



To the Trustees and Admin team.

22.02/2022

Ref Policy 1

Our first policy statement follows. This is our general foundation document. Many other documents are referred to in it and these need to be added to your folder as they become available.

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Promoting a safer ministry

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The Mission policy is based on these principles.

1. All paid staff are fully DBS and have studied appropriate material.
2. Monthly reports of the work will go to the Trustees and the safeguarding officer. All these reports should be filed so that reference can be made back to them.
3. Staff are to be properly insured against any claims which might come. This includes public liability insurance.
4. Policies are to be clearly displayed on the mission website.
5. The phone number of a safeguarding officer is to be publicly available.
6. Safeguarding policies and all other policies are to be regularly updated by the administrative team and the Trustees and that this is to be indicated in the annual report.
7. Mission staff are overseen by the international director and their work regularly assessed. This report is to go to the trustees

NOTE: The Beloved missionary school, while part of the work of the mission has a separate safeguarding document.

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Practical steps for a missionary society based on these principles.

- 1.** The mission must be a safe and caring place for all.
- 2.** The mission must appoint a safeguarding officer to work with the team. The contact number for this person must be publicly available on the website.
- 3.** The mission must ensure there is proper insurance cover for all of its work, including public liability insurance.
- 4.** The mission must take seriously any who report abuse. The mission will have a policy for how abuse claims are processed.
- 5.** The mission must ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- 6.** Safeguarding policy procedures and practises must be reviewed annually.
- 7.** The charity trustees are under a legal obligation to act in its best interests. To this end they must be informed of decisions by the administrative team, and able to suggest improvements to those decisions.
- 8.** Every employee of the mission must agree to abide by this policy and the guidelines enclosed within it.