

Alternative and Innovative

“When you arrive in a new village, it is a big mistake to start dancing with the left leg, when the inhabitants themselves are dancing with the right one. But, once you settle in the then village and that you know to be a good dancer, the inhabitant will realised it and then you can teach them the best way of dancing by starting with the right leg”.

(Congolese Proverb)

Ideas for Change!

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South People's Projects

SoPPPro



Constitution

Policies

Charity Commission Statement



Established: 2004



Registered Charity No. 1120469



“I would argue it is Britishness, British institutions and British values which have brought about our greatest achievements, and which bind together our different regions and nations into one country. How would Britain have stood up to fascism in the Second World War if we hadn’t been united as a nation around our shared identity and beliefs? So I don’t think we do fine without it. I think we cannot survive and flourish without it.”

(Gordon Brown, Prime Minister)

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FROM THE CHARITY COMMISSION

(Cfr. <http://www.charity-commission.gov.uk/registeredcharities/showcharity.asp?remchar=&chyno=1120469>)

From the Central Register of Charities maintained by the Charity Commission for England and Wales

MAIN CHARITY 1120469: SOUTH PEOPLE'S PROJECTS (SOPPRO)

Governing Document: Constitution adopted 2 July 2007.

Object: The objects the charity's objects are: a) the relief of poverty amongst African people in the UK and Africa, including but not limited to asylum seekers, refugees and migrants. b) to advance the education and training of those granted refugee status and their dependants in need thereof so as to advance them in life and assist to adapt within a new community. c) to advance the education of the public in general about the issues relating to refugees and those seeking asylum.

Area of benefit: In the UK and Africa (Area prescribed by Governing Document)

Registration History: 07 Aug 2007 Registered

Classification:

What-Education/Training, Relief of Poverty, Arts/culture

Who-People of a particular ethnic or racial origin

How-Provides advocacy/advice/information

SOPPro is member of

Refugee Voices Wales, Connections for Development, South East Wales Regional Equality Council, SMIDOS (Small and Medium sized International Development Organisations in Wales), Congo Now (Coalition of International British NGOs and Charities working in DRC sponsored by the All Parliament Commission for the Great Lakes Region—Westminster Parliament”

SPONSORS

Welsh Assembly Government, Newport City Council, Community First, Gwent Association of Voluntary Organisations (GAVO), Heritage Lottery Fund, Big Lottery Fund, Oxfam CYMRU, Night Out, Welsh Refugee Council, Newport Wastesavers, Niace, Newport & District Refugee Support Group, Displaced People in Action, BBC Children in Need, CAP Research Consulting/Birmingham, Global Access Translation& Interpreting Service/Bristol

"The young British Congolese are not Congolese and they are not British... They are between. They are not both because most of them are struggling to become British... They are British but they do not have the British culture... They are still looking for their ways. Most of them are lost because we are the elders but we are not the role models to them and they are looking for new role models and they do not have role models... It is very important... we must sit down, the Congolese community, to say what we should do now. It is important for us to try to help our youngsters, because they are British, to become really British. And then, we should take the opportunity to teach them about Congolese culture."

(Norbert Mbu-Mputu in D. GARBIN & W.G. PAMBU, *Roots and Routes. Congolese diaspora in multicultural Britain*, 2009, p. 69)

Q: What could be the first challenges of the Congolese Diaspora integration in the British multicultural society and how could we address them?

PK: The first challenge is perhaps getting to learn the language and speak it to an unimpeachable level. Obviously, you can't speak English properly unless you change your own way of thinking and your mindset. English is profoundly an analytical and evidence-based language. The second challenge is to move out of the comfort zone of your own community which may not stand up to scrutiny. To overcome the first challenge one needs to get support in how to read not English for Africa but The Times, The Guardian, the Financial Times, George Orwell, Shakespeare, Charles Dicks, and the Daily Mail. Besides, one has to rub shoulders with English debaters on radio, TV and universities.

Q: What do you think that Congolese in Britain need to try as they never try it? (Studies, learning, etc...)

PK: Get someone to do a SWOT (an analysis of strengths, weaknesses, threats and opportunities) of the individual Congolese before defining the best strategies to work on weaknesses, transform threat into exploitable opportunities.

(Dr. Paul Komba, PhD, University of Cambridge and the founder of the Cambridge Congo Network Think Thank)

OUR MISSION

To bridge the communities by facilitating knowledge share and capacity building between the Francophone Africa, notably the DRC, and the UK through assistance to people in Africa and to exiled persons (asylum seekers, refugees and migrants) in the UK.

OUR BEGINNING

SOPPRO was set up in 2004 by members of the Francophone African Diaspora, mainly DRC Congolese with the vision to become an effective organisation by learning and adopting the British volunteering and NGO culture and to deliver projects and activities for our community, linking with the local authorities and other rooted organisations and charities.

OUR OBJECTIVES (Cfr. The Constitution, infra).

OUR POLICIES

1. *Constitution*, pg. 4
2. *Child Protection Policy*, pg. 11
3. *Equal Opportunity Policy*, pg. 13
4. *Equality, Diversity & Inclusion Policy*, pg. 16
5. *GDPR & The Personal Data*, pg. 18
6. *SoPPro Theory of Change*, pg. 19
7. *SoPPro Wales for Africa Code of Conduct*, pg. 20
8. *Environmental Policy*, pg. 22
9. *Charity Commission Certificate (English/Welsh)*, pg. 24-25
10. *From the Charity Commission*, pg. 27

HOW WE WORK

We are a small charity (we would love to have more resources!). However, small can be effective. Our formula is by making small interventions which can make a big and synergetic difference.

Our work includes doing home visits, publishing community newsletters, providing translation and interpretation services, offering advice and resource, organizing community meetings, running workshops on particular topics, especially geared to help new arrivals to the UK.

CONSTITUTION

*Adopted at Newport on Monday, 2nd July 2007.
Amended at Newport on Saturday, 2nd May 2009*

PART 1

I. Adoption of the Constitution

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this Constitution.

II. The Name.

The association's name is *South People's Projects (SoPPro)* and in this document it is called the "Charity".

III. The Objects.

The Charity's objects are:

- a. The relief of poverty amongst African people in the UK and Africa, including but not limited to asylum seekers, refugees and migrants.*
- b. To advance the education and training of those granted refugee status and their dependents in need thereof so as to advance them in life and assist to adapt within a new community.*
- c. To advance the education of the public in general about the issues relating to refugees and those seeking asylum.*

IV. Powers

The Charity has the following powers, which may be exercised only in promoting the Object:

- a. To provide information, advice, networking to the beneficiaries in order to help them to solve economic issues, by acting as a liaison body with the local authorities, statutory bodies and other relevant agencies
- b. To publish slim books, educational and training materials and tolls both for the UK beneficiaries and those abroad.
- c. To promote the self development and to assist African, especially young and teenagers, from financial hardship and unemployment by advancing their education





- d. To enabling and empowering black African's capacity of integration in British society by using their skills and by cultural and arts activities
- e. To mobilize young people and teenagers to resist harmful activities such as drugs, sex and violence
- f. To provide free information and advice to refugees and asylum seekers by providing trainings and publishing newsletters
- g. To raise funds for activities abroad and to train beneficiaries to self-fundraising activities
- h. To link and to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- i. To initiate fair-trade activities of rural communities productions.
- j. To develop training programmes and other form of professional support to assist beneficiaries needs
- k. To produce, update, publish and distribute training, education and information tools and materials, on issues concerning the beneficiaries
- l. To ensure the property of the Charity against any foreseeable risk and take out the other insurance politicise to protect the Charity when required
- m. To do anything else within the law which promotes or helps to promote the charity Objects.

V. Application of the Income and Property

- a. The income and property of the Charity shall be applied solely towards the promotion of the Objects of the Charity.
- b. None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent:
 - 1. a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Charity;

2. a Trustee from buying goods or services from the Charity upon the same terms as other members or members of the public;
3. Unless expressly authorised in writing in advance by the Commission to do so no Trustee can receive remuneration or received any other financial benefit from Charity.”

