

## Mary's Meals Canada

### Policies and Procedures – Community Ambassador

As a Community Ambassador for Mary's Meals, you must agree to and sign the following three policies, as outlined below:

1. [Community Ambassador Declaration of Representation](#)
2. [Data Protection Statement](#)
3. [Safeguarding Children and Vulnerable Adults Policy](#)

#### **Community Ambassador Declaration of Representation**

I declare that in taking on this role, I represent Mary's Meals Canada. In doing so, I understand that "*I am Mary's Meals*" - to all those with whom I come into contact. The impression I leave upon them is the impression they will have of Mary's Meals. **It is my responsibility to ensure that all those with whom I interact as a representative of Mary's Meals Canada are treated with warmth, respect and appreciation.**

#### **Data Protection Statement**

- Protecting the personal data of everyone associated with Mary's Meals – which includes supporters, visitors to our websites, volunteers, employees, applicants for jobs or volunteer roles, suppliers, service providers and the children who receive a daily meal at their school – is important to Mary's Meals
- Our mission relies on these people having confidence in the way we operate – including how we manage their personal data – and we recognize that the lawful treatment of this personal data will maintain confidence in Mary's Meals and enable the continued success of our activities
- Data protection laws, provide the minimum standard to which we must all operate
- Now is an important time for all of us to recognize the importance of data protection and to ensure that our day-to-day working arrangements meet these standards
- Everyone within Mary's Meals who is required to collect, or has access to, the personal data of individuals must therefore acknowledge the following:
  - I will at all times ensure that I protect the personal data of individuals
  - I am aware that Mary's Meals has a set of [Data Protection policy documents](#) that I can access [here](#).
  - Failure to comply with these policies could lead to substantial fines for Mary's Meals and may amount to a disciplinary offence, which would be dealt with under Mary's Meals' disciplinary procedures – following the guidelines in this statement will minimize risk to the Mary's Meals global movement
  - I will only ask individuals for items of personal data that are required by our processes and systems
  - I will never disclose personal data to anyone that should not have access to that data – if I am in any doubt I will seek guidance from my manager
  - Where personal data is stored electronically, I will only print this data when necessary and I will destroy the printed materials as soon as I can
  - Where personal data is stored in paper form, I will make sure that the documents are securely stored in a locked cupboard or in a room with a locked door

- I will only email personal data to others if this is essential and I will review my mailbox regularly (at least every week) to delete items of personal data no longer required
- If required and wherever possible, I will use secure SharePoint folders to share personal data with colleagues that are authorized to see the data – we should not be using other systems, such as Drop Box or Google Drive, for storing the personal data of anyone associated with Mary’s Meals – further information or guidance can be obtained by emailing [ITSupport@marysmeals.org](mailto:ITSupport@marysmeals.org)
- I will review the contents of my SharePoint folders regularly (at least every week) to delete any items of personal data that are no longer required – always ensuring that deleting shared documents does not adversely affect the work of colleagues
- I will never leave personal data unattended and visible to others, either in paper form or on my computer screen
- I will maintain the security of Mary’s Meals IT systems by never sharing my passwords, locking my computer screen when it is unattended and securing any personal devices that can access Mary’s Meals IT systems
- I understand that Mary’s Meals has a set of policies on the use of its internal systems, including guidance on acceptable personal use of email and the internet, that I must read and acknowledge my agreement to – further information or guidance can be obtained by emailing [ITSupport@marysmeals.org](mailto:ITSupport@marysmeals.org)
- I will only store the personal data of supporters under 16 years of age with the appropriately recorded consent of their parent or guardian
- I understand that our proactive communication with supporters is now based on consent and we should only communicate by post or email to supporters that have agreed to receive our communications via one or both of those channels
- If I believe that personal data has been lost, disclosed to someone that should not have access or compromised in any way, I will report this immediately to my manager or communicate to [DataProtectionSupport@marysmeals.org](mailto:DataProtectionSupport@marysmeals.org) always in line with the Procedure in the event of a DP breach (this is known as a Data Breach)
- If I receive a request from any individual about their personal data (this is known as a Data Subject Access Request) I will report this immediately to my manager – under GDPR, information must be provided to the individual within one month of the request
- If I am in any doubt about any aspect of data protection and how it affects my duties I will seek guidance from my manager
- Additional support is available on data protection matters by emailing [DataProtectionSupport@marysmeals.org](mailto:DataProtectionSupport@marysmeals.org) – we would request these emails in English if possible to facilitate the fastest response
- As part of our responsibilities, Mary’s Meals needs to record your acknowledgement that this statement has been read and understood – please confirm that as soon as you can by signing the acknowledgement below
- More detailed data protection training will be made available to everyone in Mary’s Meals who is required to collect, or has access to, personal data

*Data protection is a necessary and important part of our work. It should not stop us performing our duties or pursuing our goals, and good data protection practices align strongly with our values. We must each ensure that our actions and behaviors clearly demonstrate that we are committed to protecting the personal data of all individuals that are engaged in the Mary’s Meals global movement.*

### Acknowledgement:

I confirm that I have read, understood and accept the terms of this Data Protection Statement as noted above.

## **Safeguarding Children and Vulnerable Adults**

### *Purpose*

It is the responsibility of the organization to make sure our employees, volunteers, operations and programs do no harm to children or vulnerable adults or expose them to the risk of harm and abuse, and that any concerns we have about their safety within the communities in which we work, are reported to the appropriate authority.

This policy exists to protect children and vulnerable adults from harm and abuse in the delivery of our programs, to affirm Mary's Meals commitment to the safety and protection of children and vulnerable adults, and to ensure that in our work we do not perpetuate or reinforce systematic or structural abuse and discrimination of children and vulnerable adults. It provides definitions and outlines our guiding principles, roles, responsibilities, and approach towards implementation which will ensure that this commitment is integrated into all areas of our work.

### *Policy Statement*

Mary's Meals provides one good meal to some of the world's poorest children in a place of education every school day. It is a global movement supported by people from many walks of life and different backgrounds.

We recognize that local education authorities in the areas where we work are responsible for the safety of children attending school. However, we have a duty to ensure that we undertake a risk assessment of all new proposed school feeding activities and programs to ensure we minimize any risk to children and vulnerable adults who come into contact with our programs and people, directly or indirectly and that we will always take account of child and vulnerable adults safety.

This policy is intended as a guide for Mary's Meals employees across our global network, volunteers and project partners and as a reference for potential partners, project beneficiaries and the public in general. It also applies to any individual or organization Mary's Meals directly engages with and should be referenced in any contractual arrangements with Mary's Meals. Its fundamental purpose is to provide protection from harm, primarily to children and vulnerable adults, but also to Mary's Meals employees and volunteers and to the organization itself.

Children are at the core of our work and are the main beneficiaries of all our programs. Through school feeding we provide a 'social safety net' to children who suffer from chronic hunger and poverty, aiming to improve their enrolment, attendance and performance in school as well as their nutrition and health, thereby allowing them to fulfil their potential by removing some of the obstacles to their development.

Mary's Meals believes that it is fundamentally essential that the children that we seek to support are protected from harm and can benefit from our programs and we will work with the communities, schools and government to support them to provide a safe, health and relaxed environment.

### *Scope/Applicability*

The Safeguarding Children and Vulnerable Adults Code of Conduct provides clear guidelines and standards for the appropriate behavior expected of all Mary's Meals employees globally, volunteers, project partners, potential partners, project beneficiaries and the public.

## *The Safeguarding of Children*

A child being anyone who has not reached their 18<sup>th</sup> birthday, as defined by the United Nations Convention on the Rights of the Child (UNCRC)

We are fully committed to the rights of the child as stated in the United Nations Convention on the Rights of the Child and we recognize our responsibility to ensure that those rights are upheld. We also recognize the vulnerability of children in the contexts in which we work.

We will not tolerate any violation or infringement of those rights and will strive to ensure that the needs, dignity and safety of all children, regardless of gender, ethnicity, faith, ability or culture, are always at the heart of our programs and we will uphold the following principles:

- All children have an equal right to development and their welfare should always be promoted.
- Children should always be protected from any form of sexual, physical, verbal or emotional abuse, both from adults and other children.
- Children should always be protected from exploitation.
- The health and safety of children should always be paramount.
- All children have the right to participate freely in decisions which affect their lives and should be empowered to act upon this, recognizing the importance of parents, families and other carers in children's lives.
- Children should always be treated with respect and valued as individuals and equals with respect to the context of their own culture, religion and ethnicity.
- Children should always feel empowered to raise and discuss any issues or concerns and should always be listened to.
- Any allegations of any form of abuse should always be treated seriously and appropriately and promptly dealt with. Victims and other involved parties should always be supported, and perpetrators must always be held to account.
- Investigation of any concerns regarding the allegations of harm or abuse of a child should always be conducted with reference to national laws and employment rights and immediately referred to any relevant statutory authorities where appropriate.
- Our people should always be recruited, supported and trained with respect to child protection and child health and safety.

