



MORNING STAR TRUST

SAFEGUARDING POLICY

For the protection of children, young
people, and adults.

2026

Original document Approved 2023
Reviewed and approved by Trustees with no change February 2024.
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1. Organisational Information.

Name of Organisation:	Morning Star Trust
Registered Office:	43 Woodridge Close, Enfield, Middlesex, EN2 8HJ
Primary Operating Base:	Northney Marina, Northney Road, Hayling Island, PO11 0NH
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Safeguarding Co-ordinator:	Graham Sykes
Contact Telephone:	07421262205
Email:	graham.sykes@mst.org.uk
Safeguarding Trustee :	Izzy Varey
Email :	izzy.varey@mst.org.uk
Contact Telephone:	07834752862
Charity Number:	328320
Company Number:	2412804
Regulators:	Maritime and Coastguard Agency, Charity Commission.
Insurers:	Geo Underwriting Services Ltd 2 Mincing lane, London, EC3R 7PD. (inc. Employer & Public Liability) Policy Number: MT03825
Safeguarding Advisors:	thirtyone:eight, organisation 111 membership no.13370 24/7
Safeguarding Helpline:	0303 003 (option 2)

The following is a brief description of the type of work we undertake with children and adults who have care and support needs:

Residential offshore sailing voyages for the purpose of personal and social development with individuals and groups.

Duke of Edinburgh Award Scheme Expedition and Residential section activities for individuals and groups.

Practical training under the RYA Cruising Scheme leading to the award of certificates and qualifications.

2. Definitions.

Definition of a Child/Young Person

The legal definition of a child/young person is someone under the age of 18 according to The Children Act 1989.

Throughout this guidance when we refer to a child or young person our meaning (unless otherwise stated) is a person under the age of 18.

Definition of an Adult with Care and Support Needs

An adult is someone 18 and over (unless specific legislation states otherwise).

An adult with Care and Support Needs is someone who: has need for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Where decisions are being considered regarding the welfare of adults, under the Care Act 2014 they must be full participants in the process and those who are involved in the investigations and assessments will form a view of the adult's capacity to make decisions for themselves. This means that where there are safeguarding concerns, referrals must be made to Adult Services so that this level of capacity can be assessed.

Definition of a Worker

A worker within MST is defined as anyone who is a volunteer, employee, or contractor. Workers will have been safely recruited and completed training and induction as appropriate for their role.

3. Our Commitment.

MST recognises the need to provide a safe and caring environment for children, young people, and adults. MST acknowledges that children, young people, and adults can be the victims of physical, sexual, and emotional abuse, and neglect.

MST accepts the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

MST concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

MST has adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

This policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight.

The Trustees on behalf of the members and staff of the Morning Star Trust undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- not allow the document to be copied by other organisations.

4. Safeguarding Statement.

The Morning Star Trust is committed to the safety of everyone we come into contact with. MST views safeguarding as much broader than simply referring to children, young people, and vulnerable adults. A person may come to harm if power and authority is abused which means that MST may treat any allegation of harm to any person of whatever age or level of vulnerability participating in an MST activity as if it were a safeguarding issue.

MST undertakes to exercise proper care in the appointment and selection of those who will work with young people and adults with care and support needs.

MST believes that all with whom we work should be valued, safe and happy. We want to make sure that those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

MST recognises that everyone has a responsibility to help prevent abuse in all its recognised forms.

MST will report any such abuse that we discover or suspect.

MST recognise the personal dignity and rights of all with whom we work and will ensure that our policies and procedures will reflect this.

We are committed to:

- Following our guidelines in relation to safeguarding young people and adults and will ensure that as an organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of Working Together to Safeguard Children 2018, the Care Act 2014, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing, and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting all those affected by abuse.

We recognise:

- It is our responsibility to refer to the relevant statutory agencies any allegations or suspicions of abuse and that we are not to undertake our own investigations unless advised.

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.
- We will review this statement and our policy annually.

5. Prevention.

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution, or a community setting. Very often the abuser is known or is in a trusted relationship with the child or adult.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

States Parties shall take all appropriate legislative, administrative, social, and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment, and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

For adults, the UN Universal Declaration of Human Rights with particular reference to Article 5 states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in the appendices to this policy.

Safer Recruitment

MST maintains policies (Appendix 5) for the recruitment of staff and volunteers to ensure all individuals working within the organisation are permitted to work with and do not pose any

risk to young people or adults with care and support needs. We will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This includes ensuring that where appropriate:

- There is a written job description / person specification for the post.
- Those applying have completed an application form and a self-declaration form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained and followed up where appropriate.
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding Training

MST is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All workers will receive induction training and complete recognised external and internal safeguarding training on a regular basis as appropriate for their roles.

MST will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

MST expects all staff to renew their safeguarding training in parallel with the renewal of their DBS. MST will accept (at the discretion of the Safeguarding Co-Ordinator) evidence of renewal of equivalent training with another organisation.

Code of Conduct

MST is committed to supporting all workers and ensuring they receive support and supervision. All workers will be expected to read, agree to, and follow a code of conduct

before working with young people or adults with care and support needs. The Code of Conduct is provided to all workers, and copies are available onboard MST vessels and on the charity's Sea Staff web portal.

6. Reporting and Responding to Allegations of Abuse.

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

If a worker receives an allegation of abuse, or suspects abuse, this should be reported as soon as possible to the Safeguarding Co-ordinator who is nominated by Morning Star Trust's trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

Safeguarding Co-ordinator: [Graham Sykes](#)

Tel no: 07421262205 / 01243 908026

email: graham.sykes@mst.org.uk

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to the Trustee Responsible for Safeguarding, who is the deputy safeguarding co-ordinator:

Responsible Trustee: [Izzy Varey](#)

Tel no: 07834752862

email: izzy.varey@mst.org.uk

Concerns, allegations and disclosures should ordinarily be first reported by telephone. This should be followed as soon as possible by the submission of a Safeguarding/Social Incident Report Form. These forms can be found on the MST Staff Portal as well as on tablets/phones onboard all MST vessels.

Workers should make their own notes on any conversations, as soon as possible after the disclosure. This should note the time and place of the disclosure and the time of the making of the notes with an explanation of the reasons for any delay. Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand.

In some situations, the Safeguarding Co-ordinator may delegate responsibility for management to a partner group or sending organisation. This would apply where a participant discloses information to Sea Staff that is already known to and being acted on by an appropriate authority.

If both the Safeguarding Co-ordinator and the Responsible Trustee are not directly available, please call the **Safety Contact Ashore** direct line on **01243 908091**. The Safety Contact Ashore will normally be able to contact the Safeguarding Co-ordinator by alternative means or else they will take notes and report your allegation to Thirty-One-Eight.

If the suspicions implicate either the Safeguarding Co-ordinator or the Responsible Trustee, then the report should be made in the first instance to thirtyone:eight on tel: **0303 0031111 (option 2)**, quoting our membership number (13370)

If an individual is in immediate danger, call the police on 999 without delay.

Additional advice for Sea Staff on duty

Sea Staff on duty onboard MST vessels may at their discretion discuss their concerns with the Skipper only before contacting the Safeguarding Co-ordinator.

This should only be done when Sea Staff feel that an individual is at risk of harm and requires protection, or where the ships' programme may need to be amended. For example, if a disclosure is made immediately before the vessel sets off on a long passage, the Sea Staff member may inform the Skipper of the disclosure so that the vessel does not depart until the Safeguarding Co-ordinator has been contacted.

The Sea Staff member and Skipper must individually report any original concerns, and their discussions, to the Safeguarding Co-ordinator. A worker has only discharged their duties under this policy when they have communicated concerns, allegations, or disclosures to the Safeguarding Co-ordinator.

- Other Sea Staff should not be informed without the consent of the Safeguarding Co-ordinator unless it is believed to be necessary to prevent immediate harm.
- Sea Staff, including Skippers, are not empowered, or permitted to make judgements on whether safeguarding concerns or disclosures are reportable, and they must pass all information to the Safeguarding Co-ordinator without delay.
- If the allegation or disclosure involves the Skipper, the member of Sea Staff should contact the Safeguarding Coordinator, and no-one else, directly and without delay. Where it is required to prevent immediate harm, a Sea Staff member may inform the vessel's second in command of the disclosure. They may then ask the Skipper to

remain in their cabin, and then take charge of the vessel to bring it to the nearest available port and await further instruction from the Safeguarding Co-ordinator.

- During group/partnership voyages where a group leader is onboard, and where they are not an alleged abuser, the Skipper only may, at their discretion, consult with the group leader regarding the allegations or suspicions. This is to facilitate the reporting of any relevant contextual or other information. These discussions must be reported to the Safeguarding Co-ordinator using the Safeguarding/Social Incident Report Form without delay.

7. Actions by the Safeguarding Co-ordinator

The Safeguarding Co-ordinator should contact the appropriate agency, or they may first ring the thirtyone:eight helpline for advice. They should then contact social services for the area in which the child or adult lives. Due to the national nature of the work of the Trust, it is not possible to list all appropriate local authority contact details. Where it is not clear who to contact, thirtyone:eight should be consulted for advice.

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:

The board of trustees to log that a safeguarding concern is being dealt with.

Insurance company to log that there is a possibility of a serious incident concerning safeguarding.

Local Authority Designated Officer (LADO) if allegations have been made about a person who has a role with under 18's.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or the Responsible Trustee should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

MST will support the Safeguarding Co-ordinator/Responsible Trustee in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

The role of the Safeguarding Co-ordinator/ Responsible Trustee is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although we hope that members of the Trust will use this procedure instead.

If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are encouraged to contact an outside agency directly. By making this statement, the Trust demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

Detailed procedures where there is a concern about a child:

The Safeguarding Co-ordinator/Responsible Trustee will:

- Contact Children's Social Services (or thirtyone:eight) for advice where a child has a physical injury, a symptom of neglect, where there is concern about emotional abuse or if a child is afraid to return home.
- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly in the event of allegations of sexual abuse.
- Not tell the parents or carers unless first advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Detailed procedures where there is a concern that an adult is in need of protection:

(Suspensions or allegations of abuse or harm including physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery or domestic abuse)

If there is concern about any of the above the Safeguarding Co-ordinator/Responsible Trustee will:

- Contact thirtyone:eight for advice or the Adult Social Care Team or contact.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Adult Social Services.

Detailed procedures where there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim such as counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people or adults:

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above the Safeguarding Co-ordinator will make a referral to the LADO or contact thirtyone:eight for advice. Further potential steps are outlined in Appendix 4 but the advice of the LADO or thirtyone:eight should be followed.

8. Good Practice

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines, standing orders and standard/emergency operating procedures for every activity we are involved in. These are maintained and reviewed by the Advisory and Safety Committee and form part of the Trust's Safety Management System.

Information about our safeguarding commitments, procedures and key contact information is clearly displayed onboard our vessels.

Group Voyages/Working in Partnership

Many of our group voyages are delivered in partnership with sending organisations, such as schools, charities and local authority groups, who work with participants on a regular basis. We have clear guidelines regarding our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

Group voyages and participants are risk-assessed, and this includes safeguarding aspects. Where appropriate we will ask sending organisations and partners to ensure that participants are accompanied by an appropriate member of staff. We will clearly agree in advance the

scope of responsibilities for MST staff and sending organisation staff with regard to supervision of participants and management of safeguarding aspects.

Sending organisations will be asked to disclose important information about participants before the voyage or activity. This may include prior convictions, ongoing police investigations, existing safeguarding concerns, social service involvement, relevant medical history, relationships between participants.

Nothing in group/partnership agreements will remove from MST staff the duty to observe and act on safeguarding concerns in accordance with this policy.

Disclosure and Barring Service

MST will assess all roles to ascertain if a DBS certificate is required. DBS checks will be renewed every three years using either the update service or a new certificate. No worker will be permitted contact with young people or adults with care and support needs without a satisfactory DBS check.

Communications Between Workers and Participants

MST will maintain a policy for communication between workers and participants on our voyages, especially those who are young people or adults with care and support needs. This policy is an appendix to the Safeguarding Policy.

Whistleblowing

As a charity we follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all workers (paid or voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the Safeguarding Co-ordinator.

Workers are encouraged to share concerns about the running of the Trust and its activities with the office through the Safeguarding Co-ordinator. Workers can also make anonymous whistleblowing reports to the Chair of Trustees on whistleblowing@mst.org.uk.

For serious concerns, or where workers do not want to speak directly to the Trust, they may contact the relevant prescribed body.

Ages of Participants Onboard

All MST voyages will be designated as either youth, adult or family voyages. Youth voyages will have a specific age bracket, which may extend to 25 years old to facilitate DofE award

participants. Adult voyages will be open to over-18s only. Family voyages will only be open to under-18s where they are accompanied by an appropriate adult.

On voyages where over- and under-18s are mixed, Sea Staff will ensure that accommodation layouts, changing/washing facilities, and supervision are appropriate. Over-18 participants will be briefed to ensure they are aware of any particular arrangements in place.

Supporting those affected by abuse

MST is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with or are part of the organisation. Victims of abuse seeking support should first contact the Safeguarding Co-ordinator.

Working with offenders and those who may pose a risk

When someone attending a voyage or programme with MST is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Trust will set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Where we work with offenders and those who may pose a risk to children or adults, this is done as part of clearly defined partnership work with specific organisations. This uses specially trained staff and is carefully managed with the sending organisation to ensure everyone is kept safe. MST will supervise the individual concerned and offer pastoral care as appropriate.

MST reserves the right in its booking terms and conditions to refuse to allow an individual or group to sail with us at the Trust's sole discretion. Adults are not permitted to sail onboard youth voyages, excepting specific 16-25 voyages, unless as a volunteer having completed safer recruiting and with an enhanced DBS clearance.

9. Adoption of Policy

This policy was agreed by the Morning Star Trust Board of Trustees. and will be reviewed annually.

Signed by: 



Graham Sykes Chief Executive

Tony Ingall, Chair of Trustees

Date: January 2025 NEXT REVIEW DATE: February 2025

Appendix 1 - Definitions of abuse

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Child protection legislation throughout the UK is based on the United Nations' Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the

exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact, it can also occur through the use of technology.

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that

minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Definitions of Abuse - Adults

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs, or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

Spiritual Abuse Children and Adults –

Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. However, holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour. MST as a faith community must take care that spiritual abuse does not occur and is called out if it does.

Appendix 2 - Signs and indicators of abuse

Signs of Abuse (Children)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them.
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse.
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness

- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour.
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Signs of Abuse (Adults)

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or overuse of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them.
- Bruising and discolouration - particularly if there is a lot of bruising of different ages □ and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite.
- Person flinches at physical contact &/or keeps fully covered, even in hot weather.
- Person appears frightened or subdued in the presence of a particular person or People.

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16 yrs

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse.
- Unexplained change in behaviour or sexually explicit behaviour
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse:
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns
- Psychological abuse
- Alteration in psychological state e.g., withdrawn, agitated, anxious, tearful.
- Intimidated or subdued in the presence of a carer.
- Fearful, flinching or frightened of making choices or expressing wishes.
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear, or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite.
- Helplessness or passivity.
- Confusion or disorientation.
- Implausible stories and attention seeking behaviour.
- Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions.
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money.
- Sudden inability to pay bills, getting into debt.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes of deeds or title to property.
- Missing personal belongings.

- Inappropriate granting and / or use of Power of Attorney.

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished.
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments, or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality.
- Abuse may be observed in conversations or reports by the person of how they perceive themselves.

Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality.
- Abuse may be observed in conversations or reports by the person of how they perceive themselves.
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Negligence and acts of omission

- Deteriorating despite apparent care.
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention.

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)

Appendix 3 - Guidance for Workers

- If you are in a situation where an individual discloses abuse to you, there are a number of steps you can take.

- Listen carefully to the individual. Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the individual to 'shut down', retract or stop talking.
- Let them know they have done the right thing. Reassurance can make a big impact to the individual who may have been keeping the abuse secret.
- Tell them it is not their fault. Abuse is never the individual's fault and they need to know this.
- Say you will take them seriously. An individual could keep abuse secret in fear they will not be believed. They have told you because they want help and trust you will be the person who will listen to and support them.
- Do not talk to the alleged abuser. Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the individual.
- Explain what you will do next. If age appropriate, explain to the individual you'll need to report the abuse to someone who will be able to help.
- Do not delay reporting the abuse. The sooner the abuse is reported after the individual discloses the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly.
- **DO NOT START AN INVESTIGATION.** Contact the Safeguarding Co-ordinator or Responsible Trustee in the first instance, or the police in cases of immediate risk.

Take Action

If you are worried or concerned about an individual, even if you are unsure or have not had a direct disclosure, contact the Safeguarding Co-ordinator. Sharing 'gut feelings' at an early stage may assist in helping those who need it.

Remember someone becoming quiet and withdrawn does not automatically mean that they are being harmed. By sharing your concern about them with your safeguarding coordinator, it will enable you to discuss ways of asking 'open questions' which may clarify their worries. Questions such as 'you seem a bit quiet today. Can you tell me about it?' will enable them to talk to you (if they wish) and let them know you are interested in them.

Recording Disclosures

If there is a concern that a child, young person or adult with care and support needs may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information makes clear notes as soon as possible. including:

- a description of any injury, its size, and if possible, a drawing of its location and shape on the child's body.

- exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand.
- dates and times of these events and when the record was made.
- any action taken.

These notes should be passed on to the safeguarding co-ordinator to assist them should the matter need to be referred to the statutory agencies such as Adult or Children's Social Services or the police. Keep all handwritten notes even if subsequently typed up.

A note on unfounded or "false" allegations.

- It needs to be remembered that in relative terms very few allegations are fabricated (less than 10% in many research studies). Others may not lead to prosecutions because of the inability to prove or disprove.
- Safe practice guidelines are essential for those who work with those who may be vulnerable to minimise situations where actions can take place or be misinterpreted. Workers can best protect themselves against the risk of unfounded allegations by following safeguarding good practice, communicating clearly with participants and other staff, and logging any social or safeguarding concerns with the office in a timely fashion.
- It is not our job to decide what is true or untrue but to report what is alleged. If you receive an allegation or disclosure that you believe is unfounded, this should be treated as any other safeguarding concern and immediately passed to the Safeguarding Co-ordinator in accordance with this policy.

If a child/adult with care and support needs is in immediate danger, call the police on 999.

The Thirtyone:eight helpline is available 24 hours each day for any person within the Trust to discuss concerns and receive advice – 0303 003 1111

- If thirtyone:eight decide an individual is at risk of harm or is in need, they will:
- ask you to provide the child's details (name, age, address) as well as any information you have about the alleged abuser.
- take detailed notes on what you tell us.
- share this information with children's services as well as the police, if necessary.
- advise you on any other support available to you.

MST workers are encouraged to contact thirtyone:eight for advice and support, with no requirement to inform anyone else within the organisation. However, if disclosures are made or information about participants given to helpline staff this should be reported to the Safeguarding Co-ordinator immediately.

Appendix 4 - Guidance for allegations against a worker

Allegations of abuse against workers are comparatively rare but must be treated seriously and responded to immediately.

There are three strands in consideration of an allegation:

- Enquiries and assessment by children or adult social care, about whether a child or adult at risk of harm or abuse, is in need of protection or in need of services.
- A police investigation of a possible criminal offence.
- Consideration of internal disciplinary action, including suspension.

Even if the person against whom an allegation is made resigns to avoid action being taken, this does not remove the responsibility of the organisation to report the matter appropriately and to take further action as necessary.

If the worker against whom the allegation is made has any contact with children, the Safeguarding Co-ordinator should seek the advice of Children's Social Services and/or the police before taking any action such as suspension of employment. Adult Social Services or the police should be contacted where there are concerns about a worker's behaviour with adults.

It is important to be aware that suspension is not always the best and most appropriate course of action, but serious consideration should be given to this where there is evidence to suggest that further harm may come to children or adults if they were not temporarily removed from duties. In either case, it may be better for the worker to be required to alter their responsibilities so that they are removed from the activities of the group whilst the allegation is investigated.

The best course of action (suspension or change of duties) should be decided after consultation with the social work team and relevant people such as the Designated Officer (Children's work only). During such situations, it will be necessary to supervise the worker as closely as possible without raising suspicion during the period between the matter coming to your attention, the authorities being informed, and the appropriate action being taken.

It is important to be aware that there are on occasions allegations made which are malicious. It is also important to ensure that in acknowledging this fact, we do not take this as our sole basis for responding to all allegations.

The nature of the allegation may well dictate the response, particularly if it is of a serious nature that requires the involvement of Children's Social Services, Adult Services or the Police.

Suspending Workers

Where an allegation of abuse is made against a worker, depending on the nature of the allegation and any advice from the local authority and/or the police, consideration should be given to suspending the worker 'without prejudice', in other words without passing judgement on the validity of the allegation.

This action protects the worker from further allegations of abuse, the organisation from allegations of not dealing with the situation appropriately and, perhaps most importantly, the child, young person or adult with care and support needs from further abuse or intimidation. This must only be carried out in consultation with the statutory agencies.

The worker should have someone to support them and represent their interests throughout any investigation process.

If it turns out the allegation is a conduct or relational issue rather than abuse, the organisation should still ensure good personnel practices are observed to support the worker as well as the person(s) making the allegation.

Contacting Local Authorities

Where an allegation is made against someone working with children then the Local Authority Designated Officer should be contacted. In some local authority areas the LADO has been replaced by Multi-Agency Safeguarding Hubs (MASH).

The purpose of these organisations is to ensure all allegations of abuse against people working with children are dealt with fairly and efficiently. They receive and investigate allegations against workers in voluntary organisations (including churches and other places of worship) as well as settings in other areas of the children's workforce.

Where an allegation is made against someone working with adults at risk of harm or abuse then contact should be made with Adult Social Care safeguarding team. The Safeguarding Adult Boards (SAB) which were established in all parts of England as a statutory requirement of the Care Act 2014 may provide specific local advice.

It will be important to ensure that you have appropriately involved the Designated Officer, the SAB and/or the Police where necessary in dealing with allegations against workers. Not only is there a process for managing such concerns, there are also some legal duties upon employers (of both paid and volunteer staff) to inform key agencies, such as the Disclosure & Barring Service (DBS) and Charity Commission. This is necessary where allegations have been substantiated or there is sufficient cause for ongoing concern regarding a workers' conduct with children, young people, or adults with care and support needs.

Contacting the Disclosure and Barring Service

In consultation with the Designated Officer, it will be necessary at the conclusion of any investigations and enquiries to consider whether the threshold is met for a referral to the Disclosure & Barring Service (DBS) for them to undertake an assessment regarding the workers' suitability to work with vulnerable people.

Employers (regardless of whether the worker concerned is paid or voluntary) have a 'Legal Duty' under the

Safeguarding Vulnerable Groups Act 2006 to make such a referral. The 'duty to refer' applies in such circumstances once a decision has been taken by the employer to 'dismiss or remove' a worker from working with vulnerable people. This would under normal circumstances apply at the point at which a worker is cautioned or convicted for a 'relevant offence' or where they are believed to have engaged in 'relevant conduct' with a vulnerable person.

If the DBS determines that there is sufficient evidence, they have the power to place the worker on the list of those barred from working with children. Similarly, where there is concern about the conduct of someone who has worked with adults at risk, it will be appropriate that the worker is referred to the DBS for consideration to be added to the barred list – ‘adults with care and support needs’.

Appendix 5 - Safer Recruiting Policies

Volunteer Recruiting

Morning Star Trust relies heavily on volunteers to run the sailing activities of the charity and maintain the boats. Volunteers are rarely advertised for but rather approach us through existing contacts. This policy applies to the recruitment of volunteers and it aims to:

Deter potential volunteers who are unsuitable for work with young people or adults with care and support needs

Identify and reject volunteers who are unsuitable for work with young people or adults with care and support needs

Where there are statutory requirements for the appointment of staff in the charitable sector, they must always be met, recognising that those requirements will change from time to time.

Applications

Documentation sent to prospective volunteers, and any advertisements, will contain the following wording:

“The Morning Star Trust is committed to safeguarding young people and adults with care and support needs. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check”

Prospective applicants will be supplied or be given access to the following:

- A volunteer application form
- The Trust’s safeguarding policy
- The Trust’s Safer Recruitment policy (this document)
- A role description.

All potential volunteers will be required to complete an online application form.

References

Two references are requested on the volunteer application form, one professional and one personal and, if appropriate, a third should be a church leader. References are taken up before a volunteer commences working with the Trust. References or testimonials provided by the potential volunteer will never be accepted.

Where necessary, referees will be contacted by telephone or email to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The potential volunteer’s experience and suitability for working with young people or adults with care and support needs.
- The potential volunteer’s ability to respect background and culture of all those involved in the work of Morning Star Trust and treating everyone as individuals and with equal concern.

Interview and Selection Process

Where a person has sailed on a voyage and been recommended by a voyage Skipper to consider becoming a Sea Staff volunteer, an interview will not usually be carried out.

For unknown potential volunteers, both seagoing and shorebased, an informal interview will be held. This will provide an opportunity to help them more fully understand the role for which they are applying. Interviews will be face-to-face and not by telephone but may be by visual electronic link.

Before taking part in any volunteering, potential volunteers are required:

- To complete a DBS application form and receive satisfactory clearance at an enhanced check level
- To provide proof of identity
- To provide actual certificates of qualifications (in the case of Sea Staff) as deemed appropriate by the Trust
- To complete a confidential health questionnaire as part of the application form and be deemed mentally and physical fit to perform the role (depending on which volunteer team they are hoping to be part of)

Induction

After a successful application, volunteers:

- Will complete an induction to the organisation.
- Will complete training as appropriate to the role, which will include mandatory safeguarding training
- May be asked to agree to a trial period of volunteering.
- Sea Staff will be invited to sail in a training berth, to enable role specific sign off and training in accordance with the SMS.

Employee Recruiting

This policy applies to the recruitment of employees and it aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with young people or adults with care and support needs
- Identify and reject applicants who are unsuitable for work with young people or adults with care and support needs.
- Where there are statutory requirements for the appointment of staff in the charitable sector, they must always be met, recognising that those requirements will change from time to time.

Applications

Advertisements for posts, whether in newspapers, journals or online, will include the statement:

“The Morning Star Trust is committed to safeguarding young people and adults with care and support needs. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check”

- Prospective applicants will be supplied or be given access to, the following:
- Role description and person specification
- The Trust’s safeguarding policy
- The Trust’s recruitment policy (this document)
- The selection procedure for the post
- All applications must be in writing, either on paper or by e-mail.

Short-listing and References

Short-listing of candidates will be against the person specification for the post

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers or appropriate similar organisations who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies.

Referees will always be asked specific questions about:

- The candidate’s experience and suitability for working with young people or adults with care and support needs.
- The candidate’s ability to respect background and culture of all those involved in the work of Morning Star Trust and treating everyone as individuals and with equal concern.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of young people and adults with care and support needs.
- The candidate’s suitability for the post

The Selection Process

Selection will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- To declare any information that is likely to appear on a DBS check.
- To demonstrate their capacity to safeguard and protect the welfare of young people and adults with care and support needs.

Employment Checks

- All successful applicants will be required:
- To provide proof of identity
- To complete a DBS application form and receive satisfactory clearance check at an enhanced level.
- To provide actual certificates of qualifications as deemed appropriate by the Trust.
- To provide proof of eligibility to live and work in the UK.

Induction and Probation Period

Any new staff will receive induction training as appropriate to the role which will include mandatory safeguarding training as well as guidance on the Trust's Safeguarding Policy and safe working practices.

All staff will have a suitable probationary period, the duration of which will be agreed before the employment begins. Regular supervision meeting will be held during the probationary period between the new employee and the appropriate manager.

Appendix 6 - Ongoing Contact Policy

A key part of the success of sail training in youth development is in the relationships that form onboard between participants and also between participants and staff. It is natural, therefore, that staff and participants will sometimes feel a desire to maintain these contacts after the voyage has ended. However, as an organisation we have set boundaries and established procedures that must be followed to ensure everyone is kept safe.

In this policy, unless stated otherwise, references to 'participants' means young people under eighteen or adults with care and support needs, who have sailed or will sail onboard Morning Star Trust vessels.

The policy of the Morning Star Trust is that we do not permit any contact between sea staff (employed or volunteer) and voyage participants (under 18 and adults with care and support needs), both before and after voyages, except where special dispensation is given by the Safeguarding Co-ordinator.

Unauthorised contact between any MST employee or volunteer and a participant will be treated as gross misconduct.

- Personal contact information (including mobile phone numbers and email addresses) should not be shared. When staff need to be contactable, for example when participants have shore leave, the boat's phone number should be supplied.
- Contact should go through the office as much as possible. For example, if participants want to share photographs after their voyage by email and include staff in this, they should be encouraged to send this to the office who will then disburse to sea staff. Participants should not have personal contact details of staff and vice versa.
- If a participant asks a sea staff member for contact information during a voyage, the boat's details (mobile phone and email) can be supplied. For contact after a voyage, the office's generic details should be supplied. Sea Staff should be encouraged to explain the situation to the participant and reassure them that any messages sent to the office marked "FAO" will be passed on.
- Many voyage groups form a 'WhatsApp' group during their voyage to share information and photographs. If Staff are invited to join a group, the boat phone should be used. Sea Staff should not be added to groups using personal phone numbers.
- Sea Staff should not be 'friends' (or equivalent) with participants on any social media channels. Sea Staff should ensure that personal profiles on any social networking sites should be set to the highest form of security to avoid participants accessing personal information or seeing any pictures of a personal nature.
- If Sea Staff are contacted by participants after a voyage, for example through unsolicited social media messages, copies should be made and sent directly to the Safeguarding Co-ordinator who will advise on the most appropriate next steps.

Pastoral Contact

If a Sea Staff member feels there is a genuine and exceptional pastoral need to make contact with a participant after a voyage, the first step is to discuss this with the Safeguarding Co-ordinator. The Safeguarding Co-ordinator will have the final decision on whether contact is appropriate and permitted.

If the Safeguarding Co-ordinator feels that contact between the staff member and the participant is necessary, appropriate, and justified, they will assist the staff member to agree safeguarding rules most appropriate to the situation. This might include:

- Copying the office or a senior member of staff into all messages
- Copying a parent/guardian into all messages

- Passing messages via a parent/guardian or via the office
- The use of an organisational email address for a limited time

Post-voyage Reunions and other face-to-face contact.

Sea Staff are not permitted to organise, attend, or in any way be involved with, post-voyage reunions or any face-to-face contact with participants after a voyage except by special dispensation from the Safeguarding Co-ordinator.

If Sea Staff are invited to a post-voyage reunion, this should be communicated to the Safeguarding Co-ordinator who will advise.

If, in exceptional circumstances, Sea Staff feel called to organise a post-voyage reunion, the first step will be to discuss this with the Safeguarding Co-ordinator who will have the final decision on whether the event is appropriate and permitted.

If the Safeguarding Co-ordinator feels that the event is necessary, appropriate, and justified, they will assist the staff member to ensure an event becomes an officially sanctioned MST event and is carried out in line with safeguarding good practice.

Pre-existing and other relationships

Nothing in this policy should apply to Sea Staff who have appropriate pre-existing relationships with participants, for example when a Sea Staff member brings their own scout/youth/church group sailing.

Similarly, Sea Staff members may encounter participants after a voyage in a different context. For example, family of a Sea Staff member may sail onboard and form friendships with other participants.

In these instances, the relationship between the Sea Staff member and participant(s) will be unrelated to the Trust and should be governed by the policies and practice of sending organisations as appropriate.

In all such relationships, Sea Staff must ensure that their actions and words cannot be reasonably interpreted as those of a representative of the Morning Star Trust. Contact relating to MST business, such as complaints or queries, should be referred directly to the office.

Contact with participants who are over-18 and not vulnerable

Sea Staff may wish to remain in contact with participants who are over-18 and do not have care and support needs. This is discouraged but not forbidden. Sea Staff should ensure that their words and actions in these relationships and communications cannot be reasonably interpreted as those of a representative of Morning Star Trust.

Appendix 7 - Code of Conduct

MST is committed to the safeguarding of everyone who sails onboard our vessels. The aim of this code is to ensure that all workers (employed and volunteer) are fully committed to making the charity free from discrimination, violence, bullying, aggression, and abusive behaviour; as well as to observing certain general principals of good conduct and maintaining the reputation of the charity.

The MST values:

- **Accountability** - You are answerable for your decisions, actions and omissions.
- **Fairness** - You treat people fairly.
- **Honesty** - You are truthful and trustworthy.
- **Integrity** - You always do the right thing.
- **Leadership** - You lead by good example.
- **Objectivity** - You make informed choices based on your best professional judgement.
- **Openness** - You are open and transparent in your actions and decisions.
- **Respect** - You treat everyone with respect.
- **Selflessness** - You act in the best interest of the MST.

MST Standards of Professional Behaviour

1. Honesty and Integrity:

I will be honest and act with integrity at all times, and will not compromise or abuse my position.

2. Respect and Courtesy:

I will act with self-control and tolerance, treating everyone with respect and courtesy.

3. Equality and Diversity:

I will act fairly. I will not discriminate unlawfully.

4. Orders and Instructions:

I will abide by the MST Code of Conduct, Standing Orders and the orders instructions given to me by supervisors.

I will give reasonable instructions only and will follow all reasonable instructions.

5. Duties and Responsibilities:

I will be diligent in the exercise of my duties and responsibilities.

6. Privacy & Dignity:

I will respect the privacy and dignity of everyone.

7. Fitness for Work:

I will ensure that I am fit to carry out my responsibilities.

8. Conduct:

I will behave in a manner, whether on or off duty, which does not bring discredit on the MST.

9. Challenging and Reporting Improper Behaviour:

I will report, challenge or take action against the conduct of staff or service users which has fallen below these standards of professional behaviour.

10. Pastoral and Spiritual Care

Show understanding and sensitivity when dealing with emotional and spiritual issues.

Should a worker fail to uphold the code of conduct or if they act in a matter which could reasonably be considered to have risked bringing the charity into disrepute, disciplinary procedures may be started in accordance with MST Disciplinary Policy and the SMS.

