

## Safeguarding Policy for UK charity 'Uzima in our Hands'

### General Practice

#### In the UK

1. **Trustees** will all have a DBS check before they are appointed and this must be renewed every 3 years. If they are unknown to the trustees they may be asked to provide a reference of good character.
2. All visitors to the Orphan Centre (known in this policy as **Volunteers**) will have a DBS carried out or will show the trustees one completed in the last 2 years, before they travel. They may also need a reference of good character from someone other than family before travel if they are not known to the trustees.
3. Evans the director of the Centre has been requested to copy in a trustee to **all communications abroad** associated with the charity. This is to make sure that no one visits/contacts the centre who is not suitable. Communication could be by email or private message.
4. No details of where a volunteer who is under 18 lives or their name, unless specific consent has been given by their parents, will be displayed on **the internet**.

#### In Kenya

1. **Volunteers** will be expected to adhere to the guidelines in the **Code of Conduct** and in the use of **Electronic Communication** (*see below*).
2. Appropriate volunteers may be given responsibility for official **photography**, which, once shared with the Trustees, must be deleted from their personal device.
3. Volunteers who take photos of recognisable individuals or groups of children must not identify them by name; however, supporters may be given access to more personal details where appropriate.
4. The **Safeguarding Policy in Kenya** will be reviewed at a meeting of the Committee for Uzima Orphan Centre on a yearly basis. This should ideally be attended by a UK trustee but if this is impossible then a copy of the minutes will be requested following the meeting.
5. The visiting trustees will take a copy of all the **staff's police checks** which must be renewed every 2 years and make sure to the best of their ability that all other sections of the Policy have been followed. If they are not sure that Uzima Orphan Centre has followed the procedure correctly then no more grants will be sent until they are assured that all is in place.
6. Records will be kept of any **email conversations** regarding safeguarding.

### CODE OF CONDUCT

We have a **CODE OF CONDUCT** which sets out the way in which everyone is expected to work and, in doing so, sets the bar for providing a safer environment for children and volunteers. This is based on a '**relationship of trust**' which is established between children, young people and involved adults. As this relationship is not one of equal partners but one of unequal power, with the potential for the trust to be abused by the adult, it is essential that volunteers understand the responsibility they must exercise as a consequence of this relationship.

Our Code of Conduct seeks to minimise such risks. So, we will always:

- Treat children with respect and dignity;

- Use age appropriate language and tone of voice;
- Listen carefully, noting any body language for better understanding;
- Not engage in any of the following:
  - o Invading the privacy of children when they are using the toilet;
  - o Rough games involving physical contact between a volunteer and a child;
  - o Sexually provocative games/ comments, even "in fun";
  - o Scapegoating, belittling, or ridiculing a child;
  - o Any form of physical punishment.
- Only ever use minimal force to restrain a child as an absolute last resort in order to protect them or a third person from harm (and make Trustees/ Orphan Centre) aware of situation as soon as practicable);
- Never accompany any child to the toilets or washrooms but ask staff to help instead;
- Not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature; and ensure that responses are fair yet appropriately firm where there may be more extreme behaviours;
- Ensure that any (minimal) physical contact is age appropriate, sensitive to the child's needs, within public view, and used only in exceptional circumstances; (Volunteers should be prepared to be accountable to fellow volunteers for their use of touch and physical contact and should listen to the concerns of others if it is felt that boundaries are being crossed.)
- Not plan to ever be alone with children:
  - o There should always be a minimum of 2 adults in a room, irrespective of the number of children present;
  - o In the case of only one child being present there should still always be 2 adults with that child;
  - o If only one adult is able to be present, the meeting should be as much in public view as possible.
- If a child requests a private meeting with a volunteer at the Orphan Centre:
  - o Ensure another adult is either present or on hand and aware of who the meeting is with, and ensure that the child is aware of this too;
  - o Where possible, hold the conversation in a quiet corner of a room with others present;
  - o If not possible, hold the conversation in a room where there is good visibility;
  - o No volunteer should ever invite a child to where they are staying alone or go to the child's home if they are alone.
- If a child requests a private meeting outside of the Orphan Centre:
  - o Ensure that a member of the Orphan Centre is aware of the meeting and its time and venue;
  - o Meetings should always be held in public places where others can see the meeting taking place .

## **USE OF ELECTRONIC COMMUNICATION**

These guidelines are for the safe use of Mobile Phones, Instant Messaging Services, Social Networking Sites and Video Calls.

Instant messaging services and social networking sites have in recent years become very mixed with the majority of social networking sites now offering instant messaging services within their platforms. Therefore the term 'electronic communication' helps to cover all uses of these under an umbrella term.

Below are some general principles that can help to ensure that the charity's overriding concern is for the well-being of those in their care.

### **General Principles For All Electronic Communication**

- There should normally be no electronic communication with a child who attends Uzima.

***NB Where a child has left the Orphan Centre and is over the age of 18, contact may only be established on a personal basis and not under the auspices of the Charity.***

- Volunteers should only use electronic means of communication with those young people from whom appropriate consent has been given by Uzima Orphan Centre. Unless this has been given, electronic means of communication is not permitted between volunteers and individual children.
- Volunteers should not put any pressure on children to reveal their email address or mobile phone number and should be aware that Uzima Orphan Centre (in loco parentis) has the right to decide whether this information is known.
- Electronic communication with children under the age of 11 should only take place with a teacher/parent or guardian present (for example in a group video call).
- Volunteers should not share any personal information, including mobile numbers or email addresses, and should not request or respond to any request for personal information.
- The Headteacher and involved Trustee must be informed of any concerns.

### **Texting, Email and Instant Messaging**

- It is recognised that messaging applications such as WhatsApp and Facebook Messenger have become a substitute for text messaging and that these services should also not normally be used according to the guidelines above.
- Messaging applications, in and around the Uzima vicinity, that provide no record of conversation (via automatic deletion) such as SnapChat should never be used by volunteers and trustees to communicate.
- When texting, emailing or using other messaging applications "Text speak" (a form of abbreviated language/slang) should be avoided so that there is no misunderstanding of what is being communicated.

### **Social Networking Sites**

- Volunteers/trustees are asked not to become friends or communicate with children at Uzima in this way unless parental consent has been given for any child involved.

### **Photography**

- Any photos of children must not have name or where they live attached to photo.
  - Care must be taken about what is said about any children on social media, since **NB** anything posted will also be seen in Kenya!

**Relationships between visitors and teachers at Uzima**

Finally, extreme caution is needed with communicating / making friendships between visitors and teachers. As it is possible that teachers could ask for financial help etc.. or share sensitive information about the Orphan Centre in Kenya, visitors must remember they are representing the charity and pass on anything sensitive or matters outside of their remit to Joy/Trustees.

**Signed.....Name.....**

**Date.....Date of Review.....**