



# USPG

5 Trinity Street, London, SE1 1DB  
Tel No: 020 7921 2200  
Email address: [info@uspg.org.uk](mailto:info@uspg.org.uk)

Membership of Denomination/Organisation: Anglican  
Charity Number: 234518

Regulators details:  
Charity Commission

Insurance Company:  
AVIVA  
Employers Liability Insurance  
Public Liability Insurance

## **USPG SAFEGUARDING POLICY 2020**

**USPG July 2020**

### **USPG SAFEGUARDING POLICY**

#### **USPG: General Policy Statement**

USPG is concerned to promote the well-being, autonomy and dignity of all, but especially those who are disenfranchised, marginalised or vulnerable. We are mindful of this concern which lies at the heart of our ethos and is clearly expressed in USPG's values. This deep concern must inform all our activity and shape our approach to the protection of children and vulnerable adults. We are an institution that employs people in the UK, sends volunteers overseas, works with churches across the world and has historically sent missionaries around the globe. We acknowledge our duty of care to employees and volunteers and to the vulnerable adults and children with whom we work.

This protocol has been written in recognition of the requirement to not only formalise the USPG safeguarding policy, but also to enable and require those who work for and partner with us to be aware of its contents.

Humanity was created in God's image and it is incumbent upon us as Christians to protect others. USPG believes that every person for whom we have any responsibility and that we encounter in a professional context, regardless of age, gender/gender identity, disability, sexual orientation or ethnic origin should be protected from all forms of harm including abuse, neglect and exploitation. USPG will not tolerate abuse and/or exploitation by or to our staff, volunteers, Trustees or associates engaged with programmes run by our partner churches for which USPG provides funding.

#### **Purpose**

**The purpose of this policy is to outline USPG's safeguarding obligations.**

USPG staff work across the world in a wide range of cultural contexts and USPG is responsible for vetting and sending adults to countries with potentially unfamiliar customs and practices. USPG also provides financial assistance to churches of the Anglican Communion to support their global mission activities. The beneficiaries of such activities are frequently children and may include vulnerable adults.

## **USPG SAFEGUARDING POLICY 2020**

### **The key objectives of this policy are to:**

- Explain the responsibilities of the Senior Safeguarding Lead, the Designated Safeguarding Officer, managers, employees, trustees and volunteers in relation to the safeguarding of children and vulnerable adults.
- Outline the requirement for every employee or volunteer working on behalf of or supported by USPG to be safely recruited and suitably trained for the contexts in which they operate.
- Enable all staff and volunteers who witness disclosures or suspected abuse to make informed, confident responses and take prompt action to minimise the risk of further harm occurring.
- Provide all volunteers and employees working alongside partner churches with awareness training of USPG's approach to safeguarding.
- Outline USPG's procedures for responding to and current or historic cases of abuse with compassion and speed.

### **Scope**

This policy applies to all USPG employees, volunteers, Trustees and associates in order to create a safe environment for all participants across all of its programmes and partnerships.

### **USPG's roles and responsibilities**

#### **Overview**

USPG intends that being on a placement within the world church or engaging with a mission activity with a partnered church supported by USPG is a safe and life-enhancing experience for everyone. Accordingly, USPG will:

- Require all USPG employees to be carefully selected. (see: Staff Handbook)
- Require volunteers, Trustees and associates to be carefully recruited and selected.
- Require employees and volunteers to understand their roles and responsibilities and to be provided with appropriate safeguarding training.
- Take all reasonable steps to prevent employees, volunteers, Trustees and associates from breaching safeguarding protocols.
- Use USPG Safeguarding policy to manage any allegations against employees and volunteers appropriately.

## **USPG SAFEGUARDING POLICY 2020**

- Require employees, volunteers, Trustees and associates to be aware of USPG'S Safeguarding policies.
- Inform employees and volunteers of the safeguarding reporting chain of command, to enable the reporting of any actual or suspected safeguarding breaches to be made to the designated safeguarding lead.
- Appoint and train a Designated Safeguarding Officer, a Deputy Safeguarding Officer and a Lead Trustee for safeguarding and equipping them with the necessary resources to fulfil USPG's safeguarding responsibilities.
- Design and undertake all USPG programmes and activities such that USPG mitigates against any risk of harm to others arising from participation in activities arranged by USPG. (E.g. Awareness Training).
- Require all partner churches with whom we engage to be familiar with USPG safeguarding policies.
- Address all safeguarding disclosures in the UK and overseas immediately.
- Implement a whistleblowing procedure.
- Abide by the UK Data Protection legislation (incorporating GDPR).

### **USPG General Responsibilities**

1. To appoint and train a Designated Safeguarding Officer, a Deputy Safeguarding Officer and a Lead Trustee for safeguarding, and to facilitate the appropriate training and resources to fulfil USPG's safeguarding responsibilities.
2. To design and undertake all programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with USPG.
3. To require compliance with UK Data Protection legislation (including GDPR).
4. To require that all employees, trustees, volunteers and anyone else serving on behalf of USPG in any capacity:
  - Conduct themselves in a manner which will not bring USPG into disrepute at any time, and that they respect appropriate boundaries in the course of exercising their duties.
  - Are aware of USPG'S safeguarding policy and procedures.
  - Completes all required safeguarding and role-specific training.

## **USPG SAFEGUARDING POLICY 2020**

- Understand which actions to take should someone express safeguarding concerns about a young person or vulnerable adult.
- Understand the appropriate actions to take should a disclosure be made to them by a young person or vulnerable adult.
- Act within USPG's 'safer working practice procedures' at all times.

### **Employer**

To require USPG employees, volunteers, Trustees and associates to be carefully selected, and all necessary checks are made. This means completing due diligence throughout the employment cycle by ensuring that:

- Robust and appropriate checks are in place at the start of the selection process for employment, including receipt of satisfactory references and DBS checks in accordance with role requirements.
- Regular safeguarding training and performance management are implemented.
- Employees and volunteers are aware of the expected codes of conduct whilst on USPG business.

To require that all employees and volunteers understand their roles and responsibilities, are provided with appropriate safeguarding training and that they are prepared effectively for visits including unfamiliar cultures and contexts.

To use USPG procedures and processes to mitigate the risk (as far as possible) of any employee or volunteer physically, emotionally or sexually abusing or in any other way harming any child or vulnerable adult.

To use USPG protocol and procedures to effectively manage any allegations against employees or volunteers.

To require employees, volunteers, Trustees and associates to be aware of USPG safeguarding policies.

To require employees and volunteers to understand how to manage any disclosure and follow safeguarding reporting procedures.

To require compliance with current UK CRB certification requirements as outlined by the Disclosure and Barring Service.

## **USPG SAFEGUARDING POLICY 2020**

To require employees to understand how to refer safeguarding concerns promptly to the designated Safeguarding Lead, (including concerns with partner churches) in accordance with USPG Safeguarding policy.

USPG will arrange DBS checks through thirtyone;eight (<https://thirtyoneeight.org/>)

### **Volunteers and Partners**

Detailed background information can be found below in Appendix 3: *Supplementary guidance concerning UK Residents who are serving with partner churches.*

Those members of the Global Relations with responsibility for the various people programmes (Journey with Us, Expanding Horizons and Exchanging Places) involving Overseas Volunteers (Journey with Us) are required to have an Enhanced DBS check, to undergo regular training and to take primary responsibility for safeguarding in relation to those programmes. This is to include an annual review of processes and procedures.

Partners serving with USPG will be made aware that appropriate Safeguarding measures will form part of the MOU, and as part of that, are required to share their safeguarding policies and practices with USPG. Regional Managers bear primary responsibility for ensuring USPG has contemporaneous copies of policies and procedures for all churches in the regions before volunteers are placed in a programme.

In addition, Regional Managers will have responsibility for working with partners to determine that the Safeguarding procedures are followed including noting the following:

The Safe Church Commission (Anglican Consultative Council). The commission has published updated guidelines on enhancing the safety of all people, especially vulnerable children and adults at risk within the provinces of the Anglican community. These enhancements are intended to include the existing practices which would have been called by a different name, such as 'Safe church'.

See: <https://aco.org/media/347004/acc17-safe-church-commission-full-report.pdf>

## USPG SAFEGUARDING POLICY 2020

### **Trustees and Directors**

The Board of Trustees holds ultimate responsibility for the USPG safeguarding policy and its implementation.

The General Secretary is responsible for investigating any historic safeguarding matters and undertakes to attend to them as a priority.

USPG directors are responsible for ensuring that their teams including all employees and volunteers are familiar with the safeguarding requirements relevant to their role and that they are confident in its application.

Directors must also:

Understand all safeguarding compliance requirements relevant to their team

Require staff, volunteers and associates to be recruited in accord with USPG's safer recruitment practices and that they act in accordance with our safeguarding procedure.

Require all safeguarding concerns to be reported in accord with USPG protocol.

Review and highlight any areas where USPG is failing to meet safeguarding procedures.

Seek appropriate support to facilitate compliance with USPG's agreed safeguarding policy.

### **Senior Lead for Safeguarding (USPG Designated Safeguarding Officer)**

The Senior Lead for Safeguarding has oversight of *all* USPG safeguarding and is responsible for:

Reviewing and updating policies and procedures in line with legislation, guidance and best practice.

Reporting to the General Secretary and Board of Trustees.

Managing any safeguarding cases, disclosures and concerns raised.

Providing expert safeguarding guidance for USPG employees, volunteers, Trustees and associates to facilitate meeting the requirements of USPG safeguarding protocol.

### **Deputy Safeguarding Officer (liaise with Senior Lead) to provide support by:**

Maintaining and promulgating a schedule of available safeguarding training.

Maintaining a record of employee safeguarding training requirements and compliance.

## **USPG SAFEGUARDING POLICY 2020**

Ensuring that required safeguarding training is undertaken.

Ensuring that all DBS checks are undertaken promptly and accurate records kept.

Ensuring that policies and procedures are updated in accordance with legislation and that this is reflected in the guidance employees and volunteers receive.

Providing administrative support to the Senior Lead to enable all safeguarding cases, disclosures and concerns are handled effectively.

Deputy Safeguarding Officer to refer safeguarding issues to appropriate statutory agencies.

### **Confidentiality**

If a child or vulnerable adult asks for confidentiality when making a disclosure, you must **not** promise this because other statutory bodies may need to be informed.

That said, disclosures are often made in great distress and discomfort. It is incumbent upon you to respect the confidentiality of the individual making the disclosure and only repeat this to those with a genuine 'need to know'.

Other statutory bodies who may be informed include the police, your Designated Officer (formerly LADO) and a designated social worker if one has been assigned. Safeguarding concerns override GDPR regulations should apparent conflicts arise.

### **Policy Review**

The Senior Safeguarding Lead is responsible for updating this policy and procedures in consultation with the Senior Management Group. USPG trustees have the primary accountability for overseeing the policy and its implementation.

### **Related Policies and Procedures**

This policy should be read alongside USPG's organisational policies and procedures which are reviewed and updated on an annual basis

- Volunteering Policy
- Recruitment and Selection Policy
- Safer Recruitment
- International Travel Policy
- Whistleblowing Statement
- General Data Protection Regulation Policy
- Information Security Policy



## **USPG SAFEGUARDING POLICY 2020**

- Equal Opportunities Policy
- Employee with Criminal Convictions or facing criminal charges

### **Contact Details for USPG Designated Individuals**

USPG Senior Safeguarding lead is Rev'd Canon Richard Bartlett

Phone/email: 02079212236/07711701910

[richardb@uspg.org.uk](mailto:richardb@uspg.org.uk)

USPG Designated Safeguarding Officer is Elizabeth Thomas

Deputy Safeguarding Officer

Name: Elizabeth Thomas

Phone/email: 02079212202/077834 773 735

[elizabetht@uspg.org.uk](mailto:elizabetht@uspg.org.uk)

USPG designated Trustee with Safeguarding responsibility is The Rev'd Canon Dr Daphne Green, Vice-Chair of Trustees.

## **Appendix 1**

### **Staff roles requiring standard and enhanced DBS certificates**

#### **Standard DBS certificates**

*In accordance with the USPG Travel Policy, all individuals travelling on USPG business are required to have at least a Standard DBS check. Those who will have direct contact with children or vulnerable adults are required to hold an Enhanced Certificate.*

#### **Enhanced DBS**

General Secretary

Director of Mission Engagement

Partnerships Advisor and Regional Manager, West Indies

Regional Manager, East Asia, Oceania and Europe

Regional Manager, Africa, Global Relations

## **USPG SAFEGUARDING POLICY 2020**

Regional Manager, Asia and Middle East Global Relations

### **Appendix 2**

#### **Self-declaration form**

The office, post or position for which you have applied **or** currently hold **or** the work for which you have volunteered **or** are currently doing give opportunities for unsupervised contact with children (under the age of eighteen years) **or** vulnerable adults. In accordance with the USPG's Policy document on Safeguarding, you are therefore required to complete the enclosed declaration and return it to the person designated at the end of the form.

Under the provisions relating to work with children and young people in the Rehabilitation of Offenders (Exceptions) Order 1975, you are not entitled to withhold information about convictions which for other purposes are 'spent' under the Rehabilitation of Offenders Act 1974. You are required to provide such information in relation to any offence which is within Schedule 1 to the Children and Young Persons Act 1933 or the Schedule to the Disqualification for Caring for Children Regulations 1991 and certain other serious sexual offences.

The information will be treated as strictly confidential. It will be seen only by the person designated at the end of the form, those acting on his or her behalf, and no information in it will be disclosed except where there is a legal duty to do so or where the person designated at the end of the form is advised by the USPG Safeguarding Officer that disclosure ought to take place in order to enable the protection of children. Where information of a confidential nature is disclosed the information will be held in line with the USPG correct storage, handling and safekeeping of disclosure information.

There is clear understanding that you have undertaken all the necessary steps to determine that you are compliant with safeguarding requirements of the partner church in your chosen area, and have taken due diligence to read and familiarise yourself with any safeguarding policies they have in place.

If you have any questions regarding the declaration, then please ask the person designated on the form or USPG's Safeguarding Officer.

**USPG SAFEGUARDING POLICY 2020**

Continued...

I confirm that I have read the Safeguarding and professional conduct policy and both agree with and will comply with all sections of this policy

**Signed:** .....

**Dated:** .....

**Full Name:** .....

Please return the completed form to:

Deputy Safeguarding Officer (Elizabeth Thomas)

**USPG  
5 Trinity Street  
London  
SE1 1DB**

## **Appendix 3**

### **Glossary**

The term 'Safeguarding' is used to define actions taken to protect vulnerable groups from harm and a child is defined as any person under the age of 18. A 'vulnerable adult' is any person who may be unable to take care of themselves or protect themselves against significant harm or exploitation.

When 'safeguarding' a child we protect them from abuse, maltreatment and exploitation whilst when protecting a vulnerable adult, we work to empower them to make their own decisions and make informed consent whilst we endeavour to prevent the risk of abuse or neglect and stop it from occurring.

The term 'Associate' is used to identify unpaid individuals and those who may be remunerated on an ad hoc basis, who regularly engage with or on behalf of USPG in the UK or overseas.

The expression 'volunteer' is used to describe individuals who either serve as USPG Diocesan representatives or who serve as invited speakers representing USPG in an unpaid capacity.

Criminal Record Checks incorporates the Disclosure and Barring Service (formerly the Criminal Records Bureau) England and Wales, the Scottish Criminal Records Office and Access Northern Ireland.

## Appendix 4

### Supplementary guidance concerning overseas volunteers and working with partner churches

#### 1 Journey With Us

Journey With Us is a self-funding volunteer programme that provides opportunities for residents of Britain and Ireland to spend between three to twelve months experiencing a different culture and sharing in the life of the church overseas.

Bespoke placements are arranged across the world where USPG has established relationships with local churches and where effective hosting can be assured.

All volunteers go through a discernment process. Volunteers who are recommended to participate in the programme are required to attend a compulsory, one-week residential training and preparation course; have a health clearance certificate and also obtain the following documents:

- a) A Police Subject Access Form from their County Police Force. This document provides police clearance for people going to work overseas. It is sometimes required for a 'work permit' application if that is a prerequisite of the placement in question. USPG retains a copy of the form for its records. The police subject access form is the key document for many countries.
- b) An up-to-date DBS or CRB form. This is arranged by USPG through its agents

The originals of both documents are seen by the relevant member of staff and copies retained.

#### 2 Expanding Horizons Programme

This functions essentially as a 'Grant making' scheme that supports ordinands, clergy and church workers to experience the life and ministry of the church overseas. Participants usually organise their placements and preparations and sometimes may seek advice and information from USPG.

USPG offers a grant towards the cost of their placements, normally 4 weeks' minimum. In some cases when individuals are going for a longer period, they opt to join the *Journey With Us* scheme and undertake that process.

Currently, the award letter requests a signed statement from the attendee. This agrees that the

## USPG SAFEGUARDING POLICY 2020

grant is awarded predicated on the clear understanding that the individual has undertaken all necessary steps to determine that they are compliant with the safeguarding requirements of the placement church and UK legislation.

### 3. Exchanging Places Programme

USPG's Exchanging Places Programme supports USPG partner churches outside Europe, as they share experiences and expertise with each other through the '*Sending*' and '*Receiving*' of personnel in mission and thereby build and strengthen reciprocal relationships. Only nationals from the Provinces involved are permitted to take part. UK and Europe based personnel are not permitted.

The main role of USPG is the facilitation of the processes that allow these unique movements of people to take place. They are expressed in a number of ways including, setting up introductions between two prospective '*Sending*' and '*Receiving*' partner churches to share resources; assisting with the recruitment, vetting, preparation of nominated candidates and providing logistical support for the successful appointment and making a financial contribution to enable the appointment to take place.

All appointments are covered by a bespoke agreement outlining the roles and responsibilities of all the parties, the "Sending" and "Receiving" Churches, the missionary, and USPG.

It is standard requirement in the process of appointment for the "Sending Church" to furnish a Police Certificate and an equivalent document of 'Safeguarding' to the 'Receiving Church and USPG, before the agreement is finalised. The cost of obtaining this certificate is part of the financial contribution of the 'Sending Church' to the shared costs. The sending bishop is also required to provide a written commendation and various references are taken.

Exchanging Places entails a highly intentional recruitment and discernment process and the proposed candidate (and spouse and family) is met and interviewed in person by a representative of USPG. The interviewer will be highly experienced with thorough understanding of the specific contexts including established relationships within both churches. The issues relating to safeguarding is an integral part of the recruitment process.

USPG staff interview the missionary in person as well as the Heads of Churches in the Exchange. Records are kept of the conversations, interviews reports and correspondence with the sending/receiving bishops. All information gathered in the process is shared with the 'receiving bishop', who is required to confirm in writing his agreement to appoint. The 'Receiving Church' is the lawful employer in all appointments and not USPG.

### 4. Partner churches

USPG has a number of relationships with partner churches across the Anglican Communion which are longstanding, in some cases over centuries. In cases where USPG provides time-bound financial and other forms of support for work undertaken by those churches, the agreement between USPG and the respective church is formalised in a Memorandum of Understanding (MOU). Within that MOU there is a 'Roles and responsibilities of the parties' section (usually section no. 5 in the MOU). This contains two statements:

## **USPG SAFEGUARDING POLICY 2020**

The first relates to the Province or Diocese in question. It requires that all staff, volunteers and church workers involved with the programme in question be subject to their own safeguarding of children and vulnerable adults protection policy, specifying the relevant details.

The second states that all staff, volunteers, trustees and USPG associates who engage with the parties in the MOU be subject to its safeguarding policies.

The Programme Manager at USPG with responsibility for the particular church partner relationship will certify that they have a copy of the relevant documentation from the partner church. The diocese of the province in question is informed that they can have a copy of USPG's policy. The expectation is that this will form part of the MOU and be implemented accordingly.

### **Appendix 5**

Content of Pocket Guide for all USPG employees, volunteers, trustees and associates. This should be carried by all travellers whilst on USPG business, and those attending USPG events.

## **UK BACK POCKET GUIDE**

### **What to do in the event of a disclosure:**

If a child or vulnerable adult asks for confidentiality, do not promise this. You have a duty to report disclosures to the appropriate authority.

Allow the child to speak, but do not press for information or ask leading questions.

Take the disclosure seriously

Reassure the child that they were right to tell

Inform the child that others will need to be informed so that the behaviour will stop

Explain what will happen next in age appropriate language

Keep a written record. Sign and date this.

### **Imminent Risk**

If the child is in imminent danger, secure the safety of the child by contacting the police or social services

### **What to do if you suspect a child is at risk of or has been abused**

Contact the USPG Safeguarding Lead and agree who will make the referral

## **USPG SAFEGUARDING POLICY 2020**

Safeguarding lead to make an immediate telephone referral to children's social services and highlight that you do not want your details disclosed to the family if this is the case

Make careful notes of the referral, agreed action and date and sign this.

### **DO NOT INVESTIGATE THE ALLEGATION YOURSELF**

## **Page 2**

### **GUIDELINES**

Treat all young people and vulnerable adults with respect and dignity

Strive to use appropriate language and body language

Educate young people know who they can talk to if they need to express a personal concern

Respond warmly to a child that needs comforting, but do this in the company of other adults

Administer any necessary first aid with others present when possible

Obtain signed consent for images to be taken and published

Record Incidents and sign and date the record

Share concerns with another leader or with the USPG Safeguarding Lead

If activity requires physical contact, inform parents/guardians of this beforehand

### **You should not**

Initiate physical contact with a child or vulnerable adult

Invade another person's privacy as they wash or attend the lavatory

Play rough physical or sexually provocative games

Use any form of physical punishment

Be sexually suggestive about a child or vulnerable adult even in fun



## **USPG SAFEGUARDING POLICY 2020**

Touch a child or vulnerable adult inappropriately

Scapegoat, ridicule or reject a child or vulnerable adult

Permit abusive peer activities e.g. Initiation ceremonies or bullying  
Show favoritism to any child or vulnerable adult

Allow a young person to involve you in 'attention seeking' behaviour that is overtly physical or sexual in nature

Give gifts to children or vulnerable adults on their own.

Give lifts to children or vulnerable adults on their own or on your own. Only in an emergency may a child be unaccompanied in this way, and they must sit in the rear of the vehicle.

Smoke tobacco or any prohibited substance in the presence of a child or vulnerable adult.

Drink alcohol in the presence of children or vulnerable adults.

Share sleeping accommodation with children or vulnerable adults.

Invite a child or vulnerable adult to your home alone.

Arrange social events with individual children or vulnerable adults outside organised group occasions.

Allow strangers to have access to children or vulnerable adults. Visitors must always be accompanied by a known person.

Allow strangers to give lifts to children or vulnerable adults.

### **Contact phone numbers**

USPG Senior Safeguarding lead is Rev'd Canon Richard Bartlett  
Phone/email: 02079212236/07711701910  
[richardb@uspg.org.uk](mailto:richardb@uspg.org.uk)

USPG Designated Safeguarding Officer is Elizabeth Thomas  
Deputy Safeguarding Officer  
[elizabetht@uspg.org.uk](mailto:elizabetht@uspg.org.uk)  
Name: Elizabeth Thomas

Intentionally blank