

British Council for Prevention of Blindness (BCPB)

Research Mentorship Awards 2017 Guidelines, Terms and Conditions and Child Protection Policy

BCPB has established Research Mentorship Awards within its Grants Programme as a key part of its mission to fund research and training to prevent blindness in low and lower-middle income countries.

BCPB Grants Programme: Overall aims and objectives

- To respond to the areas of greatest need in the field of global blindness
- To align with the key VISION 2020 objectives, in particular human resource development, in order to build the eye care infrastructure at all levels. Low and lower middle income World Bank categories <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups> (see current classification by income) are regarded by BCPB as the areas in greatest need. Applications for work in upper middle income countries may exceptionally be supported, provided the major impact of the research is likely to translate directly into benefits for people in low and lower middle income economies. Work based in high income countries will be ineligible and work designed to answer questions relevant to high income economies will not be supported even if the actual research is undertaken in a low or lower middle income country.
- To build and disseminate practical knowledge about how best to prevent blindness
- To foster partnerships between developing and developed world institutions, in order to share knowledge and skills.

BCPB Research Mentorship Awards: Specific aims and objectives

- To build research and training capacity in low and lower-middle income countries
- To foster research and training links between low and lower-middle income country institutions (hospitals/universities) and UK universities/NHS Trusts in order to build research capacity
- To develop 'small scale' research expertise in ophthalmology, for individuals or institutions
- To give priority to applications from countries having approximately three ophthalmologists per million population or fewer and / or countries lacking a research infrastructure of relevance to eye health
- To contribute to 'VISION 2020: The Right to Sight' through human resource development.

BCPB Research Mentorship Awards: Scope

- Small scale funding to facilitate meetings between Mentors and Mentees with the objective of establishing a longer term collaboration between individuals and institutions through research training and the development of a research project. Collection of pilot data to underpin a more substantial future research application is encouraged and it is hoped that this Mentor-Mentee support will in time lead to a sustained programme of research. The maximum award under this Programme is **£15,000**, generally for travel, accommodation, equipment and costs of educational courses. Applications for smaller sums are welcomed.

BCPB Research Mentorship Awards

Guidelines, Terms and Conditions 2017

Key Criteria:

1. Each award will be made to a clinician or scientist in the UK ('Mentor') in collaboration with a clinician or scientist in a low or lower-middle income country ('Mentee')
2. Research mentorship will be provided by a clinician or scientist in a UK institution (university/NHS Trust) who is willing to give time voluntarily to the role and whose institution has agreed to hold the award and manage the funds
3. Mentor and Mentee will ideally already have an existing working relationship (eg joint research or training activities already underway, or previous training fellowship in the UK host institution), but this is not essential
4. Potential Mentees without an existing Mentor in the UK may link with a 'BCPB Mentor' who is listed on the BCPB website (www.bcpb.org), is willing to mentor the applicant Mentee and has collaborated in preparing the application
5. The maximum amount per award will be £15,000
6. As these are relatively small awards, BCPB recognises that the resulting research may merely generate pilot data rather than a fully completed body of research. The main purpose of these awards is to build relationships to foster ongoing research collaboration between mentor(s) and mentee. The applicants are therefore expected to produce a realistic research proposal to further this aim within the confines of the funding available.
7. The research project being developed and/or piloted is expected to be directly relevant to improving eye care in the low or lower-middle income country, with particular regard to the priorities in the National Plan for Prevention of Blindness or VISION 2020 Plan for that country
8. The award can be held over any period from six months up to a maximum of two years
9. Applicant Mentees are likely to already have post-graduate training relevant to the area being developed in the project
10. Salary and academic meeting costs of Mentees will not be met
11. Applicants who are unsuccessful will get feedback from the Advisory Panel and some may be encouraged to re-apply the following year
12. BCPB will follow up successful applicants and find out how the award has changed practice/policy etc and whether they go on and do further research or seek further funding from BCPB or elsewhere
13. Proposed research capacity-building projects must further the goals of 'VISION 2020: The Right to Sight', the elimination of avoidable blindness worldwide. Please see <http://www.iapb.org/vision-2020> for further information.

Please note that awards will only be paid to a host institution in the UK, not to the applicant, any other individual, an NGO or an overseas institution.

BCPB Research Mentorship Awards

Guidelines

Before reading this section, please refer to the 'Definitions' section in the Terms and Conditions of Award below.

