

SAFEGUARDING CODE OF CONDUCT AND POLICY

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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, facilitating them to work safely in their mission context so they can carry out the work God has given them to do.

Statement of Safeguarding

As UFM Worldwide aims to work closely with the sending church of each mission partner, we see safeguarding as the responsibility of both UFM, the sending Church and the mission partner themselves.

Children (considered to be those below the age of 18 years of age) and adults at risk of abuse are particularly vulnerable and therefore require special care and attention to prevent them from being harmed. As an organisation we believe we have a responsibility before God, to care for all who are vulnerable under our care and to protect them from harm.

Our policy and procedures are aimed to minimise the risk of harm to children and any adult at risk of abuse under the care of UFM Worldwide and to minimise the risk of misconduct towards this group by UFM workers.

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.

We are aware that the specific safeguarding guidelines of each nation can be different (if in existence), but these principles outlined should be upheld as a core of our biblical mandate. It is important however, that each worker is familiar with the cultural context within which they are serving and be sensitive with the local norms and expectations. We expect that everyone who works under UFM Worldwide, regardless of where they are serving, will read and comply with these recommendations and associated procedures.

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 (Zech 7:9-10; Ps 145:8-9; Mat 9:35-36; Heb 13:3), promoting justice against their oppressors and standing up for truth (Ps 82:3-4; Isa 1:17;). We are called to be above reproach in how we conduct

ourselves (1 Pet 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 (Jn 15:12). As an example to the world around us we are called not to take part in deeds that are evil (Lk 11:34-36) but rather to be a contrast of gospel light in a world that is darkened by the impact of sin (Mat 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 regardless of the context in which we are serving.

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 encourages and builds up. It is not suitable to use language that demeans others, is rude, or derogatory.
As we speak biblical truths there will be those who disagree and oppose its message and will find the gospel offensive. However, when we speak the gospel, we are called to do so with gentleness and respect (1 Pet 3:15).
- Seeking to act in ways that promote and enable dignity. This is opposed to acting in ways that shame, humiliate, belittle or degrade.
- Treating each person equally, avoiding differential treatment, exclusion of individuals or discrimination.
- Encouraging openness and trust between people, so they feel able to express any concerns or fears they may have.
- Being 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.
- Being respectful in any 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 is deemed as physical assault.

- Being 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 Lead/deputy.

Good conduct

In order to maintain a good witness to the world, and as we seek 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.
(<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>)
- 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.
- Titus 2:7-8 commends us to be a model of good works in all areas of our lives and as we teach others to do so with integrity and dignity, holding to the soundness of Scripture.
- For those in leadership positions to seek regular accountability and supervision in their relationships with others.

To Protect

- Please be aware of and adhere to our social media policy. This aims to protect 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.

Definitions and types of abuse

Child - any person under the age of 18 years of age

Adult at risk of harm - An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support - whether through mental or other disability, age or illness or are unable to take care of him or herself, or unable to protect themselves against significant harm or exploitation.

There are different categories of serious harm, which may be caused by themselves, another child/adult at risk of harm or an adult.

Physical Harm: A situation in which a child/adult at risk of harm suffers or is likely to suffer significant harm from an injury or pattern of injuries inflicted by a parent, caregiver or any other person. This can include, but is not limited to, injuries that are caused by excessive discipline, severe beatings or shaking, bruising, lacerations, burns, fractures or dislocation, attempted strangulation, and female genital mutilation.

Emotional Harm: A situation in which the behaviour of a parent or caregiver damages a child's confidence resulting in significant emotional disturbance or trauma. Although it is possible for 'one-off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or caregiver behaviour that is instrumental in defining the consequences for the child/adult at risk of harm. This can include a range of behaviours such as, but is not limited to, extreme criticism, excessive demands on a child's performance, withholding affection, exposure to domestic violence, intimidation or threatening behaviour.

Neglect: A situation in which a child's parent or caregiver fails to provide a child with the basic elements needed for his or her proper growth and development, such as food, clothing, shelter, education, medical and dental care and adequate supervision.

Sexual Harm: A situation where there is any sexual activity with a child perpetrated by another child or adult. It can include, but is not limited to, indecent exposure, obscene communication, sending sexually explicit messages, showing or providing pornography, voyeurism, solicitation to sexual activity, touching private body parts (above or underneath clothing), fondling, statutory rape, rape, oral and anal sex, or incest. This also includes producing, viewing or owning child pornography.

Peer Harm: Refers to a child being exposed to behaviour by another child which may cause sexual, physical or emotional harm to the child, whether or not there was intent to cause harm or whether or not the child consented to the behaviour.

Modern Slavery: includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Financial abuse (relating to adults at risk of harm): Financial or material abuse is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Self-harm: The deliberate act of harming one's body with or without the conscious intention to die. Self-harm may result in death as it is a risk factor for suicide and also for complications resulting from self-harming behaviour, e.g. infection.

Spiritual Abuse: Spiritual Abuse can be defined as 'Coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or using the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context' (Oakley, 2013 - taken from <https://thirtyoneeight.org/>)

Misconduct

In relation to how we conduct ourselves with children and adults who are deemed at risk of harm, the following descriptors highlight what UFM Worldwide would consider types of misconduct.

Sexual misconduct committed against, with, or in the presence of a child, including grooming of a child. The term 'sexual misconduct' includes sexual offences. Sexual offences include all criminal offences involving any sexual elements that are committed against, with, or in the presence of a child. In addition, behaviour which

- Crosses professional boundaries
- Is considered Grooming behaviour
- Sexually explicit comments and other overtly sexual behaviour towards or in the presence of children

Crossing professional boundaries: behaviour that can reasonably be construed as involving an inappropriate and overly personal or intimate relationship with, conduct towards or focus on a child, or a group of children.

