

Transformalife Safeguarding Policy for Direct Contact between Donor and Beneficiary

For the purpose of this protocol and policy, the words *sponsor* and *donor* will be used interchangeably. The words *recipient* and *beneficiary* will also be used interchangeably.

Transformalife has 4 levels of sponsorship of a child's education:

- 1) Sponsorship of a child including a personal contact component.
- 2) Sponsorship of a child without any personal contact component.
- 3) Donations: No recurring commitment.
- 4) Grant applications by Transformalife.

It is our opinion that the personal contact component of our charity is what makes our charity unique. It fosters relationships of mutual learning and trust between donors and beneficiaries including their families, and improves language learning for our sponsored students. At the same time, we recognise that we must ensure a transparent safeguarding process is in place to protect Children, Young People and Vulnerable Adults who are involved with the Transformalife organisation.

The following portion of the safeguarding policy pertains specifically to the level 1 sponsorship: Sponsorship of a child including a personal contact component.

Safeguarding protocol for Transformalife sponsorship of a child when it involves a personal contact component.

The CEO is our sole staff member currently. They are currently in charge of assessing suitability of both donors and recipients. The CEO reports a list of new sponsors to the board and voices any specific concerns regarding new or existing sponsors. If needed, the board will perform a review of the sponsor(s) in question, and make a decision regarding their continued relationship with Transformalife, in conjunction with the CEO's recommendations. No personal contact will be initiated between new donors and beneficiaries until the review process has been completed.

The sponsor review process will occur at board meetings which will be held every four months.

- New level 1 sponsors will be listed.
- Specific concerns about new or existing sponsors will be voiced.
- No personal contact will be initiated between new donors and beneficiaries prior to this.
- New donors for level 1 sponsorship will be initially be considered in 'pending review' status. They may initiate donations, but will not have personal contact initiated until the review process has been completed.

At some point the Transformalife board and CEO may decide to hire another staff member to oversee the intake and review of donors.

- This person would report to the CEO.
- The CEO would continue to report to the board as per the schedule listed above.

Intake application process for prospective level 1 sponsors:

Prospective donors interested in level 1 sponsorship will fill out a short 5-question intake form:

- Contact detail section: Name, address, email, phone.
- Question section:
 - 1) Why are you interested in sponsoring a child throughout their education?
 - 2) What motivated you to choose Transformalife?
 - 3) What do you hope to gain from this experience?
 - 4) What interests you about cultivating a personal relationship with a sponsored child and their family?
 - 5) Would you agree to undergoing a criminal record check, working with children check, or equivalent in your country of residence?

Intake forms will be reviewed by the CEO and/or an assigned staff member.

The CEO and/or an assigned staff member will make personal contact with the prospective donor and conduct a short interview.

Any issues or concerns that arise from either the intake form or the short interview will be reported to the CEO and board of trustees as outlined above.

Once a sponsor is approved for communication with a beneficiary and their family:

There will be up to three planned video calls per calendar year of approximately 1 hour in duration. The frequency or spacing of this may need to vary depending on the sponsored recipient's school commitments i.e. if they are away from home at boarding school. Individual scheduling will be discussed with the donor and beneficiary by the CEO and/or an assigned staff member.

- The CEO and/or an assigned staff member will chaperone communication:
- Face-to-face group calls with the staff member, the family, and the sponsor are to occur at a designated Transformalife office location.
- The sponsor will have ability to contact either the CEO and/or an assigned staff member regarding scheduling of communication, as well as regarding any concerns or issues.

- The beneficiary will have ability to contact either the CEO and/or an assigned staff member regarding scheduling of communication, as well as regarding any concerns or issues.
- The sponsor may withdraw contact at any time and continue to sponsor without the personal contact component. The sponsor may also completely withdraw sponsorship commitments at any time and for any reason.
- If a donor withdraws sponsorship at any time, Transformalife will make their best effort to arrange further sponsorship coverage for education fees.
- The beneficiary or their family should not feel obligated or coerced into participating in a video call.
- The beneficiary or their family will have the ability to refuse a phone call on any grounds and at any time without penalty from Transformalife.

