

FRIENDS OF THE ANGLICAN PROVINCE OF ALEXANDRIA

Registered Charity No: 1181201

SAFEGUARDING POLICY

Agreed April 2023

For review March 2024

Policy statement

1. The Friends of the Anglican Province of Alexandria (FAPA) seeks to support the Episcopal/Anglican Province of Alexandria and its constituent dioceses. In doing so we are committed to not only ensuring that our activities both in the UK and overseas (through the support we provide) do no harm, but that as far as possible they actively promote the rights of children and vulnerable adults at risk of harm.
2. As such it is expected that all Trustees and volunteers who are engaged in activities under the jurisdiction of FAPA:
 - Uphold and protect the rights of all people equally as set out by the UN Convention of the Rights of the Child (UNCRC) and the Universal Declaration of Human Rights (UDHR)
 - Understand the nature and purpose of safeguarding children and vulnerable adults through appropriate training
 - Know how to report safeguarding concerns both within and outside the Friends
3. We promote a culture of care and transparency in all areas of our work and so seek to promote the safety and protection of children and other vulnerable people.

Scope

4. This safeguarding policy applies to all FAPA trustees, volunteers and partners, and provides guidance on issues to do with the well-being and safeguarding of all with whom we come into contact, and especially any children and adults at risk. In so doing it covers three areas of accountability:
 - i. the responsibilities of those acting for or on behalf of FAPA
 - ii. the expectations on the institutions to whom we provide funding or other support
 - iii. the requirements on any individuals who are direct recipients of funds managed by FAPA

Introduction

5. FAPA is committed
 - a. to ensuring that all possible steps are taken to prevent abuse, exploitation or harm occurring to any child or adult at risk with whom we have a connection and
 - b. to acting promptly and appropriately when a concern is raised or identified.
6. In order to ensure that we meet best practice standards, including in the development of this policy and associated codes of conduct and reporting procedures, FAPA will seek advice and guidance from expert practitioners within the Anglican church and from the Charity Commission.

7. The policy covers the measures we have in place to prevent harm to children and adults at risk and the steps which we will take should harm be suspected, witnessed or reported. As a charity administering assets and making grants to and on behalf of the Province, we recognise that our ability to control the activities of our beneficiaries is limited. The principal means of ensuring that our funds are disbursed in a way that fulfils the commitment described at 6. above is through satisfying ourselves that the Province and its constituent dioceses maintain adequate safeguarding policies and procedures in line with the best practice guidelines of the Anglican Communion.

Definitions

8. The WHO provides the following definition, which while referring specifically to children can equally be applied to adults at risk:

‘Child maltreatment, sometimes referred to as child abuse and neglect, includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child’s health, development or dignity. Within this broad definition, five subtypes can be distinguished – physical abuse; sexual abuse; neglect and negligent treatment; emotional abuse; and exploitation’.

9. For the purposes of this policy:

- ‘Child’ refers to those under the age of 18 years, in accordance with the United Nations Convention on the Rights of the Child.

- ‘Adult at risk’ refers to a person aged 18 years or over; who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. This definition is taken from the UK Care Act 2014.

In an international context, this harm or exploitation may come about because of age, gender, sexuality, legal or political status, ethnicity, literacy, disability or external factors such as poverty or conflict.

10. The policy is split into three main sections:

- Awareness
- Prevention
- Reporting & Response

Awareness

11. FAPA will equip all representatives of the charity to understand their safeguarding responsibilities and obligations under this policy. All trustees and any volunteer working for the Friends should be made aware of this Safeguarding Policy, and are required to have read it.

Training & Development

12. Trustees and volunteers, when visiting the Province, should receive appropriate training in safeguarding awareness and related issues as related to their role. This training should be renewed every 3 years if necessary.

13. The Safeguarding Officer providing overall leadership within FAPA for best practice and assuming responsibility for monitoring compliance.

Prevention

Management

14. The designated Safeguarding Officer is Peter Le Feuvre. Supported by and reporting to the Chair of Trustees, he is responsible for overseeing the implementation of this safeguarding policy.

15. All FAPA trustees and volunteers will be made aware that they can talk to the Safeguarding Officer about safeguarding issues (or to the Chair of Trustees if concerns relate to the Safeguarding Officer).

16. The trustees of FAPA have the responsibility of assuring themselves that issues related to the protection of children and adults at risk are adequately managed and that appropriate safeguards and procedures are in place.

Recruitment processes

17. Self-declaration forms will be required from volunteers, including trustees, prior to recruitment or appointment, and renewed at every re-appointment.

18. The activities undertaken by FAPA will not normally require a DBS check (standard level or enhanced) or appropriate equivalent. However these checks will be completed before any activity with, or related to, children or adults at risk is commenced and renewed in line with current guidance or a minimum of every three years, whichever is the lesser.

19. All trustees and volunteers of FAPA will be required to understand and sign a Code of Conduct and Ethics, governing appropriate behaviours including a commitment to protect and uphold the dignity and safety of all people with whom they come into contact, at all times.

Overseas travel

20. Those undertaking overseas visits on behalf of, under the auspices of or with funding by FAPA, are required to undergo a visit orientation prior to travel that will include FAPA's approach to safeguarding, ensuring that they are familiar with our safeguarding policy. They should undergo a DBS check before their departure

Correspondence and record keeping

21. In the UK we aim not to keep information about children and adults at risk. Should it become necessary to keep such information (e.g. for sponsorship purposes) hard copies will be kept in cabinets which are locked when not in use and soft copies will be kept under password protection. Any information that needs to be passed to third parties will be edited to remove data, which could render a child or adult at risk contactable directly.

Marketing and publicity activities

22. The use of photographs in any form of media is subject to prior permission having been granted by the beneficiary or a responsible adult. Unless specifically agreed, names of individuals will be changed to preserve anonymity. Please see Appendix 2 for further details.

Partner policies and procedures

23. FAPA expects that the Province of Alexandria will have a robust, updated and implemented safeguarding policy which lays down the actions that will be taken if abuse is discovered. Where their operations permit any kind of beneficiary access to the internet or e-mail, the partner must have a responsible use policy to include measures to prevent children

and adults at risk from exposure to inappropriate images or communication with other internet users.

24. We expect the Province to demonstrate a commitment to the ongoing training, care and development of their staff in relation to safeguarding in line with the best practice advised by the Anglican Communion Office. They should implement the guidelines produced by the Anglican Communion Safe Church Commission approved at the Anglican Consultative Council in Hong Kong in 2019 (ACC17) as well as the other aspects of the ACC17 resolution (C17:01₂).

² <https://www.anglicancommunion.org/structures/instruments-of-communion/acc/acc-17/resolutions.aspx#c1701>

25. We recognise that in each of the countries in which the Province works the laws relating to the welfare of children and adults at risk differ, as does the definition of vulnerability and the application of protective laws. Nevertheless, we encourage all those whom we support to ensure that their work not only does no harm to children and the vulnerable in their communities but seeks to promote their rights under the United Nations Convention on the Rights of the Child (UNCRC) and the Universal Declaration of Human Rights (UDHR).

Reporting & Response

26. All trustees and representatives of FAPA are made aware of their responsibility to uphold this policy.

27. The Safeguarding Officer will report to the Board at least once each year on compliance with, and advise on improvements to, this Safeguarding Policy.

28. If any trustee or volunteer suspects abuse, or if a child, young person or adult at risk makes a disclosure, or if a person external to FAPA reports a suspicion or allegation relating to FAPA trustees, volunteers or activities, including activities carried out in partnership with FAPA by other organisations, the following steps should be taken:

a. Avoid any delay

b. Record what you have seen or heard

c. Pass the report to the designated Safeguarding Officer within 72 hours. If the Safeguarding Officer is implicated the Chair of Trustees should be informed.

29. The Safeguarding Officer will consider the report (within 24 hours), seeking such external advice as may be necessary and ensuring that the Chair of Trustees is informed. However, if urgent action is required to protect children this should be done immediately. No staff, trustee or volunteer will prejudice their own standing or position within FAPA by responsibly reporting potential or suspected abuse of a child or adult at risk. Significant incidents involving safeguarding that become known to the Province and which are relevant to FAPA are expected to be notified to us in an appropriate timescale.

30. FAPA will take prompt and appropriate action in response to all allegations or suspicions of abuse that come to its attention. Reported allegations or incidents will be brought to the attention of the safeguarding officer (or Chair of trustees). The safeguarding officer will ensure that a record of the nature and grounds of the allegation signed and dated by the person who is making the report has been completed. This document will form the basis of any consideration of follow-up action to be taken. Where necessary the Chair of Trustees will establish an ad hoc group to advise on the matter and any actions or decisions taken as a result of the allegation and the deliberations of the group will be recorded and kept in a secure place.

31. Where appropriate FAPA's Safeguarding Officer will inform the police or social services of an abuse allegation or disclosure, where the allegation is found by her/him or the Chair of trustees to have possible substance.

32. In the event of a trustee or volunteer being implicated in the allegation, the Chair of Trustees will take any interim disciplinary action necessary, pending the outcome of any police investigation.

Appendix 1

Definitions

The WHO (World Health Organisation) distinguishes the abuse or maltreatment of a child under five into sub-categories. We will use these definitions which were agreed by the WHO in 1999:

- **Neglect.** The inattention or omission on the part of the caregiver to provide for the development of the child in all spheres: health, education, emotional development, nutrition, shelter and safe living conditions, in the context of resources reasonably available to the family or caretakers and causes, or has a high probability of causing, harm to the child's health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and protect children from harm as much as is feasible.
- **Physical.** Physical abuse of a child is that which results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power, or trust. There may be single or repeated incidents.
- **Emotional.** Emotional abuse includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with her or his personal potential, and in the context of the society in which the child dwells. There may also be acts toward the child that cause or have a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, patterns of belittling, denigrating, scape-goating, threatening, scaring, discriminating, ridiculing, or other non-physical forms of hostile or rejecting treatment.
- **Sexual.** Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws or social taboos of society. Child sexual abuse is evidenced by an activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to the inducement or coercion of a child to engage in any unlawful sexual activity; the exploitative use of a child in prostitution or other unlawful sexual practices; the exploitative use of children in pornographic performances and materials.
- **Commercial or other exploitation of a child.** Refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child

prostitution. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development.

Appendix 2

'Acceptable Use' Guidelines on Communications about Children & Adults at Risk

The following standards apply to all FAPA communications:

1. Where it is necessary to use case studies to highlight the work of FAPA, names of children and adults at risk will be changed
2. Within its fundraising and publicity materials, FAPA needs to use text and imagery from its partners. FAPA recognises that in doing so it has a responsibility to respect the rights of individuals at all times. Every individual has the right to be accurately represented through both words and imagery. Portrayal of individuals must not be manipulated or sensationalised in any way, but provide a balanced depiction of their life and circumstances. They must be presented as people with their own identity and dignity preserved. This applies equally to written, photographic and filmed materials.
3. People must, wherever possible, give their own accounts, rather than have others speak on their behalf. People's ability to take responsibility and action for themselves should be highlighted.
4. FAPA will avoid the following:
 - a. Language and images that could possibly degrade or victimise or shame children and adults at risk.
 - b. Making generalisations which do not accurately reflect the nature of the situation.
 - c. Discrimination of any kind.
 - d. Using pictures out of context (these should be accompanied by an explanatory caption and be relevant to any accompanying text).
5. In images, individuals should not be depicted in any poses that could be interpreted as sexually provocative.
6. Partner and beneficiary delegated authority must be given before taking photographs, except under exceptional circumstances where this may not be possible or desirable.
7. Individuals or organisations that request the use of FAPA resources, such as photographs, will be required to sign an agreement with the organisation as to the proper use of such materials.