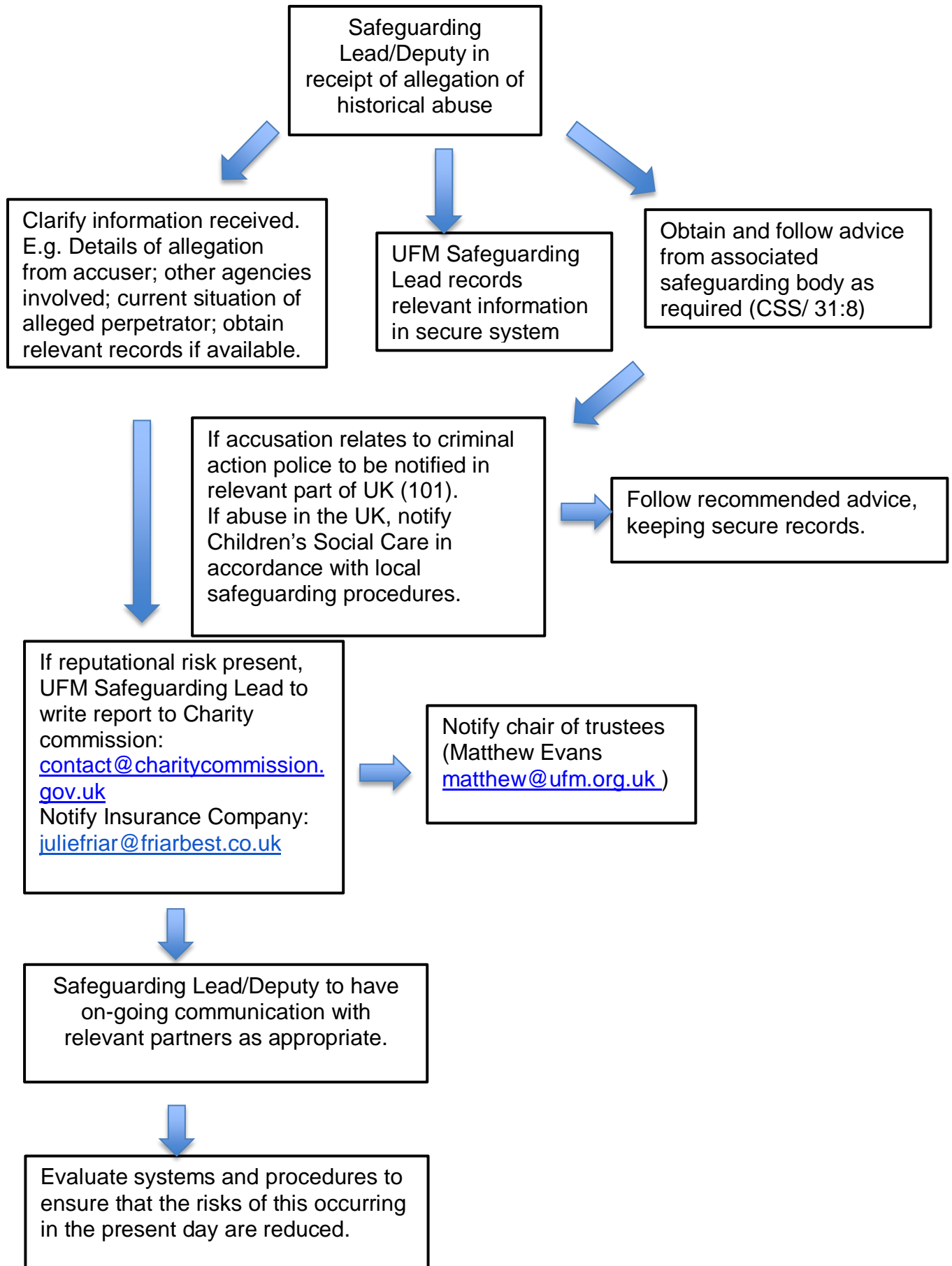


**C) ALLEGATIONS OF ABUSE**



(LADO = Local Authority Designated Officer – advises and co-ordinates allegations and concerns to employers and voluntary agencies in UK)

D) **ALLEGATIONS OF HISTORICAL ABUSE**



**E) INCIDENT REPORTING FORM/DETAIL OF CONCERNS**

This form should be completed as soon as possible after a significant incident or to record concerns regarding the welfare of an individual. Please refer to our safeguarding policy and procedures. Please be objective and concise, detailing facts.