Review process of sponsor and beneficiary/family relationships:

4-month review:

- To be conducted at the next board meeting following the initial video contact.
- CEO reports on any initial video calls that have occurred.
- CEO highlights any concerns that have arisen.
- CEO also reports on any concerns about existing sponsor/beneficiary relationships (This will occur at every board meeting).
- Board discusses as needed.
- Sponsors or beneficiaries who need closer supervision are highlighted.
 - These sponsor/beneficiary combinations will be put on a supervision list.
 - These sponsor/beneficiary combinations will be reported on at every board meeting until decided otherwise.
- Sponsors or recipients who need to have their contact ended are highlighted.
 - CEO or a selected board member will discuss this with the sponsor or recipient in question.
 - Any reports to relevant authorities will be completed as per Transformalife's General Safeguarding Policy.

8-month review:

- CEO reports on any sponsor/beneficiary relationships that are in their first year.
- CEO highlights any concerns that have arisen.
- CEO also reports on any concerns about existing sponsor/beneficiary relationships (This will occur at every board meeting).
- Board discusses as needed.
- Sponsors or beneficiaries who need closer supervision are highlighted.
 - These sponsor/beneficiary combinations will be put on a supervision list.
 - These sponsor/beneficiary combinations will be reported on at every board meeting until decided otherwise.
- Sponsors or recipients who need to have their contact ended are highlighted.

- CEO or a selected board member will discuss this with the sponsor or recipient in question.
- Any reports to relevant authorities will be completed as per Transformalife's General Safeguarding Policy.

12-month review:

- CEO reports on any sponsor/beneficiary relationships that have been active for approximately 1 year.
- CEO highlights any concerns that have arisen.
- CEO also reports on any concerns about existing sponsor/beneficiary relationships (This will occur at every board meeting).
- Board discusses as needed.
- Sponsors or beneficiaries who need closer supervision are highlighted.
 - These sponsor/beneficiary combinations will be put on a supervision list.
 - These sponsor/beneficiary combinations will be reported on at every board meeting until decided otherwise.
- Sponsors or recipients who need to have their contact ended are highlighted.
 - CEO or a selected board member will discuss this with the sponsor or recipient in question.
 - Any reports to relevant authorities will be completed as per Transformalife's General Safeguarding Policy.

Review process after 1 year:

- CEO will give an annual update report on any existing sponsor/beneficiary relationship.
- CEO will also report on any specific concerns about the sponsor/beneficiary relationship at any time throughout the year.
- Board discusses as needed.
- Sponsors or beneficiaries who need closer supervision are highlighted.
 - These sponsor/beneficiary combinations will be put on a supervision list.
 - These sponsor/beneficiary combinations will be reported on at every board meeting until decided otherwise.
- Sponsors or recipients who need to have their contact ended are highlighted.
 - CEO or a selected board member will discuss this with the sponsor or recipient in question.
 - Any reports to relevant authorities will be completed as per Transformalife's General Safeguarding Policy.

If a safeguarding concern arises at any time:

If a safeguarding concern arises at any time, a staff member or volunteer is instructed to report this immediately as per the Transformalife general safeguarding policy. They may report this to the CEO who will report immediately to the board via the safeguarding lead trustee, David Locke, or simply directly to the board. Where indicated, the relevant authorities will be notified directly and as soon as possible. If the safeguarding issue involves the CEO specifically, the reporting staff member or volunteer have the ability to report directly to the board members via the safeguarding lead as per the Transformalife general safeguarding policy:

David Locke
Transformalife safeguarding lead trustee
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Communication through the years:

As a recipient progresses through their education, their language skills are expected to improve. This can result in increased ability to communicate between sponsor and beneficiary. We aim to facilitate a mutually beneficial relationship that fosters respect, trust, learning, and friendship in a safe environment. When this is successfully navigated, situations may arise where sponsor and beneficiary/family might want to communicate in other ways or even meet in person. As and when this arises, it would be assessed carefully on a case-by-case basis. Transformalife will always have the safety of Children, Young People and Vulnerable Adults at the forefront of mind, and will do our utmost to safeguard Children, Young People and Vulnerable Adults from all forms of abuse. At the same time, we do not want to prevent the healthy development of relationship, as this could also feel like a form of abuse to one or more of the parties involved. Our world is increasingly a global one, and we aim to facilitate and nurture healthy relationships between people from diverse backgrounds, countries, religions, genders, and beliefs, when this is the wish of all parties involved. There is learning and growth that can come from this, especially when it is fostered in a safe and respectful way.