



Diocese of Peterborough

Registered Charity No. 1065047

Mothers' Union Diocese of Peterborough Safeguarding Policy & Procedures

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Signed: *H. Lynette*

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Mothers' Union

Britain & Ireland

Safeguarding Policy and Procedures

Author: Moira Murray Interim Safeguarding Lead for Britain & Ireland July 2024	Date for Review: July 2026
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Please note:

This Policy is designed to provide a framework for safeguarding practice within Mothers' Union in Britain & Ireland. It is acknowledged that whilst England and Wales adhere to the same judicial processes and legislation in relation to safeguarding children, there are differences in the jurisdictions of Ireland (Northern Ireland and the Republic) and Scotland. Such differences in process and legislation, should not however distract from the need to adhere to the fundamental principles embedded in this Policy concerning the safeguarding of the children, families and adults with whom we work and engage.

It is anticipated that this Safeguarding Policy will be accepted and adopted throughout Mothers' Union in Britain & Ireland as an all encompassing document, whilst taking account of the statutory procedures and legislative framework in place in England, Wales, Ireland (Northern Ireland and the Republic) and Scotland.

Commitment to Safeguarding: Policy Statement

- 1.1.1 As an organisation concerned with Christian principles and ministry in family life, the nurture and protection of children, young people and adults is at the heart of Mothers' Union. Both individually as members and collectively as an organisation, Mothers' Union has a duty to protect children, young people and adults, doing everything possible to ensure that they are safe when involved in Mothers' Union activities.
- 1.1.2 Mothers' Union will promote the welfare of children, young people and adults by aiming to prevent abuse from occurring, to protect those who are at risk of abuse and to respond well to those who have been abused. We will follow procedures to enable the identification of those who may present a risk to others and, should this occur, seek appropriate professional and pastoral support for them.¹
- 1.1.3 These safeguarding principles are embedded in all services provided by Mothers' Union in Britain & Ireland. Mothers' Union is committed to promoting a safer environment and culture for all involved in our projects, programmes, initiatives and activities. So that this can be achieved, it is essential to understand that this policy applies to everyone working on behalf of Mothers' Union in Britain & Ireland, namely senior managers, board of trustees, paid staff, volunteers, members, affiliates and contracted consultants.

Aim and Purpose of the Safeguarding Policy and Procedures

- 1.1.4 It is important to remember that the vast majority of people who work with children and adults do not seek to do them harm. There are, however, some who have a different motivation for being involved with children, and adults who may be at risk of harm. It is for this reason that it is important for those working with children, families and adults are aware of Mothers' Union safeguarding policies and procedures, and have undertaken safeguarding training to ensure an understanding and awareness of how best children, families and adults can be protected, and their wellbeing promoted. **This can only be achieved if everyone plays their part and recognises that safeguarding is everyone's responsibility.**
- 1.1.5 The aim of this Policy is to provide clear, uncomplicated guidance so that all those involved in the work of Mothers' Union in Britain & Ireland:
- Have an understanding of what safeguarding means in the context of our work

¹ Safeguarding in Mothers' Union, Policy Commitment June 2020

- Raise awareness of the importance of providing a safe environment for those participating in our services, and for our staff, volunteers, members, contractors and affiliates
- To be able to recognise a safeguarding concern
- To know what to do if you are concerned about a child, family or adult who may be at risk of harm
- To ensure that you are not placed in a situation of risk
- To ensure that you look after yourself and seek support when needed.

Procedures

- 1.1.6** Accompanying this Policy, there is a series of Procedures, which include flowcharts, templates for recruitment, referral forms, risk assessment forms and a Code of Conduct for all those involved in the work of the Mothers' Union. There is also a 'Top Tips' sheet, offering a quick guide as to what to do when faced with a safeguarding concern/situation.

Some Useful Safeguarding Definitions to help your understanding of safeguarding:

- 1.1.7 Child:** in Britain & Ireland a child is anyone who has not yet reached their 18th birthday.
- 1.1.8 An adult at risk:** vulnerability in adults is not easy to define. It is helpful to consider whether an adult is vulnerable in the context of a person aged 18 or over whose ability to protect themselves from violence, abuse, neglect or exploitation is significantly impaired, either temporarily or indefinitely, through physical or mental disability or illness, old age, emotional fragility or distress.
- 1.1.9 Mothers' Union** works with children, families and adults in a variety of programmes and activities. The following provides an indication of who might be considered an adult at risk:
- Those, usually women but not always, who may be subject to or at risk of domestic abuse²
 - Those experiencing mental health problems or mental illness, including mothers suffering postnatal depression
 - Those with a learning disability
 - Those with a physical disability
 - The elderly who may be disabled or infirm

² This website offers useful descriptions of what constitutes domestic abuse and where help and support can be found:

<https://www.womensaid.org.uk/information-support/what-is-domestic-abuse/recognising-domestic-abuse/>

- Those with dementia or other neurological illnesses which impede their understanding and cognitive ability
- Those who have a chronic illness
- Those who are in receipt of end of life care
- Those serving custodial sentences and their families
- Those who have a child with a disability
- Those who misuse alcohol and/or substances (including cannabis)
- Those who experience discrimination/abusive behaviour because of their colour, race, ethnicity and/or sexual orientation
- Those who have experienced abuse in childhood.

1.1.10 The above list is not definitive but provides examples of some of the vulnerabilities of the adults and families with whom we work/engaged in our activities may be experiencing or have experienced.

Why is Safeguarding Important?

- 2.1.1 Firstly, it needs to be recognised that everyone is vulnerable at some point and in certain circumstances. The degree of vulnerability, however, depends on how safe an environment is, how any possible risk is assessed and addressed, and that the circumstances of a child or person's vulnerability are taken into account. This applies to those facilitating and working in Mothers' Union programmes and activities, as well as those participating and benefiting from our work.
- 2.1.2 Secondly, given the work of Mothers' Union it is important that everyone is aware that abuse most frequently occurs in families or is perpetrated by someone known to a child or adult.
- 2.1.3 Thirdly, what might be considered to be inappropriate behaviour by some, might not be considered to be so in certain cultures. BUT using cultural practices as a reason for children or adults being subject to abusive practices is not acceptable. Such behaviour needs to be considered in the context of the harm perpetrated, as well as the legal framework in place to protect children and adults.
- 2.1.4 It is important to bear in mind the intent with which actions or behaviours are perpetrated, but that **all abuse is based on the power the perpetrator has over the victim.**
- 2.1.5 It is for all the above reasons that safeguarding needs to be taken seriously, and policy and procedures adhered to.

What does the term Safeguarding Children mean?

- 3.1.1 Mothers' Union adheres to the UN Convention of the Rights of the Child (UNCRC), and it is worthwhile to consider what this means in the context of understanding safeguarding.

- 3.1.2 The Convention has 54 articles that **cover all aspects of a child's life** and set out the civil, political, economic, social and cultural rights. The convention is universal—these rights apply to every child and the convention entitles every child to claim them. It also explains how adults and governments must work together to make sure all children can enjoy all their rights.
- 3.1.3 Every child has rights, **without discrimination of any kind** against the child, parent, or legal guardian (Article 2).
- 3.1.4 **Every child has the right to:**
- **Relax and play** (Article 31)
 - Freedom of **expression** (Article 13)
 - **Be safe** from violence (Article 19)
 - An **education** (Article 28)
 - Protection of **identity** (Article 8)
 - **Sufficient** standard of **living** (Article 27)
 - **Know** their **rights** (Article 42)
 - Health and **health services** (Article 24)
- 3.1.5 With the UNCRC in mind, the following definitions are relevant when considering what safeguarding means to Mothers' Union in Britain and Ireland.
- 3.1.6 In England and Wales, the NSPCC defines safeguarding as *"the action that is taken to promote the welfare of children and protect them from harm."*
- 3.1.7 The Safeguarding Board for Northern Ireland (SBNI) co-ordinates and ensures the effectiveness of work to protect and promote the welfare of children, which incorporates the NSPCC definition of safeguarding.³
- 3.1.8 In Scotland, "Protecting children involves preventing harm and/or the risk of harm from abuse or neglect".⁴
- 3.1.9 In the Republic of Ireland Tusla⁵ states Child Safeguarding *"is about protecting the child from harm, promoting their welfare and in doing so creating an environment*

³ <https://learning.nspcc.org.uk/child-protection-system/northern-ireland#skip-to-content>

⁴ <https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2023/08/national-guidance-child-protection-scotland-2021-updated-2023/documents/national-guidance-child-protection-scotland-2021-updated-2023/national-guidance-child-protection-scotland-2021-updated-2023/govscot%3Adocument/national-guidance-child-protection-scotland-2021-updated-2023.pdf>

⁵ Tusla – Child and Family Agency. Child Safeguarding: A Guide for Policy, Procedure and Practice, Second Edition (3rd May 2024)

which enables children and young people to grow, develop and achieve their full potential.”

What is the difference between Safeguarding Children and Child Protection?

3.1.10 Safeguarding Children means:

- Protecting children from abuse and maltreatment
- Preventing harm to children’s health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes and reach their full potential.

3.1.11 Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child. It is the responsibility of statutory agencies working with children, and on occasions, the Police to investigate, assess and take action to protect children who are at risk of abuse and harm.

Safeguarding Adults: What does the term Safeguarding an Adult at Risk mean?

3.1.12 An Adult at risk is:

An individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs) and,
- (b) is experiencing, or at risk of, abuse or neglect and,
- (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

3.1.13 Abuse can link to the mistreatment of an adult at risk by someone with whom they have a relationship, such as a family member, friend, carer (either formal or informal) or may be by a stranger. It may also encompass self-neglect.

3.1.14 Various legislation is in place in England, Wales, Northern Ireland, the Republic of Ireland and Scotland, the basic premise of which is protect adults from risk of harm and abuse.

3.1.15 The following offers an indication of the different kinds of adult abuse, which is helpful to consider in the context of this Policy and Procedures namely⁶:

- Physical abuse

⁶ The Care Act (2014), England and Wales

- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse [in the context of faith organisations the term 'spiritual abuse' has been used]
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

3.1.16 It is important to remember that those engaged in visiting the elderly or adults at risk, in a Mothers' Union capacity, this Policy and Procedures applies to you. If you are visiting an elderly person or an adult at risk in a personal capacity, for example, as a friend, relative or member of your church, you are doing so as an individual and not on behalf of Mother's Union. However, this Policy and Procedures may prove helpful in raising awareness of safeguarding in any activities you engage in, whether in the context of Mothers' Union and/or in a personal capacity.

3.1.17 Whatever the situation you find yourself in, it is not your responsibility to investigate a safeguarding incident or concern about a child or adult. That is the job of statutory Children and Adult Social Care Services and where appropriate the Police. **What is most important is that you do not keep any such concerns to yourself but pass on information to your Designated Safeguarding Lead** (See Appendix 7 for Role Description).

3.1.18 Concerns can also be discussed with, and need to be referred to Deena Patel, Safeguarding & Procedures Lead for Britain & Ireland, based at Mary Sumner House, who is available to offer advice and to make referrals to the appropriate statutory authorities when required.

Email: safeguarding@mothersunion.org

How to recognise a safeguarding concern

4.1.1 Appendix 2 has a detailed list of terms and definitions of the kind of abuse and safeguarding concerns that can arise concerning children. Appendix 3 contains a detailed list of terms and definitions concerning the abuse of Adults at Risk. The lists are not definitive and have been put together to provide guidance as to the types of safeguarding concerns that you may encounter in your work and how to recognise the signs that a child or person is being abused. It is unlikely you will encounter most of the abuse described in Appendices 2 and 3, but it is important to be familiar with the type of behaviours that constitute abuse and how to spot the signs that a child or adult is at risk of harm.

- 4.1.2 It is of the utmost importance that all those working and volunteering for Mothers' Union attend safeguarding training and adhere to this Policy and Procedures. By doing so, your awareness of safeguarding concerns will be enhanced, your confidence increased in recognising when a child or adult might be subject to abuse and/or neglect and your knowledge heightened of what to do should such a situation arise.

What kind of safeguarding concerns might Mothers' Union encounter?

- 4.1.3 Children who are abused often experience more than one type of abuse, which can occur over a period of time. This is also often the case with adults who are at risk of harm.
- 4.1.4 Children and adults who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent in the case of a child, caregiver or other close family member or friend. Many of the signs that a child or adult is being abused are the same regardless of the type of abuse.⁷
- 4.1.5 For the purposes of this Policy, it is considered important to concentrate on providing information that is relevant and proportionate to the needs of those working and volunteering for Mothers' Union. You are not expected to be experts in safeguarding adults and child protection, but it is important to be aware of the signs that may indicate a child or adult is at risk of harm.
- 4.1.6 **Neglect of adults:** It is probable that a significant number of adults, parents and families who engage with our projects and activities may well experience financial difficulties, which can in turn lead to anxiety and stress. This can materialise in adults and parents neglecting their own health and welfare by, for example not eating meals, lack of heating in the home, inadequate winter clothing, lack of selfcare.
- 4.1.7 Of equal importance is the ability for those working in our family projects to recognise when children are not being cared for as well as they might be. This could be because of a family's financial difficulties, but it could also be due to more systemic problems associated with neglect.
- 4.1.8 **Neglect of children:** Neglect is the most common type of child abuse, and often happens at the same time as other types of abuse. It can be defined as not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer not:

⁷ NSPCC website: <https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

- Providing adequate food, clothing or shelter
- Supervising a child or keeping them safe from harm or danger (including leaving them with unsuitable carers) making sure the child receives appropriate health care, including dental care
- Making sure the child receives a suitable education
- Meeting the child's basic emotional needs – this is known as emotional neglect⁸.

The Designated Safeguarding Lead

- 4.1.9** If you encounter any of the above concerns, it is your responsibility to ensure that you do not keep this information to yourself but bring it to the attention of your **Designated Safeguarding Lead**. This Policy introduces the role of a Mothers' Union Designated Safeguarding Lead in all dioceses. The purpose of the Designated Safeguarding Lead is to ensure that there is a single point of contact in the diocese to offer advice, record, report and refer safeguarding concerns and to support staff and volunteers if/when such issues arise. The Designated Safeguarding Lead will have some experience and knowledge of safeguarding children and adults and will have attended safeguarding training provided by the Mothers' Union (from the Safeguarding & Procedures Lead for Britain & Ireland at Mary Sumner House) to enable them to meet the requirements of the role. The Designated Safeguarding Lead is not expected to be a safeguarding expert. Their job is to be aware of what may constitute an abusive/safeguarding situation, to be a conduit for sharing information with the Mothers' Union Safeguarding & Procedures Lead for Britain & Ireland and if necessary, making a referral to statutory agencies. For the Designated Safeguarding Lead Role Description, see Appendix 7.
- 4.1.10** It may be possible through discussion between you, the Designated Safeguarding Lead and the parent/carer to ascertain whether a family is for example, experiencing financial difficulties and it is for this reason that a child or adult is hungry, inadequately clothed or facing possible homelessness. In such a situation a family should be referred to appropriate agencies/organisations to receive help and support.
- 4.1.11** Where there are more complex concerns, the advice of the Safeguarding & Procedures Lead for Britain & Ireland should be sought. It is not your responsibility to investigate a situation where a child and/or adult is being neglected. That is the job of local authority statutory Children and Adult Care Services Education and Health Service professionals. If necessary, the Designated Safeguarding Lead and/or the Safeguarding & Procedures Lead for Britain & Ireland will make the referral to the appropriate statutory agency.

⁸ NSPCC definition

- 4.1.12 In addition, awareness of and adherence to the Code of Conduct, (see Appendix 1) are central to maintaining a safe, secure environment where adults, parents, children, staff and volunteers are treated with respect.

Domestic Abuse: What is domestic abuse?

- 5.1.1 Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. Domestic abuse is mainly, but not exclusively, carried out by men against women.
- 5.1.2 It can include physical, sexual, psychological, emotional and financial abuse. For those in an abusive relationship, such behaviour can result in serious injury, anxiety, mental illness and in some instances, death.
- 5.1.3 The exposure of children to domestic abuse between parents/carers or the partner of a parent/carer, is considered child abuse. Children can be directly involved in incidents of domestic abuse, or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are often also at risk of other types of abuse or neglect.
- 5.1.4 If you are concerned that a parent, carer or adult participating in a Mothers' Union project or activity is experiencing domestic abuse or discloses to you that they are being abused, it is essential that your first concern is for their welfare and the wellbeing of any child/children in the household. As with any safeguarding concern, it is important to discuss the situation with the Designated Safeguarding Lead, and if needs be, the Safeguarding & Procedures Lead for Britain & Ireland.
- 5.1.5 Where no risk is apparent (for example if the disclosure is historical, involvement with an alleged perpetrator has ceased and they do not present a threat) and there are no children involved, it is important to listen and signpost the victim/survivor to their local Women's Aid Refuge, using your local Domestic Abuse helpline telephone number, the local authority, and where available, your local Haven facility.
- 5.1.6 It is important to take a proportionate approach when receiving a disclosure of domestic abuse, and to act on a case by case basis. Whilst it is good practice and is part of Mothers' Union Safeguarding Procedures to make a note of the information being disclosed at the time and to read back to the person what you have recorded (see Appendix 4), it is acknowledged that there may be certain circumstances where this may not be appropriate. For example, the person may be disclosing information in an informal setting, or they may feel distressed and/or intimidated if it is stated that a record will be made of the information there and then.

- 5.1.7 It is essential, however, that information is documented as soon as possible, using the SCIR form, and procedures are followed when sharing such information. See Appendix 4.
- 5.1.8 Whilst respecting the right of a person who is subject to domestic abuse to consent to information being shared about them; please remember that where a child/children are involved in a parental abusive relationship, they are considered by statutory agencies, e.g. children's services, police, to be at risk of harm. In situations where children are involved, if requested by a parent or carer to keep any disclosure of domestic abuse confidential, you cannot agree to do so. It is important that you do not find yourself in a compromising situation where you feel that you cannot disclose important information concerning the safety of a child, because of a relationship that you may have formed with a parent, carer or grandparent. The welfare of a child needs to be recognised as being of paramount importance, whilst also taking account, as far as is possible, of the need to ensure the parent, carer or adult is not placed at further risk.
- 5.1.9 Whilst confidentiality cannot be promised when children are involved, it is important to take into account the courage on the part of the person disclosing domestic abuse to share this information. Therefore, as with all safeguarding disclosures and concerns, information must only be shared 'on a need to know' basis – i.e. with the Designated Safeguarding Lead and/or the Safeguarding & Procedures Lead for Britain & Ireland or at times of emergency, police and statutory agencies. This not only ensures that knowledge of sensitive information is limited to those designated to manage safeguarding concerns, but also offers some protection to those making disclosures from risk of further harm.

Mental health:

- 6.1.1 Adults involved in Mothers' Union projects and activities, whether as a parent, individual or older person, may well have experienced issues related to their mental health. The Covid Pandemic and resulting lockdown, death of family members, loneliness and isolation have had long lasting effects on the mental wellbeing of many parents and children, and adults. This, together with financial uncertainty, has had a major impact on family life, outcomes for children and their parents/carers and the wellbeing of the elderly and adults who are at risk.
- 6.1.2 The issue of the mental health of those with whom Mothers' Union works may well arise in the course of your interaction with those engaging in our projects and activities.
- 6.1.3 The importance of the mental health and wellbeing of parents, carers and adults to ensure best outcomes for themselves and their children cannot be underestimated. If you have concerns for the mental health of a parent, carer, elderly person or adult, you may need to consider what help can be provided by mental health services and

specialist mental health voluntary organisations. But you may also need to consider bringing the situation to the attention of the Designated Safeguarding Lead, as the safety of adults, carers, and any children in a family may be compromised.

Procedures:

What to do if you witness abusive behaviour towards a child or receive a disclosure of abuse?

Witnessing abusive behaviour towards a child:

7.1.1 If you see a child being abused your first concern must be for the safety of the child, and act as follows:

- **If a child is in immediate danger, call the emergency services: Police/Garda, ambulance, fire brigade 999/112 Republic of Ireland**
- If it is safe to intervene and you have others to assist, (a colleague) then take action to ameliorate the situation and remove the child from harm
- Ensure the child is in a safe place
- Try to stay calm and do not engage in confrontational behaviour with the parent or carer
- Immediately contact your Designated Safeguarding Lead and/or the Safeguarding & Procedures Lead for Britain & Ireland to inform them of the situation and seek advice.

7.1.2 Further Action to Take:

- Once the child is safe, write down an account of what you saw, using the Safeguarding Concern/ Incident Referral (SCIR) Form, which can be found in Appendix 4.
- Complete a factual account of the incident and provide as much detail as possible.
- Always, sign, date and specify the time of the incident on the form.
- The SCIR Form needs to be completed within 24 hours or 48 hours at the latest, and sent to the Designated Safeguarding Lead, copying in the Safeguarding & Procedures Lead for Britain & Ireland.
- If the incident concerns the Designated Safeguarding Lead, immediately inform the Safeguarding & Procedures Lead for Britain & Ireland.
- The Diocesan Designated Safeguarding Adviser (DSA) or equivalent in Wales, and Scotland, should be informed of any safeguarding concerns, using the completed SCIR form.
- The Safeguarding & Procedures Lead for Britain & Ireland, in discussion with the Designated Safeguarding Lead will decide if the safeguarding threshold is met to send a copy of the SCIR Form to the local authority Children's Services department.

Remember: you can always seek advice from Deena Patel, Safeguarding & Procedures Lead for Britain & Ireland. Do not hesitate to contact her.
email: safeguarding@mothersunion.org

- 7.1.3 If you are affected by what you have witnessed do not keep this to yourself, speak to your project/activity lead.

Receiving a Disclosure:

- 7.1.4 If you receive a disclosure of abuse from a child:
- Ensure you and the child are in a safe place
 - Listen carefully
 - Do not interrupt or ask leading questions
 - Do not promise to keep the information secret
 - Explain that you will need to pass the information on, to make sure they are protected, and in case another child might be at risk
 - Make a careful, factual note of what is disclosed
 - Always: record the time of the incident, date and sign the form
 - Complete a SCIR form and send it to your Designated Safeguarding Lead, copying in the Safeguarding & Procedures Lead for Britain & Ireland, within 24 hours, if possible but no longer than 48 hours
 - Following discussion with the Designated Safeguarding Lead and the Safeguarding & Procedures Lead for Britain & Ireland, a decision will be made if the safeguarding threshold is met to make a referral to the local authority
 - If the disclosure concerns the Designated Safeguarding Lead, immediately contact the Safeguarding & Procedures Lead for Britain & Ireland
 - **Remember: you can always seek advice from Deena Patel, Safeguarding & Procedures Lead for Britain & Ireland. Do not hesitate to contact her.**
 - If you are affected by what you have witnessed do not keep this to yourself, speak to your project/activity lead.

Safeguarding Concerns about an adult who may be vulnerable and at risk of harm

- 7.2.1 If you witness inappropriate behaviour concerning an adult or if you receive a disclosure of abuse concerning an adult who may be vulnerable, please ensure that you take the following action:
- **Important:** If you have information of a safeguarding nature where an adult at risk is in immediate danger or requires immediate medical attention **call emergency services: 999/112 Republic of Ireland**
 - Ensure the adult is in a safe place
 - Ask if they wish to speak about the incident

- Do not promise to keep what is disclosed confidential, but explain that you will need to share the information 'on a need to know' basis
- Explain that you will need to share information with the Designated Safeguarding Lead and the Safeguarding & Procedures Lead for Britain & Ireland, who may decide it is necessary to make a referral to Adult Social Care Services and/or Children's Services (if a child is also involved, e.g. a domestic abuse situation), and the police if any other person may be at risk of harm from the alleged perpetrator
- Whilst the person disclosing the information may not wish to speak with statutory agencies and/or the police, it is important to consider that Mothers' Union has a duty to refer safeguarding concerns to the appropriate authorities, if a person is at risk of harm
- It is the decision of the person concerned as to whether they wish to speak with statutory agencies, and it is their right not to do so
- Allow the person time to talk and listen to what they have to say
- Explain that you have to make a careful, factual note of what is being disclosed
- Read back to the person making the disclosure what you have noted, so that it can be agreed for accuracy purposes
- Complete an SCIR form and send it to your Designated Safeguarding Lead, copying in the Safeguarding & Procedures Lead for Britain & Ireland
- Always, note the time, date and sign the form
- The Safeguarding & Procedures Lead for Britain & Ireland, in discussion with the Designated Safeguarding Lead will decide if the safeguarding threshold is met to send a copy of the SCIR Form to Adult/Children's Services and/or the Police
- Send a copy of the SCIR form to the Diocesan Designated Safeguarding Adviser
- If you are affected by what you have witnessed do not keep this to yourself, speak to your project/activity lead
- **Remember: you can always seek advice from Deena Patel, Safeguarding & Procedures Lead for Britain & Ireland. Do not hesitate to contact her.**

Witnessing abusive behaviour towards an adult who is vulnerable:

7.2.2 If you see an adult who is being abused, your first concern must be for their safety, but also for your own, act as follows:

- **If the adult is in immediate danger, call Police/Garda on 999/112 Republic of Ireland**
- Try and ensure the adult gets to a safe place
- Try to stay calm and do not engage in confrontational behaviour
- Immediately contact your Designated Safeguarding Lead and/or the Safeguarding & Procedures Lead for Britain & Ireland to inform them of the situation and seek advice
- If the behaviour witnessed concerns the Designated Safeguarding Lead, immediately contact the Safeguarding & Procedures Lead for Britain & Ireland

- Complete an SCIR Form and send it to your Designated Safeguarding Lead, copying in the Safeguarding & Procedures Lead for Britain & Ireland
- The Diocesan Designated Safeguarding Adviser (or equivalent) should be informed of any safeguarding concerns. Send a copy of the SCIR form to the Diocesan Safeguarding Team
- Always, note the time, date and sign the form
- **Remember: you can always seek advice from Deena Patel, the Safeguarding & Procedures Lead for Britain & Ireland. Do not hesitate to contact her.**
- If you are affected by what you have witnessed do not keep this to yourself, speak to your project/activity lead.

7.2.3 Action required by the Safeguarding & Procedures Lead for Britain & Ireland on receipt of a safeguarding concern:

- When contacted, advice will be offered to the Designated Safeguarding Lead as to follow up action
- Following discussion with the Designated Safeguarding Lead and the Safeguarding & Procedures Lead for Britain & Ireland, a decision will be made as to whether the safeguarding threshold is met to refer the matter/send a copy of the SCIR Form to Adult/Children's Services and/or the Police/Garda
- Where the safety and wellbeing of an adult is at risk, it is not necessary to seek the consent of the adult that a referral is being made to statutory agencies. It is however good practice to inform them. Where a situation concerns a child, it is good practice to inform a parent or carer that a referral is being made to statutory agencies. BUT this should only be done if the safety of the child or adult is not compromised by doing so
- In England and Wales, where appropriate the Local Authority Designated Officer will be informed
- Support will be offered to the child, family and/or adult who has been subject to abuse/alleged abuse
- If a volunteer resigns or is dismissed from a role which is within the criteria of regulated activity, a referral will be made to the Disclosure and Barring Service (see Appendix 10)
- Support will be offered to the volunteer who is the subject of the allegation
- The Mothers' Union CEO and the Trustee with responsibility for Safeguarding, and the Director of Communications will be immediately informed of any safeguarding concerns which seriously impact Mothers' Union/reputation of Mothers' Union
- Mothers' Union is a registered Charity and is required by the Charity Commission to be informed of serious safeguarding concerns arising
- Similarly, the Board of Trustees is responsible for reporting a Serious Incident concerning safeguarding to the Charity Commission
- Should an allegation of the abuse of a child or adult come to the attention of the media, it is important that the Safeguarding & Procedures Lead for Britain & Ireland

is made aware and that a response is agreed in collaboration with statutory agencies, the Director of Communications at Mary Sumner House and the Board of Trustees.

Confidentiality and Security of Records:

- 7.2.4 All records will be kept in a locked and secure place and passed to relevant agencies by the Designated Safeguarding Lead or the Safeguarding & Procedures Lead for Britain & Ireland. All electronic records will be kept secure and where necessary 'password' protected. Access to such information will be limited to those who 'need to know', i.e. the Deputy Designated Safeguarding Lead, the Safeguarding & Procedures Lead for Britain & Ireland, Mothers' Union CEO, the Trustee with responsibility for safeguarding and the Director of Communications at Mary Sumner House.

The Data Protection Act, 2018 (General Data Protection Regulation GDPR), England, Wales and Scotland

- 8.1.1 The Data Protection Act, 2018/GDPR EU 2016/679 requires that everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:
- Used fairly, lawfully and transparently
 - Used for specified, explicit purposes
 - Used in a way that is adequate, relevant and limited to only what is necessary
 - Accurate and, where necessary, kept up to date
 - Kept for no longer than is necessary
 - Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage
- 8.1.2 In cases of safeguarding children and adults at risk, organisations do not have to tell the subject that they are processing their data, for instance if it will cause them harm or prevent a referral, nor give them access to their data, nor delete their data if requested to. This is in Schedule 3, Parts 1 and 5 of the Data Protection Act 2018.
- 8.1.3 The Data Controller for Mothers' Union in Britain & Ireland, at Mary Sumner House, is the Director of Finance. Advice concerning all data protection questions/requests for information involving Mary Sumner House should be directed to him. Information requests/data protection issues arising in provinces and dioceses should be directed to the appropriate Mothers' Union Diocesan Data Controller.

Safer Recruitment

Recruiting Staff and Volunteers (see Appendices 8 & 9 for appropriate forms)

- 9.1.1 Safer recruitment of staff is not solely dependent on DBS disclosures in England and Wales, and the equivalent vetting procedures in Scotland, Northern Ireland and the Republic Ireland. Having a wide range of safer recruitment practices in place will discourage those who have the potential to cause harm from seeking to work or volunteer for Mothers' Union. This includes being curious about unexplained gaps in employment and ensuring that questions posed in reference requests are answered appropriately.
- 9.1.2 It is therefore important that all reasonable steps are taken to make sure that those who are recruited to work in projects and activities are suitable and appropriate.
- 9.1.3 It is vital that staff and volunteers are competent to carry out their responsibilities for safeguarding and promoting the welfare of children, and in creating an environment where anyone feels able to raise a concern and feels supported in their role.
- 9.1.4 **It is essential that:**
- Mothers' Union staff and volunteer role descriptions and application forms are used when seeking to recruit and appoint to posts
 - The role takes account of what level of DBS or equivalent disclosure is required
 - The role takes account of information disclosed on the Self-declaration form
 - Two references for volunteers are requested, which include questions about their suitability and ability to work with families, children and/or adults who are at risk
 - Proof of ID and qualifications may be required when appointing staff and volunteers
 - During interview ask about the applicant's motivation to work for Mother's Union and emphasise Mothers' Union commitment to ensuring a safe environment for all those working and volunteering for the organisation.

Disclosures and Vetting Procedures

- 9.1.5 DBS disclosures or equivalent vetting procedures at the appropriate level will be required for all trustees, staff, and volunteers who are in roles which involve children and adults at risk.
- 9.1.6 In England and Wales, portability of a DBS disclosure will be accepted from another similar role involving children and adults, provided the disclosure certificate date is within three years. DBS disclosures carried out by Mothers' Union will be updated every three years. Where applicants for paid and volunteer posts have subscribed to the DBS Update Service and hold a Disclosure relevant to their proposed position of

employment or volunteering activities with Mothers' Union, Mothers' Union will, with the applicant's consent, complete an online check to update their Disclosure.

- 9.1.7 For Scotland, Northern Ireland and the Republic of Ireland, if an equivalent scheme is in place, and is in accordance with statutory judicial requirements, the same process can apply.
- 9.1.8 While DBS disclosures, or equivalent are pending, trustees, staff, volunteers, contractors and affiliates will be allowed to work/volunteer with children and adults if they are supervised by a colleague with an up to date DBS disclosure, or equivalent pre-employment check.
- 9.1.9 If considering recruiting an individual with a criminal record, a fair risk assessment should be carried out, which takes account of all the factors relating to the role, the criminal record and the level of risk associated with recruiting the individual concerned. Please be aware that in England and Wales, it is an offence knowingly to employ a person who has been barred by the DBS from working with children and adults at risk.

Health and Safety

- 10.1.1 Mothers' Union believes that all activities should take place in a safe environment and that it is our responsibility to ensure that the premises and equipment being used for Mothers' Union activities are appropriate. This includes safety, health and hygiene issues, fire evacuation and transport. Mothers' Union will ensure (where appropriate in negotiation with an external agency, e.g. parish/church hall) that a correctly stocked first aid box will be available at all times. An accident/incident logbook will be kept by all Mothers' Union projects/activities or, where more appropriate, the external agency. Mothers' Union will support staff and volunteers in gaining first aid qualifications.
- 10.1.2 Such assessments need to be proportionate and will be dependent on the nature of the activity, for example health and safety considerations will be different for a small group coffee morning to those concerning a day trip for a large group of parents and children.

Risk Assessment

- 10.2.1 A proportionate risk assessment should be carried out for each activity, depending on the nature of the activity, as indicated in paragraph 10.1.2 (where relevant in collaboration with an external agency). This will cover health and safety and safeguarding issues and clearly identify responsibility. All staff and volunteers involved in the activities will be given copies of the risk assessment and made aware of any issues and their own responsibility. (See Appendix 6).

Consent for photographs/images to be used to promote the work of Mothers' Union

- 11.1.1** Before any photographs or videos can be taken with the intention of use by Mothers' Union, the consent of the adult, and or the parent/carer of a child, or where appropriate a young person themselves, if over 18, must be obtained. The purpose of using the photograph/video must be explained, and informed consent must be obtained from the subject. This is because if a photograph or video is to be used by or to promote the work of Mothers' Union, any risk to an adult or child needs to be taken into consideration. For example, if a parent has been subject to domestic abuse and their whereabouts, and that of their child/children needs to remain confidential, any information which may reveal their location cannot be put into the public domain.
- 11.1.2** The consent form and accompanying guidance must be used before any photographs or videos can be taken, displayed or uploaded onto the internet. (See Appendix 5).

Code of Conduct for all those involved with Mothers' Union

- 12.1.1** The Mothers' Union Code of Conduct for Staff, Volunteers and Trustees can be found at Appendix 1 and is required to be read, signed and adhered to by all those engaged in Mothers' Union activities.

Bullying and Discriminatory Behaviour

- 13.1.1** Mothers' Union will not tolerate bullying or discriminatory behaviour by trustees, staff, volunteers, participants in programmes/projects or contractors who provide services to Mothers' Union. This includes discrimination on the grounds of age, gender, sexual orientation, disability, race including colour, nationality, ethnic or national origin, religion or belief.
- 13.1.2** Mothers' Union takes its responsibility seriously to ensure that all those engaged in our programmes and activities do not experience discriminatory behaviour. Where discrimination occurs, it can have a profound impact on the health and wellbeing of the person subject to such behaviour and will be considered as a safeguarding concern.
- 13.1.3** **Bullying and harassment:** is behaviour that makes someone feel intimidated or offended, and will not be tolerated by Mothers' Union in any form. Such behaviour can include spreading malicious rumours, unfair treatment, picking on or regularly undermining someone and denying someone's training or promotion opportunities. It can happen face-to-face, by letter, by email, by phone and by the use of social media.

- 13.1.4 If a person experiences bullying behaviour where they work or volunteer, it can affect their health and wellbeing. It can lead to a decision to resign from their post, and in extreme cases, can result in self-harming behaviours on the part of the person being bullied.
- 13.1.5 Mothers' Union considers the welfare of our trustees, staff, volunteers and those using our services to be of paramount importance. Bullying behaviour on the part of anyone involved with the Mothers' Union will be taken extremely seriously. It can be reported to the Designated Safeguarding Lead and/or the Safeguarding & Procedures Lead for Britain & Ireland. All disclosures and discussions will be treated confidentially.

Lone Working: Looking After Yourself

- 14.1.1 In most situations it is best practice to have two at least two people present in activities involving children or adults who are vulnerable/at risk. This is to ensure that if an incident occurs or a concern arises, for example an emergency medical situation, there is another person available.
- 14.1.2 Sometimes it may be appropriate or necessary for a volunteer to have one-to-one contact with a child or supervise a small group of children on their own. This could happen, for example if a child or young person, or adult asks to speak to you alone. In these instances, always make sure that you inform your line manager or a colleague what is happening, and if necessary, seek their agreement.
- 14.1.3 If you have any concerns for your safety about being alone with a parent/carer or adult always let your line manager and/or the Designated Safeguarding Lead know.
Do not put your own safety at risk.
- 14.1.4 Inappropriate, abusive behaviour towards children and adults is difficult, and at times can be traumatic to witness and to hear accounts of. This Policy and Procedures, in addition to the safeguarding training you have undertaken will enable you to recognise a safeguarding concern and to know what action to take. However, if you have been affected by what you have seen or heard you can speak to your line manager, the Designated Safeguarding Lead and/or the Safeguarding & Procedures Lead for Britain & Ireland.
- 14.1.5 Any such discussions will be confidential and will seek to offer a sympathetic listening forum to reflect on what has happened, its outcome and the impact on those involved.
- 14.1.6 Your wellbeing is of the utmost importance to us. We are here to ensure that you feel supported and valued for the work you do on behalf of the Mothers' Union.



Mothers' Union Britain & Ireland
Safeguarding Policy and Procedures
Appendices

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Appendix 1

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

The purpose and scope of the Code of Conduct

This Code of Conduct¹ outlines the conduct and behaviour that Mother's Union expects from all our staff and volunteers, and our trustees.

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

The role of staff and volunteers

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

Responsibility of staff and volunteers

You are responsible for:

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

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

Respecting children and young people

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

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

Diversity and Inclusion

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

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

Appropriate relationships

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

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

Inappropriate behaviour

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

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

Acceptable Touch

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

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

You should:

- Respond warmly to a child who needs comforting but make sure there are other adults around
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place
- Ask permission before you touch someone
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention)
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive.

Upholding this Code of Conduct

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

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

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

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

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

Signed.....

Print name.....

Date.....

Appendix 2

Definition of types of abuse against children and young people

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

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

Physical Abuse

What is physical abuse?

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

Bruising

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

Burns or scalds

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

Neglect

What is neglect?

- Not providing adequate food, clothing or shelter

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

Sexual Abuse

What is sexual abuse?

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

What is child sexual exploitation?

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

Harmful sexual behaviour

What is harmful sexual behaviour?

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

Child trafficking

What is child trafficking?

Child trafficking is child abuse.

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

Children may be trafficked for:

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

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

Female genital mutilation

What is female genital mutilation?

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

Emotional abuse

What is emotional abuse?

Emotional abuse involves:

- Humiliating, putting down or regularly criticising a child
- Shouting at, threatening a child or calling them names
- Mocking a child or making them perform degrading acts
- Constantly blaming or scapegoating a child for things which are not their fault
- Trying to control a child's life and not recognising their individuality
- Not allowing a child to have friends or develop socially

- Pushing a child too hard or not recognising their limitations
- Manipulating a child
- Exposing a child to distressing events or interactions
- Persistently ignoring a child
- Being cold and emotionally unavailable during interactions with a child
- Not being positive or encouraging to a child or praising their achievements and successes

Bullying and cyberbullying

What are bullying and cyberbullying?

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

Domestic abuse

What is domestic abuse?

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

Spotting the signs of domestic abuse

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

Children who witness domestic abuse may:

- Become aggressive
- Display anti-social behaviour
- Suffer from depression or anxiety
- Not do as well at school - due to difficulties at home or disruption of moving to and from refuges².

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

Appendix 3

Safeguarding Adults

Definitions of abuse and neglect

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

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

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

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

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

Physical Abuse

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

Some signs of physical abuse (not exhaustive)

- Bruising including black eyes
- Burns
- Cuts
- Restraint or grip markings
- Unusual patterns of injuries
- Repeated trips to A&E
- Anxiety including panic attacks or post-traumatic stress disorder
- Depression
- Fearfulness

Domestic Abuse

- Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender, age or sexuality.

- Family members, including children, parents and siblings are included. This abuse can encompass but is not limited to psychological, sexual, physical and financial abuse.

Some signs of domestic abuse

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

Sexual Abuse

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

Some signs of sexual abuse (not exhaustive)

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

Psychological or Emotional Abuse

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

Some signs of psychological/emotional abuse

- Low self-esteem
- Signs of distress like tearfulness, anger
- Withdrawal or changes in mood
- Different behaviours when a particular person is present
- Insomnia

Financial or Material Abuse

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

Some signs of financial abuse

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

Modern Slavery

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

Some signs of modern slavery

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

Discriminatory Abuse

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

Some signs of discriminatory abuse

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

Organisational or Institutional Abuse

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

organisation.

Some signs of organisational abuse

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

Neglect or Acts of Omission

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

Signs of neglect

- Unkempt appearance
- Lack of consideration shown towards person

Self-neglect

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

Signs of self-neglect

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

Appendix 4

Mothers' Union

Safeguarding Concern/Incident Referral Form (SCIR)

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

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

safeguarding@mothersunion.org

Name:	Position: staff/volunteer Project/Programme:
Contact details:	Mobile: Email:
Nature of Safeguarding Concern: <ul style="list-style-type: none">• Sexual• Physical• Neglect• Emotional/Spiritual• Domestic Abuse• Non-recent Abuse• Other <p>Please indicate (there may be more than one category of concern):</p>	Date and time concern was disclosed or witnessed:

Details of the safeguarding concern/incident: please provide as much information as possible, including where known:

- Details of the victim/person disclosing the concern, including name, age, contact details
- Details of the concern: Listen to what the victim says and write this down. Do not ask leading questions
- The name of the alleged abuser
- Any other children/adults who may be at risk, or who may have experienced abuse

Action taken:

Reported to Designated Safeguarding Lead and the Safeguarding & Procedures Lead for Britain & Ireland on:

Print Name:

Designation:

Signed:

Date and time:

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

Action Taken on receipt of referral:

Outcome:

Print Name:

Designation:

Signed:

Date and time:

Email address:

Mobile:

Appendix 5

Mothers' Union Photography and Filming Consent form

In accordance with our Safeguarding Policy, we will not permit photographs, video or other images of children/young people or adults to be taken without consent. If the child is under 18, consent must be obtained from a parent/carer.

[Insert Name of Project/Programme] will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Declaration of Consent			
Name of adult:			
Please tick each box (or strike out what you do not consent to), then sign this form.			
<input type="checkbox"/>	I give permission for my photograph to be used within the project/programme for display purposes.		
<input type="checkbox"/>	I give permission for my photograph to be used within other printed publications.		
<input type="checkbox"/>	I give permission for my photograph to be used on Mothers' Union websites.		
<input type="checkbox"/>	I give permission for my photograph to be used on Mothers' Union social media pages.		
<input type="checkbox"/>	I give permission for video of me to be used on Mothers' Union websites.		
<input type="checkbox"/>	I give permission for video of me to be used on Mothers' Union social media pages.		
<input type="checkbox"/>	I give permission for video of me to be used for training or analysis purposes.		
<input type="checkbox"/>	I confirm that I have read, or been made aware of, how these images or videos will be stored within the organisation.		
Signature		Today's date	
Declaration of Consent – parent/guardian of child under 18			
Name of child/children:			
Age:			
Name:			
Relationship to the child: parent/guardian:			
Please tick each box (or strike out what you do not consent to), then sign this form.			

<input type="checkbox"/>	I give permission for my child/children's photograph to be used within the project/programme for display purposes.
<input type="checkbox"/>	I give permission for my child/children's photograph to be used within other printed publications.
<input type="checkbox"/>	I give permission for my child/children's photograph to be used on Mothers' Union websites.
<input type="checkbox"/>	I give permission for my child/children's photograph to be used on Mothers' Union social media pages.
<input type="checkbox"/>	I give permission for video of my child/children to be used on Mothers' Union websites.
<input type="checkbox"/>	I give permission for video of my child/children to be used on Mothers' Union social media pages.
<input type="checkbox"/>	I give permission for video of my child/children to be used for training or analysis purposes.
<input type="checkbox"/>	I confirm that I have read, or been made aware of, how these images or videos will be stored within the organisation.
Signature	Today's date
Print name	

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

The form can then be signed by the activity group leader, on behalf of all those attending.

See below for suggested wording for appended list:

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

Name	Designation	Signed	Date

Appendix 6

Risk Management Plan Template/First Aid Requirements:

**MOTHERS' UNION ACTIVITY
RISK MANAGEMENT PLAN**

Activity:

Location:

Date of First Risk Assessment:

Date to be reviewed:

Name, Designation and Contact details of Person with Overall Responsibility:

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

FIRST AID

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

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

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

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

Appendix 7

Designated Safeguarding Lead Role Description

1. Purpose of the role

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

Having a Designated Safeguarding Lead in place will ensure that:

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

2. Duties and Responsibilities

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

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

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

Deputy Designated Safeguarding Lead Role Description

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

Appendix 8

Application Form to Volunteer

Application to be a Volunteer for Mothers' Union

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

Volunteer Role	
Full Name	
Previous Name (s)	
Date of Birth	
Address (including postcode)	
Tel No	
Email	
How long have you lived at the above address? If less than 12 months, please provide your previous addresses for the past 5 years	
Please provide details of your current/previous employment for the past 5 years, with reasons for any gaps in employment Please provide any details of any previous volunteer roles you have undertaken (both for the Mothers' Union and any other organisation/church)	
As part of this role, you will be required to undertake safeguarding training.	

Please provide details of any previous safeguarding training you have undertaken, including for Mothers' Union	
Please provide a short statement, no more than 500 words, as to the reasons why you wish to apply for this role and what qualities/experience you believe you can bring to the role	
Please provide the names and addresses of two people who have known you for at least two years (not a relative) and would be able to provide a personal reference:	
Name	Name
Address (inc. postcode)	Address (inc. postcode)
Tel No	Tel No
Email	Email
Additional Information In case of a medical or similar emergency, please give the contact details of someone we could contact:	
Signature	
Date	

Self-declaration Form

Explanatory notes are given on the attached sheet.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, if appropriate, the Mothers' Union Safeguarding & Procedures Lead for Britain & Ireland based at Mary Sumner House.

All forms will be kept securely in compliance with the requirements of the General Data Protection Regulations effective from 25th May 2018 and all other relevant legislation and the expectations of the Information Commissioners Office relating to the data privacy of individuals

Volunteer role:

Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? Include both 'spent' and 'unspent' convictions

Yes ☐ No ☐ (please tick)

Have you ever received a caution, reprimand or warning from the Police/Guarda that has not been filtered in accordance with DBS filtering rules?

Yes ☐ No ☐ (please tick)

If you have ticked yes to either of the above, please give details here

Are you at present (or have you ever been) under investigation by the Police/Garda or an employer or other organisation for which you worked for any offence/misconduct?

Yes ☐ No ☐ (please tick)

Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults?

Yes ☐ No ☐ (please tick)

Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you?

Yes ☐ No ☐ (please tick)

Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult and/or put a child or vulnerable adult at risk of serious harm?

Yes ☐ No ☐ (please tick)

To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes ☐ No ☐ (please tick)

Have you ever had any allegation made against you, which has been reported/referred to , and investigated by the Police/Garda/Social Services/Social Work Department (Children or Adult Social Care)?

Yes ☐ No ☐ (please tick)

Has a child in our care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under Children Act 1989, or a similar order under any other legislation?

Yes ☐ No ☐ (please tick)

If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules, or is that person at present the subject of a criminal investigation/pending prosecution? This only applies if some or all of your work with children or adults is carried out at the place where you live.

Yes ☐ No ☐ Not applicable ☐ (please tick)

If you have answered 'yes' to any of the above, please give details of the complaints, allegations, offences, including dates. Please give any further details such as the reasons or circumstances which led to the offence or allegation. All these matters will be checked with the relevant authorities.

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

After I have taken up my role, I agree to inform the activity leader if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Garda/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed:

Full name:

Date of Birth:

Address:

Date:

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

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

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

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

Appendix 9

Template Reference Request Forms

Mothers' Union Reference Request form for a volunteer role

Name of applicant	
Role applied for	
Name of Project/Activity	

The above named person has expressed an interest in volunteering for Mothers' Union and has given your name as a referee.

The role involves: working with children and families, adults at risk, elderly people
Delete as appropriate.

As an organisation committed to the wellbeing and safety for all those with whom we work, we wish to know if there is any reason at all to be concerned about this person's suitability for volunteering with Mothers' Union.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with those involved in the selection process. We would appreciate you being open and honest in your evaluation of this applicant.

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

Your knowledge of the applicant					
Please rate the applicant on the following qualities:					
	Poor	Average	Good	Very good	Excellent
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safeguarding Concerns		
<p>This role involves engagement with children/families/adults at risk/the elderly</p> <p>Delete as appropriate</p> <p>We wish to know if you are aware of any reason why this person might not be suitable to volunteer for Mothers' Union?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide more information:

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

Your details and declaration	
Name	
Contact number(s)	
Signature	
Date	

Please return to:

Mothers' Union Reference Request form for staff positions working with children and families

Name of applicant	
Position applied for	
Name of organisation	

The above named person has expressed an interest in working for Mothers' Union and has given your name as a referee. The role involves engagement and responsibility for children.

As an organisation committed to the wellbeing of children and families, we wish to know if there is any reason at all to be concerned about this candidate's suitability for this type of role.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with those involved in the selection process if the applicant is offered the role. We would appreciate you being open and honest in your evaluation of this person.

Your knowledge of the applicant		
Dates of employment or volunteering (DD/MM/YY)	From:	To:
Capacity in which the candidate was employed or known		
Main duties:		
Please comment on the applicant's suitability and overall ability to work with children and families:		

Your knowledge of the applicant					
Please rate the candidate on the following qualities:					
	Poor	Average	Good	Very good	Excellent
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to motivate others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safeguarding and child protection concerns		
This role involves substantial access to children. As an organisation committed to the wellbeing of children, we wish to know if you are aware of any reason why this person might not be suitable to work with children.	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide more information:
Are you aware of any previous substantiated allegations, sanctions and/or disciplinary action taken against this person where there were concerns relating to children's safety or protection?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide more information:
Are you aware of any current or ongoing allegations or investigations, or of any disciplinary sanctions that remain against this person? This may or may not be related to children's safety and protection.	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide more information:

Safeguarding and child protection concerns		
Would you re-employ or re-engage this person?	<input type="checkbox"/> No – please provide more information:	<input type="checkbox"/> Yes

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

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

Please return to:

Appendix 10

Useful Contacts:

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

Deena Patel

Email: safeguarding@mothersunion.org

NSPCC:

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

Non-Recent Abuse:

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

Church of England National Safeguarding Team:

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

Church of England National Safeguarding Guidance:

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

Disclosure and Barring Service:

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

Vetting procedures: Ireland

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

Vetting procedures: Scotland

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

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

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

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

Church of Scotland Safeguarding Lead

Church in Wales Safeguarding Lead

Local:

Children's Services

Adult Social Care

Hospital A&E

Urgent Care Centres

Mental Health Services

Citizens Advice

Food Banks

Warm Banks

Refuges

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

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