## The Safeguarding of Adults

Vulnerable adults or 'adults at risk' are defined by the Scottish Adult Support and Protection Act 2007 as being:

- unable to safeguard their own well-being, property, rights or other interests,
- are at risk of harm, and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

The rights of vulnerable adults to live a life free from neglect, exploitation and abuse are protected by the Human Rights Act 1998. Specifically, a vulnerable adult's right to life is protected (under Article 2); their right to be protected from inhuman and degrading treatment (under Article 3)

We will not tolerate any violation or infringement of those rights and will strive to ensure that the needs, dignity and safety of all vulnerable adults, regardless of gender, ethnicity, faith, ability or culture, are always at the heart of our programs and we will uphold the following principles:

- Access to information and knowledge – all vulnerable adults will have access to information that they can understand to make an informed choice, including access to expert knowledge and advocacy, as required.
- Choice – all vulnerable adults will have the opportunity to select independently from a range of options based on clear and accurate information.
- Confidentiality – all vulnerable adults will know that information about them is managed appropriately and there is a clear understanding of confidentiality and its limits among staff/volunteers.
- Consent – all vulnerable adults have the right to be supported to make their own decisions and to give or withhold their consent to an activity or service. Consent is a clear indication of a willingness to participate in an activity or to accept a service. It may be signaled verbally, by gesture, by willing participation or in writing. No one can give, or withhold, consent on behalf of another adult unless special provision for particular purposes has been made for this, usually by law.
- Dignity and respect – all vulnerable adults will be accorded the same respect and dignity as any other adult, by recognizing their uniqueness and personal needs.
- Equality and diversity – all vulnerable adults will be treated equally, and their background and culture will be valued and respected.
- Fulfilment – all vulnerable adults will be invited to engage in activities and offered services that enable them to fulfil their ability and potential.
- Independence – all vulnerable adults will have as much control as possible over their lives whilst being safeguarded against unreasonable risks.
- Privacy – all vulnerable adults will be free from unnecessary intrusion into their affairs; and there will be a balance between the individual's own safety and the safety of others.
- Safety – all vulnerable adults will feel safe, and live without fear of violence, neglect or abuse in any form.
- Support – all vulnerable adults will be supported to report any form of abuse and to receive appropriate support following abuse for as long as may be required.

The policy is intended as clear guidance on our belief that all children; as defined in the UNCRC as anyone under the age of 18 and all vulnerable adults as defined by the Scottish Adult Support and Protection Act, even where defined otherwise in national contexts, must be protected from abuse or exploitation. It is accompanied by relevant procedures which are guided by the principles.

Mary's Meals is highly committed to protecting children and vulnerable adults from exploitation and abuse. Children can be extremely vulnerable, especially in situations of poverty, humanitarian crisis or conflict, and deserve higher standards of protection. As an organization undertaking work in these contexts, Mary's Meals takes its duty of care seriously, particularly in protecting children and vulnerable adults.

### *Safe Staffing*

Mary's Meals will only employ people to carry out regulated work who are members of the Protected Vulnerable Group (PVG) scheme, for UK nationals, or undertake a Police Check for non-UK nationals.

All of our people carrying out regulated work who are a UK national will have PVG membership meaning Disclosure Scotland keeps checking their suitability to continue working with children or protected adults. Non-UK nationals will require a national Police check every two years.

All employees both in the UK and Program Affiliates, who do not undertake regulated work but work in the Program countries or are frequent travelers to our Program delivery countries will be required to complete a basic disclosure form every two years. Employees who are non-UK national will be required to provide a Police Check from their country of domicile.

National employees who work in our Program Affiliates and as part of their duties come into contact with children and vulnerable adults will be required to provide a Police background check prior to

working in the school feeding program.

<b>Staff type</b>	<b>Check required</b>	
MMI staff carrying out Regulated work	UK National:	PVG disclosure check
	Non-UK National:	National Police check
MMI staff who are frequent travelers to or work in Program countries	UK National:	Basic disclosure check
	Non-UK National:	National Police check
National staff working in contact with children and/or vulnerable adults	Non-UK National:	National Police check

### *Training*

Mary's Meals provide trustees, employees and volunteers with guidance and training in relation to their role. This training will be carried out on a regular basis and will include information about our policy positions, reporting and investigation procedures, and how to embed Safeguarding across the organization.

### *Roles and Responsibilities*

The Children Act 2004 states that every organization should have a "named person" for safeguarding children and young people and the Director of People will have responsibility for safeguarding children and vulnerable adults' issues as part of their responsibilities.

Although we have designated Safeguarding roles, safeguarding is the responsibility of every individual who represents Mary's Meals and not just one department or person who has responsibility for child protection.

It is essential that as part of our operations we communicate with the children, families and communities impacted by our school feeding programs about safeguarding and the right of children and vulnerable adults to be respected and protected.

Anyone representing Mary's Meals must agree to abide by our Safeguarding Code of Conduct and we will support employees and programs partners by developing resources, toolkits and forms of support.

Anyone connected with Mary's Meals and travelling overseas to visit our programs is obliged to sign our Safeguarding Children and Vulnerable Adults Policy which contains our Code of Conduct and abide by the policy and procedures in place. Enforcement of this policy will be monitored through an annual Safeguarding Children Audit, risk assessments and an annual policy review.

### *Code of Conduct*

This relies on you being responsible for your own professional behavior within the provisions of this code, Organization policies and the relevant legislation of the Country where our programs operate and where our national affiliates continue to raise awareness of our vision and mission.

Mary's Meals' employees and volunteers and the employees and volunteers of Mary's Meal's partners must:

- Never hit or physically abuse a child/vulnerable adult in any way.

- Never deliberately place a child/vulnerable adult in danger or at risk of abuse.
- Never have sexual contact or use sexualized language with a child/vulnerable adult.
- Never develop personal relationships with a child/vulnerable adult which could lead to or constitute abuse.
- Never fondle, hold, kiss, hug or touch a child/vulnerable adult inappropriately.
- Never intentionally behave in a way that frightens or intimidates a child/vulnerable adult.
- Never do things of a personal nature for a child/vulnerable adult that they can do for themselves.
- Never single a child/vulnerable adult out for special treatment.
- Never give a child/vulnerable adult presents or personal items unless authorized by an appropriate person responsible for safeguarding children/vulnerable adults.
- Never invite a child/vulnerable adult into their home or arrange to see them outside project activities unless authorized by an appropriate person responsible for safeguarding children/vulnerable adults. Never stay alone overnight with a child or children/vulnerable adults.
- Never take a child/vulnerable adult with them in their car, except in exceptional circumstances and notifying, at the earliest opportunity, the HR Lead in the country of occurrence.
- Never hire a child/vulnerable adult for any service or treat a child/vulnerable adult in any way that could be deemed exploitative.
- Never use internet resources such as social networking sites to make inappropriate contact with children/vulnerable adults that could lead to or constitute abuse.
- Never use racist, sexist, discriminatory, inappropriate, abusive or offensive language around children/vulnerable adults.
- Never intentionally humiliate or degrade children/vulnerable adults.
- Never smoke, use illegal drugs, consume or be under the influence of alcohol and or drugs in the presence of children/vulnerable adults.
- Always treat children/vulnerable adults with respect.
- Always listen to children/vulnerable adults and their concerns.
- Always use sensitive language when discussing serious issues (such as child abuse or sexual violence) with children.

### *Safeguarding Standards Across Mary's Meals Global Network*

In addition to the Safeguarding Children and Vulnerable Adults Policy, our global HR policies for recruiting, induction, employee development and training, performance management and disciplinary procedures whistle-blowing, complaints, investigation mechanisms, country specific Safeguarding Procedures and country HR policies and procedures are all designed to support the protection of children and vulnerable adults.

Mary's Meals engages with program partner organizations on safeguarding, explaining our commitments and providing guidance on Mary's Meals Safeguarding Guidance and Procedures. All Mary's Meals partner relationships reflect a shared recognition of the importance of safeguarding and in signing our partner agreements, our program partners are committed to adopting Mary's Meals safeguarding policy and procedures and abiding by equivalent standards.

### *Reporting and Accountability*

Mary's Meals has a legal duty to report any concerns about actual or suspected abuse to our relevant governing bodies.

Any allegations and concerns relating to our employees and programs partners in this crucial area should be reported centrally to your Safeguarding representative and any allegations will be fully investigated.

The Safeguarding Children & Vulnerable Adults committee meets quarterly to share good practice, advise on changes and actions required and review policy and procedures. In the event of any Safeguarding incidents the committee will be convened immediately and report to the Senior

Leadership Team.

The policy is reviewed annually and the procedures, and their implementation will be regularly monitored. A report on any incidents relating to child and vulnerable adult's protection will also be made to the Board of Directors on an annual basis.

Compliance with the Policy is mandatory for all Mary's Meals employees and volunteers.

Acknowledgement:

I confirm that I have read, understood and accept the terms of this Safeguarding Children and Vulnerable Adults Policy as noted above.