1. Applications for BCPB Research Mentorship Awards

Mentor

- An applicant Mentor for a BCPB Research Mentorship Award will be employed as a member of staff in an academic or training institution ('host institution') in the UK. It will be a condition of the award that the Mentor must be in a post that extends at least as long as the proposed research capacity-building project.
- Generally Mentors will be UK ophthalmologists who may or may not be clinical academics. Non-medically trained scientists/epidemiologists may be appropriate if they have a track record of working with ophthalmologists.
- Mentors should have an association with a UK academic institution at Senior Lecturer level or above, a record of grant funding success, clinical research activity over a period of 10 years or more, and a credible track record of relevant research publications.
- Mentor should have experience in training researchers as evidenced by having supervised graduate students, residents or medical students on research projects. Equivalent research supervision experience may also be offered.
- Mentors must supply a CV to include their current Institution, date of expiry of current contract, their position, age, academic training, including their university degree, class and institution, postgraduate degree, and any postgraduate education they have had, including short courses, and the institution where these were undertaken, their job history after qualification, their clinical experience, list of research grants and publications and a list of academic facilitation activity including teaching, research supervision, examination of higher degrees, and a paragraph on their research background and interests and their clinical trials experience if relevant.

Mentee

- A co-applicant Mentee for a BCPB Research Mentorship Award will be employed as a member of staff in an academic institution or hospital in a low or lower-middle income country. It will be a condition of the award that the Mentee must be in a post that extends at least as long as the proposed research capacity-building project.
- Generally applicants will be from low and lower-middle income countries where there is no well-established research infrastructure (<http://data.worldbank.org/about/country-and-lending-groups>).
- Mentees must supply a CV including, as a minimum, age, academic training including their university degree, class and institution as well as any postgraduate degree, and the name of any postgraduate education they have had, including short courses, and the institution where these were undertaken, their job history after qualification, clinical experience, and any research experience that they have had, research grants and publications (it is recognized that most applicants will have none of these) and a paragraph on their clinical and research interests
- The Head of Department or Chief Executive of their Hospital or Institution must provide a letter of support and assurances that time is available to undertake a research project (see below for description).

Establishing a link between Mentors and Mentees

- These may have already met and established the idea of a research collaboration. The funds are ideal for funding the meetings and education needed to develop and write a grant proposal, a protocol and plan a start up a project.
- Mentees who wish to apply, but have no Mentor, may contact the BCPB who may be able to provide an appropriate contact. Such applicants will need to provide an outline of what they want to research with an indication of the time and facilities they have for this (further information below).

Activity and Deliverables

- The grant will not generally be adequate to provide funding for a significant piece of research. An outline of the planned research project to be developed, as a result of the mentorship program, is expected as part of the application.
- Collection of pilot data for sample size estimation to support the planned project would be expected.
- A fully developed protocol for a study is expected at the end of the funded mentorship period.
- Obtaining research funding, from whatever source, will be an anticipated outcome of the Mentorship Program and successful applicants will be asked for a progress report every year for the 2 years following the completion of the mentorship year.

Project

- The applicants must demonstrate (to the satisfaction of the Advisory Panel) planned activities that build research or training capacity in the Mentee's home (overseas) institution. The UK host institution must agree to use funding from the award (if granted) to assist with building research capacity in the Mentee's home (overseas) institution.
- Funding is intended to cover travel for the applicant Mentee and Mentor to spend time together to, for example: plan the project; undertake research training workshops; for local travel and subsistence to work on the project together; consumables for the research; a small amount of equipment eg laptop (up to £2,500 total), workshop or conference costs and publication fees.
- The research project being developed and/or piloted must be directly relevant to improving eye care in the Mentee's home (low or lower-middle income) country.

Partnership

- Applicants with existing working relationships are welcome to include evidence of their relationship such as a signed MOU, visit reports or list of joint publications, as pdf files attached to their email application (not paper copies).

2. Calculation of BCPB Research Mentorship Awards

Subject to the Trustees' absolute discretion as to its value or calculation, any BCPB Research Mentorship Award will be offered as a contribution to the costs essential to the research capacity-building project; for example staff travel, equipment and consumables, up to a maximum of £15,000 in total to be spent within a two-year period. While £15,000 is the maximum award, applicants are welcome to submit applications for less.

3. Deadline for applications

All Mentors, Mentees and the UK host institutions must apply on the appropriate application form (entitled British Council for Prevention of Blindness (BCPB) Research Mentorship Award Application Form). All Mentors, Mentees and the UK host institutions should read the Terms and Conditions below before completing and signing the application form.

A signed application form should be sent to The British Council for Prevention of Blindness, 4 Bloomsbury Square, London WC1A 2RP **and** a copy sent by email to info@bcpb.org. **BOTH must be received by 5pm on Friday 6 October 2017**. No faxes will be accepted. BCPB will be entitled to reject, without offering a reason, any application arriving after that time.

4. Process of selection

When considering an application, the Advisory Panel will take into account its 'fit' with the 'Key Criteria' listed above and the specific aims and objectives of the BCPB Research Mentorship Awards. The decision of the Advisory Panel is final and will be communicated to the applicant Mentor in March 2018.

5. Ethical approval

In any research involving patients, patient tissue or patient information, BCPB requires a copy of the relevant ethical committee submission. In addition, evidence of ethical approval must be submitted to BCPB before any payment can be made.

6. Acceptance of award

Following the offer of a BCPB Research Mentorship Award, the applicant Mentor, his or her Head of Department and appropriate Administrator or Finance Officer will be required to sign Undertakings confirming acceptance of the Terms and Conditions before any payment is released. The successful UK host institution will have six months in which to take up the award and request payment, after which time the award may be withdrawn. Confirmation of the start date in writing is required before any payments are made.

Attention is drawn to the need, where appropriate, to provide evidence of ethical committee approval, and a copy of the proposal for which approval was sought, to BCPB before any payment is made.

Terms and Conditions of Award

1. Definitions

Advisory Panel means a peer review panel constituted from time to time by BCPB Trustees for the purposes of advising them on applications.

Application means an application in the form as prescribed by BCPB Trustees from time to time under the BCPB Grants Programme.

BCPB Grants Programme means the Grants Programme established by BCPB, of which the BCPB Research Mentorship Awards are part.

Development means anything resulting from an activity that was wholly or partly funded by a grant under the BCPB Grants Programme, including, but not limited to, inventions, discoveries, ideas, results, data, materials, prototypes, designs, software, knowhow and documentation.

Host institution means an applicant institution to which a BCPB grant has been made.

Listed person means any person required by BCPB to be identified and listed by the host institution.

Mentee means a co-applicant for a BCPB Research Mentorship Award, who must be employed as a member of staff in an academic institution or hospital in a low or lower-middle income country. Their post must extend at least as long as the proposed research capacity-building project.

Mentor means an applicant for a BCPB Research Mentorship Award, who must be employed as a member of staff in an academic or training institution in the UK. Their post must extend at least as long as the proposed research capacity-building project.

Trustees or **BCPB Trustees** means not less than two of BCPB's trustees.

2. Guidelines for Applicants

Paragraphs 1 to 6 of the Guidelines section above form part of these Terms and Conditions.

3. Trustees' discretion

Nothing in any material referring to BCPB grants, including these Terms and Conditions (and the Guidelines), creates any right in anyone to an award. The award and value of any grant remain in the absolute discretion of the Trustees. The Trustees may decide not to make any awards in any calendar year.

4. Responsibilities of the host institution

In accepting an award from BCPB, the host institution agrees to take full responsibility for:

- a) the management, monitoring and control of the research capacity-building project, together with any insurance or indemnity required; such responsibility extending to ensuring that all ethical and legal requirements relating to the research are met;
- b) providing appropriate training to, and supervision of, any listed person, the host institution ensuring, in particular, that any listed person receives training in research methods and health and safety matters;
- c) ensuring that the facilities made available for the project meet all legal and regulatory requirements including health and safety requirements; and ensuring that appropriate care is taken when any listed person, or any other individual working on the project, is working away from the host institution;
- d) all liabilities, duties and responsibilities of an employer;
- e) ensuring that the Mentor continues to meet all the criteria set out in the Guidelines during the period of the award.

5. Further obligations of the host institution

In accepting an award from BCPB, the host institution agrees:

- a) to have in place appropriate and effective procedures to minimise the possibility for scientific fraud and misconduct and to investigate any allegations promptly. If a case of fraud or misconduct is suspected in the course of the research, BCPB must be notified immediately and kept informed of progress.
- b) where relevant, to accept responsibility for ensuring that arrangements for the management and monitoring of clinical trials meet the standards laid out in the MRC Guidelines for Good Clinical Practice in Clinical Trials and meet all legal requirements and ethical approval.
- c) to obtain any necessary ethical approval before any research is undertaken. In all studies involving patients, patient tissue or patient information, BCPB requires a copy of the relevant ethical committee submission and approval prior to the first grant payment.
- d) to ensure that, where a project involves the use of patients or confidential patient records, all concerned will act in accordance with data protection legislation.
- e) to ensure that all concerned will act in accordance with BCPB's Child Protection Policy, which is appended to these terms and conditions.
- f) to ensure that, before publication, the work undergoes the host institution's normal procedures for ensuring the validity of the results and the suitability of the research for publication.
- g) to disclose the detailed accounting records relating to the expenditure of award monies to BCPB when requested.

6. BCPB and indemnity

a) In accepting an award from BCPB, the host institution acknowledges that BCPB:

- i) is not the employer of the Mentor, Mentee, or any listed person or other individual working on the project.
- ii) is not responsible for any liability whatsoever arising out of the acts or omissions of the host institution, Mentor, Mentee or any listed person, or other individual working on the project.
- iii) accepts no responsibility for the validity of the results, nor for any statements made by the authors in publications.

b) In accepting an award from BCPB, the host institution fully indemnifies BCPB, its Trustees and staff against any costs, claims or liabilities suffered or incurred by BCPB as a result of any action brought by any individual or organisation.

7. Financial arrangements

a) Awards are provided on condition that all indirect costs are met by the host institution.

b) Payments will be made annually on receipt of invoice(s) from the host institution.

c) Research Mentorship Awards are not considered to be a taxable supply for VAT purposes. However, for the avoidance of doubt, all amounts specified to be covered by payments are stated inclusive of any VAT that may be payable.

d) Research Mentorship Awards are awarded for the period of time requested by the applicant institution up to a maximum of two years. Extensions of time will not normally be approved.

e) BCPB and its Trustees accept no responsibility for costs or liabilities incurred in connection with the research funded by a Research Mentorship Award other than the costs specifically set out in the Budget Table on the Application Form. Any variation in this must be approved by BCPB Trustees.

8. Reports

a) Continuation of payments under the award is conditional on the receipt of an annual progress report from the host institution that shows satisfactory progress towards the planned objectives.

b) A final report is also required from the host institution, which must be submitted within three months of completion of the award. The final report must be signed by the Head of Department at the host institution to confirm the achievements of the award in terms of research capacity building.

c) All reports will be reviewed by the Advisory Panel and the Trustees. They may be used by BCPB in publicity and communication with donors.

9. Termination events

a) The Trustees reserve the right to terminate any award forthwith and cease to make any further payments under any award:

- i) in the event of any major change in the project, particularly if the objectives are unlikely to be achieved (BCPB must be consulted in the event that a major change is likely);
- ii) if evidence of fraud or misconduct is established to the Trustees' reasonable satisfaction under paragraph 5.a) above;
- iii) if it is subsequently found that material information in the application was withheld or was misleading; or
- iv) if either the host institution, or Mentor or Mentee (as the case may be), is in breach of the terms of the agreement between BCPB and the host institution as defined in 12.c).

b) Further, under a)ii) above, the Trustees reserve the right to reclaim from the host institution payments already made in the event that criminal proceedings are commenced.

c) Where an award is terminated, the host institution shall ensure that all persons cease to assert any connection with BCPB.

10. Intellectual Property Rights

The host institution agrees:

- a) to implement suitable processes and strategies for identifying, protecting, managing and exploiting Developments;
- b) to ensure that all persons working on activity connected with the award are employed and engaged on terms that vest all rights in any Developments in the host institution;
- c) to inform BCPB promptly as and when any Development is made which may be capable of registration as an intellectual property right;
- d) to consider with BCPB in good faith whether or not to register a Development which may be capable of registration; and, if it is decided to register a Development, to agree in good faith a strategy for protecting and exploiting the Development;
- e) not to publish Developments which may be capable of registration before it is decided whether or not to seek registration; and to ensure that the Mentor and Mentee do not publish in such circumstances;
- f) not to enter into any arrangement to develop with a third party, exploit, transfer, license or otherwise deal in a Development or any intellectual property right in a Development without receiving the prior consent thereto from BCPB Trustees, who may require that the host institution enters into an agreement with BCPB providing for the sharing of any benefits arising from the arrangement on a basis that fairly reflects the contribution of BCPB to the funding of the Development in question:

- g) that if the host institution does not protect, manage and exploit any Development to the reasonable satisfaction of BCPB, then BCPB has the right (but not a duty) to protect, manage and exploit such Developments. Normally this right will only be exercised six months after BCPB has given notice in writing to the host institution that it is failing in this regard. The host institution agrees to do, and will ensure that any persons working in connection with the award do, all acts required to assist BCPB in such protection and exploitation.

11. Publicity

In accepting an award from BCPB, the host institution agrees to acknowledge BCPB in all publicity, promotions, advertising, marketing, and profile-raising associated with the project, and

a) to disseminate the results through publications and presentations at meetings; and acknowledge that the project has been supported wholly or in part by the British Council for Prevention of Blindness.

b) to send details of any papers accepted for publication to BCPB.

c) to co-operate with BCPB in any publicity or fundraising activities arising from the award.

c) to clear with BCPB in advance a draft of any press release it plans to make regarding the award or the project.

BCPB supports open access publication. Applicants are encouraged to include cost of open access publication in their proposal budget.

12. Legal issues

a) These Terms and Conditions are governed by the laws of England and Wales. All matters relating to the Terms and Conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.

b) If any provision of these Terms and Conditions is found by a court to be illegal, invalid or unreasonable, it will not affect the remaining Terms and Conditions which will continue in force.

c) These Terms and Conditions, including the Guidelines, together with any additional conditions set out in the award letter and any subsequent undertakings, contain the whole agreement between BCPB and the host institution in relation to the award.

d) BCPB and the host institution do not intend that the agreement referred to in 12.c), or any part, should be enforceable by any third party.

BCPB Research Mentorship Awards

Undertakings by the Mentor, Head of Department and Host Institution Administrator or Finance Officer

Before any payment is made under the BCPB Research Mentorship Awards, the Mentor, Head of Department and host institution Administrator are required to sign this form.

Mentor

I acknowledge the approval by the British Council for Prevention of Blindness of an award and agree to abide by the terms of the agreement between BCPB and my host institution in relation to the award (see 12.c) of the Terms and Conditions).

I have noted any differences in the level of award made from the level requested in the application and I confirm that the work proposed can be carried out at this level of financial support.

I agree to advise BCPB of any change to my status within my host institution, or of any scientific or managerial issues that might affect the mentoring activities or the administration of the award as soon as these occur.

Name (please print).....

Signed..... Date.....

Head of Department

I agree to the research capacity-building activities, including the planned research project approved by BCPB Trustees when making the award, being carried out in my department, or by a member of staff of my Department working in an overseas institution. Facilities and support needed from my institution, as set out in the application, will be available.

I have been advised of any differences in the level of award made from the level requested and I confirm that, in my opinion, the work proposed can be carried out at this level of support.

I understand that I (or my successor) will be required to verify that the project has been carried out by signing the Final Report at the end of the period for which the award was made.

Name (please print).....

Signed..... Date.....

Host institution Administrator or Finance Officer

(eg Chief Executive or Head of Finance)

On behalf of the host institution, I accept the BCPB Research Mentorship Award and am authorised by the institution to accept the terms of the agreement between itself and BCPB in relation to the award (see 12.c of the Terms and Conditions).

The host institution accepts responsibility for all legal and regulatory requirements including Health and Safety requirements.

Name (please print).....

Signed..... (duly authorised signatory)

Date.....

Position.....

Institution.....

BCPB Child Protection Policy

1. Applicable to:

BCPB Trustees, permanent and temporary BCPB employees, BCPB volunteers, recipients of BCPB grants ('grantees'), and anyone engaged by BCPB for services which may involve them coming into contact with children (collectively "BCPB Representatives and Partners").

2. Policy Statement

BCPB is committed to the protection of all children. BCPB will create and maintain an environment that aims to prevent the exploitation and abuse of children. BCPB is committed to funding projects that are safe for the children they benefit, and to helping protect the children with whom these projects come into contact.

3. Background

BCPB makes grants to UK universities to fund blindness prevention research and training projects. Most of these projects take place overseas, and some may involve children, childhood blindness being a priority area for prevention work. It is this area of BCPB's operations that carries a child protection risk, and this policy aims to address and minimise this risk.

Child Protection and Non-Governmental Organisations (NGOs)

Children may be at risk of abuse and exploitation not only from individuals in the communities in which they live but also from research workers. BCPB makes grants only to UK universities, but these may fund projects run by NGOs based in low and lower-middle income countries. Child Protection systems in these countries in which NGOs work are often weak or non-existent. However, BCPB will require its grantees to adhere to the basic principles and procedures of child protection set out here.

Visually impaired Children

Visually impaired children and those with other disabilities may be at increased risk of abuse. Various factors can contribute to this, such as stereotyping, prejudice, discrimination, isolation, difficulty in protecting oneself or inadequately understanding and/or communicating that abuse has occurred. Visual impairment creates a reliance on tactile sensitivity; because standard body language is denied, communication through touch is usually expected. Visually impaired children may be more dependant and therefore more vulnerable in care situations, for example toileting, dressing, bathing. Levels of developmental maturity may vary and be reflected in behaviour and social and emotional attitudes which can be misinterpreted. In adolescence 'being different' may be more strongly felt and a desire to be accepted could create a susceptibility to manipulation from non-disabled peers and adults.

Purpose of the Child Protection Policy

The purpose of this policy is to safeguard children who may be affected by BCPB projects and to make clear to all who are involved in BCPB projects what is required in relation to the protection of children. Adherence to the policy will be binding on all BCPB grantees as a condition of their accepting BCPB grants.

The UK Charity Commission's section on Child Protection states:

"Children are an especially vulnerable group and the Charity Commission is particularly concerned to stress the importance of proper safeguards within charities for the protection of children. This applies both to charities working in the UK and other countries where children may face different or additional risks of abuse or exploitation. These safeguards should include a child protection policy and procedures for dealing with issues of concern."

4. Definitions

Child/children

BCPB Child Protection Policy applies to all children defined as those under 18 years of age, as recognised in the UNCRC (United Nations Convention on the Rights of the Child), regardless of any disability they may have, their gender, racial origin, religious belief or faith and sexual identity.

Definition of Child Abuse

Child abuse occurs when adults or other children hurt children, either physically or in some other way. In the majority of cases, the abuser is someone the child or young person knows well, such as a parent, friend or relative. There are four main kinds of child abuse:

Physical abuse

Physical abuse is actual or likely physical injury to a child, such as hitting, kicking or shaking, where there is definite knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Emotional abuse

Emotional abuse is harm done by persistent or severe emotional ill treatment or rejection, such as degrading punishments, threats, not giving care and affection and bullying, resulting in adverse effects on the behaviour and emotional development of a child or young person.

Neglect

Neglect occurs when basic needs such as food, warmth and medical care are not met, or when there is failure to protect a child from exposure to any kind of danger, resulting in serious impairment of a child's health or development.

Sexual abuse

Sexual abuse is any kind of sexual activity involving a child, whether or not the child is aware of or consents to what is happening, or if the child initiates the activity. Sexual abuse includes incest, rape and fondling. It may also include non-contact activities such as showing pornography or internet based activity. Sexual abuse may involve siblings or other family members, or persons outside the family.

Exploitation

Exploitation of a child refers to the use of a child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, or spiritual, moral or social-emotional development.

BCPB Representatives and Partners

A collective term that includes BCPB Trustees, permanent and temporary BCPB employees, BCPB volunteers, BCPB grantees and anyone engaged by BCPB for services which may involve them coming into contact with children.

5. Practices to Communicate and Maintain the Policy

Working with its partners, BCPB will meet its commitment to conduct programmes that are safe for the children they serve, and to help protect children it comes into contact with, through the following means:

Awareness

Notifying all BCPB Representatives and Partners of the Child Protection Policy and making them aware that they are expected to comply with it.

Prevention

Minimising the risks to children through awareness and good practice and taking positive steps to help protect children who are, or may become, the subject of any concerns.

Reporting

Ensuring that all BCPB Representatives and Partners know what steps to take where concerns arise regarding the safety of children.

Responding

Engaging in action that supports and protects children when concerns arise regarding their safety; supporting those who raise such concerns; investigating or cooperating with any subsequent process of investigation; and taking appropriate responsive action.

Reviewing

Undertaking a formal review of the Child Protection Policy every five years.

6. Specific Requirements for all BCPB Representatives and Partners:

The following requirements apply to BCPB Representatives and Partners in the course of their work with BCPB.

Physical Abuse

BCPB Representatives and Partners must not hit, physically assault or inappropriately touch children.

Emotional Abuse

BCPB Representatives and Partners should take care not to discriminate against, show preferential treatment towards, or favour particular children to the exclusion of others. They must not use language, make suggestions, use threats or offer advice which is inappropriate, offensive or abusive; behave in a manner that is sexually provocative; act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse

Neglect

BCPB Representatives and Partners should act diligently to protect a child from exposure to any kind of danger that may result in serious impairment of a child's health or development.

Sexual Abuse

BCPB Representatives and Partners must not engage in any sexual activity with children (persons under the age of 18), regardless of the age of majority or age of consent locally. Mistaken belief in the age of the child is not a defence.

Exploitation

BCPB Representatives and Partners should not engage in activity that in any way exploits children.

Avoiding problems

BCPB Representatives and Partners should conduct their work so as to avoid placing themselves in compromising or vulnerable positions. They need to be aware that they may be in a situation of working with children who, because of the circumstances and abuses to which they may have been subjected, may use a relationship to obtain 'special attention'. The BCPB Representative is always responsible for maintaining an appropriate relationship, even if a child behaves inappropriately. The following instances are specific examples, though not exhaustive, of good practice to be followed, or situations to be avoided.

BCPB Representatives and Partners must not stay alone overnight with one or more children who are not part of their immediate or extended family, whether in their house, project premises or elsewhere.

Where possible and practical, BCPB Representatives and Partners should follow the 'two-adult' rule, wherein two or more adults supervise all activities where children are involved, and are present at all times.

Communication

In communications about children, BCPB Representatives and Partners must use only images and language that are respectful and culturally appropriate. Children must be adequately clothed in accordance with local custom, and poses that could be interpreted as sexually suggestive must not be used.

7. BCPB's Responsibilities

In order to ensure that BCPB Representatives and Partners comply with the Child Protection Policy, BCPB as an organisation will:

1. Inform BCPB Representatives and Partners of the Child Protection Policy and of the need to understand and comply with it.
2. Ensure that grantees carry out such checks as may be reasonably appropriate on any BCPB Representative or Partner who has the opportunity for regular contact with children in the course of work funded by BCPB.
3. Require that grantees comply with any legal requirements to report alleged abuse or neglect to the appropriate authorities.
4. Require that grantees maintain a culture of openness to enable the discussion of any issues or concerns.
5. Require grantees to ensure accountability of all involved so that poor practice or potentially abusive behaviour does not go unchallenged.
6. Require grantees to develop and maintain appropriate monitoring systems to ensure that the policy is adhered to, potential or actual abusive behaviour is recognised, and appropriate investigative action is taken.
7. Ensure that all complaints of abuse and exploitation of children with whom a BCPB representative or partner is in contact are fully investigated.

8. BCPB requires that all grantees have in place adequate procedures with respect to the following:

Reporting an incident

Any BCPB Representative concerned, or informed of concerns, about the exploitation or abuse of a child must inform his or her supervisor, the person in charge, or main contact, who will then inform the relevant authorities of his or her concerns. If the concerns involve such person, the concerns must be reported to the next most appropriate person, e.g. a senior manager, as soon as possible. Any BCPB Representative having concerns or suspicions regarding child abuse by someone in another agency must report such concerns to the relevant authorities. Concerns should be reported as soon as possible, and, if at all possible, within 24 hours.

Taking any immediate action to protect the child

The relevant authority, to whom any concern has been reported, must take all appropriate and reasonable steps to protect the child or children involved. It is essential to avoid delay if any inaction may place the child at further risk. In cases of possible abuse, every effort should be made to provide the child with appropriate assistance.

Investigating

Relevant authorities should determine the appropriate investigation process.

Concluding the Investigation and Consequences

Inappropriate behaviour towards children, including failure to follow the specific and general requirements of this policy, should be grounds for the following action:

a) Employees

Discipline, up to and including dismissal from employment;

b) Other BCPB Representatives and Partners

Appropriate action will be taken which may include termination of trusteeship, employment, volunteering or grant, as applicable.

9. Other Parties

Supporters, donors, sponsors, media representatives

BCPB will ensure that all supporters, donors, sponsors and media representatives involved with BCPB work will be made aware of the Child Protection Policy, and will take positive steps to ensure that the policy is respected by them.

March 2014

BCPB's Child Protection Policy has been adapted from the Sightsavers Child Protection Policy with their permission.