



MtS Global Safeguarding Standards

The Mission to Seafarers (“**The Mission**”) is committed to ensuring the safety and security of all who come into contact with it as it pursues its primary objective of promoting the spiritual, moral and physical wellbeing of seafarers and their families worldwide. Whilst the Mission recognises and values the diversity within its global family, it also seeks to promote an environment where the highest levels of professional conduct are consistently practised among those who represent it and an open culture where all concerns are taken seriously and addressed promptly and without fear.

These **Global Safeguarding Standards** lay out our global framework aimed at meeting these commitments, and to ensure consistent safeguarding practices and responses across the entirety of our network.

In this document, we use the term “**safeguarding**” to describe the measures we have put in place to protect all those who come into contact with our activities from all forms of physical, mental, spiritual or sexual abuse, harassment, neglect or other exploitation that results in actual or potential harm. This includes harm which is caused intentionally or unintentionally, directly or indirectly.

This policy sets relevant minimum standards of safeguarding practices for the global organisation, each region, country and/or individual station (each an “**Entity**”, together the “**Entities**”), as the context may require.

It is made up of 6 interlinked and mutually reinforcing standards which aim to ensure that the Mission operates in a way that is safe for all.

Where required by law or local practices, an individual Entity may enhance the standards and requirements set out in this framework.

Our 6 global safeguarding standards are:

- 1. Clear individual, local and global accountability** - We will set out clear expectations, roles and responsibilities in relation to safeguarding.
- 2. Safe recruitment** - We will carefully select and train all those representing the Mission to ensure they are suitable.
- 3. Safe environment** - We will take appropriate steps to ensure that we provide a safe environment for all those who work for us and those we serve.
- 4. Building know how and awareness:** The Mission will seek to promote informed vigilance of the nature of abuse and neglect and what can be done to prevent, identify, report and stop it.

5. **Code of conduct:** We will ensure that all staff, volunteers and others undertaking work on behalf of the Mission comply with the basic principles of a Code of Conduct.
6. **Clear reporting and response procedures:** We will ensure that concerns are reported through a clear reporting structure and responded to in a timely fashion in a way that safeguards the best interests of victims.

1. Individual, local and global accountability

We recognise that safer work is both an organizational and individual responsibility. We will strive to ensure that all individuals are aware of their safeguarding responsibilities. In addition, we will designate responsibility for oversight and leadership of safeguarding matters to staff across the organisation to ensure that safety measures are monitored regularly and that any new risks are identified and addressed as quickly and efficiently as possible.

This standard is being met when:

- There is a **Designated Board/Council/Committee Member for Safeguarding** within all the applicable relevant regional or country governing bodies (See Appendix A for role description).
- **The Regional Directors** are responsible Safeguarding Officers in each region (See Appendix A for role description).
- Staff with designated responsibility for safeguarding have the skills and knowledge necessary to fulfil their role and receive regular training and support.
- Regional Directors ensure that, where necessary, additional roles are allocated specific leadership responsibilities at local level.
- **A Global Safeguarding Working Group** exists to promote learning and improve practice. The Working Group meets at least once a year, to share best practices, reflect on experience and ensure that lessons are learned from successes and challenges.
- Safeguarding is discussed at a Regional Directors meeting at least once a year with a briefing from the Global Safeguarding Working Group.

- IHQ and its branches, local stations and regional councils are responsible for ensuring the development, implementation and periodic review of safeguarding policies, which are to be consistent with the standards outlined in this document and in accordance with local laws.

2. Safe recruitment

We will carefully select all those representing the Mission to ensure they are suitable and appropriate.

This standard is being met when:

- Safeguarding risks are considered for any advertised role and:
 - for any role where it is relevant, safeguarding is addressed in job advertisements (when feasible), applications, interviews and references.
 - a corresponding level of background and/or criminal record checks is set in compliance with local laws.
- **All chaplains' roles** are subject to satisfactory:
 - (i) Applicable local criminal record checks as appropriate, and subject to local laws. Such checks should be renewed on a periodic basis, as appropriate.
 - (ii) Reference checks. [at least two references are obtained from previous employers to check the candidate's suitability for the post. References should include the last employer. Referees must have known the candidate for 3 years and cannot be family members]; and
 - (iii) For ordained chaplains, completion of the relevant Bishop's safe recruitment processes, if available and relevant for the role.

Regarding (i), each Entity should develop its own policy on how to deal with disclosures of criminal records in accordance with applicable law(s). However, the following principles can be used as a guide:

- if one or more conviction(s) relevant to the role are flagged, the candidate will not be appointed. These include convictions of any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm, offences of sexual nature, supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking; Offences involving firearms; Offences involving arson; offences of a terrorist nature,

- If the check raises concern about the candidate's suitability for the post, a decision about the appointment should be carefully considered, and approval of appointment escalated within the relevant Entity's decision-making chain.
- Staff and volunteers are offered a suitable programme of induction upon joining.

3. Safe environment

We will take appropriate steps to ensure that we provide a safe environment for all those who work for us and those we serve.

This standard is being met when:

- **Appropriate risk assessments** are carried out, and mitigation plans put in place, to ensure that working environments are safe for staff, volunteers and beneficiaries. This should include, **without limitation**:
 - **Children and vulnerable adults:** Where the Mission comes into contact with children or vulnerable adults (in the legal sense), for instance if seafarers' families access a port centre, measures are taken to ensure that, where such contact does occur, safeguards are in place to avoid harm or impropriety.
 - **Lone working:** A risk assessment is carried out prior to sending staff or volunteers to visit ships, or run seafarers' centres, on their own. Such risk assessment will take into account the age and experience of the individuals, and other relevant factors. If identified as higher risk, the individual should have adequate supervision from the nominated supervisor.
 - **Seafarers centres:** risk assessments are carried out to ensure that all centres managed by the Mission are safe and will not cause harm to users.
 - **Induction** - All staff and volunteers should be given training on safeguarding for their context - ports, centres, driving, ship visiting and lone working.
 - The Mission's **family projects** will be subject to local legislation and best practice in relation to safeguarding children and vulnerable adults.
 - Safeguarding risk assessments are performed before any new activity or programme commences.

4. Building know how and awareness

The Mission will seek to promote informed vigilance of the nature of abuse and neglect and what can be done to prevent, identify, report and stop it.

This standard is being met when:

- Entities promote informed vigilance of the nature of abuse and neglect and what can be done to prevent, identify, report and stop it;
- All staff and volunteers who, as part of their duty will visit ships, are required to attend the **ship welfare visitor course**, prior to starting their work with the Mission.
- All staff and volunteers are required to attend **mandatory safeguarding training** before starting to “work” for the Mission;
- Such training should cover, as a minimum:
 - understanding and recognizing categories of abuse, definitions, signs and symptoms.
 - approaches for reducing and controlling personal safety risks specific to a role.
 - basic principles of the Code of Conduct, with a focus on the pastoral context.
 - processes for responding, reporting, disclosing concerns and confidentiality.
 - outline of safeguarding considerations in specialist areas (eg recruitment, fundraising, communications)
- **Additional training and refresher training is considered and implemented, depending on roles and individuals**, for instance for relevant frontline staff, training may be provided to recognise the signs of distress, to handle this and their own reactions, to recognise the limitations of their own expertise and to signpost such persons to services that can provide appropriate support.
- All line or volunteer managers **adopt a pro-active approach to monitoring and managing safeguarding risk** by periodically checking in with front line staff and volunteers on their experience and ensure they understand which concerns to report and the processes in place to report them.
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5. Code of conduct

We will ensure that all staff, volunteers and others undertaking work on behalf of the Mission comply with the basic principles of a Code of Conduct.

This standard is being met when:

- A **locally specific Code of Conduct** is designed to ensure that individuals representing the Mission comply with the **Mission's values, ethos and Code of Conduct** (as outlined in the Common Standards), in a way that takes into account local behaviour expectations. Such locally specific Code of Conduct should make it clear that **the Mission will not tolerate any acts or behaviour that would be considered to be bullying or harassment**, and seeks to ensure that the Mission's working environment is sympathetic to all the individuals who come into contact with it.

In particular, any local code of conduct should include requirements for the individuals signing it:

- not to engage in any bullying, harassment or any form of abusive behaviour.
 - to show respect, dignity and consideration for other people irrespective of their role or status.
 - to be aware of and use appropriate language and behaviour during conversations in a pastoral context.
 - not to engage in any sexual conduct which could be deemed inappropriate.
 - to demonstrate exemplary financial integrity.
- All staff, volunteers, Trustees are provided training on the Code of Conduct upon joining the Mission, and **are required to sign a copy of the Code of Conduct**.
 - An agreed organisational response to inappropriate conduct by seafarers, including notices displayed for seafarers or port workers, is agreed and implemented.

6. Reporting and response procedures

We will ensure that concerns are reported through a clear reporting structure and responded in a timely fashion in a way that safeguards the best interests of victims.

This standard is being met when:

- Each Mission's station, country or region has a **documented incident reporting procedure which complies with national laws** and takes into account the availability of local services. **All staff, volunteers, consultants & partners understand and are able to explain the procedure.**
- The Regional Director notifies the Chief Operating Officer and Secretary General as soon as reasonably practicable after being notified of a safeguarding incident.
- Local **reporting procedures** in place provide, as a minimum, that:
 - **staff, volunteers and seafarers are provided with information about who they can contact when they have any safeguarding concerns, or they feel unsafe.**
 - **any incident is reported promptly to the local safeguarding officer (if applicable) and the relevant Regional Director.**
 - **users have at least two avenues to report concerns**, one involving the line manager, and one not involving the line manager, which could involve direct reporting to the Regional Director.
 - **the incident is investigated promptly**, with input from the Regional Director and, if the incident involves an ordained individual, the Diocesan Safeguarding Officer.
 - details of concerns are treated with the **highest degree of confidentiality** and only shared with the minimum number of people necessary, on a strict "need to know" basis.
 - **a record of all incidents and responses, which should be as factual as possible, is kept for an indefinite period of time in line with the relevant Anglican Communion guidance.**

- **where required by national law, the incident is reported to local authorities**, regulatory authorities etc. as applicable. This is done by the Regional Director unless one or more of the following applies:
 - (i) someone is deemed to be in immediate danger. If so, the reporting is made to the police or regulatory authorities immediately.
 - (ii) the Regional Director is the alleged perpetrator. If so, the reporting should be made without his/her involvement and the matter should be reported to the Director of HR & Administration and Secretary General as soon as practicable.
- If the allegations of misconduct involve a member of staff or volunteer and, following investigations, are proven to be true, **disciplinary action is taken** which may result in dismissal or termination of the relationship.
- For any identified case of abuse, the relationship will be terminated.

Appendix A: Role Descriptions

Designated Board/Council/Committee Member for Safeguarding

- To act as a point of contact within the relevant Board/Council/Committee for any issues relating to safeguarding
- To support the Senior Leadership in designing the safeguarding strategy and practice in the relevant Entity managing any safeguarding concerns/investigations which may affect the reputation and standing of the organisation.
- To authorise reports of any serious safeguarding incidents involving staff or other representatives, paid or unpaid, to regulatory bodies in the relevant country.

Regional Directors as Designated Safeguarding Officers in their region

- To promote awareness of the safeguarding policy and monitor its implementation.
- To consider the best safeguarding framework for local set ups including whether, for specific countries, stations or centres, additional roles should be allocated specific safeguarding responsibilities.
- To ensure that local procedures are designed and implemented to comply with local laws.
- To act as a source of support and information for staff on safeguarding issues.
- To ensure that all chaplains and/or workers have the required knowledge to perform the tasks.
- To identify training needs and provide capacity building where needed.
- To maintain clear records of safeguarding concerns that are reported, and the actions taken to address these concerns.
- That records are kept and maintained in a secure environment.
- To report any issues, complaints, allegations or concerns to the Global Lead for Safeguarding



Global Safeguarding Working Group

- To build the capacity of local Safeguarding Officers through sharing learning and best practice
- To promote consistency in the implementation of the safeguarding policy across the organisation
- To analyse data on safeguarding incidents and to generate learning and improve practice.
- To develop tools and training to support the implementation of the safeguarding policy.
- To conduct an annual review of safeguarding implementation and effectiveness across the organisation