

26. SAFEGUARDING AND PROFESSIONAL CONDUCT POLICIES

In the event there is any variation between the terms of these Policies and Statutory requirements, Statutory requirements shall prevail.

26.1 Roles and Responsibilities

26.1.1 Every person representing MtS is responsible in relation to Safeguarding and Professional Conduct.

26.1.2 Additional responsibilities specific to safeguarding leadership, training, oversight and reporting are set out as follows:-

26.1.2.1 Trustees are ultimately accountable for MtS and receive quarterly reports on safeguarding and professional conduct. One trustee is appointed the Trustee Safeguarding lead.

26.1.2.2 The Chief Operating Officer is accountable to the Secretary General and Trustees for safeguarding within MtS and will ensure that a clear framework for accountability is in operation. The Chief Operating Officer will also stay abreast of developments on safeguarding best practice, advise on changes to policy and practice, and coordinate safeguarding and professional conduct audits and reporting as required.

26.1.2.3 The Regional Directors are accountable to the Secretary General and their regional councils, where applicable, for safeguarding within their remits and for giving leadership on safeguarding and professional conduct within their regions.

26.1.2.4 The Senior Management Team is accountable to the Secretary General for giving leadership on safeguarding and professional conduct within each department.

26.1.2.5 Line Managers have responsibility for giving leadership on safeguarding to their direct reports, and for ensuring the safe delivery, quality and effectiveness of their services, and for providing advice and support to staff and volunteers who are unsure about how to proceed where an issue arises.

SECTION A: SAFEGUARDING

26.2 Policy Purpose

26.2.1 MtS, as one of the mission agencies of the Church of England, is committed to ensuring the safety and security of children and adults at risk (the latter previously referred to in this context as “vulnerable adults”) as we pursue our primary objective of promoting the spiritual, moral and physical wellbeing of seafarers and their families worldwide. MtS seeks to promote an environment where the highest levels of professional conduct are practised among those who represent it in any capacity, and has zero tolerance towards incidents of harm, exploitation or abuse committed

by staff and organisational representatives.

- 26.2.2 This Policy provides a framework to achieve these aims and, within the UK, applies to all trustees, employees, agency workers, volunteers, interns and anyone else working on behalf of MtS in any capacity.
- 26.2.3 The Policy also serves as a guide for IHQ-controlled and self-governed regions of MtS. Regional Directors are responsible for adapting and enhancing the Policy for use within their respective regions, in line with local legislation applicable in the countries in which MtS operates.
- 26.2.4 MtS's trustees are ultimately responsible for ensuring that those benefiting from or working with MtS are not harmed in any way through contact with it. This Policy has therefore been approved and endorsed by the Board of Trustees and should be used in conjunction with other MtS policies, including the Employee Handbook, the Trustees' Code of Conduct and the volunteer handbook, Volunteering with The Mission to Seafarers.

26.3 Definition of Terms

- 26.3.1 **Safeguarding** means protecting children and adults at risk from suffering abuse or neglect due to the action or inaction of another person.
- 26.3.2 **Abuse** means any or all of the following (Care Act 2014):-
 - 26.3.2.1 Physical Abuse and Bullying:- Physical abuse includes assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing, rough handling, scalding and burning, physical punishments, inappropriate or unlawful use of restraint, making someone purposefully uncomfortable (e.g. opening a window and removing blankets), involuntary isolation or confinement, misuse of medication (e.g. over-sedation), forcible feeding or withholding food, unauthorised restraint, restricting movement (e.g. tying someone to a chair). Bullying includes inappropriate, offensive or intimidating behaviour or misuse of power which undermines or humiliates another person. This also includes Cyber Bullying.
 - 26.3.2.2 Harassment:- This is unwanted conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment, even if this effect was not intended by the person responsible for the conduct or is not aimed at the person.
 - 26.3.2.3 Emotional or Psychological Abuse:- These are actions or omissions which have caused, or could cause, emotional harm or lead to serious behavioural or cognitive disorders including enforced social isolation (such as preventing someone accessing services, educational and social opportunities and seeing friends); removing mobility or communication aids or intentionally leaving someone unattended when they need assistance; preventing someone from meeting their religious and cultural needs; preventing the expression of choice and opinion;

failure to respect privacy; preventing stimulation, meaningful occupation or activities; intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse; addressing a person in a patronising or infantilising way; threats of harm or abandonment; or cyber bullying.