Grooming behaviour: A pattern of conduct that is consistent with preparing an intended victim for sexual activity. The types of behaviours that may lead to such a conclusion include, but are not limited to, the following:

- Persuading a child or group of children that they have a 'special' relationship, for example by spending inappropriate special time with a child, inappropriately giving gifts, inappropriately showing special favours to them but not to other children, and/or inappropriately allowing the child to overstep rules.
- Testing boundaries, for example: undressing in front of a child, encouraging inappropriate physical contact (even where it is not overtly sexual), talking about sex, and/or "accidental" intimate touching.
- Inappropriately extending a relationship outside of work. (Appropriate relationships include, for example, a pre-existing friendship with the child's family or as part of normal social interactions in the community).
- Inappropriate personal communication (including emails, telephone calls, text messaging, social media and web forums) that explores sexual feelings or intimate personal feelings with a child.
- An adult requesting that a child keep any aspect of their relationship secret or using tactics to keep any aspect of the relationship secret.

Sexually explicit comments and other overtly sexual behaviour: Sexual misconduct includes a broad range of sexual behaviour with or towards children. While it is not possible to provide a complete and definitive list of unacceptable sexual conduct involving children, the following types of behaviour are strong indicators of inappropriate behaviour:

- sexual behaviour with or towards a child (including sexual exhibitionism)
- inappropriate conversations of a sexual nature
- comments that express a desire to act in a sexual manner
- unwarranted and inappropriate touching involving a child
- personal correspondence and communications (including emails, social media and web forums) with a child or young person in relation to the adult's romantic, intimate or sexual feelings for a child or young person
- exposure of children and young people to sexual behaviour of others, including display of pornography
- watching children undress in circumstances where supervision is not required and it is clearly inappropriate

Action that causes serious physical harm to a child: This includes any act of unjustified physical force against a child, or if a person causes a child to reasonably fear that unjustified physical force will be used against him/her. Even if a person who inflicts, or causes the fear of, physical harm does not intend to inflict harm or cause fear, he/she may still have committed harm if he/she acted recklessly (i.e. the person ought to have known that his/her actions would cause serious physical harm or the fear of such harm). Actions that could cause serious physical harm include hitting, pushing, shoving, throwing objects, or making threats to physically harm a child.

Procedural misconduct

- Action or inaction of any UFM worker which causes a child (or adult deemed at risk of harm) to suffer or be at risk of significant harm.
- Serious or persistent breach of the UFM Worldwide Safeguarding Policy.
- Failure to report a safeguarding concern
- Failure to cooperate, mislead or withhold information within a safeguarding inquiry.
- Serious breach of confidentiality related to a safeguarding issue.

UFM Processes for Safeguarding

Legal Framework

This policy incorporates our requirements from relevant UK legislation, alongside the UN Convention on the rights of the child, e.g.

1989 and 2004 Children Act - <https://www.legislation.gov.uk/ukpga/2004/31/contents>

Sexual Offences Act 2003 <https://www.legislation.gov.uk/ukpga/2003/42/contents>

The Safeguarding Vulnerable Groups Act 2006 -
<https://www.legislation.gov.uk/ukpga/2006/47/contents>

Mental Capacity Act 2005 - <https://www.legislation.gov.uk/ukpga/2005/9/contents>

Working Together to Safeguard Children 2023

Reporting Process

1. If you have concerns:

General Principles of response

- Respond and listen seriously to what you see/hear.
- It is important when speaking to children that you give them time to talk, reassure them and let them know what you will do next. Be aware not to ask them leading questions. You are not able to promise confidentiality or promise that everything will be ok as what they share may need to be escalated to others and further action taken.
- If there is an immediate risk to the child/adult, take steps to ensure their safety
- You may need to give a report to the relevant authorities. Please do this as soon as possible after the incident. It is helpful to take notes of what you have seen/been told. Be factual. UFM has a reporting form in the appendix which may be useful to use.
- If you have lower-level concerns about a child/adult at risk of harm and, following advice, this does not lead to a need to report, make confidential notes about your concerns. Date these notes. If possible/appropriate put together a plan of support which can help to reduce the risk factors of that individual. In the UK each public organisation should have a safeguarding link to liaise with.

Within UK: The UK has clear reporting procedures in place for reporting concerns. Please refer to the flowchart in Appendix A, which details the appropriate authorities to report to. If you are unsure, the relevant social services will be willing to discuss with you and provide advice or otherwise contact the Safeguarding Lead/Deputy at UFM Worldwide. Please inform the UFM Safeguarding Lead/Deputy of any action taken.

Outside of the UK: Depending on the country that you are serving in, there will be different procedures to follow. Please refer to the flowcharts in Appendix A-B which corresponds to your context. For countries where there is a clear and honest process, we ask that you follow the national guidelines of reporting.

Please inform the UFM Safeguarding Lead/Deputy of your concerns and any action taken. We are keen to support you in the process.

If you are serving in a country where there are no clear reporting processes or feel that reporting would entail increased risk to yourself or the parties involved, then it is important that you contact the UFM Safeguarding Lead/Deputy to discuss. Take notes of the situation and the concerns that you have. Use the reporting form in Appendix E. We will help to advise you and put together a plan of action to minimise risks and promote good practice.

All information given to the Safeguarding Lead/Deputy will be treated with confidentiality. All mission partners should have a Safeguarding representative from their sending church highlighted in their Partnership Agreement. We encourage you to also communicate with this representative to keep them informed so they can support you well.

If your concerns relate to the Safeguarding Lead or Deputy, please contact the chair of UFM Trustees and the trustee designated for safeguarding on trusteesafeguarding@ufm.org.uk

2. UFM Process of Response

- UFM will document the concerns raised and encourage any immediate safety risks to be minimised. These notes will be stored electronically in a secure folder, where access is limited to those responsible for safeguarding. Storage of records will be in accordance with the GDPR policy.
- Where appropriate UFM will liaise with an appropriate Safeguarding Advisory body (CSS/ thirtyone:eight) and together make a plan of action. This will be communicated to the individual making the referral.
- UFM Safeguarding Lead/Deputy will refer to the appropriate authorities when this is relevant – this may involve:
 - police (if criminal activity is evident)
 - UK social care services / LADO (local authority designated officer) if an offence has been alleged/committed against a child in the UK.
- 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. UFM's insurance company will also be notified.
- The Safeguarding Lead/Deputy will communicate with the designated safeguarding trustee when there is a formal safeguarding concern.
- If an allegation has been made, an investigation will be undertaken in line with advice from a safeguarding organisation. This will be led by the Safeguarding Lead and Deputy.
- Suspension from duties - if an allegation has been made against a UFM worker, safeguards will need to be put in place during a period of investigation. This may require additional supervision, restricted boundaries around working with children/adults at risk of harm or suspension of duties. Careful consideration will be given in liaison with safeguarding advisory bodies, UFM Director and safeguarding trustee when making this decision.

- If any allegations of abuse overseas are substantiated and the worker is removed from UFM as a result, then on return to the UK LADO needs to be contacted for advice. There may be necessary police or DBS follow-up within the UK.
- Support will be given to all those involved in the safeguarding process.
- There will be regular communication with the individuals involved during the safeguarding process.
- Any sharing of information will be within confidential boundaries and on a 'need to know' basis. This will include the sending church's identified safeguarding representative as outlined in the Partnership Agreement when safeguarding concerns have been raised.

3. Allegations of Historical abuse

UFM Worldwide will take such allegations seriously and seek to support those who are bringing the complaint. We will endeavour to ensure the appropriate referrals are made to provide justice and support. We will also seek to learn from past events to minimise the risks of future harm. Our processes are outlined in Appendix D.

Safe Recruitment

DBS (Disclosure and Barring Service) Check

- At the initiation of serving with UFM Worldwide, an appropriate DBS (or equivalent) check will be completed for all staff and appointees that have lived recently in the UK. The type and level of check is dependent on the main role they are seeking to undertake. Enhanced checks are required for those primarily working with children and adults who are at risk of harm.
- Unless the personnel is registered on the DBS Online Update Service with an appropriate level of check, a new DBS will be sought under the auspices of UFM Worldwide. This will be arranged through UFM in association with Christian Safeguarding Services (CSS) or Thirtyone:eight.
- For those who initiate working with UFM from an alternative country, an equivalent certification is advised. These vary between countries and the UFM Safeguarding Lead/Deputy will advise.
- Within the UK it is recommended that such checks are refreshed every 3 years and we will ask for a renewal of the relevant documentation at this time. If you have been living overseas during this time, the documentation required will be from this country of residence.
- In some instances, when overseas, applying for a certificate of good conduct (or equivalent) may put the individual or the ministry at risk from increased focus on their work/presence. In these instances, we may not require a certificate but will ask for a self-disclosure form to be completed and draw up a risk management plan. This plan will be made jointly between the individual, Lead point of contact and UFM Safeguarding Lead and recorded on UFM records.

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](#).

Depending on their role, Referees may 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.

At interview, questions will be asked that are relevant, appropriate, and sensitive to the position applied for.

All personnel will be required to read, sign, and commit to comply with this Safeguarding Policy as part of their induction or orientation programme.

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.

Risk Management

UFM Worldwide has a form that helps to analyse risk within the ministry context. See Appendix F. Ideally, this should be completed during the first few months of ministry and returned to the lead point of contact. Safeguarding awareness and strategies can be included on this form to demonstrate an awareness of safeguarding in context. It is helpful to review this form with your lead contact during mission visits/ministry reviews.

It is recommended that a local risk assessment/child protection policy is in place for your specific context, which encompasses the risks/challenges of the culture and relevant reporting processes. The Safeguarding Lead/Deputy can assist in developing this with you.

UFM Worldwide will undertake a specific risk assessment when organising events that incorporate children's work e.g., at conferences. Specific consent will be obtained for the child's interaction in these groups.

A risk assessment will be carried out by the lead worker when short-term teams are working with a mission-partner.

Social Media

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](#).

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

Governance

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 Partnership Agreement and revised where necessary at ministry review.

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 who come into contact with UFM. They are responsible that prompt and appropriate action is taken 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.

Trustees will have appropriate Safeguarding training. The Safeguarding Lead and Deputy will have regular refresher training in their role.

UFM Worldwide seeks 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, and it will be regularly discussed at Trustee/SLT meetings.

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).

We are affiliated to two safeguarding organisations in the UK:

Members of [thirtyone:eight](#) - <https://thirtyoneeight.org/>

[Christian Safeguarding Services](#) - <https://thecss.co.uk/get-in-touch/>

As a British based charity, we are legally required to report any serious incidents to the Charity Commission and abide by their recommendations.

See <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Contact Details

Safeguarding Lead: Mary Hodson: safeguarding@ufm.org.uk

Mobile number: (+44)7969090487

Deputy Safeguarding Lead: William Brown: safeguarding@ufm.org.uk

Mobile number: (+44) 7961084544

This policy was reviewed and updated in January 2026.

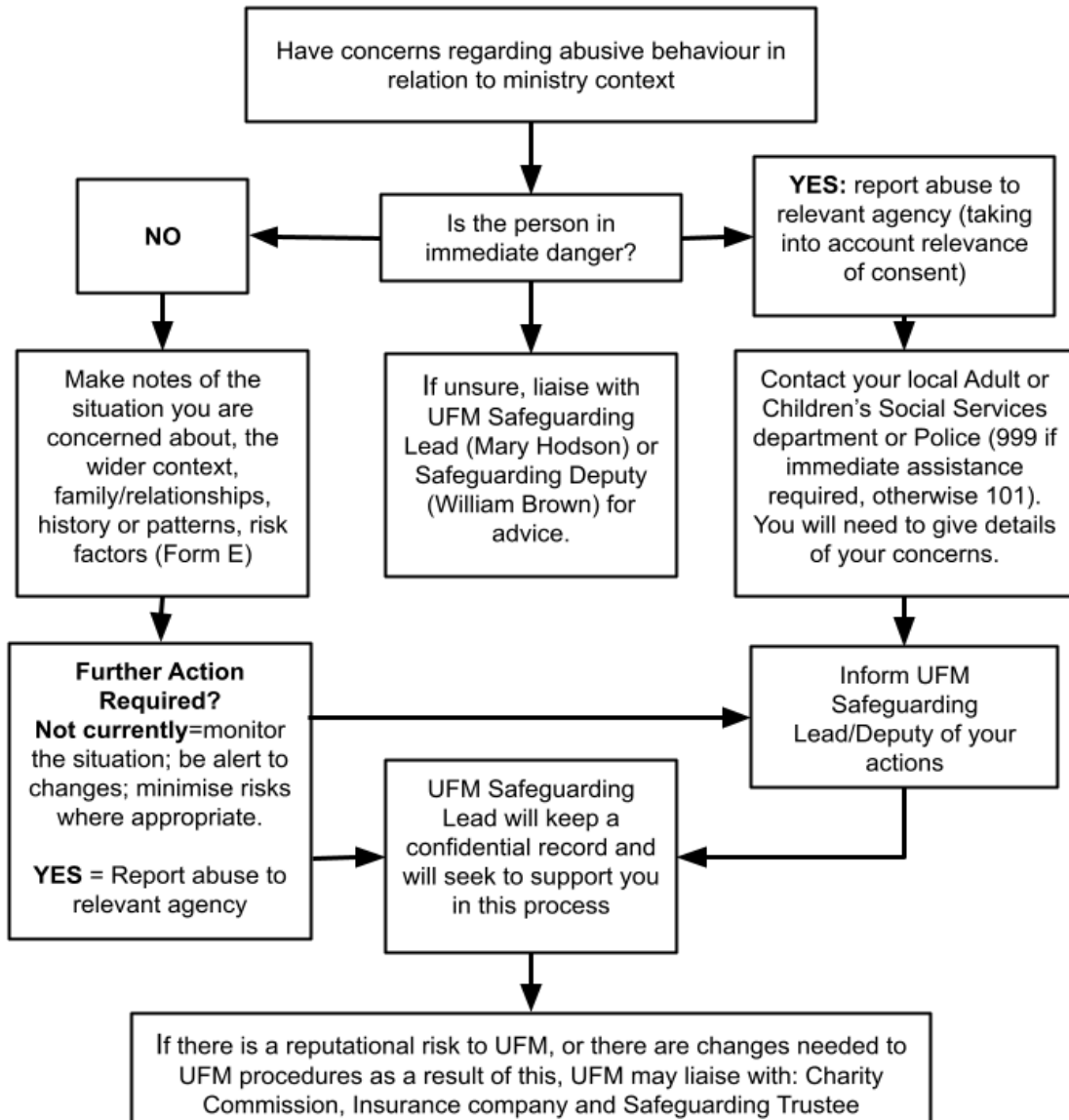
Date of next review: Jan 2027

APPENDIX

PROCEDURES FOR REPORTING ABUSIVE BEHAVIOUR

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

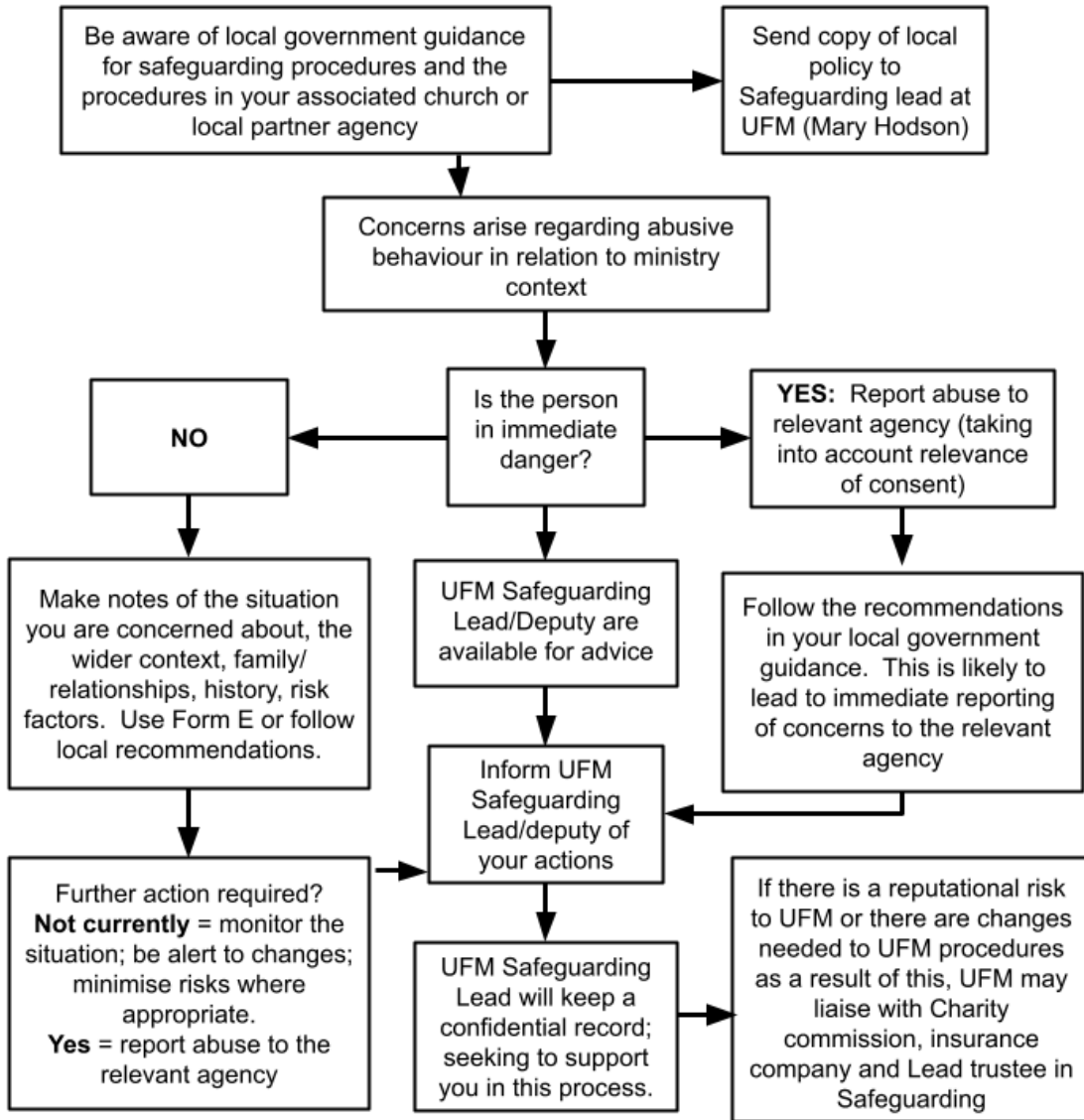
I) IN UK



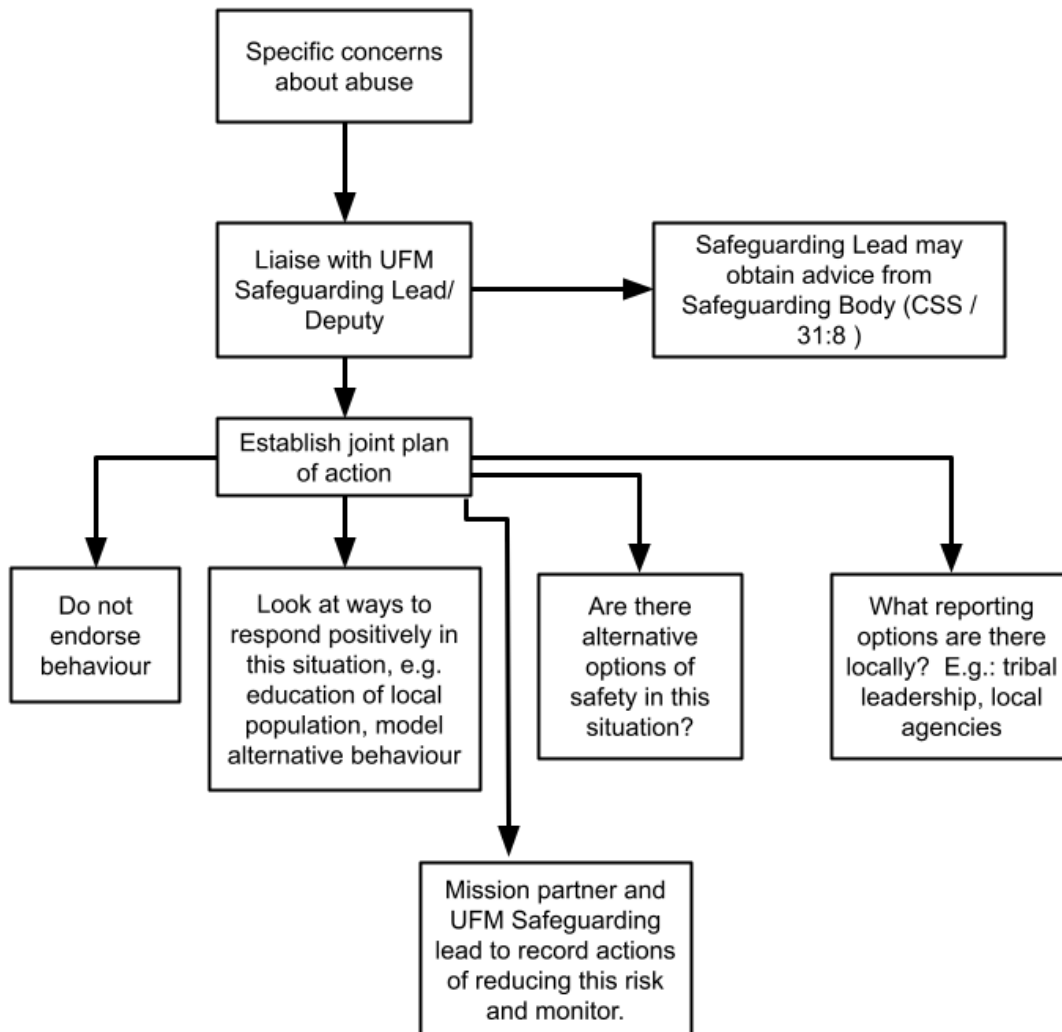
If the abuse consists of a disclosure from child:

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.

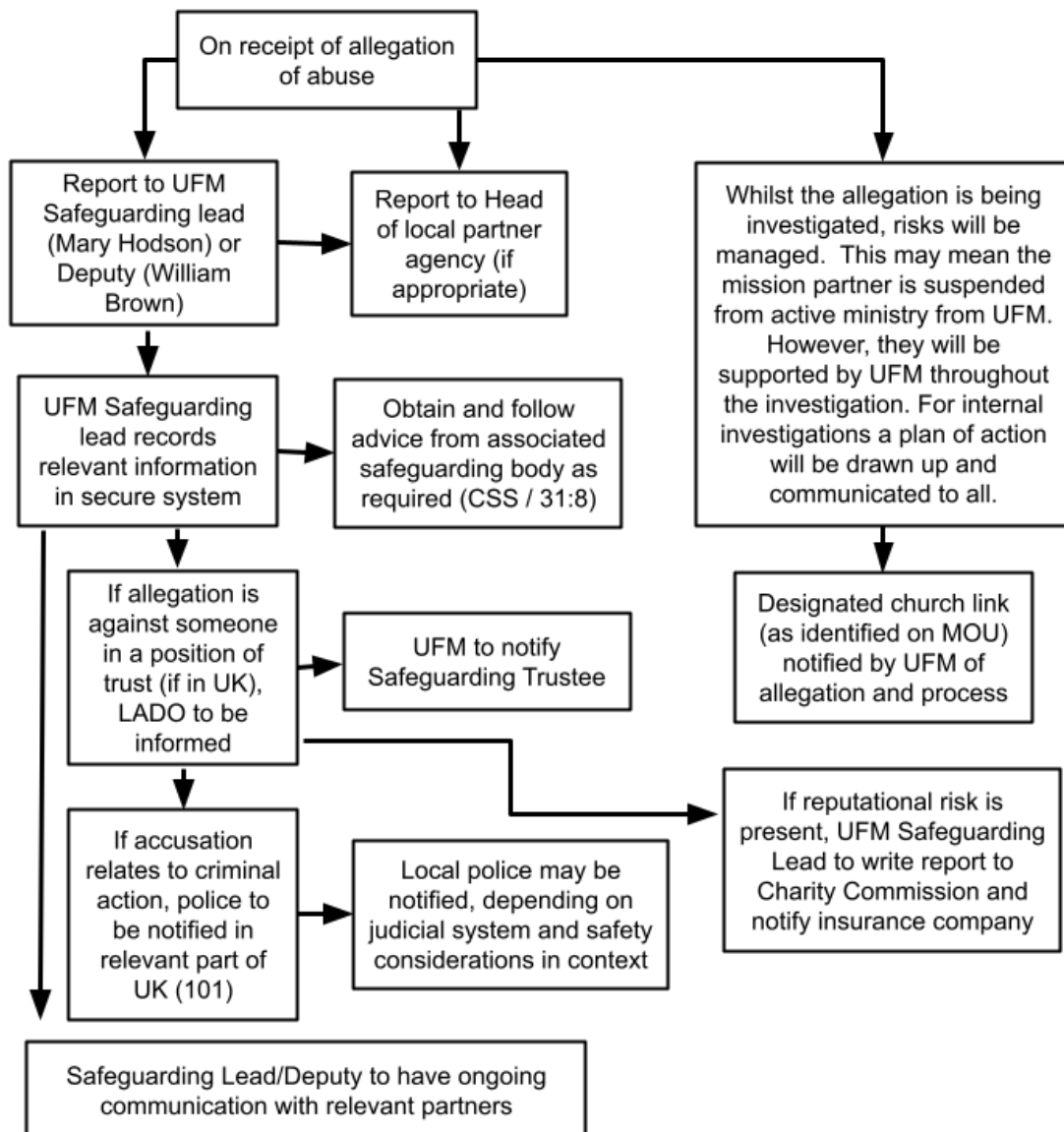
II) OUTSIDE OF THE UK



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

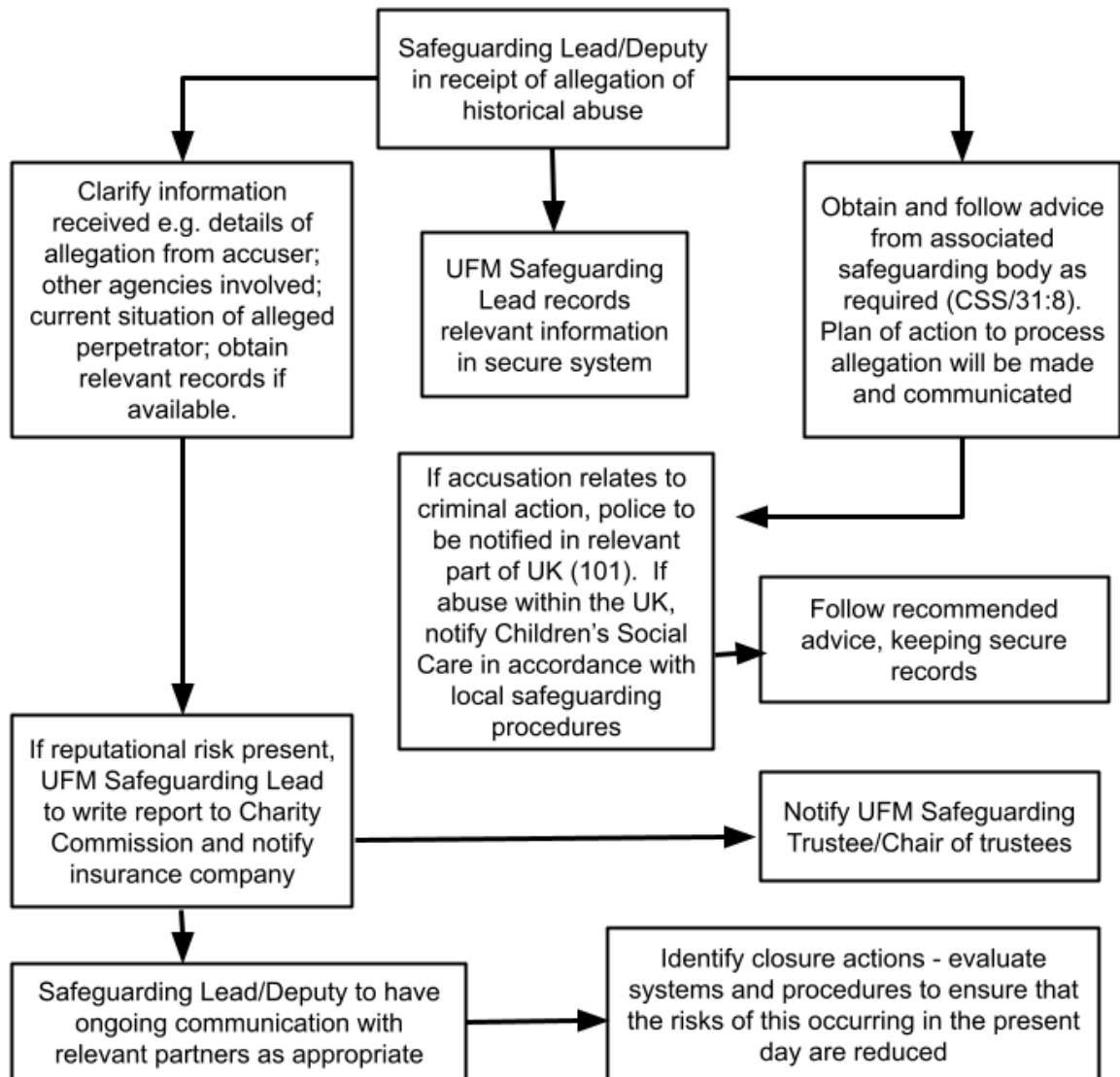


C) ALLEGATIONS OF ABUSE



(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?
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

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) Risk Assessment

Whilst UFM mission partners do not intentionally pursue suffering, it is understood and accepted that our calling brings with it certain risks. It is also accepted that the proper response to risk, suffering and even death can act as a bridge for the gospel and a witness to the reality of our relationship with God and the wonderful hope of the gospel. There is wisdom in putting measures in place to reduce unnecessary risks where this is possible. Potential risks may include, but are not limited to:

- Increased exposure to sickness in countries with potentially less medical facilities than most of our home countries
- Instability in living conditions and travel
- Loneliness
- Potential difficulties for families and children, and those that are single

In order to minister sustainably in the context that you are called to a Risk Assessment should ideally be prepared prior to starting an assignment. This should be reviewed 3 months after arrival and then on a yearly basis thereafter.

When completed, or updated, Risk Assessments should be sent to UFM and the mission partner's sending church.

Travel and Health Insurance is mandatory to all UFM missionaries.

The following Risk Assessment is particular to <<location>> and is drawn up by <<names of mission partners >> identifying the risks and seeking to minimize them as far as they are foreseeable.

RISK ASSESSMENT

Date completed/updated	
Name(s) of mission partner(s)	
Contact details	Email: Phone:
Nature of ministry	
Country	
Location	
Region	
In-Country Embassy Contact Details	
Office hours (local time)	
Specific Foreign & Commonwealth Office Travel Advice for your location	Visit https://www.gov.uk/foreign-travel-advice

Risk Assessment	L = Likelihood	S = Severity	RR = Risk Rating
Risk levels	1 = Low	2 = Medium	3 = High

Hazard	Who might be harmed and how	Likelihood (Scale 1-3) 1=low 2=medium 3=high	Severity (Scale 1-3) 1=low 2=medium 3=high	Risk Rating (Likelihood x Severity)	Actions to reduce this risk	Residual risk rating after actions
Medical Health						
Infectious diseases e.g. Malaria					<p>Check travelhealthpro.org.uk website and/or local surgery for full vaccine advice.</p> <p>Travel/medical insurance in place - emergency contact number is:</p> <p>Arrange medication in advance.</p> <p>Note local hospital contact details:</p>	
Ingesting contaminated water					<p>See travelhealthpro.org.uk factsheets which include advice about Food & Water Hygiene.</p> <p>Drink bottled water.</p> <p>Regular handwashing.</p> <p>Note local hospital contact details:</p> <p>Emergency medical insurance in place.</p>	
Stomach bugs						

Pre-existing medical conditions or illness leading to hospitalisation					Advice from Dr: Access to medication: Medical cover:	
Extreme heat						
Stress					Pastoral support available from: Activities to reduce stress:	
Accidents						
Road Traffic Accidents					Preparation material directs volunteers to travelhealthpro.org.uk factsheets which include advice on Travel and Personal Safety. Local contact for car repairs: Awareness of car safety/local rules.	
Accidents in the home including fire						
Travel into questionable areas					Itineraries to be planned to avoid travel into vulnerable areas. Advised to carry photocopies of ID documentation. Local advice from: Accountability to:	
Criminal Action						
Burglary/theft/robbery/ car-jacking					Local police number to report:	
Kidnapping					Refer to UFM Insurance Policy	