VI. Dissolution.

- a. If the Management Committee decides to dissolve the Charity, it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Management Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.
- b. Since the dissolution decision be taken, the Trustees will be responsible for winding up the affairs of the Charity.
- c. A final report and statement of account must then be sent to the Commission

Amendments.

- a. No amendment may be made in this Constitution that would have the effect of making the Charity cease to be a charity at law;
- b. No amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the Charity;
- c. Any resolution to amend this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- d. A copy of any resolution amending this constitution must be sent to the Commission within twenty one days of it being passed.

programme and provide necessary training to enable them to discharge their responsibilities;

- sustain a programme of continual improvement in environmental performance incorporating suitable measurement and monitoring mechanisms;
- work with key suppliers to encourage them to develop environmental best practice,
- improve resource efficiency (including our use of water, energy and raw materials).
- integrate the consideration of environmental concerns and impacts into our decision making and activities,
- minimise our waste and then reuse or recycle as much of it as is possible; minimise the environmental impact by printing and using less and less papers’
- minimise energy and water use within our buildings and processes in order to conserve supplies and minimise the consumption of natural resources.
- as far as is possible, purchase products and services that do the least damage to the environment.
- train, educate and inform our employees about environmental issues that may affect their work, when it is available and in good quality, chose a second hand item
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- communicate our environmental commitment to clients, customers and the public and encourage them to support it where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes.

This policy is publicly available on request.

20/09/2019

- Any activity, practice or behaviour that suggests staff, grant recipients or partners have abused their position of power and is engaging any individual based on inherently unequal power dynamics.
- Sexual relationships between staff, grant recipients, partners and any individuals that are based on unequal power dynamics are strongly discouraged since they may undermine the credibility and integrity of the work of the Wales for Africa programme.


In addition, Wales for Africa staff, grant recipients, ILO volunteers and partners must:

Create and maintain an environment that prevents all forms of exploitation and abuse and promotes the implementation of this Code of Conduct. Grant recipients have particular responsibilities to support and develop systems that maintain this environment.

Report any concern or suspicion of exploitation, including sexual exploitation, abuse or breach of the Code of Conduct by a fellow member of staff immediately via the established reporting mechanisms.

Make sure you know how to contact your Grant Manager if you need to report any abuse.

I Norbert MBU-MPUTU from SoPPro understand and agree to abide by the above principles. I understand that any breaches of the above Code will be responded to in accordance with the policies and procedures in place.

Signature:  Date 31 January 2020

ENVIRONMENTAL POLICY

SoPPro is committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

Our Policy therefore, is to:

- comply with all relevant legislation and regulations;
- regularly review the environmental impact of our activities, endeavour to reduce our overall environmental impact and prevent waste using best practice techniques;
- involve employees, volunteers, staff in our environmental

PART 2

VIII. Membership.

- Membership is open to any individuals over eighteen or organisations which are interested in furthering the Charity's work and who are approved by the Management Committee and approval by the Trustee.
- The Management Committee and the Trustee may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.
- Membership is not transferable to anyone else.
- The Trustees must keep a register of names and addresses of the members which must be made available to any member upon request.

IX. Termination of Membership.

Membership is terminated if:

- The member dies or, if it is an organisation, ceases to exist;
- The member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
- Any sum due from the member to the Charity is not paid in full within six months of it falling due;
- The member is removed from membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - the member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;
 - The member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

X. General meetings.

- The Charity must hold a general meeting within twelve months of the date of the adoption of this constitution.

- b. All general meetings other than annual general meetings shall be called special general meetings. The Trustees may call a special general meeting at any time.
- c. When the Trustees call for a general meeting or special general meeting, they must do so in writing by all the member of the Charity. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of the constitutions
- d. When it is called, any general meeting or any special meeting, the notice sent to the member must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.

