

INTRODUCTION AND BACKGROUND

In furtherance of its charitable objects, Mellon Educate focuses on educational and related projects, primarily in South Africa, which include (a) the construction of schools in an annual Building Blitz and (b) the provision of teachers to work alongside teachers in South Africa via a recently launched Teaching Blitz. Mellon Educate works with international partners and agencies to help it deliver its objectives, including Mellon Housing Initiative NPC, a South African not for profit company, and Mellon Educate (UK), a charitable incorporated organisation registered with the Charity Commission for England and Wales.

Mellon Educate is committed to keeping the welfare of any child who is involved with any of our activities (including those of our overseas partners and agencies) paramount and ensuring that they are valued, listened to and respected.

OUR GLOBAL CHILD PROTECTION MISSION IS TO:

Create ‘child safe’ environments - internally and externally - where children are respected, protected empowered and active in their own protection, and where staff (and all involved with delivery of Mellon Educate projects) are skilled, confident, competent and well supported in meeting their protection responsibilities through clear policies, procedures and good practice.

We are committed to keeping the welfare of children who are involved with any of our activities (including those of our overseas partners and agencies) paramount and ensuring that they are valued, listened to and respected.

All children whatever their sex, disability, racial or ethnic background, religious beliefs or sexual orientation, have a right to be in a safe and caring environment when participating in any activities run, organised or funded by Mellon Educate and to equal protection from any form of exploitation or abuse.

Everyone working with Mellon Educate, including its board members, employees, staff, volunteers, overseas partners and agencies is responsible for ensuring that children are safe.

We consider any individual aged under 18 to be a child for the purposes of this policy. This includes not only service users/beneficiaries of Mellon Educate but also the children of any of its board members, employees, staff, volunteers and the wider “Mellon Educate family”.

PROCEDURES

The outlined procedures form the core of the Mellon Educate child protection strategy. All board members, staff, volunteers and any others involved in the delivery of Mellon Educate's activities are required to read and adhere to the provisions of this policy.

Mellon Educate Trustees and staff travelling overseas to visit or participate in a project (e.g. staff members and volunteers) are obliged to sign a copy of this policy by way of confirmation agreeing to abide by its terms. All volunteer application forms include an acknowledgement (tick) box confirming that volunteers have read and agreed to the Charity's policy on child protection.

Enforcement of this policy will be monitored by the board of Mellon Educate by way of an annual Child Protection Audit and risk assessment and a control checking form. This policy will be reviewed every two years.

RESPONSIBILITY:

The board of Mellon Educate is responsible for considering child protection in all board decisions.

The board will appoint a designated safeguarding officer ("DSO") who will be subject to annual review. Any concerns, however minor, should be brought to the immediate attention of the DSO. Where possible, the DSO will be part of the Mellon Educate team which travels to South Africa to help deliver each Building Blitz and the Teaching Blitz. If this is not possible, procedures will be put in place to ensure that any concerns or allegations of abuse during a Building Blitz/Teaching Blitz can be communicated immediately to the DSO so that he/she can investigate and delegate as necessary/appropriate. In the absence of the DSO (for whatever reason), either the CEO of Mellon Educate or the board member responsible for safeguarding and child protection should be contacted.

Appendix A to this policy sets out the required reporting procedures in relation to identifying risks and taking action.

Mellon Educate board members, staff, volunteers, associates and visitors must:

1. Never abuse and/or exploit a child or act/behave in a way that places a child at risk of harm.
2. Report any concerns or allegations of child abuse/child protection issues they have in accordance with the procedures outlined at Appendix A.
3. Cooperate fully and confidentially in any investigation of concerns and allegations.
4. Contribute to an environment where children are respected and encouraged to discuss their concerns and rights.
5. Never share their personal contact details with, nor ask for, or accept such details from any child associated with Mellon Educate and its work. Both staff and volunteers will be advised that they are not permitted to ask or accept personal details from a child. However, where a volunteer wishes to sponsor a particular project or child such request must be directed to a Mellon Educate staff member to arrange the appropriate channel of contact with the school Principal or parent for consent. All such sponsorship must be overseen by Mellon Educate.
6. Take steps and adopt such procedures as necessary/appropriate to ensure that they are never in the sole presence of a child.
7. Never make any unsupervised direct/indirect contact (such contact may include but not limited to visits and any form of communication via social media, emails, letters etc) that is intended to establish personal relationships with any child associated

with Mellon Educate and its work. This will be stressed to volunteers at the pre-departure briefing and again at the Health and Safety briefing on arrival.

RECRUITMENT OF BOARD MEMBERS, STAFF AND VOLUNTEERS

With child protection in mind, the board members must ensure that robust procedures are in place when recruiting and selecting new board members, staff and volunteers.

All board members, staff and volunteers must undergo relevant Garda National Bureau Vetting checks, which is a condition of continued office, employment or association. Vetting checks must be renewed at least every 2 years.

