Mozambique & Angola Anglican Association

SAFEGUARDING POLICY

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Key Details:

Name: MANNA (Mozambique & Angola Anglican Association)

Charity No: 262818

Organising Secretary: Mrs Elizabeth Thomas: [elizabeth@manna-anglican.org](mailto:elizabeth@manna-anglican.org)

Accounts Administrator: Mrs Ruth Savage: [finance@manna-anglican.org](mailto:finance@manna-anglican.org)

Chair of Trustees: Mr John Tasker: [john.tasker@london.anglican.org](mailto:john.tasker@london.anglican.org)

Safeguarding Lead: Rev Philippa Boardman: boardman261@btinternet.com

[www.manna-anglican.org](http://www.manna-anglican.org)

MANNA works in partnership with Anglican Dioceses of Mozambique and Angola and their wide-ranging community projects.

Safeguarding Policy

July 2023

Purpose

This document is the Safeguarding Children, Young People and Adults Policy for MANNA, which will be followed by all staff & associated personnel, volunteers and trustees of the organisation and followed and promoted by those in the position of leadership within the organisation.

The policy lays out the commitments made by MANNA and informs staff & associated personnel of their responsibilities in relation to safeguarding.

What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or trustees. We also understand it to mean protecting the rights of all adults and children to live in safety, free from abuse and neglect and working together with other organisations to prevent and stop risks.

Scope

All MANNA staff, trustees, & the Organising Secretary & Accounts Administrator and those we work with in the UK. In Mozambique & Angola, safeguarding is covered by each of our partner Diocese’s Safeguarding policies which are available for inspection and overseen by the Safer Church Commission as part of the Province of the Anglican Church of Southern Africa.

Policy Statement

MANNA believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation.  MANNA will not tolerate abuse and exploitation by anyone we come into contact with. This policy will address the following areas of safeguarding:  child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

MANNA commits to addressing safeguarding throughout its work, through the five pillars of:

* Recognition
* Awareness of challenges within cultural differences
* Prevention
* Reporting
* Response

1. Recognition of abuse

Abuse and neglect are forms of maltreatment of a child, a young person and/or adults. Somebody may abuse or neglect a child, a young person and/or adult by inflicting harm, or by failing to act to prevent harm. Children, young people and adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. (Definitions of this abuse are found in the appendix on page 11).

Individuals within the organisation need to be alert to the potential abuse of children and adults both within their families and also from other sources including abuse by members of that organisation.

1. Awareness of Safeguarding challenges within Cultural Differences

Different cultural understandings of safeguarding and practices create complexities in the procedures in place for raising concerns in the international context. MANNA recognises the importance of working in partnership with international organisations to ensure both cultural sensitivity and good safeguarding practice, however adopting cultural competence alongside best practice in safeguarding can be challenging.

As part of the Anglican Communion Safe Church Commission, each Diocese is aware of the guidelines to enhance the safety of all people.

<https://www.anglicancommunion.org/community/commissions/the-anglican-communion-safe-church-commission.aspx>

1. Prevention

**MANNA responsibilities**

MANNA will:

* Ensure all staff & trustees have access to, are familiar with, and know their responsibilities within this policy
* Design and undertake all its activities & visits in a way that protects people from any risk of harm that may arise from their coming into contact with MANNA.
* Implement safeguarding procedures when recruiting, managing and deploying staff and trustees
* Follow up on reports of safeguarding concerns promptly and according to due process
* Training will be made available as appropriate for staff and associated personnel

MANNA is also signed up to the Church of England Digital Charter and has adopted the Church of England social media community guidelines.

<https://www.churchofengland.org/resources/our-digital-charter>

<https://www.churchofengland.org/terms-and-conditions/our-social-media-community-guidelines>

**Safer Recruitment**

MANNA has a responsibility for ensuring that adults involved with the charity are suitable for working with young people, should the situation arise. This applies to both trustees and volunteers. MANNA does not have employees and therefore all employment related matters are out of scope. This policy would need revising if MANNA were to become an employer.

* Potential trustees or employees will be asked to provide a CV which will be scrutinised for any anomalies or discrepancies in the information provided. It will also be considered with regard to any history of gaps, or repeated changes in employment, or moves to supply work, without clear and verifiable reasons. References will always be taken up.
* In some circumstances MANNA will check in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to the role.
* If trustees go on a MANNA visit to Mozambique or Angola, they would need a DBS or country equivalent.
* MANNA will provide a written job description and person specification for a post.
* Applicants will have to complete an application form and a self declaration form.
* Safeguarding will be discussed at interview stage and a copy of MANNA’s safeguarding policy and how to report concerns will be provided.
* Qualifications where relevant will be verified.
* Suitable training will be provided for a successful candidate and the applicant will complete a probationary period.

**Staff responsibilities**

**Child safeguarding**

MANNA staff and trustees must not:

* Engage in sexual activity with anyone under the age of 18
* Sexually abuse or exploit children
* Subject a child to physical, emotional or psychological abuse, or neglect
* Engage in any commercially exploitative activities with children including child labour or trafficking

**Adult safeguarding**

MANNA staff and trustees must not:

* Sexually abuse or exploit adults
* Subject an adult to physical, emotional or psychological abuse, or neglect

**Protection from sexual exploitation and abuse**

MANNA staff and trustees must not:

* Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
* Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, MANNA staff and trustees are obliged to:

* Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
* Report any concerns or suspicions regarding safeguarding violations by a MANNA staff member or associated personnel to the appropriate safeguarding focal point (Rev Philippa Boardman: vicar@smmwandsworth.org.uk)

1. Reporting

MANNA will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

MANNA will also accept complaints from external sources such as members of the public, partners and official bodies.

**How to report a safeguarding concern**

Staff members who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Lead:

**Rev Philippa Boardman: vicar@smmwandsworth.org.uk**

If the staff member does not feel comfortable reporting to the Safeguarding Focal Point (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other trustee.

Advice also can be sought from Thirtyone:Eight on 0303 003 1111 (option 2) or the NSPCC on [0808 800 5000](tel:08088005000).

1. Response

If a child and/or adult may seek you out to share information about abuse or neglect or talk spontaneously individually or in groups when you are present. In these situations, you must:

* Listen carefully to the child and/or adult. DO NOT directly question the child
* Give the child and/or adult time and attention.
* Allow the child and/or adult to give a spontaneous account; do not stop a child who is freely recalling significant events.
* Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's and/or adult’s presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
* Use the child's and/or adult’s own words where possible.
* Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
* Reassure the child and/or adult that: they have done the right thing in telling you; they have not done anything wrong;
* Tell the child and/or adult what you are going to do next and explain that you will need to get help to keep him/her safe.
* DO NOT ask the child and/or adult to repeat his or her account of events to anyone

If you are concerned about a child and/or adult you must share your concerns with the Safeguarding lead and they will respond to theses concerns by making referrals to relevant Social Care Teams in the local areas or the police.

**Make a Referral (UK)**

The Safeguarding lead will consider if necessary to make a referral to Social Services or the Police. If this is a child, parents/carers should be informed if a referral is being made except in the circumstances outlined above.

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Social Services about how and when the parents should be approached and by whom.  

* If your concern is about harm or risk of harm from a family member or someone known to the children and/or adults, you should make a telephone referral to the Children and Young People's Social Services office in the area where the child and/or adult resides
* If your concern is about harm or risk of harm from someone not known to the child and/or adult family, you should make a telephone referral directly to the Police.
* If your concern is about harm or risk of harm from an adult in a position of trust see below: Allegations Against Adults Who Work With Children.
* If your concern is that a child and/or adult or their family need additional help or support, you should contact the appropriate Locality Team.

**Information required when making a referral**

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

* Your name, telephone number, position and request the same of the person to whom you are speaking.
* Full name and address, telephone number of family, date of birth of child and/or adult and siblings.
* Gender, ethnicity, first language, any special needs.
* Names, dates of birth and relationship of household members and any significant others.
* The names of professionals known to be involved with the child/family and/or adult e.g. GP, Health Visitor, School.
* The nature of the concern; and foundation for the concern.
* An opinion on whether the child may need urgent action to make them safe.
* Your view of what appears to be the needs of the child and/or adult and their family.
* Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

**Action to be taken following the** **referral**

* Ensure that you keep an accurate record of your concern(s) made at the time.  Put your concerns in writing to the Children and Young People's Social Services office following the referral (within 48 hours)
* Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

**Allegations against Adults who work with Children and/or adults**

If you have information which suggests an adult who works with children and adults (in a paid or unpaid capacity) has:

* behaved in a way that has harmed or may have harmed a child and/or adult.
* possibly committed a criminal offence against, or related to, a child and/or adult.
* behaved towards a child/children and/or adult/s in a way that indicated s/he is unsuitable to work with children and/or adults.

You should speak immediately with a member of the Board of Trustees. This person will consult with/make a referral to the LADO (Local Authority Designated Officer).

**Response in communities in Mozambique & Angola on visits**

If staff/trustees are on a visit to international partners and need to raise a safeguarding concern, each Diocese has a safeguarding policy and designated Safeguarding focal point. Before the visit, the staff member /trustee must see a copy of the Diocese’ safeguarding/child protection policy.

All Dioceses come under the Anglican Communion Safe Church Commission. (<https://www.anglicancommunion.org/community/commissions/the-anglican-communion-safe-church-commission.aspx> )

In February 2019, the Bishops of the Church of Southern African Province that the Dioceses of Mozambique & Angola come under, signed a [**Charter for Safe and Inclusive Church**](https://anglicanchurchsa.org/wp-content/uploads/2020/06/A_CHARTER_FOR_SAFE_AND_INCLUSIVE_CHURCH.pdf), in which they committed themselves to a Programme of Action to promote a culture of safety and inclusion amongst all our people, organizations, institutions and places of worship, and through ongoing education and training to equip all who minister to prevent the occurrence of abuse and create spaces where justice and restoration can take place.

The Safeguarding focal point within the province, can be contacted here: [**safechurches@anglicanchurchsa.org.za**](mailto:safechurches@anglicanchurchsa.org.za).

<https://anglicanchurchsa.org/safe-church-guide/>

Confidentiality

It is essential that confidentiality in maintained at all stages of the process when dealing with safeguarding concerns.  Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

**Appendix**

**1. Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

**2.** **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child/and or adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children and adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing children and adults frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of Emotional Abuse is involved in all types of ill treatment of a child and/or adult though it may occur alone.

**3. Sexual Abuse**

Sexual abuse involves forcing or enticing a child, young person and/or adult to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children and adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children and adults to behave in sexually inappropriate ways.

**4.  Neglect**

Neglect is the failure to meet a child's and/or adult basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

* provide adequate food, clothing and shelter (including exclusion from home or abandonment)
* protect a child from physical and emotional harm or danger
* ensure adequate supervision (including the use of inadequate care-givers)
* ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's and/or adult basic emotional needs such as:

[physical abuse](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse#physical); [domestic violence or abuse](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse#domestic), [sexual abuse](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse#sexual), [psychological or emotional abuse](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse#psychological), f[inancial or material abuse](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse#financial), m[odern slavery](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse#modern-slavery), [discriminatory abuse](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse#discriminatory), [organisational or institutional abuse](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse#organisational), [neglect or acts of omission](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse#neglect), [self-neglect](https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse#self-neglect).