XI. Quorum.

- a. No business shall be transacted at any general meeting unless a quorum (2/3 of the members) is present.
- b. If the quorum is not present during the first meeting, a second meeting will be called and, in that case, the members present constitute the quorum for the meeting

XII. Chair

- a. General meetings shall be chaired by the person who has been elected as Chair.
- b. If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting.
- c. If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- d. If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their numbers to chair the meeting.

XIII. Officers and Trustees.

- a. The Charity and its property shall be managed and administered by a Management Committee comprising the Officers and other members elected in accordance with this constitution. The Officers and other members of the committee shall be the trustees of the Charity and in this constitution are together called "the Trustees".
- b. The Charity shall have the following Officers:

Requirements of the Code of Conduct

This Code of Conduct outlines expected standards of behaviour of grant recipients (including volunteers and staff), Wales for Africa staff, volunteers, ILO participants, contractors and grant partners (hereafter referred to as staff, grant recipients and partners) towards children (girls and boys), young adults (young women and young men) and community members where work is being done.

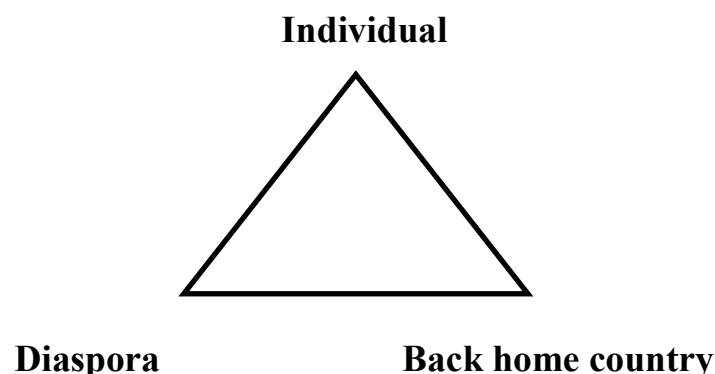
- It has been designed to give all who work with Wales for Africa the confidence to carry out their roles and ensure that positive relationships are developed and maintained.
- Staff, grant recipients and partners have a responsibility to avoid actions or behaviour that may constitute poor practice or potentially abusive behaviour and should ensure that a culture of openness exists wherein actual or potential breaches of the Code may be challenged.
- Building a positive relationship with the community members you are working with is paramount and it is important that all consider the power dynamics involved in all grant recipient - community relationships and partnerships, not only those involving children.
- The Code applies to conduct in work or funded project activity roles, but we expect staff, grant recipients, contractors, ILO participants and partners to also apply these good practice principles in their personal lives.
- Any violation of this policy occurring in relation to staff and others outside their professional roles - concerns regarding their behaviour towards children or adults may lead to follow up action, including referral to legal authorities and retraction of grant.

All Wales for Africa, grant recipients, contractors and partners are prohibited from engaging in the following harmful behaviour, including but not limited to:

- Any behaviour or activity that could amount to sexual exploitation and abuse
- Sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Any other activity that is intended to cause physical or emotional harm, humiliation or exploitation to any individual.

DFiD and The Royal Arts Society, will be used as the best contributions for a project to assist some MAR leaders to learn new skills, to improve their qualifications so that they could bridge the community gaps: knowledge, information, cultural digital divides; they will solve, not only their own problems, but also the problems of their community, both back home and where they live now in the UK.

MAR POVERTY TRIANGLE



SOPPRO

WALES FOR AFRICA CODE OF CONDUCT

AIM: TO PREVENT SEXUAL ABUSE, SEXUAL EXPLOITATION AND OTHER FORMS OF ABUSE

Wales for Africa staff, volunteers, project partners, ILO participants, grantees and contractors often work in positions of power both in the UK and overseas.

In the UK, there are various legal protections for vulnerable people which are not always present overseas. The Wales-based work of the programme is guided by UK law and policies and procedures.

The **Code of Conduct** below should be followed by all people funded by the Wales for Africa programme when working overseas. They are expected to follow this Code of Conduct regardless of local laws. Where appropriate, grantees and contractors will be expected to sign a copy of the Code of Conduct to signal their commitment to its terms.



- A Coordinator,
 - A secretary,
 - A treasurer.
- c. A Trustee must be a member of the Charity or the nominated representative of an organisation that is a member of the Charity.
 - d. The number of Trustees shall be not less than three but (unless otherwise determined by a resolution of the Charity in general meeting) shall not be subject to any maximum.
 - e. The first Trustees (including Officers) shall be those persons elected as Trustees and Officers at the meeting at which this constitution is adopted.
 - f. A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

XIV. Disqualification and Removal of Trustees.

A Trustee shall cease to hold office if he or she:

- a. is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- b. ceases to be a member of the Charity;
- c. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- d. resigns as a Trustee by notice to the Charity (but only if at least two Trustees will remain in office when the notice of resignation is to take effect); or
- e. is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated.

XV. Annual Report and Return and Accounts.

- a. The Trustees must comply with their obligations under the Charities Act 1993 with regard to:
 - the keeping of accounting records for the Charity;
 - the preparation of annual statements of account for the Charity;
 - the transmission of the statements of account to the Charity;
 - the preparation of an annual report and its transmission to the Commission;

- the preparation of an annual return and its transmission to the Commission.
- b. Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

XVI. Receipts and expenditure.

- a. The funds of the Charity, including all donations contributions and bequests, shall be paid into an account operated by the trustees in the name of the Charity at such bank as the trustees shall from time to time decide.
- b. All cheques drawn on the account must be signed by at least two members of the trustees :
 - Coordinator
 - Secretary
 - The Treasurer
- c. The funds belonging to the Charity shall be applied only in furthering the objects.

XVII. Registered particulars.

The Trustees must notify the Charity Commission promptly of any changes to the Charity's entry (name, correspondence address, objects, governing document and names of trustees) on the Central Register of Charities.

XVIII. Property

- a. The Trustees must ensure the title to all land held by or in trust for the Charity that is not vested in the Official Custodian of Charities and all investments held by or behalf of Charity
- b. The trustees may remove the holding trustees at any time.

XIX. Repair and insurance

The trustees must kept in repair and insure to their full value against fire and other usual risks all the buildings of the Charity (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

Consent: Organisation should review how it seeks, records and manages consent when dealing with personal data and whether it needs to make any changes;

Children: GDPR is protecting children's data particularly in the context of commercial internet services such as social networking. It is important to verify individuals' ages and to obtain parental or guardian consent for any data processing activity involving children as there is a need for a parent or a guardian's consent to process those data lawfully. The GDPR sets the age when a child can give their own consent at 16 (although this may be lowered to a minimum of 13 in the UK);

Data breaches: Organisation must have procedures to detect, to report and to investigate a personal data breach;

Data Protection Officers: Organisation should designate someone to take responsibility for data protection compliance;

International: If the organisation operates in more than one EU member state or carry out cross-border activities, it should determine its lead data protection supervisory authority and document it in the state where the main establishment is.

SOPPRO THEORY OF CHANGE

South People's Projects is committed to contribute to the change of its communities, both in Britain and in Africa. The UK community and beneficiary of its activities are identified to be the MAR (Migrant, Asylum seekers and Refugees). They face specific issues such as the barrier languages, the lack of confidence; they are voiceless, many of their women and children are don't know the real supports they must receive from the local authorities; they are struggling a poverty problem summarised in the concept of "**MAR poverty triangle**": they are in the middle of poverty back home of the families expected them to assist them; the community they live in Britain is also a poor community while they are themselves also poor.

But, the most important in our theory of chance if that, instead of been considering to be a problem, MAR could also become part of the solution as some among themselves are skilled and multi-talented person who could deliver, not only for themselves, but also for the hosted community.

The "**Changemakers**" and "**The Diaspora Changemakers**" training and courses by **Common Purpose**, with the sponsorship of **Comic Relief**,

inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

- Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.
- Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Approved by the Management committee on 24/02/2018

GDPR & THE PERSONAL DATA

From the 25 May 2018, the public sector, individuals and organisations across the EU States must apply the new *General Data Protection Regulation* (GDPR) legislation and follow strict data protection principles to make sure that the information kept are used fairly and lawfully, for limited and specifically stated purposes and in a way that is adequate, relevant and not excessive and accurate.

Some Steps are needed to compliant with the new DGPR:

Awareness: Make sure that decision makers of an organisation are aware of the GDPR implementation;

Information: Each organisation needs to carry an information audit and to document personal data hold, where they came from and who it is sharing with;

Communicating privacy information: Organisation needs to review its privacy notices and to implement the GDPR and to explain clearly how that information and personal collected will be used;

Individuals' rights: Organisation should ensure that individual has the right to be informed, to access, to rectification, to erasure, to restrict processing, to data portability, to delete his data;

Subject access requests: Organisation should update its procedures and take in account that the new GDPR rules will have a month to comply;

XX. Rules.

- a. The trustees may from time to time make rules or bye-laws for the conduct of their business.
- b. The Charity in general meeting has the power to alter subject matter of the rules or bye-laws.
- c. The trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Charity.
- d. The rules or bye-laws shall be binding on all members of the Charity. No rule or bye-laws shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

XXI. Arrangements until first annual general meeting

- a. Until the first AGM takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.
- b. This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Newport, Monday, 2nd July 2007.

Norbert MBU-MPUTU,
Coordinator

Deo Gratias Kasereka
Secretary

Natalija UFERT
Accountant

Amended at Newport, 2nd May 2009

CHILD PROTECTION POLICY

SOUTH PEOPLE'S PROJECTS, SoPPRO, fully recognises its responsibilities for child protection.

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability

of staff and volunteers to work with children.

- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee or Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.

respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and

with SoPPro. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

Newport, 12/10/2005

EQUALITY, DIVERSITY & INCLUSION POLICY

South People's Projects-SoPPro is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

SoPPro is also committed against unlawful discrimination of customers, clients, members, beneficiaries or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

SoPPro commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and

- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Adopted in Newport on 12/10/2005

EQUAL OPPORTUNITY POLICY

STATEMENT OF POLICY

SOUTH PEOPLE'S PROJECTS, SoPPro aims to be an equal opportunity employer, and has a policy for this purpose.

This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (and for no other purpose) SoPPro maintains records of employees' and applicants' racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

SoPPro long term aim is that the composition of our workforce should reflect that of the community. Timetabled targets will be set for groups in the community that are identified as being underrepresented in the workforce. Where necessary, special steps, as permitted by the relevant Acts of Parliament, will be taken to help disadvantaged and/or underrepresented groups to compete for jobs on a genuine basis of equality.

SoPPro Equal Opportunity Employer Policy (EOEP), and the measures to implement it, have been devised on the basis of advice from the relevant bodies as well as in consultation with appropriate union and/or employee representatives.

The Chair and the Coordinator are responsible for the effective operation of SoPPro EOEP.

A copy of the EOEP is available from the office and the management committee archives.

THE POLICY

Vacancy advertising

- Wherever possible, all vacancies will be advertised simultaneously internally and externally.
- Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.
- Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, polytechnics, etc, with significant minority group rolls, as well as to minority press/media and organisations.
- All vacancy advertisements will include an appropriate short statement on equal opportunity.

Selection and recruitment

- Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.
- Wherever possible, women, minorities and disabled persons will be involved in the shortlisting and interviewing processes.

- Reasons for selection and rejection of applicants for vacancies must be recorded.

Positive action - training, promotion and conditions of service

- Underrepresented groups will be encouraged to apply for training and employment opportunities with SoPPro. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.
- Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.
- Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

Personnel records

- In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability.
- Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.
- Such records will be analysed regularly, and appropriate follow-up action taken.

General

The objectives of this EOEP are to:

- Ensure that SoPPro has access to the widest labour market and secures the best employees for its needs.
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of SoPPro and themselves.
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
- The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies