



BibleLands' safeguarding policy

Introduction

Safeguarding is the term increasingly used in the UK for issues previously covered in policies on abuse.

BibleLands works in partnership with a number of project partners in the Middle East who provide a range of educational, medical and rehabilitation services to children and vulnerable adults.

Children are abused and exploited in all countries of the world and the aim of this policy is to minimise the chance that this occurs in any programme which BibleLands works with as a consequence of anything done by our staff, trustees, volunteers or partner organisations. At times, the achievement of the standards in this document may be influenced by factors beyond our control; but we commit ourselves to work consistently towards achieving them and we expect to be held to account accordingly.

There are differences in operating child protection policies/safeguarding policies in the different legal, social and cultural contexts in the countries in which BibleLands' partners work. With the exception of the Helen Keller Centre in Jerusalem, BibleLands does not have any direct control over the management and activities of the projects with which it has a financial relationship. Therefore, BibleLands cannot enforce adherence to child and vulnerable adult protection standards at these projects, although we would consider suspending or withholding funding if we had substantive concerns in this area.

While the focus of BibleLands' work is in the Middle East, the principles outlined within this policy apply equally to all trustees and employees of the organisation, whether in the UK or overseas.

Our Commitment

BibleLands recognises its responsibility to ensure the well-being and protection of all the beneficiaries of the services provided by overseas partners, particularly children and vulnerable adults. BibleLands is committed to acting promptly and appropriately when a concern relating to possible abuse is raised or identified and we will consider suspending financial support to the project concerned until such times as an investigation, commissioned by BibleLands and involving external and independent parties as necessary, has been satisfactorily completed within an agreed time-scale.

While BibleLands' policy applies, in principle, to all employees, trustees, volunteers and supporters, its application will be dependent upon the level of

contact necessitated by each role. However, as a matter of good practice, we will ensure that:

- we operate a safe recruitment and selection procedure;
- we carry out proper background checks on trustees and also staff and volunteers who will undertake regulated activity with children and vulnerable adults (see Appendix 1);
- we operate an effective system of monitoring the work of our project partners in order to safeguard, and promote, the welfare of the children and vulnerable adults with whom they work;
- there is no direct, unsupervised contact between representatives of BibleLands or supporters and the children and vulnerable adults at the overseas projects with which we work.

BibleLands will work with its overseas partners towards the goal of establishing standards of good practice for the physical, mental and emotional well-being, and development, of the child or vulnerable adult. These standards of good practice will be based on the UN principles as outlined in the Convention on the Rights of the Child on www.unhcr.ch/tbs/doc.nsf.

Definitions

This policy document is about safeguarding vulnerable people which can include both adults and children.

A child

The UN Convention on the Rights of the Child defines a child as “any human being below the age of 18” (CRC Article 1).

A vulnerable adult

An adult is defined as a person over the age of eighteen years.

The Consultation Paper ‘Who Decides?’ issued in 1997 by the Lord Chancellor’s Department (UK), defines a vulnerable adult as a person:

“who is or 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”.

Abuse

The following definitions refer specifically to children, but apply equally to vulnerable adults

The WHO (World Health Organisation) distinguishes the abuse or maltreatment of a child under five sub-categories. Following an extensive review of the definition of child abuse in different countries, and a WHO consultation in 1999, the following definitions were agreed:

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 (WHO, 1999).

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 (WHO, 1999).

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 (WHO, 1999).

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 (WHO, 1999).

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 (WHO, 1999).

A regulated activity

The Vetting & Barring Scheme (12 October 2009) defines a regulated activity as one which is in a specific place or of a specified type, and of a specified duration.

Specific Place

Examples of a specific place include school, children's home, hospital, or juvenile detention centre

Specific Type

Examples of a specific type include teaching, training, care, supervision, advice, treatment or transportation.

Specified Duration

Frequently: once a month or more on an ongoing basis

Intensively: 3 or more occasions in a period of 30 days

Overnight: The activity takes place overnight. This only applies to teaching, care, advice and treatment.

Codes of Practice

BibleLands will be proactive in trying to prevent the abuse of the children and vulnerable adults with whom it works by adopting the following safeguards and procedures:

Recruitment

1. Self-declaration forms will be required from all employees, trustees and volunteers.
2. All employees and volunteers who hold a regulated position or by virtue of their position undertake a regulated activity as defined in the Vetting and Barring Scheme (October 2009). will be required to be registered with the Independent Safeguarding Authority (ISA) and undergo a Criminal Record Bureau (CRB) check.
3. All trustees will be required to undergo a CRB check, in line with Charity Commission best practice (Finding new trustees – what Charities need to know, October 2007).

Training & Development

1. Employees, trustees and volunteers will receive appropriate training in safeguarding awareness and other related issues on an ongoing basis.
2. Employees, trustees and volunteers, who have contact with the children and vulnerable adults at any of the BibleLands supported projects, will be made aware of, and be conversant with, BibleLands' guidelines and procedures in response to allegations or suspicions of abuse.
3. Employees who have access to personal information about the children and vulnerable adults at the projects with which we work will be fully conversant with data protection guidelines and practices regarding the confidentiality of such information.
4. Adherence to these safeguarding and data protection guidelines and practices will be monitored as part of the annual review process for all employees, trustees and volunteers.

Contact with children

We expect all staff and volunteers of BibleLands to act in accordance with the UN Rights of the Child. Therefore

1. All contact with children by staff, trustees or volunteers of BibleLands' will take place in the presence of another adult, preferably an employee of the local project; or in a room where the meeting can be observed.

-
2. All letters from sponsors to their sponsored children must be routed via the High Wycombe office for vetting by the sponsorship administration staff.
 3. Information about children, including photographs, must not contain any details that would enable anybody to identify or locate a particular child. This applies to all information, whether it is supplied as part of the ChildSponsor scheme; or published in Bible*Lands'* publications; or on the Bible*Lands'* web-site (see Appendix 4).
 4. Information about children, including photographic images, must have the permission of the child's parent/carer before they can be passed on to sponsors or used in any Bible*Lands'* publications, including the web-site (see Appendix 4).
 5. Bible*Lands* will not encourage visits by supporters to meet their sponsored child.

These criteria will be reflected in our partnership agreements.

Criteria for Partnerships

1. Projects with which Bible*Lands* has a financial relationship must have, or be working towards having, a safeguarding policy, or adhere to recommended practices which protect and safeguard the children or vulnerable adults in their care.
2. Projects must also demonstrate a commitment to the ongoing training, care and development of their staff in relation to safeguarding.
3. Where there is access to the internet or e-mail, projects must have policies or safeguards in place which will prevent children and vulnerable adults from exposure to inappropriate images or communication with other internet users.
4. Projects in the Child Sponsorship scheme must obtain parental permission for a child's personal information, including photographic images, to be passed on to sponsors.

These criteria will be reflected in our partnership agreements.

Procedures & Systems

Bible*Lands* will take prompt and appropriate action in response to all allegations or suspicions of abuse that come to their attention, in accordance with the procedures set out below:

Allegation of abuse against a Bible*Lands'* employee, trustee, volunteer or supporter

1. Ensure that the allegation is reported to Bible*Lands'* designated safeguarding officer.
2. He/She will make an accurate record of the nature and grounds of the allegation to be signed and dated by the person who is making the allegation. This document will also include any actions or decisions taken as a result of the allegation and will be kept in a secure place.
3. Bible*Lands'* designated safeguarding officer will inform the police or social services of the allegation immediately.
4. Subsequent to this, Bible*Lands'* designated safeguarding officer will also inform the chief executive officer or chair of trustees, as appropriate.

-
5. In the event of an employee, trustee or volunteer being implicated in the allegation, the chief executive officer or chair of trustees will take any interim disciplinary action necessary, pending the outcome of the police investigation.

Suspicion of abuse at a BibleLands supported project

1. Ensure that the suspicion is reported to BibleLands' designated safeguarding officer.
2. He/She will make an accurate record of the nature and grounds of the suspicion to be signed and dated by the person who has raised them. This document will also include any actions or decisions taken as a result of the suspicion and will be kept in a secure place.
3. BibleLands' designated safeguarding officer will consult with the overseas operations co-ordinator and the chief executive of the Charity.
4. The matter will then be raised with the principal or director of the project concerned for further investigation and action, as necessary, at a local level.
5. The principal or director of the project will then inform BibleLands of the outcome of the investigation within an agreed time-frame.

This document was revised in 2010 by Tricia Pruden, BibleLands' Safeguarding Officer, with the guidance of BibleLands Trustees, in light of changes to UK legislation relating to vulnerable groups.

Policy prepared by:	Tricia Pruden, Safeguarding Officer
Effective from:	1 June 2010
Policy approved by:	Audit Committee, 20 May 2010
Review date:	January 2011

Appendix 1

Who needs to make a self declaration, be registered with the ISA or have a CRB check?

Employees

Any employee who undertakes a 'regulated activity' (see Definitions) as defined in the Vetting & Barring Scheme (12 October 2009) must have:

- a current CRB disclosure (i.e. not more than 5 years old) at the selection stage of the recruitment process;
- Current registration with the ISA

Plus, a further CRB check:

- every 5 years while in the employment of *BibleLands*;
- following any allegation or suspicion of abuse involving them.

Any employee making an overseas visit without a current CRB disclosure will not be allowed unsupervised contact with the children and vulnerable adults at *BibleLands'* partner projects.

Trustees

In line with Charity Commission best practice all trustees must have:

- a current CRB disclosure (ie not more than 5 years old) prior to an overseas trip in their capacity as a member of the Board of Trustees.
- Current registration with the ISA

Plus, a further CRB check:

- every 5 years during their appointment to the *BibleLands'* board of trustees;
- following any allegation or suspicion of abuse involving them.

Any trustee making an overseas visit without a current CRB disclosure will not be allowed unsupervised contact with the children and vulnerable adults at *BibleLands'* partner projects.

Volunteers

Any volunteer who undertakes a 'regulated activity' (see Definitions) as defined in the Vetting & Barring Scheme (12 October 2009) with the children and vulnerable adults at *BibleLands'* partner projects must have:

- CRB disclosure (i.e. not more than 5 years old) prior to participation in any of the *BibleLands'* volunteer programmes.

Plus, a further CRB check:

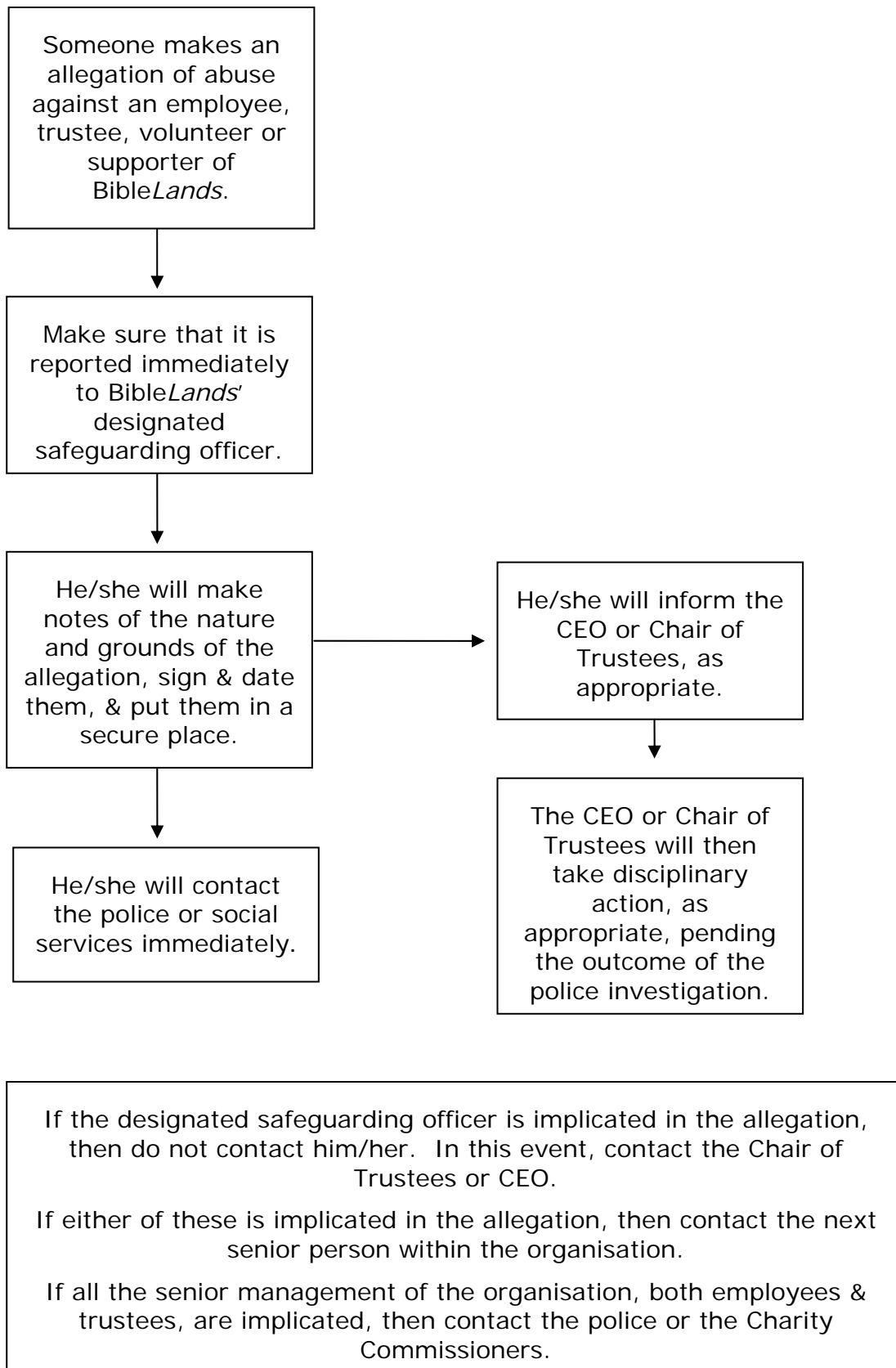
- following any allegation or suspicion of abuse involving them.
- Current registration with the ISA

Any volunteer participating in a Bible*Lands* volunteer programme without a current CRB disclosure will not be allowed unsupervised contact with the children and vulnerable adults.

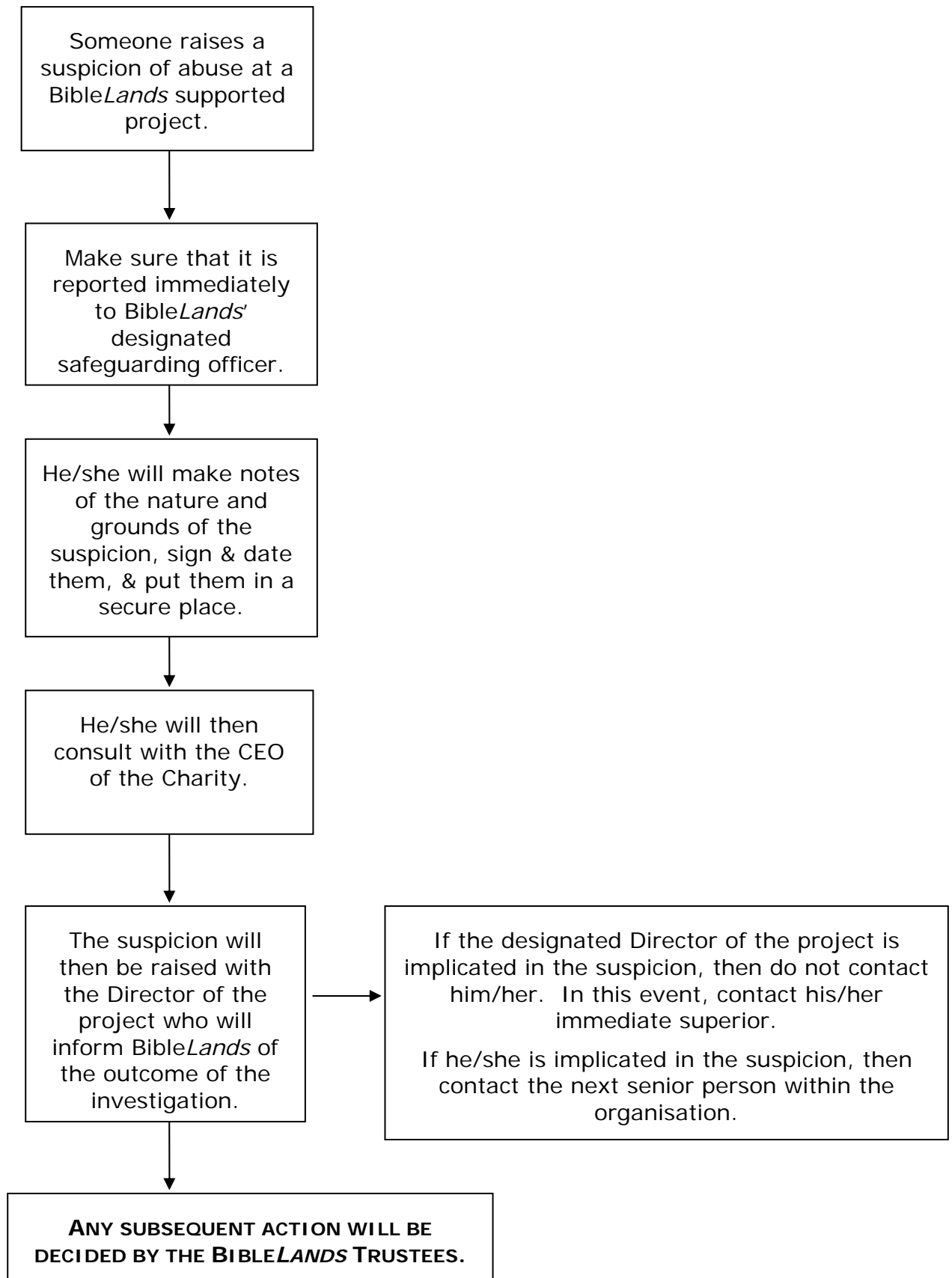
Self Declaration Form

All employees, trustees and volunteers must complete a self declaration form prior to their appointment and every five years thereafter.

What to do if there is an allegation of abuse



What to do if there is a suspicion of abuse



Appendix 4

Communications about Children & Vulnerable Adults

The following standards apply:

- Access to printed and electronic personal information about children should be restricted to the minimum number of people who need to know within *BibleLands* or those representing *BibleLands*. Where it is necessary to use case studies to highlight the work of *BibleLands*, names of children will be changed on collection of case studies.
- Within its fundraising and publicity materials, *BibleLands* needs to use text and imagery from its partners. *BibleLands* 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. Our 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.
- Where individuals are victims, the preservation of their dignity must be preserved. *BibleLands* will depict a balance between victimisation and empowerment by using tools such as 'before' and 'after' photos.
- 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.
- *BibleLands* will avoid the following:
 - Language and images that could possibly degrade or victimise or shame children and vulnerable adults
 - Making generalisations which do not accurately reflect the nature of the situation
 - Discrimination of any kind
 - Taking or using pictures out of context (pictures should be accompanied by an explanatory caption where possible and should be relevant to any accompanying text).
- In images, individuals should not be depicted in any poses that could be interpreted as sexually provocative.
- Informed consent must always be sought from the individuals themselves before taking photographs, except under exceptional circumstances where this may not be possible or desirable.
- *BibleLands* will always try to acquire informed consent from the individual, the individual's guardian and/or the NGO responsible for the individual before using any image, experience or story for publicity, fundraising, awareness raising or other purpose. The purpose must be made clear to the consent giver.

Individuals or organisations that request the use of Bible*Lands'* resources, such as photographs, will be required to sign an agreement with the organisation as to the proper use of such materials.