**Date of completion:** \_\_\_\_\_

**Date and time of incident:** \_\_\_\_\_

**Location of incident:** \_\_\_\_\_

**Names and contact details (if known) of relevant parties. Please include their relationship to the individual concerned:**

Name	Relationship	Present during incident?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please detail your current concerns:

Please detail any relevant history/past patterns of behaviour/other risk factors that you are aware of:

Please detail any action taken at the time/advice given:

Please detail any action taken subsequently – with dates:

**Is the individual aware that concerns have been raised?**

**Name of person reporting:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Plan of action (if relevant) following discussion with appropriate agency/UFM:

**F) Example risk assessment template**

Personnel:

Country:

Nature of Ministry:

Date Completed/Updated:

Hazard	Who might be harmed and how	Likelihood (1-3) 1=low 2=medium 3=high	Severity (1-3) 1= low 2= medium 3= high	Risk Rating (Likelihood x Severity)	Action to control risk	Residual risk after controls
<b>Medical Health</b>						
Malaria					▪	
Stomach bugs					▪	
Illness leading to hospitalization					▪	
Sunburn					▪	
Stress					▪	
Other...						
<b>Accidents</b>						
Road Traffic Accidents	Pedestrians				▪	
Road Traffic Accidents	Occupants of car				▪	
Accidents in the home including fire					▪	

Travel into questionable areas					▪	
<b>Criminal Action</b>						
Burglary/ theft/robbery/ car-jacking	Loss of property and injury				▪ UFM Mission Manual App.5 ▪	
Kidnapping	Physical and psychological harm, even potential loss of life.				▪ See UFM Mission Manual App.5	
Sexual Assault / physical assault	Physical and psychological harm, even potential loss of life.				▪ See UFM Mission Manual ▪	
Sexual Harassment					▪ See UFM Mission Manual	
<b>▪ Political and Civil Unrest</b>						
Protests and demonstrations	Safety				▪ See UFM Mission Manual ▪ Ensure registration with British High Commission UFM Manual	
Election unrest	Safety				▪ See UFM Mission Manual	
Civil War	Safety				▪ See UFM Mission Manual ▪ Contact Church & UFM	

					<ul style="list-style-type: none"> <li>▪ Contact British High Commission</li> <li>▪ Consider evacuation</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>Ministry-Related</b></li> </ul>						
Internet Security	Safety of family and those witnessing to.				<ul style="list-style-type: none"> <li>▪</li> </ul>	
Pressure on marriage	Marriage issues and personal happiness, damage to the work				<ul style="list-style-type: none"> <li>▪ See UFM Mission Manual</li> <li>▪</li> </ul>	
Spiritual well-being of children	Long term negative effect on spiritual well being of children				<ul style="list-style-type: none"> <li>▪</li> </ul>	
<b>Family</b>						
Coping with language learning	Marriage tension				<ul style="list-style-type: none"> <li>▪</li> </ul>	
Unwanted attention on children	Children's well-being				<ul style="list-style-type: none"> <li>▪</li> </ul>	
Child Protection	Children physical and emotional well-being				<ul style="list-style-type: none"> <li>▪ UFM safeguarding policy</li> <li>▪</li> </ul>	
Singleness	e.g. Security when living alone				<ul style="list-style-type: none"> <li>•</li> </ul>	

Signed  
Date

Mission Partners: