

British Council for Prevention of Blindness (BCPB)

Research Grant Programme 2019 Guidelines, Terms and Conditions and Child Protection Policy

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

Aims and Objectives

The aims and objectives of the Research Grant Programme are:

- 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 in low and lower-middle income countries.
- 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.

The maximum award under this Programme is **£60,000** in total, to be spent within a three-year period. Applications for smaller sums are particularly welcomed.

Please note that grants 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 Grants

Guidelines 2019

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

1. Research

Proposed research 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.

2. Awards - Research Grants

BCPB plans to award grants in 2020 for research that has direct clinical or epidemiological relevance to prevention of blindness in low and lower-middle countries. BCPB aims to target the most resource deprived populations for benefit through the funding of research into blindness prevention. 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.

Please note that grants will only be made and paid to the host institution (in the UK), not to the applicant.

Research grants may, if desired, be used to fund, or co-fund, a PhD Studentship for a non-clinical candidate.

Research grants will **not** be awarded for:

- completion of an existing project, including a PhD or MD, when previous funding has ended, or
- laboratory-based research of a basic molecular or cell biological nature, unless strong relevance to VISION 2020 aims can be demonstrated to the satisfaction of the Advisory Panel.

BCPB may vary these criteria and applicants are encouraged to check the BCPB website or contact the office before submitting any application.

3. Applications for Research Grants

(A) **Principal Investigator (PI)**

The main applicant for a research grant will be employed as a member of staff in an academic or training institution in the UK. It will be a condition of the grant that the applicant must be in a post that extends at least as long as the proposed project. For the purposes of the application he or she will be known as the Principal Investigator (PI).

(B) **Supervisor**

An applicant for a PhD Studentship grant will be a supervisor employed as a member of staff in an academic or training institution in the UK. It will be a condition of the grant that the supervisor will provide supervision for the intended student throughout the proposed PhD studentship, and therefore must have a post which extends at least as long as the studentship.

The supervisor is not required, at the time of his or her application, to have identified an intended student. But, assuming that the application is successful, the intended student must be identified, and his or her CV forwarded to BCPB, before any payments are made under the grant.

In considering applications for a research grant, priority will be given to applicants who already have research or clinical links with an academic or training institution overseas and who

- can demonstrate (to the satisfaction of the Advisory Panel) mutually beneficial activities, and
- is willing to allocate funding from the grant (if awarded) to assist with building research capacity in the overseas institution.

Applicants are asked to include evidence of their partnership with the overseas institution, such as an MOU, visit reports or list of joint publications, as pdfs appended to their email application (no paper copies please).

For PhD students from overseas, the host institution must ensure that the intended student's oral and written English is of a sufficiently high standard.

All applications for research grants must include a list of all the people who will work on the project. This list must be updated, and forwarded to BCPB, as necessary.

BCPB may vary these criteria and applicants are encouraged to check the BCPB website immediately before submitting any application.

4. Calculation of Research Grants

Subject to the Trustees' absolute discretion as to its value or calculation, any research grant will normally be calculated as a contribution to the cost of items essential to the research; for example staff, travel, equipment and consumables, up to a maximum of **£60,000 in total to be spent within a three-year period**. While £60,000 is the maximum award, principal investigators are welcome to submit proposals for less. Principal investigators and their institutions must complete the financial table in the application form. The Advisory Panel may require a PI to demonstrate why an item is essential.

Studentship grants

Subject to the Trustees' absolute discretion as to its value or calculation, any studentship grant will, likewise, normally be calculated as a contribution to the cost of items essential to the studentship; for example fees, stipend, travel and consumables up to a maximum of **£60,000 in total over three years**. The Trustees recognise that co-funding from other sponsors may be needed to meet the full costs of the studentship. Supervisors and their institutions must complete the financial table in the application form. The Advisory Panel may require a supervisor to demonstrate why an item is essential.

5. Deadline for applications

All applicant institutions should apply on the appropriate application form and attach the information requested. Please ensure that you use the correct application form. There are two application forms:

- BCPB Research Grant Application Form 2019 **OR**
- BCPB Studentship Grant Application Form 2019

All applicants and their institutions should read the Terms and Conditions below before completing and signing the application form.

Please do not amend BCPB's application form wording or submit an altered version.

We require applications to be sent both by email and in hard copy. Please email your completed application to info@bcpb.org by 5pm on Friday 27 September 2019 and send a signed hard copy by post to The British Council for Prevention of Blindness, 4 Bloomsbury Square, London, WC1A 2RP to reach us no later than 5pm on Friday 4 October 2019. No faxes will be accepted. BCPB will be entitled to reject, without offering a reason, any application arriving after those deadlines.

6. Process of selection

Applications will be subject to peer review in line with the AMRC's recommendations (see <https://www.amrc.org.uk/principles-of-peer-review> for further information). The review will be conducted by an Advisory Panel and the opinions of external referees will be sought. Applicants are entitled to suggest two independent reviewers whom the Chairman of the Advisory Panel may approach at his or her discretion. A request to exclude a named reviewer may only be made when there is a serious conflict of interest which must be explained in the application. If it is subsequently found that material information in the application was withheld or was misleading, the grant may be terminated by BCPB.

When considering applications for research grants, the Advisory Panel will take into account the scientific merit of the proposed research, its role in furthering the aims of VISION 2020, its relevance to the aims of BCPB (see page 1) and the aims of the Research Grant Programme (see pages 2 and 3 above), and the likelihood of the research generating data appropriate for publication in peer-reviewed journals.

In considering applications for a research grant, the Advisory Panel are interested in the legacy that the proposed research project will leave behind in the overseas partner institution. For example, the process of carrying out the research may enhance the faculty of an institution. In particular, the Panel favours research that is likely to lead to changes in policy and/or practice in a low or lower-middle income country through, for example, involvement of the Ministry of Health in planned future scale-up of the project.

Priority will be given to PIs who already have research or clinical links with an academic or training institution overseas and who

- can demonstrate (to the satisfaction of the Advisory Panel) mutually beneficial activities, and
- is willing to allocate funding from the grant (if awarded) to assist with building research capacity in the overseas institution.

Applicants are asked to include evidence of their partnership with the overseas institution, such as an MOU, visit reports or list of joint publications, as pdfs appended to their email application (no paper copies please).

Studentship grants

When considering applications for studentship grants, the Advisory Panel will take into account the same factors as for research grants (as above) and also its suitability as a PhD project, and the research and training environment provided by the supervisor's institution. Priority will be given to applications where the supervisor's institution clearly demonstrates its support, whether financial or otherwise, for the research.

7. Ethical approval

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

8. Awarding Research Grants

Funding will be available from April 2020.

Research grants

A successful host institution will have six months in which to take up the grant and request payment, after which time the grant may be withdrawn.

Studentship grants

A successful host institution will have nine months in which to take up the grant and request payment, after which time the grant may be withdrawn. This additional time allowance recognises the potential need to identify a suitable candidate student and provide the details of the chosen student to BCPB for approval before the grant begins (see section 3. above).

Following the award of a research grant, the applicant, 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.

Confirmation of the start date in writing is required before any payments are made under the grant.

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. BCPB may consider allowing, upon request, a small amount of the grant to be released for project set-up work prior to ethical approval. Subsequent payments would only be made on receipt of full documentation confirming the necessary ethical approvals.

Terms and Conditions of Grant

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.

Applicant means, in the case of a research grant, a **Principal Investigator** and, in the case of a studentship grant, a **Supervisor**.

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

Host institution means an applicant institution to which a **research grant** has been awarded.

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

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

Principal investigator means a person satisfying the criteria in section 3(A) (Applications for Research Grants) of the guidelines above.

Research grant means either a **research grant** or a **studentship grant**.

Research Grant Programme means the Research Grant Programme established by BCPB.

Studentship grant means a research grant satisfying the criteria in section 2(B) (Awards - Research Grants) of the guidelines above.

Supervisor means a person satisfying the criteria in section 3(B) (Applications for Research Grants) of the guidelines above.

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

2. Information for Applicants

Paragraphs 1 to 8 of the guidelines above form part of these Terms and Conditions.

3. Trustees' discretion

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

4. Responsibilities of the host institution

In accepting a research grant from BCPB, the host institution agrees to take full responsibility for

a) the management, monitoring and control of the research, 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 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 principal investigator or supervisor (as the case may be) continues to meet all the criteria set out in the *Guidelines* during the period of the research grant.

5. Further obligations of the host institution

In accepting a research grant 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. As signatories to the AllTrials campaign, we require all clinical trials to be registered with an appropriate trials registry such as www.clinicaltrials.gov or the WHO trials registry. The fee for doing this can be included in the grant application budget. Registration should take place with details of the protocol at the time of ethical approval. On completion of the study, the findings should be added to the register at the time of submission of the trial report. The findings of the study must also be published in an open access journal, the cost of which can also be included in the budget. For the purposes of registration, a clinical trial is any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes.

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 all concerned will act in accordance with BCPB's Child Protection Policy, which is appended to these terms and conditions.

e) to ensure that, where a project involves the use of patients or confidential patient records, all concerned will act in accordance with the General Data Protection Regulation 2018.

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 grant monies to BCPB when requested.

6. BCPB and indemnity

a) In accepting a grant from BCPB, the host institution acknowledges that BCPB

1) is not the employer of the principal investigator or supervisor (as the case may be), any listed person or other individual working on the project.

2) is not responsible for any liability whatsoever arising out of the acts or omissions of the host institution, principal investigator or supervisor (as the case may be), any listed person, or other individual working on the project.

3) accepts no responsibility for the validity of the results, nor for any statements made by the authors in publications.

b) In accepting a research grant 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) Grants are provided on condition that all indirect costs are met by the host institution.

b) In the case of a studentship grant, no payment will be made until the supervisor has identified the intended student, and his or her CV has been forwarded to BCPB. Further, if a supervisor requests, a sum equivalent to that year's fees may be paid at the start of each academic year.

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

d) Notwithstanding any published limit on the value of any grant, the Trustees in their absolute discretion may, where appropriate and during the course of the grant, increase the amount to be paid after the first year to cover nationally agreed pay awards and incremental progression on a recognised national pay scale.

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

f) Research grants are awarded for the period of time requested by the applicant institution up to a maximum of 3 years. Extensions of time will not normally be approved.

g) In the event of a change in the circumstances of the research project, the applicant may wish to re-direct BCPB funding to costs that have not been included in the original application. This should be discussed with BCPB trustees before re-allocating BCPB funds.

h) BCPB and its Trustees accept no responsibility for costs or liabilities incurred in connection with the research funded by a research grant other than the costs specifically set out in the Financial Table on the Application Form.

8. Reports

a) Continuation of payments under the research grant is conditional on the receipt of an annual progress report from the host institution that shows satisfactory progress and an appropriate standard of research.

b) A final report is also required from the host institution, which must be submitted within three months of completion of the research project. The Final Report must be signed by the Head of Department at the host institution to confirm the successful completion of the research.

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 research grant forthwith and cease to make any further payments under any grant

- 1) in the event of any major change in the project, particularly if the research objectives are unlikely to be achieved. (BCPB must be consulted in the event that a major change is likely);

- 2) if evidence of fraud or misconduct is established to the Trustees' reasonable satisfaction under paragraph 5.a) above;
- 3) if it is subsequently found that material information in the application was withheld or was misleading; or
- 4) if either the host institution, or principal investigator or supervisor (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)2) 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 a grant is terminated, the host institution shall ensure that all persons cease to assert any connection with BCPB; and, in the case of a studentship grant, to require the person concerned to cease to call himself or herself a 'BCPB PhD Student'.

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 Research Grant, including employees, students and third parties, 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 Principal Investigator does 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 Research Grant do, all acts required to assist BCPB in such protection and exploitation.

11. Publicity

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

- a) in the case of a studentship grant, to require the person concerned to call himself, or herself, a 'BCPB PhD Student'.
- b) to disseminate the results of the research through publications and presentations at meetings; and acknowledge that the research has been supported wholly or in part by the British Council for Prevention of Blindness. BCPB supports open access publication. Applicants are encouraged to include cost of open access publication in their proposal budget.
- c) to send details of any papers accepted for publication to BCPB.
- d) to co-operate with BCPB in any publicity or fundraising activities arising from the grant.
- e) to clear with BCPB in advance a draft of any press release it plans to make regarding the project.

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 research grant award letter and any subsequent undertakings, contain the whole agreement between BCPB and the host institution in relation to the grant.
- 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 Grants

Undertakings by the Principal Investigator / Supervisor, Head of Department and Host Institution Administrator or Finance Officer

Before any payment is made under a grant awarded under the **Research Grant Programme**, the Principal Investigator / Supervisor, Head of Department and host institution Administrator are required to sign this form.

Principal Investigator / Supervisor

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

I have noted any differences in the level of grant awarded 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 the BCPB of any change to my status within my host institution or of any scientific or managerial issues that might affect the direction of the research or the administration of the award as soon as these occur.

Name (please print).....

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

Head of Department

I agree to the research approved by BCPB Trustees when awarding the research grant being carried out in my department and that the facilities and support set out in the application will be available.

I have been advised of any differences in the level of grant awarded 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 the research that has been carried out by signing the final report at the end of the grant.

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 award of a research grant and am authorised by the institution to accept the terms of the agreement between itself and BCPB in relation to the grant: 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.