



## The Merchant Navy Association

Registered as a charity in England & Wales Number 1135661

### Safeguarding Policy

1. The Merchant Navy Association (MNA) is a Registered Charity No 1135661 based in the United Kingdom and founded in 1989 to:
  - Foster comradeship and consideration to all those in the community of the sea
  - Endeavour to assist members and, when appropriate, other eligible persons to find access to information and practical support on such matters as pensions, health, social security, debt management and other subjects affecting their welfare.
  - Endeavour to provide grants to members and other eligible persons in financial need to help with the purchase of goods, services or facilities or, in exceptional circumstances, payment of priority debts.
  - Signpost those seeking advice about a career at sea, to appropriate organisations and encourage both young and life-long learners to maximise their opportunities
  - Put those seeking background and historical information about the Merchant Navy in touch with appropriate sources.
2. The MNA is managed by a Council, who are the registered Trustees and one of those has particular responsibility for safeguarding matters. The Council adopted this Safeguarding Policy at a meeting on 24<sup>th</sup> April 2021 and expects everyone working or acting on behalf of the MNA to support and comply with it.
3. This Safeguarding Policy shall apply to all Council Members, volunteers and national members. Branches, whilst autonomous, are recommended to adapt this, or a similar policy.
4. Everyone regardless of race, gender, religious belief, disability, age, sexual orientation or identity has a right to equal protection from harm. Some people are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency. When working with children, young people, vulnerable adults, carers or others it is essential that their wellbeing is protected.
5. The MNA is dedicated to the importance of safeguarding and promoting the welfare of vulnerable people as set down in *The Care Acts*.
6. The MNA is committed to the care and protection of anyone with whom we may come into contact. We believe that no person should experience abuse, intimidation or harm and the purpose of this policy is to protect anyone who receives a service from us, including children, young people and vulnerable adults. This policy is intended to provide guidance to those who represent us as volunteers and to guide our approach to protection and safeguarding.
7. The MNA expects anyone working, volunteering or making representations on its behalf to be committed to shielding those at risk of abuse and exploitation including protection from bullying and cyberbullying, sexual abuse, people trafficking, domestic violence, grooming, physical and emotional abuse and neglect, inappropriate supervision, acts of violence and aggression, victimisation, self-harm, unsafe environments, radicalisation and extremism.
8. While it is unusual for any Council Member, trustee, volunteer or member to come into direct contact with vulnerable people while acting on behalf of the MNA (this will usually be done, following a referral, by representatives of other organisations), anyone that does so shall have due regard to the requirements of the Disclosure and Barring Service and/or Criminal Records Bureau checks under the Safeguarding Vulnerable Groups Act 2006.
9. The MNA expects all trustees and volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection. In exceptional circumstances, information will be shared with the Local Authority if a person is deemed to be at risk of harm, or the police if they are believed to be in immediate danger or a crime has been committed.
10. A written record will be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made. All records shall be signed and dated. All records shall be securely and confidentially stored in line with General Data Protection Regulations (GDPR).
11. The MNA encourages any welfare officer at national or branch level to undergo relevant training. The Merchant Navy Welfare Board will arrange for such persons to attend a SSFA Caseworker Training Course and cover all costs. This training covers a range of topics including Safeguarding.
12. The Council will take very seriously any allegation of impropriety on the part of any member of MNA. Anyone who discovers anything amiss should get in touch immediately with the Chairman and/or the National Secretary. The Council will review the validity of the allegation and if appropriate the likely risk. If it is found that an individual has breached this Policy the Council will consider revoking his or her membership in full accordance with the rules and procedures of the MNA.

Approved - 24<sup>th</sup> April 2021