



Bye Laws

PRINCE OF WALES ALUMNI ASSOCIATION

UK & IRELAND BRANCH

A Charitable Incorporated Organisation
(Registration Number: 1158526)

Alternative name: **The Old Princewaleans Association (UK & Ireland Branch)**

Working name: **POWAA-UK**

V6 – October 2021

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Bye laws of Prince of Wales Alumni Association, UK & Ireland Branch
(A Charitable Incorporated Organisation [“CIO”],

Registered Charity Number 1158526)

The principal governing document of the Organisation is the Constitution as last amended on 18th October 2020. In accordance with Clause 26 of that constitution, the following bye laws will apply for the proper conduct and management of the CIO:

1. Declaration of interests

- (1) In accordance with Clause 7 of the Constitution, a charity trustee must declare any relevant interests at the start of every meeting of the CIO.
- (2) A register of trustees’ declarations shall be kept by the Secretary.
- (3) The register of interests shall be updated annually.

2. Membership Fees and Voting Rights

- (1) In accordance with Clause 12 (5) of the Constitution, every Full Member shall pay, in each financial year, an annual subscription of (a minimum of) £20.00.
- (2) In accordance with Clause 12 (5) of the Constitution, every Affiliate Member shall pay, in each financial year, an annual subscription of (a minimum of) £15.00.
- (3) A concessionary annual subscription rate of (a minimum of) £10 is payable by Senior Citizens. A Senior Citizen is defined for these purposes as an individual who is aged 80 or over. Subscriptions for Senior Citizens of the Association may be waived at the discretion of the Trustees. Senior Citizens whose subscriptions have been waived will continue to be treated as Full Members of the CIO in accordance with Clause 9 (1) of the constitution including voting rights and entitlement to the benefits of the Benevolent Policy.
- (4) The financial year of the Organisation shall run from 1st October to 30th September.
- (5) Eligibility to vote on members’ decisions in accordance with Clause 10 of the Constitution, including voting at the Annual General Meeting, is limited to those members who have fully met the condition in either 2 (1) or 2 (2) above.

3. The Executive Committee

- (1) The CIO and its property shall be managed and administered by an Executive Committee comprising the officers elected or appointed in accordance with the aforesaid constitution. The officers so elected or appointed shall be the trustees of the CIO, subject to the provisions of Clauses 12 (2)(a) and 13 (1) and (2) of the Constitution.

- (2) The Executive Committee shall comprise the following offices:
- (a) President
 - (b) Vice President & Assistant Treasurer
 - (c) General Secretary
 - (d) Assistant General Secretary
 - (e) Treasurer
 - (f) Membership Secretaries (2)
 - (g) Organising Secretaries (2)
 - (h) Director of Fundraising
 - (i) E-Communications Officers (2)
 - (j) Pastoral Officers (Christian and Muslim)(2)
 - (k) Ex Officio Members (all Past Presidents not holding one or more of the offices in (a) – (j) above)

4. General Roles and responsibilities of the Executive Committee

- (1) To ensure that the organisation:
 - (i) Complies with its governing document, charity law and any other relevant legislation or regulations
 - (ii) Pursues its objects as defined in its governing document
 - (iii) Applies its resources exclusively in pursuance of its objects
- (2) To contribute actively to the Executive's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- (3) To safeguard the good name/reputation and values of the organisation
- (4) To ensure the effective and efficient administration of the organisation
- (5) To ensure the financial stability of the organization
- (6) To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- (7) To support volunteers and any appointed staff and monitor their performance
- (8) To ensure effective and orderly succession planning; that replacement Executive members are elected in good time, with due regard to the balance of skills required on the Executive Committee, and that an effective handover, induction and development program is in place

- (9) In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the Executive reach sound decisions. This may involve scrutinising Executive papers, leading discussions, leading on key issues, providing guidance on new initiatives or any other issues in which the trustee has special expertise.

5. Duties of officers:

(1) President:

- i. Shall be responsible for the orderly conduct of the meetings of the Executive Committee and General Meetings and for:
 - Giving direction to the Executive's policy making
 - Monitoring that decisions taken at meetings are implemented
 - Bringing impartiality and objectivity to decision-making
 - Ensuring Executive cohesion.
- ii. Shall be responsible for:
 - Representing the organisation at functions, meetings and with Stakeholders
 - Acting as a spokesperson as appropriate.

(2) Vice President and Assistant Treasurer:

- (i) Shall assist the President and Treasurer or deputise for those officers as and when necessary.

(3) General Secretary:

- (i) Shall be responsible for the general administration of the Organisation, including:
 - Notifying members of impending meetings
 - Taking down of minutes at meetings
 - Keeping a record of members' names and addresses
 - Sending out and receiving correspondence relating to the Organisation and its members.
- (ii) Shall act as the custodian of the Organisation's documents.

(4) Assistant General Secretary:

- (i) Shall assist the General Secretary and deputise as appropriate.

(5) Treasurer:

- (i) Shall be responsible for maintaining an overview of the organisations' financial affairs to ensure financial viability
- (ii) Shall ensure the maintenance of proper books of account
- (iii) Shall receive all contributions, payments and gifts made to the Organisation and deposit any such so received into an authorised account of the Organisation
- (iv) Shall keep records of subscriptions and any other membership dues and shall liaise with the General Secretary and Membership Secretary as appropriate in the maintenance of a register of paid up members
- (v) Shall issue receipts for any money received for the credit of the Organisation's Accounts
- (vi) Shall present a written statement of income and expenditure account after every fund-raising activity
- (vii) Shall be responsible for preparing management accounts and the Annual Accounts of the Organisation.

(6) Membership Secretary:

- (i) Shall assist the General Secretary in the compiling and maintenance of membership records, and ensure that the membership database is utilised in an efficient, legal and ethical manner, in compliance with the General Data Protection Regulations (GDPR) at all times.
- (ii) Shall assist the Treasurer in the monitoring of subscriptions and other dues expected of members and, where necessary, work in tandem with the Treasurer and General Secretary to contact and inform members of outstanding obligations to the Organisation.
- (iii) Shall ensure that members in good standing receive regular and timely communications about the organisation's affairs and activities.

(7) Organising Secretary:

- (i) Shall be the lead member responsible for organising all social and fund-raising events of the Organisation
- (ii) Shall coordinate relevant Sub-Committees or Working Groups in accordance with Clause 7 of these Bye Laws, to assist in the planning and implementation of events, particularly for fundraising.

(8) Director of Fundraising:

- (i) Shall be responsible for advising the Executive and membership on fundraising and other income generating measures
- (ii) Shall lead on submitting applications for funding from external funding bodies
- (iii) Shall coordinate implementation of projects and lead on the preparation and submission of monitoring and financial reports to funding bodies.

(9) E- Communications Officer

- (i) Shall be responsible for maintaining a secure website and email account/s on behalf of the organisation.
- (ii) Shall assist with the creation and maintenance of databases for the organisation.
- (iii) Shall ensure that the organisation's electronic communication systems and practices are safe, secure and compliant with relevant rules and legislation.

(10) Pastoral Officers (Christian and Muslim)

- (i) Shall be responsible for ensuring that the organisation complies with its pastoral duty of care and looks after the welfare of members, volunteers and any employees;
- (ii) Shall provide support for the religious interests of the membership, including leading in the organisation of events such as thanksgiving services with a view to promoting spiritual wellbeing and fellowship.
- (iii) Shall provide guidance or lead on mediation process for dispute resolution in relating to the Executive members, general members or between the organisation and external parties.

- (11) Ex Officio Members (as defined in 3 (2) (k) above)
 - (i) Shall contribute expertise and experience to the smooth running of the Association
 - (ii) Shall carry out any such duties when called upon to do so by the Executive Committee or the Organisation.

6. Reappointment of Executive Members: Term Limits

- (1) Subject to the provisions of Clause 16 of the Constitution, a charity trustee who has served on the Executive Committee in the capacity of President for two consecutive terms may not be reappointed to that office for a third consecutive term but may be so reappointed after an interval of at least two years. A term of office will be one year.
- (2) All other trustees shall not be eligible for reappointment to an office they have held for three consecutive years unless a further one year has elapsed.

7. Sub-Committees

- (1) Subject to the provisions of Clause 18 of the Constitution (“Delegation by Charity trustees”) the following sub-committees shall undertake delegated duties of the Organisation:
 - (i) Dinner & Dance Committee
 - (ii) Thanksgiving Committee
 - (iii) Summerfest Committee
 - (iv) Constitutional & Governance Review Committee
 - (v) e-Communications Committee
- (2) The following terms of reference will apply to sub-committees of the Organisation:
 - (a) They are sub-committees of the Executive Committee and will report issues and concerns and make recommendations to the Executive for decision
 - (b) They shall have delegated responsibility for overseeing the specific areas covered by their terms of reference
 - (c) A sub-committee may consist of two or more persons, but at least one member of each committee must be a charity trustee

- (d) Minutes of the meetings of any sub-committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable.