- 26.3.2.4 Sexual Abuse:- This includes forcing or enticing a child or adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person is aware of what is happening. Such activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. In the case of an adult it may also include:- inappropriate looking, sexual teasing or innuendo or sexual harassment; sexual photography or forced use of pornography or witnessing of sexual acts; or indecent exposure any sexual activity that the person lacks the capacity to consent to.
- 26.3.2.5 Abuse linked to Faith and Belief:- This is mistreatment of a person by actions or threats when justified by appeal to God, faith or religion including (but not limited to):- using a position of spiritual authority to dominate or manipulate another person or group; using a position of spiritual authority to seek inappropriate deference from others; isolating a person from friends and family members; or using biblical or religious terminology to justify abuse.
- 26.3.2.6 Financial or Material Abuse:- This may include theft of money or possessions; fraud, scamming; preventing a person from accessing their own money, benefits or assets; employees taking a loan from a person using the service; undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions; denying assistance to manage/monitor financial affairs; denying assistance to access benefits; misuse of benefits or direct payments in a family home; someone moving into a person's home and living rent-free without agreement or under duress; false representation, using another person's bank account, cards or documents; exploitation of a person's money or assets (e.g. unauthorised use of a car); misuse of a power of attorney, deputy, appointee-ship or other legal authority; or rogue trading (e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship).
- 26.3.2.7 Modern Slavery:- This is the illegal exploitation of people for personal or commercial gain. It covers a wide range of abuse and exploitation including sexual exploitation, domestic servitude, forced labour, criminal exploitation and organ harvesting. Modern slavery includes:-

- *Human Trafficking*:- the recruitment, transportation, transfer, harbouring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power or of a position of vulnerability, the giving or receiving of payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation.
- *Forced or Compulsory Labour*:- where all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily (UN Convention No. 29, Article 2).
- *Domestic Servitude*:- often involves people working in a household where they are ill-treated, humiliated, subjected to exhausting working hours, forced to live and work under unbearable conditions or forced to work for little or no pay.
- *Sexual Exploitation*:- such as escort work, prostitution and pornography.
- *Debt Bondage*:- where someone is being forced to work to pay off debts that realistically they never will be able to.

26.3.2.8 Discriminatory Abuse:- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010). This may include verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic; denying access to communication aids, not allowing access to an interpreter, signer or lip-reader; harassment or deliberate exclusion on the grounds of a protected characteristic; denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic; or substandard service provision relating to a protected characteristic.

26.3.2.9 Organisational or Institutional Abuse:- This may include authoritarian management or rigid regimes; lack of leadership and supervision; abusive and disrespectful attitudes towards people using the service; inappropriate use of restraints; lack of respect for dignity and privacy; failure to manage employees with abusive behaviour; not offering choice or promoting independence; misuse of medication; not taking account of individuals' cultural, religious or ethnic needs; failure to respond to abuse appropriately; interference with personal correspondence or communication; or failure to respond to complaints.

26.3.3 **Neglect and acts of omission** means the persistent failure to provide the basic necessities of life such that the health and safety of a child or vulnerable adult is placed at risk. Examples include failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care; not taking account of individuals' cultural, religious or ethnic needs; not taking account of

educational, social and recreational needs; ignoring or isolating the person; preventing the person from making their own decisions; or failure to ensure privacy and dignity.

26.3.3.1 Self-neglect:- This may include lack of self-care to an extent that it threatens personal health and safety; neglecting to care for one's personal hygiene, health or surroundings; inability to avoid self-harm; failure to seek help or access services to meet health and social care needs; or inability or unwillingness to manage one's personal affairs.

26.3.4 **Child** means any individual under the age of 18 (eighteen).

26.3.5 **Adult at Risk** (previously referred to as a Vulnerable Adult) in the context of this Policy refers to a person aged 18 (eighteen) or over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of themselves or unable to protect against harm or exploitation.

26.3.5.1 Some adults may not consider themselves at risk but may be at risk to being abused by individuals in positions of leadership and responsibility. As adults are not inherently vulnerable and in need of protection it is important to recognise that the factors described below do not, of themselves, mean that a person is at risk of harm. It is a combination of these factors and the circumstances that a person finds themselves in that can make an individual exposed to abuse or neglect.

26.3.5.2 Some factors that increase vulnerability include a mental illness, whether chronic or acute; a sensory or physical disability or impairment; a physical illness; an addiction to alcohol or drugs; refugees (including those seeking asylum); victims of domestic abuse, bullying, direct violence and/or significant emotional coercion; those who have suffered historic abuse in childhood; or a permanent or temporary reduction in physical, mental, abuse or trauma).

26.4 Implementation of the Policy

26.4.1 All regions are required to give due regard to the following policy statements in formulating appropriate safeguarding and professional conduct procedures which are compliant with local legislation and best practice.

26.4.1.1 Safer Recruitment: We will carefully select and train all those representing MtS in any way, including regarding the use of criminal records disclosures and barring where legal or appropriate.

26.4.1.2 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.

26.4.1.3 Awareness: We will raise awareness of child and adult protection situations, and awareness of our procedures for identifying and reporting concerns or suspected cases.

- 26.4.1.4 Reporting Concerns: We will respond promptly to any complaint which suggests that a child or adult may have been harmed in the course of their interaction with us.
- 26.4.1.5 Culture: We will cultivate a culture that values and respects all children and adults and which models appropriate conduct
- 26.4.1.6 Roles and Responsibilities: We will set out clear roles and responsibilities in relation to safeguarding and professional conduct.
- 26.4.1.7 Review: We will keep this policy and our procedures under review to take account of changes to legislation, guidance and recognised good practice.

26.5 Legislation and Guidance that Supports this Policy

26.5.1 This legislation and guidance includes:-

- The Equality Act 2010
- The Care Act 2014
- The Prevent Duty 2015
- The Modern Slavery Act 2015
- UN Forced Labour Convention, 1930 (No.29) Article 2
- Working together to safeguard children and young people 2018
- MtS Global Safeguarding Standards

SECTION B: SAFEGUARDING PROCEDURES

26.6 Safer Recruitment

26.6.1 MtS will ensure that suitable employees and volunteers deliver service in our centres. Recruitment undertaken by IHQ is subject to MtS's Recruitment Policy. The following checks are made prior to the appointment of employees and interns:-

- identity documents including photographic ID;
- proof of right to work in the UK;
- references from previous employer(s) and/or character references where appropriate;
- certificates of highest level educational qualification(s);
- completion of Declaration of Consent form where a DBS (standard or enhanced Disclosure and Barring Service) check is required for the role;
- DBS check (if required for the role);
- completion of Work Health Assessment Questionnaire (if required).

26.6.2 As part of the MtS's employee induction, all new employees are required to read and to agree to comply with MtS's Employee Handbook which, in addition to this Safeguarding and Professional Conduct Policy, includes policies on Health and Safety, Whistleblowing, use of IT and Communication Systems, GDPR and Data Retention, and Equality, Diversity and Inclusion so that they understand their

personal responsibilities with regard to these.

- 26.6.3 Regional recruitment is subject to MtS's Global Safeguarding Standards and local legislation. Further details of regional recruitment policies can be obtained from the relevant Regional Director. Anyone responsible for the local recruitment of staff and who requires further guidance on safe recruitment practices should contact the Head of Human Resources and Administration.
- 26.6.4 Most volunteering roles with MtS are subject to satisfactory references before volunteering commences. Where the volunteering role requires driving, copies of the individual's driving licence will be obtained. Those responsible for the local recruitment of volunteers and who require further guidance on safe recruitment practices should contact the Regional Director for further information.
- 26.6.5 All Trustees of MtS are subject to a Trustee Declaration which incorporates HMRC's Fit and Proper Persons test. Trustees and External Committee Members are also required to sign a Code of Conduct and Register of Interests upon appointment and which is then renewed annually. All new Trustees will also be provided with safeguarding training as part of their induction.
- 26.6.6 Safeguarding risks are considered for any advertised role and, for any role where it is relevant, safeguarding is addressed in job advertisements (when feasible), job descriptions, application forms, interviews and references.

26.7 Environment

- 26.7.1 While most of MtS's employees and volunteers may not come into contact with children or adults at risk (in the legal sense), during the course of their work appropriate measures will be taken to ensure that, where such contact does occur, safeguards are in place to avoid harm or impropriety. Such contact may arise in the context of seafarers' families accessing a port centre or family support centre; an employee or volunteer visiting a school, church or some other external venue to speak about MtS; or an employee or volunteer being responsible for transporting an ill seafarer to hospital.
- 26.7.2 MtS will carry out appropriate risk assessments to ensure that all centres owned by MtS are safe and will not cause harm to users. In addition to the Health and Safety Policy in the Employee Handbook, each centre will have documented Health and Safety Procedures to ensure the wellbeing of all users.
- 26.7.3 Safeguarding risk assessments are performed before any new activity or programme commences.
- 26.7.4 In addition to the guidance in this policy, MtS's family projects will be subject to local legislation and best practice in relation to safeguarding children and adults at risk. Further details can be obtained from the relevant Regional Director.
- 26.7.5 All employees of MtS directly engaged by IHQ are subject to the Lone Working Policy. Employees are required to familiarise themselves with the policy and to comply with the guidance provided.

- 26.7.6 Under no circumstances should employees or volunteers invite seafarers to their homes.
- 26.7.7 MtS uses photographs and recorded interviews with seafarers, chaplains, staff members, volunteers, port workers and members of the public to help promote its work, and to raise awareness of the issues affecting seafarers. In particular, any MtS representative wishing to use photographs or stories of a seafarer(s) as part of their awareness raising plans must ensure that every precaution is taken to preserve the dignity of seafarers and their privacy, that they are not exposed to risk or reprisal as a result of their involvement with MtS, and that informed consent is given in accordance with the Marketing and Communications Policy.
- 26.7.8 MtS will ensure that all partners have appropriate safeguarding policies and procedures in place to prevent harm and abuse to those coming into contact with these partners and will respond effectively whenever protection concerns are identified.

26.8 Awareness

- 26.8.1 MtS 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. Some employees and volunteers may come into contact with children or adults at risk who may be experiencing distress (for example, due to family conflict or on-board violence) or who may have mental health issues. It is important that the signs of distress are recognised and appropriate steps taken to assist, where the employee or volunteer has the expertise to do so; or, where the employee or volunteer does not have the expertise, that the individual is signposted to sources of appropriate help and support.
- 26.8.2 Upon joining, all employees are required to familiarise themselves with this Safeguarding Policy and to attend mandatory safeguarding training commensurate with their role. This training will be given upon joining and, in some cases, there will be mandatory refresher training.
- 26.8.3 Through Ship Visitor training, which is mandatory for port-based staff, MtS supports frontline staff 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.
- 26.8.4 In addition to the provisions of this Policy, all ordained chaplains are subject to both the Church of England Guidelines for the Professional Conduct of the Clergy and to the Church of England Clergy Discipline Measures and are required to pay due regard to the Church of England National Safeguarding Policy.
- 26.8.5 Members of MtS's Board of Trustees are expected to attend Safeguarding Training in line with the Charity Commission's guidelines.

26.9 Complaints and Reporting Concerns

- 26.9.1 MtS is wholly committed to listening to and addressing any concerns raised in relation to safeguarding or professional conduct. All safeguarding concerns raised by employees, volunteers, service users, donors, supporters, sponsors or the local community will be taken seriously and dealt with in accordance with the procedure below.
- 26.9.2 All Employees, volunteers and contractors are obligated to report any safeguarding or professional conduct concerns or any violations of this Policy impacting themselves or any other person, including service users. Concerns should be raised with the relevant Line Manager and/or with the Safeguarding Lead (email: safeguarding@missiontoseafarers.org) and the procedure below will be followed.
- 26.9.3 Concerns raised by service users or the public can reach MtS through various routes, including email or social media. Any employee or volunteer who becomes aware of such a safeguarding concern should follow the steps below without delay.

Procedure

- 26.9.4 The person receiving the initial report must document a summary of the incident(s) as factually as possible. In addition and, if possible, they should inform the person raising the concern that the matter will be reported to the Safeguarding Lead and may be shared with a select group of people within MtS and externally (for example, relevant authorities) on a strictly “need-to-know” basis. Concerns raised anonymously will be taken seriously, however these are more difficult to investigate. If someone is in immediate danger, the person receiving the report should notify the police immediately.
- 26.9.5 The person receiving the report should forward this information, clearly labelled “confidential”, to the Safeguarding Lead (safeguarding@missiontoseafarers.org) within 24 (twenty-four) hours or, if a notification has been made to the police, immediately.
- 26.9.6 The Safeguarding Lead will review the incident and assess whether additional information is required, what information should be shared and with whom (which will always be on a strictly “need to know” basis). The Safeguarding Lead will also determine whether an investigatory panel needs to be formed to investigate the incident, whether the police should be notified (if not already notified) and whether any other reporting should be made (for example, to the Trustee safeguarding lead, funders, local authorities or the Charity Commission).
- 26.9.7 If the report raises any concerns relating to children under the age of 18 (eighteen), the organisation will seek expert advice immediately from statutory authorities and the Diocesan Safeguarding Advisor.
- 26.9.8 MtS’s Grievance Procedure sets out how concerns will be investigated and the support available for an individual raising a concern, as well as for employees who are the subject of a complaint. MtS’s Volunteer Problem Solving Policy sets out how concerns raised in respect of volunteers will be investigated.

- 26.9.9 If it is suspected that a criminal offence might have been committed, the complainant will be given the opportunity to make a statement to the police. The relevant Regional Director or the Chief Operating Officer should be consulted before a matter is reported to the police (subject to clause 26.9.4).
- 26.9.10 To the extent possible, the person making the initial report and the alleged victim will be kept informed of the outcome.
- 26.9.11 If the reporting employee or volunteer, or the victim (if an employee or volunteer), is not satisfied that MtS is appropriately addressing the reported matter, they have a right to escalate the matter in accordance with the Whistleblowing Policy. Employees and volunteers will not suffer any negative treatment for giving constructive criticism or raising a genuine grievance.

26.10 Culture

- 26.10.1 MtS seeks to promote a culture across the organisation where safeguarding and professional conduct are taken seriously. All employees are encouraged to value diversity and to respect the contribution of each individual in line with MtS's Equality, Diversity and Inclusion Policy. Front line staff should be aware of the appropriateness of their actions, particularly in relation to their local context and in dealing with seafarers of various cultures and backgrounds, in order not to cause offence. MtS has zero tolerance towards incidents of harm, exploitation or abuse committed by employees and organisational representatives.
- 26.10.2 MtS has a clear IT and Communication Systems Policy. This forbids inappropriate use of MtS's information systems including the sending of communications that display sexually explicit images; and the sending of communications that harass or defame or that have the effect of harassing or defaming anyone or any group based on their race, creed, colour, national origin, gender, age, disability, sexual orientation, religion, marital status, or citizenship or any other characteristic protected by applicable law. Inappropriate use of materials which include abusive, obscene, discriminatory, harassing, racist, derogatory or defamatory messages is also expressly forbidden.

SECTION C: BRIBERY AND CORRUPTION

26.11 Policy

- 26.11.1 MtS operates a zero-tolerance policy towards bribery. You should not, under any circumstances, accept any offer of participating in a bribe. If you are offered or receive a bribe then please inform your Line Manager immediately. If you are in doubt about any other actions throughout the organisation that may suggest bribery, then please speak to your Line Manager immediately.
- 26.11.2 **Bribery** is the offer or receipt of any gift, loan, payment, reward or other advantage to or from any person as an encouragement to do something which is dishonest, illegal or constitutes a breach of trust in the conduct of MtS's business.
- 26.11.3 **Corruption** is the misuse of entrusted power for private gain.

26.11.4 You should at all times act in accordance with the following provisions:-

- 26.11.4.1 Behave honestly and with integrity, be trustworthy and set a good example;
 - 26.11.4.2 Use the resources of MtS in the best interests of the charity and do not misuse those resources;
 - 26.11.4.3 Make a clear distinction between the interests of MtS and your private interests to avoid any conflict of interest and, if any such conflict does arise, report it to your Line Manager immediately;
 - 26.11.4.4 Ensure that any community support, sponsorship and charitable donations do not constitute bribery and if in doubt consult your Line Manager;
 - 26.11.4.5 Confidentially report all incidents, risks and issues of bribery or corruption to your Line Manager; and
 - 26.11.4.6 Do not offer or accept bribes.
- 26.11.5 In the event you believe your Line Manager may be involved then you should report your concerns to a member (or another member) of the Senior Management Team.

Gratuities

- 26.11.6 You should not, without express prior written approval from a Director/Senior Manager, offer or accept any gifts or hospitality to or from clients, contractors, suppliers or other third parties or public officials.
- 26.11.7 **Gifts** are presents such as flowers, vouchers, food and drink. Event and travel tickets given to you as an individual are also gifts when they are not to be used in a hosted business context.
- 26.11.8 **Hospitality** includes invitations to hosted meals, receptions and events for business purposes.
- 26.11.9 Any employee who participates in entertainment/hospitality with organisations with which MtS has or could potentially have a commercial relationship, whether you have arranged the hospitality or have been invited to it, must comply with the following:-
- 26.11.9.1 The employee must obtain prior approval from their Line Manager that the proposed entertainment is appropriate and acceptable; and
 - 26.11.9.2 Details of entertainment/hospitality must be entered onto the central log held by the Chief Operating Officer. This log will be monitored on a periodic basis and could form an important defence for MtS if our participation in hospitality is ever questioned.

- 26.11.10 It should be noted that we do not consider buying or receiving a coffee/light lunch to be entertainment/hospitality.

Public Officials

- 26.11.11 You must not offer money to any public officials in order to speed up service or gain improper advantage.
- 26.11.12 This type of bribery is a 'facilitation payment' and is illegal. If you are faced with a demand for a facilitation payment you must:-
- 26.11.12.1 actively resist the payment; and
- 26.11.12.2 inform a member of the Senior Management Team immediately.
- 26.11.13 The UK Anti-bribery and Corruption legislation applies to all activities of a UK-based business even if those activities are carried out in other countries.

Reporting Suspected Instances of Bribery

- 26.11.14 Employees who report instances of bribery in good faith will be supported by MtS.
- 26.11.15 MtS will ensure that such employees are not subjected to detrimental treatment as a consequence of their report.
- 26.11.16 Any instances of detrimental treatment by a fellow employee because another employee has made such a report will be treated as a disciplinary offence.
- 26.11.17 An instruction to cover up wrongdoing is, in itself, a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a member of the Senior Management Team, you should not agree to remain silent. You should report the matter to your Line Manager or to another member of the Senior Management Team.
- 26.11.18 Please also refer to MtS's Whistleblowing Policy and Complaints Policy.

Action by The Mission to Seafarers

- 26.11.19 MtS will fully investigate any instances of alleged or suspected bribery.
- 26.11.20 Employees suspected of bribery may be suspended from their duties whilst the investigation is being carried out.
- 26.11.21 MtS will invoke its Disciplinary Procedures where any employee is suspected of bribery, and proven allegations may result in a finding of gross misconduct and immediate dismissal.
- 26.11.22 MtS may also terminate the contracts of any associated persons, including consultants or other workers who act for or on behalf of MtS who are found to have breached this Policy.

- 26.11.23 MtS may also report any matter to the relevant authorities, including the Director of Public Prosecutions, Serious Fraud Office, Revenue and Customs Prosecutions Office and the police. MtS will provide all necessary assistance to the relevant authorities in any subsequent prosecution.

Risk Assessments

- 26.11.24 MtS will carry out risk assessments as required to assess the following:-
- 26.11.24.1 Payments to third parties where there are no obvious benefits or to third parties who are not involved in the transaction; and
 - 26.11.24.2 Requests to keep transactions confidential; and
 - 26.11.24.3 Charitable and political contributions.
- 26.11.25 Completed risk assessments will be reviewed by MtS on a regular basis. The person responsible for carrying out risk assessments in relation to this Policy is the Chief Operating Officer.
- 26.11.26 If you have any queries or concerns in relation to MtS's Bribery Policy, please speak to your Line Manager in the first instance.
- 26.11.27 MtS reserves the right to amend and update this Policy as required.
- 26.11.28 For the avoidance of doubt, this Policy does not form part of your contract of employment.

SECTION D: GENERAL CONDUCT

26.12 Policy Statement

- 26.12.1 As a trustee, employee, agency worker, volunteer, intern or anyone else working on behalf of MtS in any capacity:-
- 26.12.1.1 You are required to conduct yourself in a professional manner and to respect appropriate boundaries in the course of exercising your duties. You must not conduct yourself in a manner that will bring you, MtS or its officers, trustees or employees into disrepute or which affects or is likely to prejudicially affect the interests of MtS.
 - 26.12.1.2 You must show respect, dignity and consideration for other people, irrespective of their role or status.
 - 26.12.1.3 You must not engage in discriminatory behaviour or subject any person to less favourable treatment due to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity or unrelated criminal convictions.

- 26.12.1.4 You must not engage in bullying, harassment or any form of abusive behaviour. Further information relevant to employees can be found in MtS's Disciplinary Policy.
- 26.12.1.5 You should not engage in fighting, attempted assault or assault on another person.

26.13 Pastoral Care

- 26.13.1 When offering pastoral care and support to seafarers and their families you must:-
 - 26.13.1.1 Be aware of the dangers of dependency and seek advice when these concerns arise.
 - 26.13.1.2 Recognise your limits and refrain from undertaking any pastoral care that is beyond your competence or role. In such instances the person should be referred to another person or agency with appropriate expertise.
 - 26.13.1.3 Avoid behaviour that could give the impression of encouragement of inappropriate relationships.
 - 26.13.1.4 Treat those whom you care for or minister to with respect, encouraging self-determination and choice.
 - 26.13.1.5 Refrain from undertaking pastoral care while under the influence of drink or non-prescribed drugs.

26.14 Conversations in a Pastoral Context

- 26.14.1 You should be aware of your language and behaviour during both formal discussions and informal conversations in a pastoral context. For example, innuendoes or compliments of a sexual nature are always inappropriate.
- 26.14.2 When having private pastoral discussions consider carefully the place of meeting. It is important to ensure a balance of privacy for conversation with the opportunity for supervision.
- 26.14.3 When arranging meetings with seafarers, you should always be mindful of your personal safety. If you are in any doubt about a proposed venue, do not go. Taking the lead in suggesting a meeting place is a good way to ensure you are in control of your own safety.
- 26.14.4 You should always avoid meeting with a child without supervision from the parent or another adult.
- 26.14.5 Appropriate physical distance should be observed between you and the person you are caring for, ensuring a balance between hospitality and respect, with particular sensitivity to cultural differences.

- 26.14.6 Consider carefully the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.
- 26.14.7 You must never invite a seafarer or a member of their family to your private home.
- 26.14.8 Please also familiarise yourself with the Lone Working Policy.

26.15 Sexual Conduct

- 26.15.1 Your sexual conduct may have an impact on your work with seafarers. It is never appropriate for you to take advantage of your role and engage in sexual activity with anyone with whom you have a pastoral relationship.
- 26.15.2 You should be aware of the power imbalance inherent in pastoral relationships and endeavour not to misuse it.
- 26.15.3 You must not sexually exploit or abuse an adult or a child.
- 26.15.4 You must not view, possess or distribute sexual images of children and should refrain from viewing, possessing or distributing sexually exploitative images of adults.
- 26.15.5 You must take responsibility for your words and actions if you wish to make physical contact with another adult or talk to them about sexual matters, recognising that such words or actions may be misunderstood. Taking responsibility will include seeking permission, respecting the other person's wishes, noticing and responding to non-verbal communication, and refraining from such conduct if in doubt about the person's wishes.
- 26.15.6 You should avoid situations where you may feel vulnerable to temptation or where your conduct may be misinterpreted.

26.16 Financial Integrity

- 26.16.1 You must not seek personal financial gain from your position beyond your salary or recognised allowances. Any such action will be viewed as corruption and appropriate action will be taken in line with MtS's Bribery and Corruption Policy.
- 26.16.2 You should not, under any circumstance, accept any offer of participating in a bribe. If you are offered or receive a bribe this must be reported to your Line Manager immediately.
- 26.16.3 If you are in doubt of any other actions throughout the organisation that suggest bribery, please speak to your Line Manager immediately. Further information can be found in MtS's Bribery and Corruption Policy.
- 26.16.4 You should ensure that MtS's finances and your personal finances are kept apart and you should avoid any conflict of interest. If a conflict of interest arises, it should be reported to your manager.

- 26.16.5 Cash received on behalf of MtS should be handled in line with local cash handling procedures which should be reviewed from time to time.
- 26.16.6 If you receive any gift in the course of your work, it should be disclosed to your Line Manager who will determine whether it can be accepted.
- 26.16.7 You must not participate in theft, forgery, fraud or other dishonesty, including fabrication of or deliberate falsification of records. MtS's Disciplinary Policy applies to all employees in this regard.
- 26.16.8 You should only participate in entertainment or hospitality (excluding coffee or light lunches) with organisations with which MtS has or could have a commercial relationship with prior consent from your Line Manager. Details of such entertainment or hospitality must be entered onto the central log held by the Chief Operating Officer. Please refer to the Bribery and Corruption Policy for further details.
- 26.16.9 Care should be taken not to canvass for donations from those who may be vulnerable or in receipt of pastoral care from you.
- 26.16.10 You should report any concerns you may have, or may have been made aware of, or instances of safeguarding concern, including breaches of this policy by others in accordance with the Safeguarding Policy.

26.17 Outside Interests

- 26.17.1 MtS understands that employees may have Outside Interests, including but not limited to other paid employment (the "Other Paid Work"), political activities or other public or charitable activities (together the "Outside Interests").
- 26.17.2 This policy is to ensure that, in engaging in any such Outside Interests, an employee's activities do not conflict in any way whatsoever with the purpose, aims, ethos or activities of MtS.
- 26.17.3 For the purposes of this policy, Other Paid Work can mean employment in exchange for monetary gain or in exchange for payment "in kind".
- 26.17.4 Employees should avoid involvement in Outside Interests which may, or may reasonably be regarded to, impair or have the potential to impair their commitment to MtS or their ability to perform their MtS duties in full. This includes an employee's ability to perform their MtS duties in an impartial manner.
- 26.17.5 An employee with Outside Interests should use their reasonable discretion in terms of where and when they undertake such activities. For example, if a short meeting or call regarding an Outside Interest can only be accommodated during the working day then the employee may participate in that meeting or call so long as any MtS work commitments are prioritised and the employee makes up the time elsewhere during that working day.

- 26.17.6 However, in general, activities relating to an Outside Interest should not be carried out:-
- 26.17.6.1 on MtS premises; or
 - 26.17.6.2 during the hours the employee is contracted to work for MtS, including during any additional hours that the employee may reasonably be required to work in order to carry out their duties (for example, attending an evening event); or
- 26.17.7 Employees should not use their MtS email in connection with any Outside Interest nor should they use any MtS resources such as printers, copy machines, stationery, postage and the like.
- 26.17.8 Employees must remain aware of the effects of social media. If you identify yourself as a representative of MtS on social media, you should be careful not to act in any way or express any views that could cause reputational damage to MtS. For further information you should also refer to MtS's Marketing and Communications Policy.

Political Affiliations and Activities

- 26.17.9 Employees must not act in any way whatsoever that may give rise to MtS appearing to endorse any political viewpoint.
- 26.17.10 Any employee wishing to run for political office at any level is required to complete a Disclosure of Interests Form (Appendix A appended to this Policy).
- 26.17.11 Employees who are personally affiliated to a political party or cause or are engaged in any political activity should take care not to use MtS's name in connection with any such Outside Interest or act in any way that could suggest any connection with MtS. For example, it is inappropriate for employees to make any reference to MtS in the context of party political speeches, literature or any other forms of party political activity.
- 26.17.12 Employees engaging in such activity are expected to remain fully committed to their role at MtS and should avoid involvement in party political activities which may reasonably be regarded as having the potential to impair their ability to perform their duties in an impartial manner.
- 26.17.13 If you are elected to public office, you are required to abide by any rules on conflicts of interest, recusal and outside income.
- 26.17.14 Furthermore, if you are elected to public office – whether in a full-time or part-time capacity – to the extent that this means you are no longer able to fully carry out the role into which you were hired by MtS, you are required to resign from MtS and are not entitled to any compensation whatsoever other than that arising from the contractual terms in your Contract of Employment relating to resignation.

26.18 Record Keeping

- 26.18.1 In line with Church of England guidance, MtS will indefinitely retain records of allegations relating to abuse and professional misconduct. Such records will include a clear and comprehensive summary of any allegations made (whether found to be true, unfounded, malicious or unsubstantiated), details of how the allegations were followed up and resolved, and of any action taken, whether by MtS or by statutory agencies, and of decisions reached.
- 26.18.2 Records will be retained on the individual employee's or volunteer's confidential file in accordance with the GDPR Policy. The individual will be given a copy of all such records held on their personal file, with the exception of third-party information for which disclosure consent has not been given.
- 26.18.3 The purpose of such records is to ensure that accurate information is available in the event that allegations resurface in the future.

26.19 Review

- 26.19.1 An audit of safeguarding and professional conduct concerns, actions taken, and staff training and support will be conducted annually. MtS's Safeguarding and Professional Conduct Policy and Procedures will be reviewed every 3 (three) years or in the light of significant changes to best practice or legislation.

I confirm that I have read and understand the Safeguarding and Professional Conduct Policy and agree to comply with all sections of this Policy.

Name (print): _____

Date: _____

Signature: _____

Outside Interests Disclosure

Appendix A

Political Activity

Employees or prospective employees who wish to undertake any Political Activity as defined in The Mission to Seafarers' *Outside Interests Policy* are required to complete this Disclosure and submit the form to their Team Director.

Approval must be granted in accordance with the *Outside Interests Policy* prior to the Political Activity commencing or, for prospective employees already engaged in Political Activity, prior to commencing employment with The Mission to Seafarers ("MtS").

The Political Activity	Details
What is the name of the party/organisation on whose behalf you will be acting?	
Please outline the nature of activities you will be involved in.	
Are you standing for, or have you been elected to, office?	
If elected to office, please provide details of your portfolio or areas of responsibility.	
What is the scope for any conflict of interest whatsoever between your political activities and those of MtS?	
What is the potential for your political role to cause embarrassment to MtS?	
Will you receive any remuneration for your political involvement (<i>monetary or "in kind"</i>)?	
Please provide any other information you believe is relevant to your request.	

Outside Interests Disclosure (cont.)

Appendix A

Employee Undertaking

I confirm that, to the best of my knowledge, the information I have provided is correct and complete. I undertake to update this Disclosure if and when any changes take place. Furthermore, I understand and agree to abide by The Mission to Seafarers' Policy on Outside Interests. In particular I confirm that I understand and agree to clause 26.17.14.

I understand that the information provided will be held in accordance with The Mission to Seafarers' GDPR and data protection policy.

Name (print): _____

Date: _____

Signature: _____