Sexual Assault/physical assault					Reduce lone working/travel Awareness of local dress code	
Sexual/verbal/physical harassment					Reduce lone travel Awareness of local dress code	
Political and Civil Unrest						
Protests and demonstrations					Avoid travelling during these periods/to areas where protests occur Refer to FCO website for local advice	
Election unrest					As above Note date of next local elections:	
Civil War					As above Contact British High Commission/Embassy - number is: Contact Sending Church and UFM See evacuation plan Fill car with petrol in advance in case of need to flee quickly	
Terrorist Attack					As above	
Environmental						
Natural disasters e.g. earthquakes, hurricanes, major floods					See evacuation plan Have emergency bag packed in advance Refer to FCO website for local advice	
Ministry-Related						
Internet Security					Refer to UFM Communication Guidelines	
Cultural offences						

Family						
Coping with language learning						
Pressure on marriage						
Spiritual well-being of children						
Unwanted attention on children						
Child Protection					Refer to UFM Safeguarding Policy Local guidelines for context:	
Singleness					Safety in travel Social network/support with:	

Evacuation Strategy

If you are living in a creative-access country, one that is at risk of natural disasters or are in a context where there is political instability, we ask that you complete an evacuation plan.

General Advice:

- Individuals caught in a hostile crowd situation may be drawn to watch the unrest—avoid this temptation and walk or drive calmly away from the crowd.
- Avoid sending text messages during unrest, particularly when communicating urgent information. The cyberspace will often hold text messages indefinitely. A phone call increases likelihood for clear communication and ensures receipt.
- Be “situational aware” when out in public. Experience has shown that perpetrators who seek to do harm seek less prepared targets.
- Varying your schedules and routes makes the planning of a personal attack significantly more difficult.
- Maintain a low “gray” profile so that you merge in with your local context.
- Avoid sensitive areas, particularly at sensitive times of the week/day.
- Most locals use the principle of “graduated restriction” relative to the condition of the situation. If conditions worsen consider remaining inside and avoid travel. Become less visible and less likely for an attack.
- Try to keep all sensitive documents in digital form so that they can be secure at all times. In the event that documents need to be kept in paper form, folders should be clearly marked so that they can be easily identified in the event of sudden evacuation.
- Always have a ‘go bag’ of essential items handy - either in your car or easily available for you in case you need to exit quickly

- It is helpful to have some emergency cash (in US\$) readily available and carry a credit card with you.

Below are written some guidance on grading the level of risk and response. **However, it is important that you feel comfortable with leaving earlier if you are concerned with the level of risk.** UFM and your sending church will support you as you work through these decisions

Stages of Response

Stage 1:	Rumours of unrest:	Clarify information with a reliable source Communicate with team members/lead and UFM/Sending church
Stage 2:	Demonstrations:	Stay away from crowds/sensitive areas Avoid travelling and stay indoors Ensure you have cash available Communicate with team members/lead and UFM/Sending church
Stage 3:	Localised violence:	As above Ensure you have enough food and water supplies
Stage 4:	Spreading of civil unrest	As above Check with embassy Make preparations for evacuation - plan different routes (we advise to plan 3 different potential routes and transport options)
Stage 5:	Widespread civil unrest that is out of control and not showing signs of reducing	Time to get out using your evacuation plan Communicate with UFM Director/Lead contact and sending church
Stage 6:	All out war	It may be too late to evacuate or too dangerous to leave Communicate with Embassy/Police/Army if possible Communicate with team/UFM/Sending Church

Evacuation Plan	
Essential belongings/ documents to take:	<p>1 hour packing list These are the items you may want to consider taking if you have 1 hour, and you can take what you can carry.</p> <ul style="list-style-type: none"> • Passport • Money (US\$ preferable)

	<ul style="list-style-type: none"> ● Bank and Credit Cards ● Address books ● Driving Licenses and other official documents ● Laptop and charger ● Mobile and charger (plus backup battery pack) ● Kids favourite toy(s) ● Toiletries and one change of clothes ● Special dietary items ● Basic and special medicines ● Sleeping bags (if possible) ● Torch ● Chocolate / nutrition bars ● Bottle(s) of drinking water <p>Complete this list for yourselves</p> <p>24 hour packing list These are the items you may want to consider taking if you have 24 hours, and you can take what you can carry in a car or check in if you leave by plane:</p> <ul style="list-style-type: none"> ● All of the above PLUS ● Clothing ● Family Photographs ● More toys ● Some food <p>Complete this list for yourselves</p>
When leaving your home	<p>Destroy sensitive information you do not want to fall into the wrong hands.</p> <ul style="list-style-type: none"> ● Close water and gas supplies. ● Disconnect electrical appliances. ● Close and secure windows ● Lock the house.
Transport options out of country:	<p>Plan 3 alternative routes to exit the country, using different transport options:</p> <ol style="list-style-type: none"> 1. 2. 3. <p>If using your car:</p> <ul style="list-style-type: none"> ● Obtain fuel in advance

	<ul style="list-style-type: none"> ● Check roadworthiness - essential toolkit ● water and food for journey <p>Plane:</p> <ul style="list-style-type: none"> ● Routes to airport? ● Tickets in advance ● Emergency money
Places of potential refuge	Are there hotels/friends that you can stay with enroute to exit points?
People to contact and emergency numbers:	<p>Contact Embassy - verify local information and organised routes out of the country</p> <p>Communicate with local team leaders (if relevant in your situation)</p> <p>Communicate with UFM Director/Head of Personnel/Lead Point of contact</p> <p>Communicate with your sending church</p>

Signed:
Mission Partners

Date:

Name:
Mission Partners

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**SAFEGUARDING
SIGNATURE OF CONSENT**

I have read, understood and agree to abide by the UFM Worldwide Safeguarding Policy with combined Code of Conduct

Signed

Date

Print name

Date UFM online safeguarding training completed