8. Appointment of Auditors

- (1) The trustees shall arrange for the appointment of two (2) Internal Auditors from among the general membership.
- (2) An Internal Auditor's term of office will be for one year from the date of first appointment but s/he will be eligible for reappointment.
- (3) The role of the Internal Auditor is to:
 - (a) undertake regular and periodic oversight of the organisation's finances.
 - (b) produce an Audit Report on the Annual Accounts. The Audit Report will include commentary, opinion and recommendations to the trustees on any issues that need addressing.
 - (c) provide independent scrutiny of the organisation's risk management and control processes.
- (4) In carrying out their functions the Internal Auditors will have due regard for the applicable level of financial scrutiny, which should be commensurate with the requirements for an Independent Financial Examination or a Statutory Audit (whichever applies) based on the organisation's turnover and/or the Charity Commission's guidance.

2. Execution of documents

- (1) In accordance with, and subject to the conditions in Clause 21 of the Constitution, the signatories to cheques and withdrawals from the Organisation's bank accounts and any other accounts such as Paypal shall be the Treasurer **or** the Assistant Treasurer, **and** any one of the following:
 - (a) the President
 - (b) the General Secretary
 - (c) an Ex-Officio (Trustee) member so mandated by the Trustees.
- (2) The Trustees and Executive Committee have lead responsibility for financial decisions and oversight, in accordance with Clause 4 of these Bye Laws.

10. Annual General Meeting (AGM)

- (1) The Charity's Annual General Meeting shall be held in November of each calendar year on a date to be decided by Trustees.
- (2) In accordance with Clause 25 of the Constitution, the following shall form part of the standard agenda items for AGMs:
 - i. Minutes of the previous year's AGM
 - ii. Report from the President, and reports from other Executive Officers, if any
 - iii. Presentation by the Treasurer of the Audited or Independently Examined Annual Accounts for approval
 - iv. Consideration of resolutions and constitutional amendments, if any
 - v. Election of Trustees and appointment of Auditors.

11. Dispute resolution

- (1) In the event of a dispute arising between members, the Pastoral Officers may be required to assist in the mediation process as stipulated in Clause 5 (10) (iii) above and in Clause 27 of the Constitution.

APPENDIX 1: EQUAL OPPORTUNITY AND DIVERSITY POLICY

THE LAW AND POLICY STATEMENT

THE LAW

It is unlawful to discriminate directly or indirectly in recruitment or employment because of a 'protected characteristic'. The Equality Act 2010 defines the protected characteristics as being age, disability, sex, gender reassignment, marriage and civil partnership; pregnancy, maternity, race (which includes colour, nationality, and ethnic, tribal or national origins), sexual orientation, religion or belief.

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

It is also unlawful to discriminate against or harass a member of the public or service user in the provision of services or goods or to fail to make reasonable adjustments.

1. POLICY STATEMENT

- 1.1. The Prince of Wales Alumni Association UK and Ireland (POWAA UK & Ireland) is an alumni organisation of the Prince of Wales School in Freetown, Sierra Leone. It is committed to actively opposing all forms of discrimination in accordance with the law above.
- 1.2. The aim of this policy is to ensure no member, trustee and executive, volunteer, job applicant, employee or service user is discriminated against in their dealings with POWAA UK & Ireland. The Chair is responsible for the effective operation of POWAA UK & Ireland's Equal Opportunity and Diversity Policy. All members, volunteers, employees and trustees have a duty to implement POWAA UK & Ireland's Equal Opportunity and Diversity Policy.

2. EMPLOYMENT

- 2.1. POWAA UK & Ireland aims to be an equal opportunity employer. This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

- 2.2. POWAA UK & Ireland will appoint, train, develop and promote on the basis of merit and ability alone. Employees have a duty to co-operate with the employer to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Disciplinary action will be taken against any employee who is found to have committed an act of discrimination. Serious breaches of the equal opportunities policy will be treated as gross misconduct. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or provided information about such discrimination. Such behaviour will be treated as gross misconduct in accordance with the disciplinary procedure.

3. VACANCY ADVERTISING

- 3.1. Recruitment publicity will encourage applications from all suitably qualified and experienced people.

4. APPLICATIONS AND INTERVIEWING

- 4.1. All applications will be processed in the same way. Those responsible for short listing and interviewing will be clearly informed of the selection criteria, and of the need for their consistent application. All questions that are put to the applicants will relate to the requirements of the job. To ensure adequate equal opportunities, POWAA UK & Ireland will, as far as practical:

- Regularly review selection criteria (Job Description and Person Specification) to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job,
- Offer interviewers training in equal opportunities,
- Seek diversity within the composition of the recruitment panel,
- Record reasons for selection and rejection of applicants for all vacancies.
- Selection tests which are used will be limited to questions relating to the particular job requirements.

5. PROMOTION, TRANSFER AND TRAINING

- 5.1. Under-represented groups will be encouraged to apply for training and employment opportunities with POWAA UK & Ireland. Wherever

possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion.

However, actual recruitment to all jobs will be strictly on merit. Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups. Where possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

6. TERMS OF EMPLOYMENT, BENEFITS, FACILITIES AND SERVICES

- 6.1. All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that these are not discriminatory. Wherever possible, equipment will be obtained and adaptations made to improve access for disabled employees. If a change occurs in an employee's abilities or caring responsibilities which is likely to affect their work, the line manager will be notified as soon as possible, and adjustments will be made where practical and reasonable.

7. GRIEVANCE, DISPUTES AND DISCIPLINARY PROCEDURES

- 7.1. All allegations of discrimination will be dealt with seriously, confidentially and speedily. POWAA UK & Ireland will not ignore or treat lightly grievances or complaints from members of a particular gender, racial group, religion, nationality, sexual orientation, age or disability, on the assumption that they are oversensitive about discrimination.
- 7.2. If an employee encounters discrimination in the course of their work, or if an individual or agency persists in discriminating even after being challenged, the line manager will be informed, and where appropriate the disciplinary procedure will be used.

8. MONITORING EQUAL OPPORTUNITIES

- 8.1. POWAA UK & Ireland will regularly monitor the effects of selection decisions and personnel practices and procedures to assess whether equal opportunity is being achieved. POWAA UK & Ireland will, from time to time, review:
 - The composition of the work force of the organisation and changes in distribution over periods of time

- The selection criteria and personnel procedures to ensure that they do not include requirements or conditions which constitute, or may lead to, indirect or direct discrimination.

9. ACTIVITIES AND SERVICES

- 9.1. POWAA UK & Ireland is committed to countering disadvantage and treating all users and prospective users equally. Practical measures will be taken to enable representatives and members of local organisations to attend POWAA UK & Ireland events and participate, if sufficient notice is given and funds are available. Services will be publicised in a variety of ways and places. This will include sending information to organisations and people serving the needs of people including those experiencing various kinds of discrimination and disadvantage. Publicity materials will be, as far as possible, clear, simple and widely accessible.
- 9.2. The Chair and Board of Trustees will from time to time review and monitor the overall balance of services, and seek to ensure that these meet the changing needs of, and opportunities available to, the users of our services, primarily, the Prince of Wales School and our partners. All employees are responsible for planning and monitoring the services for which they are responsible to ensure that these are responsive to users' needs and not discriminatory, and will report any areas where action is required to the Chair. They will also seek, in partnerships in which they are involved, to endeavour to promote equal opportunities and enable people and organisations, including those who have experienced discrimination and exclusion, to participate in decision-making and make a valued contribution to work of the organisation.

Updated and Revised: January 2021.

Signed: E. Benjamin

Date: 08/01/2021

Name and Position: Eugene Benjamin, President POWAA UK and Ireland.

APPENDIX 2: BENEVOLENT FUND AND BEREAVEMENT POLICY

POWAA guidelines in terms of what members can expect from the benevolent funds in times of bereavement.

This does not preclude the association from supporting members in times of other forms of distress.

- a). For the purposes of this policy an “active member” is a Princewalean
 - (i) whose subscription is fully paid up or who has arrangements in place for subscriptions to be paid (e.g., by direct debit) and
 - (ii) who makes contributions to the Benevolent Fund and
 - (iii) who participates (by attendance and/or contribution) in events and meetings and
 - (iv) who has paid into the fund for a minimum of one year.
- b). In the case of two or more siblings who are members, as long as both siblings are active, a combined pastoral visit will be arranged, and the financial contribution will be paid accordingly.

Where there are more than two siblings who are active members, a maximum financial contribution of £250.00 will be made to the family.

- c). A close relative is defined as a partner, parent, or child.
- d). Full ceremonial uniform is reserved for POWAA UK members **only** as outlined in categories 1(a) & 1(b) below.
- e). Full ceremonial uniform for funerals or other engagements is green blazer and black trousers or skirt for women.

This is also one of the main ways in which the current benevolence fund is used.

Currently our annual subscription is £20.00 minimum (full membership), £10 minimum (concessionary) and £15.00 minimum (Affiliate membership). It is expected that members make an additional contribution of £10.00 minimum at the same time to the benevolent fund at an annual basis at least or as frequently as they wish.

Most members pay more than £20.00 annually so in this case each member is encouraged to let the treasurer know, how much of their annual subscription should go to the benevolent fund.

The benevolent fund is ring-fenced for donations as stipulated below in the times of bereavement.

It is a sad fact of life that at a certain point, as appointed by God, we will depart this life or someone close to us will.

These are times when the prayers; thoughts and other forms of practical support from those who care, go some way to alleviating the pain and loss.

As an association we deem it fit to clarify our response in these times so that members could know what to expect when they pass or if they lose a close relative (parent, partner, or child).

The over-arching principle is that what we receive is directly related to what we put in or invest.

In other words:

"Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously". (2 Corinthians 9:6)

"Give sadaqah (charity) without delay, for it stands in the way of calamity." - hadith of the Prophet Mohammad, peace be upon him.

The services we aim to provide are in three broad stages which for ease of reference we would refer to as category 1; 2 & 3.

1. Members (full and affiliate) who decease.

Category 1 (a) – Active deceased member and senior member ¹.

Members who have paid their subscription regularly (currently minimum of £20.00 per annum) and who have regularly contributed to the benevolent fund) and are actively involved in the association through attendance or contribution at our monthly meetings; various functions and activities and keeping in touch with the association.

Members in this category can expect the following:

- Announcement of the funeral and arrangement for the service, through the group mailing list.
- A pastoral visit by members before the funeral.
- A card and financial donation of £300 payable to partner or next of kin.
- Attendance at the funeral by members (subject to satisfactory travelling arrangements if the funeral is out of London) and in full ceremonial uniform and upon prior arrangement, the school song will be sung at the service.

¹ A senior member is one who has been active in line with note (a) but who is no longer active due to age or infirmity

Category 1 (b) – Inactive deceased member.

Members who have paid their annual subscription intermittently and have maintained some involvement with the association and have kept in touch on an ad hoc basis.

Members in this category can expect the following:

- Details of the funeral arrangement (if the Association is notified) to be released via our global group membership email.
- Attendance at the funeral by members (subject to satisfactory travelling arrangements if the funeral is out of London) and in uniform and upon prior arrangement, the school song will be sung at the service.

Category 1 (c) Deceased Senior Member.

As in category 1 (a) above.

Category 1 (d) Deceased Affiliate member.

Members who have paid their subscription regularly (currently minimum of £15.00) and who have regularly contributed to the benevolent fund) and are actively involved in the association through attendance or contribution at our monthly meetings; various functions and activities and keeping in touch with the association.

Members in this category can expect the following:

- Announcement of the funeral and arrangement for the service, through the group mailing list.
- A pastoral visit by members before the funeral.
- A card and financial donation of £200.00 payable to partner or next of kin.
- Attendance at the funeral by members (subject to satisfactory travelling arrangements if the funeral is out of London) and in uniform (lapel pin and tie only).

2. Members who lose a close relative.

Category 1. - Active members who have lost a close relative (parent, partner, or child).

- Announcement of the funeral and arrangement for the service, through the group mailing list, subject to receipt of full information from the member.

- A pastoral visit by members before the funeral.
- A card and financial donation (£100) payable to the member.
- Those who attend the funeral will wear the school tie and lapel pin.

Category 2. – Inactive members who have lost a close relative (parent, partner, or child).

Members in this category can expect the following:

- Details of the funeral arrangement (if we are notified) to be released via our global group mailing list.
- Attendance at the funeral by members (subject to satisfactory travelling arrangements if the funeral is out of London) and in lapel pin and tie.

Category 3. Affiliate members who have lost a close relative (parent, partner or child).

Members in this category can expect the following:

- Details of the funeral arrangement (if we are notified) to be released via our global group mailing list.
- Attendance at the funeral by members (subject to satisfactory travelling arrangements if the funeral is out of London) and in uniform (school tie and lapel pin).

Guidelines produced by Ian Luke-Macauley dated 11th January 2017.

Updated and revised 21st January 2021.

APPENDIX 3: QUID PRO QUO POLICY IN RESPECT OF ANNUAL FUNDRAISING DINNER & DANCES

Background: reciprocal support in this context, relates to the principle and expectation of supporting the Dinner & Dance event of selected alumni associations on the basis that they support ours as well.

In practice this will operate through sending 5 tickets (10 tickets in the case of our sister-association the FSSG Ex-Pupils Association) to the said alumni association which they pay for in full and in return we pay for 5 tickets (10 from FSSG) sent to us from the said alumni association for their Dinner & Dance (quid pro quo).

1. This is a means of not just guaranteeing the sale of 5 tickets to the said alumni association but also ensuring their physical support at our event when required.
2. This arrangement already exists with some alumni associations and it has developed over the years in that they send us a certain number of tickets for their event and we do the same when it comes to ours.
3. Prior to now, it has been down to individual association members to pay for these tickets and turn up on behalf of the association. This has not been shared by everyone though as it has fallen to a few people all the time.
4. As the number of alumni associations increases, the tendency to rely on this type of arrangement, increases as well and this could be onerous and unsustainable.
5. This policy aims to clarify our expectation and modus operandi.
6. The Association hereby commits to funding 50% of a maximum number of 5 tickets from said alumni associations (or 10 from FSSG), thus giving members the opportunity to pay for 50% of the ticket. It is therefore anticipated that this will guarantee the sale of 5 tickets which the association will pay for after receiving the relevant funds from those willing to purchase tickets at 50% of the stated cost.
7. To ensure fairness and increased representation from our association, we would encourage a wider take up of these tickets so that the

burden does not rest on the same people all the time. Alternatively, we can operate a 'first come, first served' basis.

8. If a member has direct links with an alumni association i.e. having attended that school, we would expect that they should support their school fully by not putting themselves forward for this 50% discounted tickets.
9. Naturally this arrangement cannot extend to every alumni association, so we deem it necessary to limit it to the following alumni associations mainly on the basis that, as previously mentioned, we have existing reciprocal arrangements with certain alumni associations:
 - FSSGians
 - Albert Academy Alumni Association (AAAA-UK)
 - Harford Ex-Pupils Association (HEPA-UK)
 - Old Bo Boys Association (OBBA)
 - Old Edwards Association (OEA-UK)
10. For this Quid Pro Quo policy to be effective, we need to ensure that this arrangement is communicated to and agreed by the above alumni associations that we wish to engage with.
11. The policy will be reviewed annually.

(Guidelines produced by Ian Luke-Macauley [9th February 2018])

Reviewed: January 2021

APPENDIX 4 – SAFEGUARDING POLICY

Introduction

The Prince of Wales Alumni Association UK and Ireland (POWAA UK & Ireland) is an alumni organisation of the Prince of Wales School in Freetown, Sierra Leone. We believe good child protection requires everyone to take responsibility. We recognise that the care and welfare of children is paramount and that all children have the right to equal protection from all types of harm or abuse.

POWAA UK & Ireland recognises that we have a fundamental duty of care towards all of the children we engage with, including a duty to protect them from abuse. We achieve this through compliance with UK child protection laws and relevant laws in Sierra Leone, as well as by adherence to the United Nations Convention on the Rights of the Child (UNCRC) 1989.

A child is defined as anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where a child is or their home country.

This policy is mandatory for all POWAA UK & Ireland members as well as anyone who works for POWAA UK & Ireland, either in a paid or unpaid, full or part-time capacity. This includes directly employed staff, trustees, contractors, agency staff, consultants, volunteers, and anyone working on behalf of POWAA UK & Ireland.

We are aware that Safeguarding and promoting the welfare of children is defined in Working Together 2015 as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

To ensure that children are protected in a timely and effective way, "if we suspect it, we will report it" so that statutory agencies can intervene promptly.

We also believe that all children deserve the opportunity to achieve their full potential through these five key areas:

- be healthy
- stay safe

- enjoy and achieve
- make a positive contribution; and
- achieve economic wellbeing.

POWAA UK & Ireland is committed to:

- Valuing, respecting and listening to children
- Ensuring all necessary checks are made when recruiting staff and volunteers
- Adopting child protection systems and procedures for staff
- Providing a common understanding of child protection issues in the organisation and ensuring these issues inform staff and volunteer planning and practice
- Sharing information about child protection and good practice with staff, volunteers, children and parents/carers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff through supervision, support and training.

Though our work does not include vulnerable adults, we are mindful that vulnerable adults are easily exploited and abused in various settings by professionals, volunteers and even those related to them.

We recognise our duty to ensure that they are protected too from harm and treated with the dignity and quality care that they deserve as appropriate to their needs.

In this respect we will report any concerns that we have with the relevant authorities and co-operate with any investigation that we may be required to contribute to.

Safeguarding is still everyone's responsibility, and, in that vein, it is our responsibility too.

We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.

POWAA UK & Ireland will review this policy annually to reflect new legal and regulatory developments and ensure best practice.

Ian Luke-Macauley (President & Chair, Board of Trustees)

Reviewed: January 2021

APPENDIX 5: POWAA UK - Sierra Leone Representatives (Policy)

Roles & Responsibilities - Representation, advocacy and influence

Introduction

POWAA UK is Charitable Incorporated Organisation (CIO), registered with the Charity Commission in the United Kingdom (Registration No.1158526).

The charitable purpose of POWAA UK as outlined in its constitution is:

“To advance the education of the pupils of the Prince of Wales School, Sierra Leone, in particular but not exclusively, by providing and assisting in the provision of facilities for education at the school.”

In furtherance of this role, POWAA UK:

- i. Provides direct support to the pupils and teachers of the school through various initiatives including scholarships, mentoring scheme, teachers’ annual bonus and teachers’ stipend
- ii. Provides equipment and financial contribution to the refurbishment and maintenance of school buildings and grounds
- iii. Undertakes representation, advocacy and influence by working collaboratively with the other POW alumni organisations in Sierra Leone and the USA, the Government of Sierra Leone, Freetown City Council and other agencies.

The management and implementation of POWAA UK projects require active liaison with and practical support from the school Principals, Board of Governors, the Old Princewaleans Association and other alumni in Sierra Leone.

POWAA UK Trustees, Executive and members seek the support of any of its members who is resident in Sierra Leone (for any length of time) to perform a representative role in an official and voluntary capacity, on behalf of the Association.

Objective:

The objective of this role is to facilitate strong coordinated linkages between POWAA UK, OPWA Sierra Leone, the Board of Governors, the school and stakeholders.

Appointment of Sierra Leone Representatives

The Trustees shall appoint any member of POWAA UK to serve as the Association's Sierra Leone representative provided he or she fulfils the following criteria:

- a) Is an active and paid up member of POWAA UK at the time of appointment
and continues to remain so during his/her tenure as an appointed representative
- b) Resides in Sierra Leone for a significant period (e.g. 3 - 6 months annually) and visits regularly every year, during his/her tenure.

Roles and Responsibilities – These include:

1. Demonstrating leadership in the role and collaborate with other POWAA UK representatives appointed to the same role.
2. Raising the profile of POWAA UK and its projects in Sierra Leone - to the pupils and teachers, Parent Teachers Association, Board of Governors, Old Princewaleans Association and other alumni, local and national government and other stakeholders.
3. Contributing to the overall development and implementation of POWAA UK and GLC led projects in Sierra Leone.
4. Assisting in the presentation and distribution of scholarship funds, Christmas bonus, Teachers' stipend or any other donation to the school.
5. Consulting (including attending meetings) the relevant bodies in 2 above, as appropriate, on the plans, implementation and progress of POWAA UK led projects in Sierra Leone and communicating their views and contributions to the POWAA UK Executive.
6. Providing written and verbal feedback to POWAA UK on projects progress, emerging issues and opportunities for the School's improvement and any challenges and obstacles.
7. Ensuring that POWAA UK perspective is considered in decision making in relation to the School.
8. Influencing and, where necessary, challenging thinking and decisions, in a constructive and collaborative way.

9. Undertaking induction and other relevant training designed to support you in this representative role.
10. Adhering to POWAA UK Code of Conduct, policies and procedures.

The role requires professionalism, robustness, challenge, diplomacy, problem solving, relationship building, as the need arises. Be mindful that your attitudes and behaviours reflect not only on you personally but also on POWAA UK.

Expenses

Expenses shall be claimed in line with POWAA UK expenses policy and financial procedure.

Safeguarding

Appointed representatives must always comply with POWAA UK's Safeguarding Policy and not have individual or unsupervised contacts with pupils of the school. Any contact with pupils in or outside the school must be with the knowledge of the Principals, teachers, parents or guardians.

Time Commitment

POWAA UK recognises that this role will be fulfilled on a voluntary basis when the representative may have other demands on his/her time. We acknowledge that priority will be given to the representative's professional, business, family and other engagements during the visit or period of residency in Sierra Leone.

In order to perform the role effectively, representatives will be required to keep up to date with POWAA UK decisions and initiatives by reading minutes and reports and liaising with the President or other relevant members.

Conflicts of interest

- Always declare an interest on any projects or agenda items that require a decision in which you have personal, professional, business or pecuniary interests.
- Do not vote or contribute to the decision of any issue in which you have declared an interest
- Do not say or do anything that is or may be deemed or construed as an attempt to derive direct benefit for yourself.

Review

The nature and effectiveness of the role will be reviewed annually, with input from appointed representatives and our partners in Sierra Leone. The review will include consideration of the duration of service in the role by every representative.

Date approved: May 2019

Reviewed: January 2021

APPENDIX 6: POWAA UK Mentorship Scheme

1. Why?

One of our stated aims is “to advance the education of the pupils of the Prince of Wales School, Sierra Leone, in particular but not exclusively by providing and assisting the provision of facilities for education at the school.”

Over the years we have increased our sponsorship support for students and currently we do well to offer sponsorships to 20 pupils at our school. It is clear that these students benefit immensely from this financial support.

However, we can improve this service by going beyond offering financial support to these students by taking an active interest in their development.

2. What?

The mentorship scheme aims to motivate, encourage and guide students in their career pathway.

It is not about offering financial support as we expect that this is covered by the scholarship and in the interest of consistency, mentors are discouraged from offering personal financial assistance to mentees.

Mentees deal with all sorts of challenges including finding and sticking to a plan that will help them realise their ambitions.

A non-authoritative figure has a unique opportunity to “advise, assist and befriend.”

Mentors can make a real difference by offering their time, the benefit of their experience and wisdom and demonstrating a real interest in their mentees.

This type of investment is invaluable and produces good fruit.

- The lack of positive relationships for some young people’s lives requires a relational response.
- Mentoring provides young people with individuals in their lives who they trust; who will explore alternatives with them; instil a belief that something better is possible and who will help them to set goals and work hard to achieve them.

➤ Being a mentor is to:

- ❖ Be open
- ❖ Be non-judgemental
- ❖ Be committed

- ❖ Be proactive
- ❖ Be informed
- ❖ Be yourself

3. How?

This scheme will start with the 17 students who are currently sponsored by the association.

Members will be matched with sponsored students and care will be taken to ensure that sponsors are not matched with the students that they directly sponsor.

Initially the Trustees will be expected to mentor one student as it is important that we demonstrate leadership and get the scheme off to a good start.

This will not exclude general members who are interested in becoming a mentor because as our sponsorship base expands, the need for more members will be necessary.

Mentors will be expected to commit to the scheme for one year and can opt out if they no longer wish to continue though of course, those mentors who personally sponsor students will be expected to continue in the scheme.

All mentors must operate within POWAA UK & Ireland Safeguarding Policy and recognise that the child's welfare and wellbeing is paramount at all times.

Though the scheme operates in the UK and most contact between mentors and mentees, will be via email or texts, we must remain vigilant to any form of abuse that will bring the scheme and the association into disrepute.

To this end we will ensure each mentor is DBS checked and as this has funding implications, our Director of Funding is

currently exploring how these checks can be conducted without costs to the association.

Members who have current DBS checks that are positive, will be encouraged to use those checks.

Before the scheme commences we will write to all mentees and their parents, via the school, to ensure that they are fully informed and that relevant consent is obtained.

In practice, we will expect the following:

- Once a mentor has been matched with a mentee, they will exchange contact details and maintain monthly contact through texts and emails.
- If a mentor travels to Freetown, Sierra Leone and is minded to meet directly with their mentee, they must ensure that the meeting takes place in the presence of the mentee's parent or teacher and not in a private space or in the Mentee's home. We strongly recommend that all such meetings take place at the school.
- Monthly contact should include checking how the mentee is doing; finding out about their general interests and goals; offering encouragement and any necessary advice.
- The mentee will be encouraged to send a copy of their school report to the mentor which will assist in the mentoring relationship.
- The mentors will have access to the pastoral team for consultation if required.
- The mentee reserves the right to withdraw from the scheme at any point.
- The trustees will evaluate the progress of this scheme at the 6th month stage.

4. Confidentiality

As mentioned earlier this scheme is governed by POWAA Safeguarding Policy and we have a duty to report any form of abuse or maltreatment so that the relevant authorities will investigate as necessary.

Mentees need to know that if they disclose any abuse or concerns of a safeguarding nature, mentors are obligated to disclose this and if in doubt they will consult with the author and founder of this scheme who is an experienced consultant.

Mentors have been advised and trained to ensure that they do not enter into any contract or assurances with their mentees that what they discuss, will remain 'confidential' between them.

Transparency, openness and a safe practice are fundamental values of this scheme.

5. Handling personal information sensitively.

Mentors will have due regard to any personal information that relates to mentees and any brief notes taken during sessions. Safe storage is of vital importance as well as the importance of not sharing any personal information without the permission of the mentee.

It is anticipated that the mentorship scheme will commence in October 2018.

The Four Stages of The Mentoring Relationship

Stage	Time Frame	Notes
1. Establishing the relationship. <ul style="list-style-type: none"> • Get to know your mentee • Lay some foundations • Establish means and routine of communication 	Month 0-3	Learn about them (interests; skills and what they are good at). Discuss how and when to contact each other.
2. Building Trust. <ul style="list-style-type: none"> • Strengthen the relationship • Share new experiences • Goal setting 	Month 3-6	Focus the conversation Identify which goals the mentee wants to work towards.
3. Persevering and challenging. <ul style="list-style-type: none"> • Facilitating opportunities for growth. • Review goals • Focus on one issue you can support with 	Month 6-10	Review and adapt plans if necessary. Support and encourage.

4. Ending well <ul style="list-style-type: none">• Celebrate achievements• Re-assure the young person• Next steps.	Month 10-12	Celebrate achievements Include feedback from teachers; parents and others.
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(Adapted from XL Mentoring).

Updated by ILM on 21.10.18

Reviewed – January 2021

