

Appendix 6a

Essential Information

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TRANSLATION - When speaking through a translator please keep sentences short and don't overcomplicate your language with British idioms.

GIFTS - Tea bags. Biscuits, chocolates, toiletries. If you wish feel you wish to give a monetary gift to someone please do so through local leaders.

ACCOMMODATION - We normally give £20 per day for our stay, and any other ministry gifts you wish to give.

CURRENCY - Moldovan Lei or Euros. ATM available at the airport or at local facilities, our partners will be able to advise where.

WARM CLOTHING - Can be bitterly cold in the winter. Use layer principle. Houses can be very warm! Shoes off on entering homes. Dancu might be very muddy. Especially sticky! Vibram soles are not the best because mud is very difficult to remove from them. Some find slip on shoes easiest to use. Definitely bring warm hats!

TORCH - Wind up torch very useful. If you bring one and leave for someone here, especially the elderly. Great gift.

ENCOURAGEMENT - In Christ the best gift of the lot. Our brothers and sisters in Moldova and those we meet need our love and encouragement.

SANITARY - All places you are staying have indoor loos. However, there are few sewerage facilities in Moldova so most work on a cess pit principle. Please be careful what you put down the loo. Normally there is a receptacle beside the loo for paper etc. Don't worry if you can't see or find this. Do as you would back home.

Don't drink water from taps! Bottled drinking water will be provided. Its OK to wash teeth in tap water. It is very rare that we experience tummy problems in Moldova. Our partners have high standards of hygiene. When washing hands its useful to have a small bottle of antibacterial hand gel.

Shops are available for any basics you need to buy.

PHOTOS - No problems, but do ask before taking photos in home situations. If you want to use photos for specific purposes, get verbal permission first.

MEDICAL - We have a Christian Clinic as a partner in Moldova, Emanuel Clinic, who are available to help and advise on any health related issues.

MOSQUITOES - a particular problem in June, July and August especially in the evenings. Please do take repellent and cover up when necessary.

VACCINATIONS - The NHS website (www.fitfortravel.nhs.uk) suggests immunisation against hepatitis A, diphtheria and tetanus. Anyone staying long-term should also consider immunising against tuberculosis, hepatitis B, rabies and tick-borne encephalitis. The decision to be vaccinated or not and the checking of latest NHS recommendations rests with the individual visitor.

Be aware when visiting people's homes that many people have dogs and cats that are kept in the yard. These are not pets, and the advice is not to touch and to keep away as rabies is found in Moldova.

SAFEGUARDING CHILDREN / VULNERABLE ADULTS - Enhanced DBS checks or equivalent are required for all volunteers from sending churches. Please refer to our Safeguarding Policy. Moldova does not have the same safeguarding laws in place for children and vulnerable adults as we have in the UK. If you were to see any safeguarding issues that concern you whilst over there, please report it to your leader who will report it to your host leader, or report directly to your host leader. They will know the best way to take the concern forward.

As would be expected in the UK, try to avoid any situation where you might be left on your own with

a child or vulnerable adult. Ask politely for someone else to be with you, or move yourself and the child/vulnerable adult to a more public place if you realise you are on your own.

PROMISES - If you feel you wish to help a beneficiary, partner or individual in some way please think and pray carefully for wisdom before you make any commitments. Discuss with the host leader in Moldova or director/assistant director of Breadline.

CONTINENTAL ADAPTORS - Don't forget!

TRAVEL INSURANCE - We recommend that you are covered with single trip travel insurance. When flying, you should have baggage labels on each item, as well as putting contact details *inside* your luggage. Luggage is sometimes delayed on its way to Chişinău - especially if you have a connecting flight - but is seldom actually lost! Keep your valuables in your hand luggage on the plane.

COMPUTERS - Good wireless connection in Dancu and Straseni.

SOCIAL MEDIA - Facebook (and other forms of social media) is currently seen as the way young people can be contacted easily and quickly throughout the world. However, this type of media can pose particular problems for staff and volunteers in Moldova using their own personal profile page, as personal information can be unwittingly shared. This method can compromise the boundaries between the personal life of staff and volunteers and those of young people, and any use of it must be carefully thought out. The Breadline policy is that staff and volunteers must not use their own Facebook page to become a personal friend of any young person supported by Breadline below the minimum age of 16 years of age, and a friend request should only be accepted if a personal relationship exists. On rare occasions in the past, approaches for money have been made through social media, which could prove embarrassing or awkward for all parties. Therefore, as with all kinds of social media, it is prudent to be aware of your privacy settings.

Volunteers are personally responsible for what they post on social media. Remember that what you post might be available to be read by a wider audience. Consent must be obtained prior to posting images or text. Further guidance is available from Breadline.

CONTACT NUMBERS - relevant contact numbers will be provided prior to your visit.

App 6b

Code of Conduct

Breadline has agreements with our partners in Moldova which state the following -

“We have read your safeguarding policy, understand it and wish to support it.

We agree to support all visitors/volunteers/Breadline staff and trustees to comply with UK law and advice by ensuring that they are not left unsupervised with any child/young person/vulnerable adult, and they would not be asked to undertake any personal care duties for them”.

Therefore, volunteers should not find themselves in situations whereby they are on their own with children or vulnerable adults. However, should situations unexpectedly arise due to unplanned staff shortage or other emergency, the following can be used as a guide, as advised by Safe and Secure - The Manual, Standard 7, produced by Thirtyone:eight (formerly CCPAS)

Background

The most effective way to prevent abuse of children or vulnerable adults is to be vigilant. By being vigilant in following this code of conduct for interaction with children or vulnerable adults we hope to protect them from abuse. All staff and volunteers who have roles with children or vulnerable adults, or who are staying in households where children or adults at risks are present, are expected to interact in a mature, capable, safe, caring, responsible manner, with a high level of accountability. All adults working with children, young people and adults at risk are in positions of trust. It is therefore vital that workers ensure they do not, even unwittingly, use their position of power and authority inappropriately. All staff and volunteers are responsible for giving and accepting feedback from others in order to maintain a high level of professionalism.

This Code of Conduct includes, but is not limited to, the following expectations of staff and volunteers.

Adult-to-child behaviour (also applicable to vulnerable adults)

Visibility and overcoming isolation

- All work with children should be planned in a way that minimises risks as far as possible. This includes being visible to other adults when working and talking with children. This can be accomplished by planning activities in areas where other adults with responsibilities are present and at a time when other activities are occurring.
- It is inappropriate to spend an excessive amount of time alone with children, especially where this blurs the boundaries between professional and personal/social contact.
- Generally, at least two unrelated responsible adults should be present to work with children. When this is not possible, reduce isolation by having a minimum of two children present, informing the child's parent/another adult of your meeting, and doing it during a time and/or in a location where your interaction with the child is visible to others.

- Particular care needs to be taken into account for the needs of children with disabilities and other vulnerable children as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability.
- staying in homes where there are children or adults at risk is particularly sensitive, especially where there are language barriers. Your hosts should have been made aware of expectations before your arrival so will be ready to co-operate. Do not agree to be left on your own with a child or adult at risk. If the children were to go into your room, find your host to deal with any problems.

Accountability

- Always be accountable to other adults regarding your interactions with young people or children.
- Parents and/or supervisors are to be notified beforehand of any activities with young people or children.
- In an emergency situation, find someone to go with you if at all possible, or notify whoever is available.

Supervision

- Supervision also reduces risk. The person responsible for safeguarding children within the organisation should periodically and randomly inspect areas where children and adults are together.

Technology

- Technology should be used appropriately to protect children or young people from abuse and exploitation, for example, family safe filter/parental control programmes to prevent downloading pornographic material from the Internet, access to inappropriate emails, chat rooms, or films.
- Instant messaging, texting and other forms of social networking between mission personnel and children should not be used inappropriately..
- Clear guidelines should be available in relation to communication via all social media, social networking, and related technologies. It is not advisable for volunteers to become friend with children under the age of 16 on any social network platforms

Touch

Healthy, caring touch is valuable to children but unhealthy touch is abusive. However, touch needs to be used in a culturally appropriate way. The following should be noted:

- Touch should be open rather than secretive. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be in response to the need of the child, and not the need of the adult.
 - Touch should be age-appropriate and generally initiated by the child rather than the adult. It should be with the child's permission and any resistance from the child should be respected. Touch should always communicate respect for the child.
- Adults should avoid doing things of a personal nature for children that they are able to do for themselves, including dressing, bathing, etc.
- Adults and other young people or children should not hit, slap, pinch, push, hold against their will, or otherwise assault children.
- The following signs of affection are generally appropriate within specific contexts:
 - i. verbal praise
 - ii. side hugs
 - iii. pats on the shoulder, back, or head (when culturally appropriate).
 - iv. for smaller children, touching their hands, faces, shoulders and arms, arms around their shoulders, hugs, or holding them when others are present.
- The following behaviours between staff or volunteers and children are inappropriate or may be perceived as inappropriate and should not be engaged in:
 - i. touching buttocks, chests, genital areas, or thighs
 - ii. showing affection in isolated areas or when alone with a child
 - iii. sleeping in bed with a child
 - iv. inappropriate comments that relate to physique or body development
 - v. flirtatious or seductive looks or behaviour
 - vi. any form of affection that is unwanted by the child
 - vii. showing sexually-suggestive videos or playing sexually-suggestive games with any child
 - viii. any behaviour that could be interpreted as sexual in nature
- Team members should monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

Inappropriate actions

It is inappropriate for anyone to:

- Hit or otherwise physically assault children.

- Develop physical/sexual relationships with children.
- Develop relationships with children which could in any way be deemed exploitative or abusive
- Engage in behaviours which could be regarded as grooming or controlling.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Help children in areas of a personal and private nature that they are able to do for themselves.
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.
- Be involved in discrimination, prejudice or oppressive behaviour or language in relation to any of the following: race, culture, age, gender, disability, religion, sexuality or political views.

2. Child-to-child behaviour. If volunteers see behaviours between children that concern them, please bring it to the attention of the safeguarding officer of the partner being visited.

Children and young people have always been curious about other children - the same or opposite sex - and/or experimented sexually. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through engaging in sexual activity, this is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great. Approximately one third of sexual offences are committed by children and young people. Instances such as these would be investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexually harmful behaviour can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and the organisation will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Some adult sexual offenders started abusing in their teens (or even younger).

- Child-to-child sexually harmful behaviour includes all types of abuse defined in these guidelines.
- Other factors considered in evaluating whether sexually harmful behaviour has occurred include differences in responsibility, trust, power, development, awareness and understanding, coercion, and threats, whether implied or verbal.
- In addition, the following actions may involve sexually harmful behaviour of one child to another and should be prohibited: bullying, hazing, derogatory name-calling, ridicule or humiliation, or singling out a child for negative treatment or exclusion.

- In normal circumstances the organisation should not allow anyone under 16 to be left formally in charge of any children of any age. However, some local/national legislation may require this to be 18 years of age.
- Organisations should take any disclosure of abuse from a child about another child seriously and follow the safeguarding procedures in the same way as for any other disclosure.
- Organisations should be prepared to engage with other professionals and statutory agencies that have expert knowledge in this area.
- Organisations should offer ongoing pastoral care and support to the perpetrator, victim and both families through a risk assessment or counselling if necessary.



PLEASE SIGN AND DATE THE FORM BELOW AND RETURN EITHER TO YOUR GROUP LEADER OR DIRECT TO BREADLINE (Assistant Director, Safeguarding lead Di Acaster diacaster@breadlinemoldova.org)

I have read and understood Breadline's Essential Information and Code of Conduct. I accept it is my responsibility to comply with them.

Signature:

Print name:

Date: