

SHYIRA TRUST SAFEGUARDING POLICY 2018

The Shyira Trust is a voluntary organisation formed 10th September 2006 (registered Charity Commission number 1118979). It has six trustees who serve for three years with four elected from membership and two nominated by St Luke's Church Formby PCC. At the Trust's AGM a Chairman, Secretary and Treasurer are selected from trustees and should serve until the next AGM. The constitution allows for the trustees to co-opt up to two further trustees who can serve until the next AGM.

OBJECTS (TAKEN FROM CONSTITUTION)

- The relief of poverty in Shyira (Rwanda) and the surrounding district by the provision of healthcare, education and training, financial aid and spiritual support.
- To promote friendship, understanding and fellowship between the people of and in the districts surrounding the parishes of St Mark's Shyira and St Luke's Formby.

STATEMENT

- Trustees are committed to proactively safeguard and promote the welfare of our charity's beneficiaries.
- The Trust is committed to protecting children and vulnerable adults in both Shyira and the UK from all forms of abuse, including physical, emotional, sexual and neglect regardless of their age, gender, religion or ethnicity, and can be protected from harm.
- The Trust endeavours to provide a safe and trusted environment recognising that safeguarding involves a duty of care to everyone who comes into contact with the charity, not just vulnerable beneficiaries like children and young people.

WORKING WITH OVERSEAS PARTNER

- In all project work, trustees carry out appropriate due diligence on the recipient body to ensure confidence that the partner is capable of delivering the proposed activities or services and has in place appropriate systems of control, including adequate safeguarding policies and procedures. Where such policies are not in place, trustees will be diligent in such monitoring of the partnership working by site visits, acting in the charity's best interest and promoting a culture of openness and transparency with appropriate safeguards in place taking reasonable steps to ensure the charity is not exposed to undue risk.

RECRUITMENT, SAFEGUARDING TRAINING AND DBS

- The Trust will recommend such to trustees and volunteers.
- All trustees and volunteers should be holders of DBS certification.
- New trustees should indicate during their nomination process and on their self-declaration form details of their DBS certification.
- Rwanda does not presently have a certification equivalent to DBS so the Trust will take responsibility for the conduct of its members and supporters in all Trust approved visits.

CONTACT WITH CHILDREN AND VULNERABLE ADULTS THROUGH EXCHANGE VISITS

- When visits to Shyira are organised on behalf of the Trust, the group leader should be a DBS certified trustee or volunteer who will be responsible for the conduct of the group.
- Any incidents and concerns should be reported immediately to the group leader who will contact the safeguarding lead for the charity in the UK for advice and support and appropriate measures to be taken, in conjunction with local representatives, which may result in the visit being curtailed at the earliest opportunity.
- Rwandan visitors invited to the UK by the Trust are the responsibility of trustees. They will never be left alone with children or vulnerable adults.

CONTACT VIA WRITTEN PAPER CORRESPONDENCE, TELEPHONE, TEXT, EMAIL AND SOCIAL MEDIA PLATFORMS

- Contact, whenever possible, should be through an officially authorised third party and not directly with children and vulnerable adults.

REPORTING

- Actual or suspected incidents should be reported promptly as soon as is reasonably possible after it happens, or immediately if possible to the safeguarding lead. If something does go wrong, immediate action will be taken to:
 - prevent or minimise any further harm, loss or damage;
 - report it to the Commission as a serious incident (email RSI@charitycommission.gsi.gov.uk);
 - report it to the police, if there is suspicion a crime has been committed, and to any other regulators the charity is accountable to;
 - communicate to trustees, volunteers, members, the public and the media if appropriate;
 - review what happened and prevent it from happening again – which may include strengthening internal controls and procedures, and/or seeking appropriate help from professional advisers.

WHISTLEBLOWING

- The Trust welcomes the reporting/disclosure of malpractice. Initially, such reporting should be in confidence to the safeguarding lead (via the group leader if in Rwanda), who shall in turn immediately inform all trustees for appropriate action.
- All reports/disclosures should be in writing, with decisions/actions taken by trustees also recorded in writing. The safeguarding lead is to be responsible for the filing and safe keeping of all documents.

THIS POLICY WAS APPROVED BY THE TRUSTEES AT A REGULAR MEETING ON 14TH MAY 2018 AND IS SUBJECT TO ANNUAL REVIEW. IT IS PUBLISHED ON THE SHYIRA TRUST WEBSITE – www.shyiratrust.org.uk

CONTACT- Safeguarding Lead and Trust Secretary, Mr Ken Davies (53 Stapleton Road, Formby, L37 2YT; safeguarding@shyiratrust.org.uk).

Child/Vulnerable Adult Abuse Referral Flowchart for Shyira Trust

