

Wycliffe Bible Translators Safeguarding Policy

Last approved by the Board of Trustees: March 2020

Last updated: March 2020

Review due: March 2021

Introduction

This Safeguarding Policy has been drawn up in accordance with the Children Act (1989 and 2004), the Children and Social Work Act (2017), the Care Act (2014), Thirtyone:eight 10 Standards and the Code of Fundraising Practice (Fundraising Regulator 2019).

This policy seeks to reflect God's character by promoting:

- protection for children and young people;
- protection for vulnerable adults;
- protection for all those who might be in vulnerable circumstances (whether temporarily or long-term) for example due to age, illness, bereavement, disability, poverty or lack of formal education;
- justice for those who have been hurt, and for the accused;
- restoration for those who have suffered.

The words 'children and young people' used throughout this document mean children and young people under the age of 18, as defined in the UN Convention on the Rights of the Child (UNCRC). Adults are defined by law as those aged 18 and over.

Everyone serving with Wycliffe, including all members, employees and volunteers, are required to comply with this policy, whether they are serving in the UK or overseas, whether they are assigned to Wycliffe or another organisation, and whatever the nature of their assignment. This policy is supported by the following documents:

- Good Practice Guidelines
- Safeguarding Procedures

A printed copy of this policy, and all supporting documents, is kept in each of the organisation's offices. The policy is stored on staff Google Drive. Copies can also be obtained on request from any member of the People team.

Statement of commitment to safeguarding

Wycliffe recognises that those serving with the organisation (members, employees and volunteers) may, in the course of their service, come into occasional or regular contact with:

- children
- young people
- adults with care and support needs or
- other adults in vulnerable circumstances.

It is never acceptable for anyone to experience abuse of any kind. We respect the rights of children as described in the UN Convention on the Rights of the Child. As an organisation we are committed to:

- Valuing all children and adults, and ensuring their safety in all locations where we are responsible for caring for them.
- Striving for excellence in the care of those for whom we are responsible.
- Encouraging and supporting parents and carers.
- Ensuring that everyone serving with Wycliffe receives support and training in Safeguarding as appropriate to their role, and supervision where appropriate.
- Having a Safeguarding Policy and appropriate Safeguarding Procedures in place, and reviewing these on a regular basis.
- Regularly communicating to all staff the procedures for dealing with concerns about possible abuse.
- Complying with legal requirements in reporting abuse and cooperating fully with any subsequent investigations.

Working with or making grants to other organisations

Wycliffe will carry out appropriate due diligence when we work with, or make grants to, any other bodies, including:

- partners
- organisations we fund
- connected charities

We will make sure that any grant recipient or partner body has appropriate policies, procedures and practices in place. We will ensure there are clear lines of responsibility and reporting between all bodies involved.

Conduct

Wycliffe expects everyone serving with the organisation, including all members, employees and volunteers, to uphold all legal and biblical standards and to exhibit a godly lifestyle, in line with our Ethos and Values Statements and consistent with our Statement of Faith. This includes proper moral and ethical conduct toward all children and adults, in all circumstances and in all

relationships. Everyone serving with the organisation has a responsibility to seek to prevent any form of abuse, to raise any ongoing concerns, and to report any abuse discovered or suspected.

Everyone serving with Wycliffe will be given a copy of this Safeguarding Policy and supporting documentation, and will be required to indicate, in writing, their acceptance of the policy and their commitment to following the guidelines and procedures. They must affirm their continued acceptance of the policy by re-signing the policy at least every five years.

Anyone taking an assignment with a partner organisation is also required to follow the Safeguarding policies and procedures of the partner organisation to which they are assigned.

Eligibility for Service, Screening and Induction

No-one will be allowed to work with children or with vulnerable adults if they have a record of relevant offences in the UK or elsewhere, at any time in their past, or if they are barred by law from working with such groups.

All applicants will be screened as appropriate for their intended role.

The programme of induction for everyone serving with Wycliffe will include engagement with this policy and related procedures, and of any other Safeguarding matters relevant to their proposed role and location.

Regulated Activity

Applicants for roles which involve regulated activity must agree to apply for an Enhanced Disclosure from the appropriate body (the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland).

Regulated activity with children covers:

- Activity such as teaching, training, care, supervision, guidance, treatment or transportation that involves contact with children, when carried out frequently (once a week or more) or overnight. [TCK Support Consent Form & Guidelines](#)
- Any activity taking place within a school or any other establishment for children, which allows contact with children frequently (once a week or more).
- Healthcare or personal care of children, child-minding (as a business) or fostering.

Regulated activity with adults covers:

- Provision of healthcare by, or under the supervision of a professional health care worker.
- Provision of personal care, or social work.
- Assistance with general household matters due to age, illness or disability.

- Assistance in the conduct of a person's own affairs.
- Providing transportation (on behalf of an organisation and for the purposes of health care, personal care or social work).

(The provision of support and assistance in the context of family and personal relationships is not regulated activity.)

Anyone taking on new roles within Wycliffe or other partner organisations which involve regulated activity, or whose existing role is changed to include such activity, must apply for an Enhanced Disclosure from the appropriate body (the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland) before commencing the role.

In cases where obtaining such a disclosure is not possible (e.g. due to current residence overseas) alternative approaches may be considered by the people team. For example, the individual will be informed of their right to apply for an International Child Protection Certificate, to request a basic disclosure via Disclosure Scotland or Access NI, or to make a "Subject Access Request" to information held on the National Police Computer.

Non-regulated activity

If Wycliffe or a partner organisation requests a check for a role which does not involve a regulated activity, Wycliffe will request two character references for the individual concerned. Normally one referee should have lived and/or worked closely with the person within the last three years, while the other should have known the person well for no less than three years. The referees will be asked specifically whether they have ever had, or ever known of, any concerns in relation to Safeguarding matters.

Management of Safeguarding

This Safeguarding Policy will be approved by the Board of Trustees prior to its implementation and following any significant revision. The Board will also nominate a trustee to take lead on Safeguarding.

The Executive Director will appoint a Safeguarding Coordinator and a Safeguarding Committee.

The Safeguarding Coordinator, supported by the Safeguarding Committee, will be responsible for ensuring that this policy is implemented throughout the organisation.

The Coordinator and Committee will:

- Ensure that appropriate training is delivered to all staff;
- Respond where necessary to areas of concern arising out of applications relative to safeguarding;

- Receive reports relating to safeguarding;
- Report in compliance with UK legislation regarding safeguarding cases;
- Review this policy, and all supporting documentation, not less than once every 12 months;
- Inform all staff of updates to this policy.

Appendix 1: Public events organised by Wycliffe

Attendance at residential events organised by Wycliffe is limited to those aged 18 and over.

An unaccompanied 16 or 17 year old may attend a non-residential event (e.g. the Discover event), provided that a parent or guardian has given their written consent in advance of the event. The participant and the parent/guardian will be given the name of an event leader, who will act as the first point of contact if there are any concerns in relation to the event. Anyone under 16 applying to attend a non-residential event must be accompanied by a parent or guardian.

Registration forms for all public events will include a means of identifying attendees aged under 18.

Appendix 2: Definitions of Abuse

Child Abuse

Child abuse is the maltreatment of a child. Somebody may abuse a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in any setting, including in a family, an institution or a community setting. They can be abused by people known to them or by a stranger. Abuse may be perpetrated by any adult or adults, male or female, or by another child or children.

Child abuse is recognised under four primary categories:

- Physical abuse is any act that results in a non-accidental physical injury, intentional or unintentional.
- Sexual abuse is any action that forces or entices a child or young person to take part in sexual activities that are inappropriate to the child's age and developmental stage, whether or not the child is aware of what is happening.
- Emotional abuse involves the persistent emotional ill-treatment of a child such as to cause severe adverse effects on the child's emotional development.
- Neglect involves the persistent failure to meet a child's basic physical and/or psychological needs.

Abuse of Adults

Abuse can be caused by a family member, carer, health or social care worker, church worker or indeed anyone in a community. It can happen in a wide variety of settings, including the

home, a residential or day care setting, work or educational establishments, or a place of worship.

Some adults are at greater risk than others. The risk of abuse may be increased by a learning disability, a sensory or physical disability, old age or frailty, mental health challenges, dementia or confusion, severe illness, or by dependence on alcohol or another substance. It is also recognised that any adult may be made vulnerable by means of a permanent or temporary reduction in physical, mental or emotional capacity brought about by life events such as illness, bereavement, past abuse or trauma.

Abuse of adults is recognised in a number of categories:

- Physical abuse is any act which inflicts pain or physical injury.
- Sexual abuse is the involvement in sexual activities to which the person has not consented. It may also occur where one party is in a position of power and so applies pressure in order to obtain 'consent'.
- Domestic abuse includes physical, sexual, psychological and financial abuse for those in family or close relationships.
- Psychological or emotional abuse is acts or behaviours which cause mental distress or anguish.
- Financial abuse is the theft, inappropriate acquisition or use of funds, property or possessions.
- Discriminatory abuse is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality or disability.
- Organisational abuse includes neglect and poor care practice in any care setting, including the home.
- Neglect is the repeated deprivation of help that an adult needs, resulting in suffering.
- Self-neglect includes a range of behaviours relating to neglect of personal hygiene, health or surroundings.
- Modern slavery includes slavery and human trafficking.