TRAINING

Awareness and update training will be provided as necessary to ensure that all who work with Mellon Educate are clear about their child safeguarding and protection responsibilities and they are alert to recognise indicators that a child may be at risk of being abused.

OVERSEAS PARTNERS AND AGENCIES

We will ensure that our overseas partners and agencies (namely, the SA NPC and Mellon Educate (UK) have appropriate safeguarding policies in place and that we are aware of, and comply with, any local legal obligations that apply when working internationally, in particular in relation to the Building Blitz and Teaching Blitz programmes.

DATA PROTECTION, CHILD INFORMATION AND IMAGES

The nature of our work means we hold details of children and their families. We are solely responsible for ensuring that the information is not misused nor is it used for any unintended purpose.

All information and images are held securely, databases are password protected and access to information is given on the basis of an accredited role.

Suppliers and agencies working on our behalf are made aware of our child protection policy and must ensure that their operations offer the same degree of protection.

We will only use a child's image or personal information in our marketing, advocacy, fundraising, communication and programme work, in ways that will safeguard their dignity and protect their rights. Permission will always be obtained for these images and related information from a Parent, Carer, School Principal or Teacher. Our full policy on the taking and use of photographs and recorded images of children is set out in Appendix B.

Mellon Educate regularly monitors all internet traffic and web usage within its control for inappropriate content.

MELLON EDUCATE SUPPORTERS

Mellon Educate supporters include all donors who make financial contributions individually and/or as a group, company or organisation. "Supporters" also include others who donate their time, public standing, expertise and enthusiasm to further our work. To ensure that

we do not put children at risk through contact with supporters, we have the following safeguards in place:

1. We reserve the right to reject offers to support Mellon Educate at our discretion.
2. We require supporters visiting communities to be escorted by a member of Mellon Educate staff who will be responsible to ensure that no unsupervised direct or indirect contact is permitted with children. Such contact may include, but is not limited to visits and any form of communication via social media, emails, letters etc that are intended to establish personal relationships with any child associated with Mellon Educate and its work.

VOLUNTEER PROGRAMMES (ANNUAL BUILDING & TEACHING BLITZES)

Mellon Educate encourages volunteers to visit communities in which we work so that they can see first-hand the families they are helping. It is the responsibility of the DSO to remind volunteers of visit procedures, including child protection measures. All such visits are arranged and supervised by Mellon Educate staff.

1. Each volunteer must undergo Garda National Bureau Vetting checks, before a visit can be authorised. All volunteers must sign a statement to confirm that they understand our visit policy and will abide by the guidelines and terms and conditions on our application form. Conditions and terms will again be highlighted at our Pre-Departure Briefing & H&S Meetings in country on arrival.
2. Each volunteer must confirm their identity by providing a copy of their passport.
3. Mellon Educate staff must be present throughout each visit and no volunteer shall be permitted to be in the sole presence of a child.
4. Children must not be invited or taken away from their school or community unless accompanied by a Parent, Carer, School Principal or Teacher.
5. Volunteers must not invite children to visit their home country unless accompanied by Parent, Carer, School Principal or Teacher.
6. Volunteers must not exchange contact details with children without expressed consent of a Parent, Carer, School Principal or Teacher (this includes email, phone numbers, social media contacts, address, webcam, Skype etc).
7. All visits must be supervised and monitored by Mellon Educate staff.

The above will also apply in respect of the children of volunteers who accompany their parents on the building blitz (so far as is relevant - in particular points 6 and 7).

WORKING DIRECTLY WITH CHILDREN

Child participation is an inherent part of Mellon Educate work. Volunteers participating in the Teaching Blitz (i.e. teachers) will come into direct contact with children. Mellon Educate staff members, other volunteers and associates may also occasionally work directly with children. The following procedures must be followed in these circumstances:

1. Teaching Blitz volunteers are subject to a Garda National Bureau Vetting check; and
2. Candidates for staff and other positions who will come into direct contact with children are subject, so far as they are eligible, to Garda National Bureau Vetting checks.

REGISTERED OFFICE

Mellon Educate*

Address:

Explorium National Sports & Science Centre, Blackglenn Road, Sandyford, Dublin 18,
D18 N1F2

Tel+ 353 4948200

Email: info@melloneducate.com

Charity No: CRA 20058074, Republic of Ireland Registration Office registered number:
389423

**Mellon Educate is the registered business name of Mellon Township Limited*

CHARITY STATUS

REGISTERED IRISH CHARITY



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COMHLÁMH MEMBER



ACKNOWLEDGEMENT AND SIGNATURE OF BOARD MEMBER, EMPLOYEE:

I CONFIRM THAT I HAVE READ AND UNDERSTAND THIS POLICY AND THAT I WILL FULLY ADHERE TO ITS PROVISIONS (SO FAR AS THEY ARE RELEVANT TO ME/MY ORGANISATION)

.....

SIGNATURE

.....

NAME (AND ORGANISATION, IF RELEVANT)

DATE

Adopted by the directors of Mellon Educate on

2019

IDENTIFYING RISK & TAKING ACTION: PROCEDURES TO BE FOLLOWED WHERE THERE IS A CONCERN ABOUT ACTUAL OR POTENTIAL ABUSE

Abuse may be physical, verbal, emotional or sexual and may encompass bullying, sexism, racism, exclusion or neglect.

It is the responsibility of all to report any potential or actual risk to a child's wellbeing and safety.

Concerns or allegations of abuse against a child must be dealt with speedily and appropriately. All board members, employees and volunteers must report any suspicion of abuse to the DSO: they must not carry out any investigation themselves. The DSO will compile a written report (together with any supporting evidence) which will be shared immediately with the Trustees and appropriate local authorities.

Confidentiality must be maintained at all times and information will be shared on a need to know basis with the person making the allegation, the relevant authorities and parents/guardians, as appropriate.

The Board and Trustees of Mellon Educate are responsible for: -

- informing parents/carers of any concerns or allegations of abuse, where appropriate and as soon as practicable (whether the concerns relate to someone within Mellon Educate or a third party);
- ensuring that any concerns or allegations of abuse are referred appropriately and co-operating with the police, social services, other statutory agencies (including relevant bodies in South Africa, as appropriate) and the Charities Regulatory Authority;
- dealing with the suspension/dismissal of the alleged abuser, if an employee of Mellon Educate, in accordance with all relevant laws, contracts, policies and procedures; and
- terminating a sponsorship, funding or ambassadorial (or similar role or association) where an actual or potential risk to a child or children is identified.

All reports and relevant material must be stored securely and maintained under the control and supervision of the DSO in line with current GDPR regulations.

The Mellon Educate Board must consider whether any changes to the Charity's policies and procedures should be made as a result of any actual or alleged safeguarding incident.

POLICY ON THE TAKING AND USE OF PHOTOGRAPHS AND RECORDED IMAGES OF CHILDREN

Introduction

It is important to be fully aware of child protection and safeguarding issues when people are taking photos or filming children. The potential for misuse of images can be reduced if Mellon Educate is aware of the potential risks and dangers and puts appropriate measures in place.

Risk factors

Some of the potential risks of photography and filming include:

- children may be identifiable when a photograph is shared with personal information;
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information;
- inappropriate photographs or recorded images of children;
- inappropriate use, adaptation or copying images.

Our photography and videoing policy

All photography and videoing carried out on behalf of the Charity is with the expressed and prior consent of the School Principal in collaboration with Teacher, Parents, Carers and the Community.

Our policy on the taking and use of photographs and films of children is set out below:-

1. children's names, personal details (such as where they live, go to school and/or their hobbies) may only be used in photographs and film captions with the expressed and prior consent in writing by the school Principal, Teacher, Parent or Carer.
2. Mellon Educate will only use images of children in suitable clothing to reduce the risk of inappropriate use;
3. unsupervised access to children is not permitted by photographers (including professional photographers and amateur photographers such as parents, carers, family friends and others) and any press who are invited "on site" at a Building Blitz and Teaching Blitz, to a school or to any other venue or event.
4. images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked secure area with electronic images to be in a protected folder with restricted access;

5. images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones;

PHOTOGRAPHY FILMING AND CONSENT FORM

Name of organisation:	Mellon Educate (Republic of Ireland Companies Registration Office registered number 389423 and Charities Regulatory Authority registered number 20058074)
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In accordance with our child protection policy (“our policy”) we will not permit photographs, video or other images of young people to be taken without the consent of the parents, carers, School Principal, Teachers and the child.

Mellon Educate will follow the procedures set out in our policy for the use of photographs and videos, a copy of which can be downloaded from our website.

Mellon Educate will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform us immediately.

Consent information:	
To be completed by either a Parent, Carer, School Principal or Teacher:	
<input type="checkbox"/> I consent to Mellon Educate photographing or videoing my child/ learner or school pupil <u>child's name: _____</u>)	
<input type="checkbox"/> I can confirm that I have read, or been made aware of, the Mellon Educate photography and videoing policy.	
<input type="checkbox"/> I can confirm that I have read, or been made aware of how the organisation will use these images or videos in future and how these images or videos will be protected and stored within the organisation.	
To be completed by child over 12 years <u>if consent has not been already been received from Parent, Carer, School Principal or Teacher:</u>	
<input type="checkbox"/> I (child's name: _____) consent to Mellon Educate photographing or videoing my involvement in [brief description of the event]	
<input type="checkbox"/> I confirm that I have read, or been made aware of, the organisation's photography and videoing policy.	
Signature of child	
Print name child	
Date:	
Signature of Parent, Carer, School Principal or Teacher:	
Print name Parent, Carer, School Principal or Teacher:	
Date:	