



London, 25th January 2018

To Whom it May Concern

Charity Name: A LITTLE GESTURE A GREAT HELP
UK Charity Commission Registration Number 1141990

Re: A Little Gesture A Great Help ("ALG") Financial, Child Protection and Futher Risk Policy

Dear Sirs

The four Trustees of A Little Gesture A Great Help have gathered formally to welcome to the group the **new Trustee Madalena Godinho**, effective as of the closing of 2017.

Among other subjects to be detailed under the official Charity minutes¹, the Trustees agreed to update, agree and sign onto an adequate form the procedures followed by the Charity in one key area:

Financial, Child Protection and Futher Risk Policy, broadly followed already by the Trustees informally since the Charity's launch and to be applied formally with immediate effect from this date, according to guidance issued by the Charity Commission in 2017².

Financial, Child Protection and Futher Risk Policy

In accordance with the Charity Commission Guidance for Charities³, we identify below and agree to the key principles guiding our Charity's operations in terms of Financial and Risk Management Policies:

1) Risk Management

- With an average income of c.100'000 GBP per year and, as per the Charity Commission (CC) guidance, the ALG accounts are audited by a voluntary, independent examiner on an annual basis.
- The Charity Trustees of ALG have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks, both at headquarters and at local operations in Mozambique.
- The Trustees retain overall responsibility for risk management and have, since the inception of the charity, discussed and decided the level of risk they were prepared to accept for specific and combined risks.
- The Trustees regularly review ALG's specific significant risks and the effect of these risks added together. They make plans to mitigate and manage these risks appropriately. The

¹ Available separately upon request

² This document has been completed in accordance to guidance published at <https://www.gov.uk/guidance/how-to-manage-risks-in-your-charity>

³ This section has been completed in accordance to guidance published at <https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8>



Trustees consider risk that relates to their situation and where they work; as ALG works with children, the Trustees consider the risks relating to safeguarding and have policies concerning the area of child protection.

- The Trustees put in place and regularly check ALG's process for identifying, prioritizing, escalating and managing risks and, where applicable, the Charity's system of internal controls to manage these risks. The Trustees review the effectiveness of the charity's approach to risk at least every year. ALG's approach to risk is described in its annual report and the Trustees believe it to fall in line with regulatory requirements.

2) Investment matters

- ALG does not have an investment policy as it makes no financial investments and has no plans to do so in the medium term. ALG relies on grant funding and fundraising events for its operations with no expected returns from financial investments budgeted into sources of funds.

3) Child Protection Policy

This is a statement of intent that demonstrates a commitment to safeguard children, involved with ALG, from harm, whereby:

- the welfare of the child is paramount
- no child or group of children must be treated any less favorably than others in being able to access services which meet their particular needs
- all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- the policy is reviewed, approved and endorsed by the board of ALG Trustees annually or when legislation changes
- the policy applies to all Trustees, staff and volunteers within ALG
- children and parents are informed of the policy and procedures as appropriate
- all concerns, and allegations of abuse will be taken seriously by ALG Trustees, staff and volunteers and responded to appropriately - this may require a referral to Mozambican police or local authorities.
- a commitment to safe recruitment, selection and vetting of all individuals dealing with ALG child beneficiaries.
- reference to principles, legislation and guidance that underpin the policy
- arrangements for policy and procedures review at regular intervals and incorporating the accumulated experience from working, on the ground, in Mozambique.
- reference to all associated policies and procedures which promote children's safety and welfare eg with regards to: health and safety, anti-bullying, protection of children online, and photography.

Charities working directly with children abroad

ALG works with children in Mozambique on a daily and regular basis. When visiting the country, all volunteers and Trustees are strictly required to undergo a DBS check prior to the visit and any contact with the children.

4) Conflicts of interest

- The Trustees of ALG understand how real and perceived conflicts of interests and conflicts of loyalty can affect ALG's performance and reputation.



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- The Trustees discuss and decide on any actual, or potential, conflicts and deals with these in line with both ALG's governing document and a regularly reviewed conflicts of interest policy.
- Registers of interests, hospitality and gifts are kept and made available to stakeholders in line with the ALG's agreed policy on disclosure.
- Trustees keep their independence and advise each other if they feel influenced by any interest, or may be perceived as being influenced or to having a conflict.

5) Volunteers

- The Trustees makes sure there are proper arrangements for their recruitment, support and supervision.
- All volunteers must fill in an adequate Expression of Interest form and sign the Child Protection Policy above before having access to charity data.

In addition, all volunteers working within ALG are required to sign a **data protection document** in which they agree to the following:

- ✓ To support ALG in accomplishing its Mission and Objectives with no financial compensation expected
- ✓ Not to deviate from ALG's fully charitable message and objectives as directed by the Trustees in any communications on our behalf
- ✓ Not to launch any awareness, fundraising or organizational initiative whatsoever on our behalf before previous and explicit approval by the Trustees
- ✓ To respect ALG fundraising activities as directed by the Trustees and to transfer every fund donated to volunteer initiatives on behalf of ALG, in its full entirety, to the organization, at the earliest possible. Should there be any expenses incurred by the Volunteer on behalf of the Charity these have to be previously approved by the Trustees before reimbursement, in which case you have the right to receive them promptly.
- ✓ Not to copy or replicate ALG templates, presentations or any other written materials to third parties unless explicitly approved by the Trustees.
- ✓ To treat personal data from ALG donors, supporters, partners and beneficiaries process in a fair and lawful way. Any necessary processing of personal data should only be made upon approval and under guidance by the Trustees, under clear and accurate privacy notices to individuals supporting or benefiting from the Charity.
- ✓ Not to disseminate **any** personal data relative to the beneficiaries in any non-charitable away especially in the more vulnerable group represented by the ALG under-age beneficiaries. Volunteers are explicitly required to request permission from the Trustees before making available to external sources any data, photographs or information relative to the children protected by ALG.
- ✓ ALG states Volunteers are not expected to have any contact on the ground in Mozambique with the children under the ALG programmes unless specific CBR checks are undertaken and formally approved by the Trustees ahead of any travelling.

6) Handling complaints

The Trustees of ALG make sure that there is a transparent, well-publicized, effective and timely process for making and handling a complaint and that any internal or external complaints are handled constructively, impartially and effectively.



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7) Salary Policy

ALG do not have any paid staff in the UK. Our staff is made up entirely of volunteers. ALG has one paid general coordinator, in Mozambique, who has a contract legally valid under Mozambican law (“*Contrato de Prestação de Serviços*”).

We are open to any further clarification on this subject.

On behalf of the children and of all the Trustees, I would like to sincerely thank you for your generous support to our Charity.

Thank you for your Little Gesture!

<hr/> <p><i>Sara Vicente Barreto</i> Chairman & Trustee A Little Gesture A Great Help</p>	<p><i>Patricia Acquaviva</i> Trustee A Little Gesture A Great Help</p>
<hr/> <p><i>Joana Castro</i> Trustee A Little Gesture A Great Help</p>	<p><i>Madalena Godinho</i> Trustee A Little Gesture A Great Help</p>

More About A Little Gesture

Our Story

"A Little Gesture A Great Help" ("ALG") is a small UK Charity focused on overseas aid to vulnerable children. Sara Vicente Barreto and 3 founding Trustees set up ALG as a UK charitable trust in 2011. The initiative followed from Sara's local volunteering experience and her launch in 2004 of Portuguese NGO *Um Pequeno Gesto Uma Grande Ajuda* ("UPG"). Both charities are focused on underprivileged children and their families living exclusively in the Province of Gaza, a highly impoverished area in southern Mozambique.

The sister-charities are financially independent but both intervene directly on the ground through local established operations in Xai-Xai, Chongoene and Chokwé. This is a mostly rural area heavily affected by AIDS where children typically belong to one-parent only families, have HIV-infected relatives or are already orphans.



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Figure 1 One of the Family Huts built in Nhancutse in 2012; Children in SLM School in Chokwé; One of our small farming projects for community self-sufficiency.

Our Mission

Our mission is to promote the improvement of living conditions for underprivileged children and their families in Mozambique.

Our goal is to give them access to academic and skills based education in a safe environment with adequate nutrition, water and housing. We strongly believe our impact is to improve their employability, create income-generating activities and support the local economy.

What We Do

Both inspired by how much a little gesture could do in Mozambique, ALG and UPG support **895 children with direct Sponsorship** of basic food and school enrolment costs in 2014, in mostly rural impoverished villages.

The two charities also finance complementary **Projects** to promote *Poverty Relief* (HIV support), improve *Infrastructure* for living conditions (basic housing, water wells, small community centres), advance *Education* (academic and technical such as literacy or arts&crafts courses) and invest in *Sustainability* (micro income-generating activities such as an IT centre, poultry and farming), supporting **1'995 beneficiaries directly** by year end 2013 – an impressive total of 6'908 if we include the ALG Flood relief effort.

How We Work

ALG aims to **break the cycle of poverty** in the Gaza region, through targeted and direct **Poverty Relief, Infrastructure, Education and Sustainability** support. We are a fully volunteer organization in the UK with minimal overhead costs raising an average £100'000 annually on our last two years of operations.

The UK charity collaborates closely with UPG Portugal and its extensive network of over 21'700 UPG Friends. Since 2004, a combined c.£892'892 have been raised of which over 80% have already been applied locally. The two charities raised a combined c. £279'800 in funds in 2013⁴. Both charities have strict control of costs using essentially volunteer work, and aim to apply **c.93-95p on the ground per pound donated**.

As a non-religious organization, we believe in deepening our reach and to involve the beneficiary communities in our projects irrespective of race, creed or gender. ALG intervene through **six**

⁴ Consolidation of UPG and ALG accounts for illustrative purposes on a purely informative basis. The two entities are legally separate and accounts are published on a fully separate basis.



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Local Partners on the ground, established for years and in direct contact with local needs: Sister Aparecida, Sister Helena, Teacher *Granny* Etelvina, Father Nicolau, Sister Lidia and Sister Neusa.

What We Have Done So Far

Since 2011, ALG UK sponsored and helped co-finance with UPG Portugal several community projects in Mozambique. In 2014 the organisations supported school feeding for 802 children in SLM, 2 pre-schools for 167 children, launched 2 Literacy classes for 119, After-Class Study centres, IT and arts&crafts courses as well as 12 University Scholarships. To relief poverty the Charity financed the start-up of an HIV home for 50 children in 2014⁵, building 2 village water wells and 4 Family Huts under its infrastructure area. Sustainability is the goal of all the programmes and more income generation programmes such micro-businesses in the community in bricks production or micro-commerce for 12 mums are being developed for this purpose.

ALG’s intervention benefited over 2’500 beneficiaries since launch. Together with UPG Portugal – in 2014 our help went deeper and wider reaching 1’975 beneficiaries directly.



Figure 2 Daily breakfast at ESC pre-school in Chongoene; daily lunch at SLM school; Literacy classes in Conjoene.

We will continue our efforts in 2015 as there is so much we want to do!
Every Little Gesture Helps – Help Us Grow!

⁵ 23 children in 2014

