

If you are new, welcome to Mary's Meals, otherwise
thank you for all that you do.

In this document you will learn more about Mary's Meals.

Please closely review the policies on cash handling and GDPR, then sign and return the Volunteer Code of Conduct - Pages 6 to 12

The beginning of Mary's Meals timeline

1983 – Medjugorje Magnus MacFarlane-Barrow grew up in Argyll, Scotland. In 1983, a pilgrimage to the Marian shrine of Medjugorje in Bosnia-Herzegovina renewed his family's Catholic faith and led Magnus' parents to convert their guesthouse into a retreat centre or 'Family House of Prayer'.

1992 – Bosnian War Magnus and his brother Fergus were enjoying a pint in their local pub when they saw TV news reports of the Bosnian conflict. They felt moved to help those suffering.

After spending much of the night talking about ways to support the Bosnian relief effort, the brothers decided to organise a local appeal. Food, clothing, medicines and donations of money soon began to arrive at their home.

1992 - Barely three weeks later Magnus and Fergus grabbed a week's holiday from the fish farms where they worked, bought a second-hand Land Rover, and joined an aid convoy. They delivered the donated goods to Medjugorje in Bosnia-Herzegovina, a place of international pilgrimage.

1992 – A week later Believing their good deed was done, Magnus and Fergus returned home to Argyll expecting to resume their jobs as fish farmers. But public donations had continued to flood in, filling their parents' shed with goods.

1992 – Two weeks later Magnus decided to give up his job and take a 'gap year'. He sold his small house so he could drive aid out to Bosnia-Herzegovina for as long as the public kept donating. The public did not stop and Magnus never returned to his old job. It soon became necessary to set up a registered charity, Scottish International Relief (SIR).

1992 – 2002 – Delivered over £10 million of aid Over the next ten years, SIR expanded. It began building homes for abandoned children in Romania, helping returning refugees in Liberia by setting up mobile clinics and continued to deliver material aid to Croatia and Bosnia-Herzegovina as well as funding many additional projects.

2002 – 200 children receiving Mary’s Meals Magnus met a lady called Emma while SIR was providing famine relief in Malawi. She was dying of AIDS and lay on the floor of her hut surrounded by her six young children. Emma said all that was left for her was to pray that someone might care for them after her death.

Magnus asked her eldest, Edward, what he hoped for in life. He replied simply: ‘I want to have enough food to eat and to go to school one day’.

Edward’s words helped inspire the founding of Mary’s Meals which aims to provide chronically hungry children with one meal every school day.

2010 – 400,000 children receiving Mary’s Meals

Magnus was presented with a CNN Hero award by Hollywood actor Gerard Butler.

He praised Magnus for our work and said: ‘Every day Magnus lets children know that they matter, that someone thousands of miles away cares about them.’

2011 – 500,000 children receiving Mary’s Meals

Alongside our feeding programmes, which were reaching half a million hungry children, our emergency relief work also continued.

We joined forces with our long-standing friends in Malawi and a South African charity – Gift of the Givers – to deliver as much emergency food as possible to help keep more than 40,000 starving people in Somalia alive.

2012 – 700,000 children receiving Mary’s Meals

With school feeding having become the sole focus of its work SIR officially changed its registered charity name to Mary’s Meals. We consist of, respect and reach out to people of all faiths and of none.

2014 – 900,000 children receiving Mary’s Meals

The number of children receiving Mary’s Meals continues to grow thanks to the generosity of our supporters. We move closer to feeding one million children every school day.

2023 – Mary’s Meals today

We’re now feeding **2,429,182** of the world’s poorest children every day they attend school.

Our simple but effective approach has gathered momentum and today we serve children in 18 countries across Africa, Asia, the Caribbean and South America.

The same tiny and lopsided shed that housed those first donations of aid for the people of Bosnia-Herzegovina, remains the global HQ of Mary’s Meals today. To some it may seem odd to retain the headquarters of a global organisation in a little shed, in a very remote part of Scotland – but being there helps remind us of how and why we began this work.



Introduction to our work

- **Our vision**

- Our vision is that every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

- **Our Mission**

- Our mission is to enable people to offer their money, goods, skills, time or prayer and through this involvement, provide the most effective help to those suffering effects of extreme poverty in the world's poorest communities.

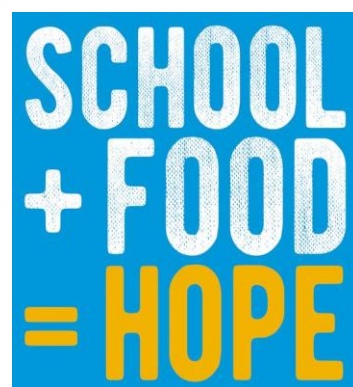
- **Our Values**

- We have confidence in the innate goodness of people.
- We respect the dignity of every human being and family life.
- We believe in good stewardship of resources entrusted to us

Where Mary's Meals is provided, there is a rise in school enrolment, attainment and attendance. Wherever possible, Mary's Meals uses locally grown food to support the local economy and help smallholder farmers.

We firmly believe that the children receiving Mary's Meals today can one day grow up, well-nourished and well-educated, to become the men and women who will lift their communities out of poverty.

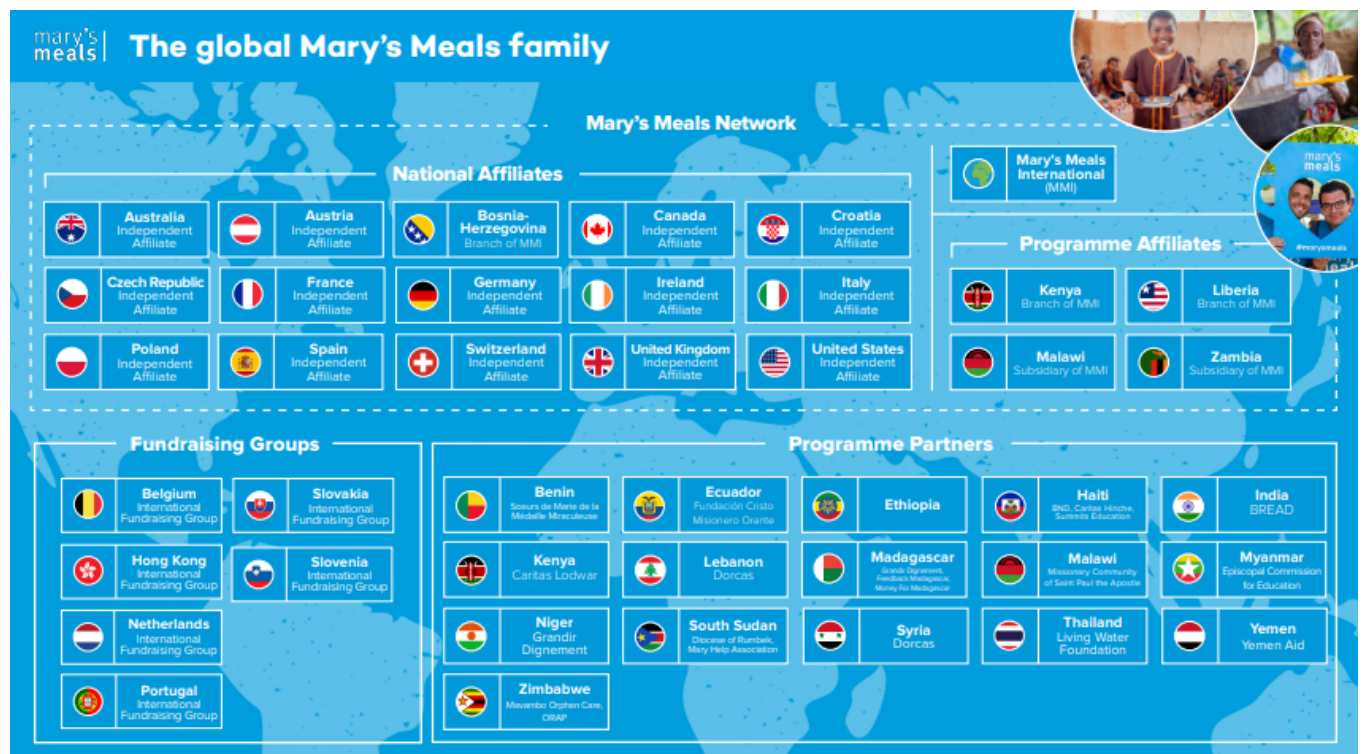
- **Reduce hunger for children who attend school**
- **Increase access to primary education for children**
- **Increase engagement in primary education for children**
- **Increase progression in primary education for children**
- **Improve the well-being of children**
- **Increase community support for education**



Short video <https://www.youtube.com/watch?v=zpHCW8M2hPQ>

Despite our various backgrounds, races, religions, languages and situations, we consider ourselves one big family working towards a common goal.

Mary's Meals programme countries are the homes of our school feeding programmes. We reach hundreds of thousands of primary aged children across the country, where we work closely with schools and community volunteers who help prepare and serve the nutritious meals every school day. Mary's Meals National Affiliates and Fundraising Groups spread awareness and raise funds for Mary's Meals.



Mary's Meals Affiliates and informal groups of supporters are forming around the world in order to raise funds and awareness of our work.

Mary's Meals International provides a focus of unity, stability and continuity and is responsible for:

- Leading strategic planning
- Promotion and protection of the brand
- All programme activities
- Providing support and guidance to all National Affiliates on raising awareness and fundraising activities

Our Key Messages

- Mary's Meals is a simple idea that works – by providing a daily meal in a place of education, chronically poor children are attracted to the classroom where they can gain a basic education that provides an escape route from poverty
- The average global cost of feeding a child for a whole year is just **€22**
- **The worldwide cost per meal is 11 cent**
- Mary's Meals feeds **2,429,182 children every day at school in 18 countries** across Africa, Asia, Latin America and the Caribbean
- We have a commitment to keeping our running costs low and we ensure **at least 93%** of donations are spent on our charitable activities
- We are determined to keep our promise of a nutritious daily meal in school to those children already enrolled in our school feeding programme and – as funds allow – reach out to the next hungry child waiting for Mary's Meals
- Mary's Meals is a grassroots global movement – an intrinsic part of our work is to involve as many people as possible, recognising that each has a unique part to play in this mission
- Local communities own and run Mary's Meals in the project countries in which they operate
- Where available, Mary's Meals are made with locally produced food, thereby supporting the local economy



As a Mary's Meals volunteer, most of you will be part of a volunteer group, please run all ideas by your group or group leader and if it's an idea on a national level, please contact the national office ireland@marysmeals.org or 01 853 5163.

You must play your part in helping Mary's Meals to keep donors' information safe.

The General Data Protection Regulation (GDPR) was brought into law in 2018, allowing people to have more control over how companies and charities use their personal data.

Failure to comply with these policies could lead to substantial fines for Mary's Meals.

Here are a few points to help us all keep donors' information safe

- **Think** about why we are collecting the data and only **collect the minimum** amount of data necessary. (Remember we can only collect and store the personal data of supporters under 16 years old with appropriately recorded consent from their parent or guardian.)
- **Decide** how we are storing the data e.g. password-protected documents that are only printed when necessary and, if paper copies must be stored, kept safe in a locked cupboard or a room with a locked door.
- **Never** email donors' information unless this is essential and check your mailbox regularly to delete any items of personal data that are no longer required.
- **Never** leave personal data unattended and visible to others, either in paper form or on a screen.
- **Remember** any proactive communication with supporters is now based on opt-in consent and we should only communicate with supporters by post or email if they have explicitly agreed to hear from us via those channels.
- **Review** the contents of folders regularly and dispose of unnecessary data by deleting from electronic files or shredding paper copies so that no-one else can access the data.

Example

Running a raffle is a wonderful way to raise funds, but the raffle sheets must be kept securely as they contain donors' personal data. When the raffle is over, the sheets should be disposed of in a way that no-one else can access them.

Thank you so much to our wonderful volunteers for all that you do to help Mary's Meals!

Other Information

- **Complaints**

Mary's Meals recognises that from time to time there may be occasions when volunteers feel that expectations of Mary's Meals fall short of what they reasonably expect. We do want to know about these occasions, so that we can rectify the problem and plan to avoid its repetition. Mary's Meals has a policy procedure for complaints.

- **Grievances**

The welfare and conduct of its volunteers is of paramount importance to Mary's Meals. The grievance procedures are in place to ensure all volunteers and staff of Mary's Meals are dealt with in a fair manner.

- **Dismissal**

Volunteers who do not adhere to the organisations rules or who do not fulfil their roles satisfactorily may be subject to dismissal. Any volunteer will be given the opportunity to discuss the reasons for dismissal with appropriate staff member. Grounds for dismissal include, but are not limited to, gross misconduct, being under the influence of drugs or alcohol, theft, abuse of co-volunteers or staff, breaches of confidentiality and failure to abide by Mary's Meals policies.

Mary's Meals Ireland

Code of Conduct for Volunteers

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of Mary's Meals Ireland. All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their volunteer role description to a satisfactory standard;
- Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
- Following the charity's policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role with Mary's Meals Ireland with Group's chairperson or group leader or Patricia Friel, Executive Director Mary's Meals Ireland patricia.friel@marysmeals.org
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of the charity and that enhances the work of the charity;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
- Reporting any health and safety concerns;
- Directing any questions regarding Mary's Meals Ireland's policies, procedures, support or supervision to the group's chairperson or group leader
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Mary's Meals Ireland's grievance procedures
- Declaring any interests that may conflict with their role or the work of the charity (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from group's chairperson or group leader or Patricia Friel, Executive Director Mary's Meals Ireland patricia.friel@marysmeals.org
- Keeping confidential matters confidential;
- Follow the GDPR & Cash Handling Guidelines and Procedures for Mary's Meals Ireland
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with Mary's Meals Ireland returning any such documents, material in their possession;

- Seeking authorisation from their local group for local communications and the national office for national communications before communicating externally on behalf of Mary's Meals Ireland
- Maintaining an appropriate standard of dress and personal hygiene;
- Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to Patricia Friel, Executive Director Mary's Meals Ireland patricia.friel@marysmeals.org
- ¹ For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to Mary's Meals Ireland

Volunteers are expected NOT to:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role;
- Use money that is donated to Mary's Meals Ireland for any other purpose. All monies raised must go to Mary's Meals Ireland
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community);
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;
- Provide a false or misleading statement, declaration, document, record or claim in respect of Mary's Meals Ireland, its volunteers, employees or charity trustees;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them;
- Engage in illegal activity while carrying out their role;
- Improperly disclose, during or after their involvement with Mary's Meals ends, confidential information gained in the course of their role with Mary's Meals.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of Mary's Meals Ireland's other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that Mary's Meals Ireland may terminate a volunteer's position without cause.

¹ In seeking information from volunteers about criminal convictions (or the fact that they have been charged with an offence or given the benefit of the Probation of Offenders Act 1907 (as amended)) charities should comply with data protection law and be aware of the limitations on the circumstances in which it is possible to process such information (e.g. see section 55 of the Data Protection Act 2018). It is also important that charities have due regard to the provisions of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended). If a charity has any doubt about its rights and responsibilities in this regard, it should obtain legal advice.

Volunteers acknowledge that no employment relationship is created in the context of their role with Mary's Meals Ireland.

The board of charity trustees will review the Code of Conduct for Volunteers at 3-year intervals or as appropriate. The Executive Director is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.

Signed

Name

Date

Please sign and return to your Mary's Meals group leader or patricia.friel@marysmeals.org

Legal Disclaimer:

This document is issued by the Charities Regulator under section 14(1)(i) of the Charities Act 2009, to encourage and facilitate the better administration and management of charitable organisations. It is published as part of a suite of guidance, intended to provide support to charity trustees to meet their legal duties, by putting in place systems, processes and policies which ensure charities are managed in an effective, efficient, accountable and transparent way.

This document is not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice. This document is not a substitute for professional advice from an appropriately qualified source. The Charities Regulator recommends that charity trustees consult their governing document or obtain their own independent legal advice where necessary. The Charities Regulator accepts no responsibility or liability for any errors, inaccuracies or omissions in this document.

Cash Handling Procedure



Mary's Meals believes in the good stewardship of resources entrusted to us. Cash handling procedures are important to protect the organisation from fraud, theft or embezzlement, to protect staff or volunteers from accusations of dishonesty and to assure donors that their donations and gifts are used for the purpose for which they were given.

Note – Covid update, all postal donations are now opened over a video call with two staff members present – PF

1.1 General

- Cash received is to be counted and recorded by two unrelated individuals.
- Cash is counted in a secure environment and held in a secure place until it is possible to bank it.
- Deductions must not be made from cash received.
- Acknowledgements are issued, where requested and where practical, to donors. This may be done by the supporter/fundraiser, or can be done by the Dublin office at the supporter's request. Contact details of donors must be forwarded to the Dublin office in accordance with our Data Protection Statement.
- Supporter groups should nominate one person with overall responsibility for cash handling.

1.2 Collections

- Any cash collected at an event should be collected in an official Mary's Meals bucket and securely sealed. Every bucket should have correct and up to date information (Eg. Cost per meal 11c) and show the **registered charity number (20061920), company number (420286) and CHY number (16897)**.
- Buckets should remain sealed until they are due to be counted and should be opened and counted in the presence of two unrelated individuals.
- Supporter groups should nominate one person with overall responsibility for distribution and return of buckets. All buckets should be numbered, and a record kept of who is in possession of each bucket. A record template is available from the Dublin office (ireland@marysmeals.org). All buckets should be returned to the nominated person at the end of event/collection.

1.3 Banking

- Wherever possible, cash is banked immediately using a lodgement card. Lodgement cards can be ordered from the Dublin office (01 853 5163). In the meantime, lodgements can be made to the bank account below, and an email must be sent to ireland@marysmeals.org with details of lodgement.
- Cash not banked immediately is placed in a sealed container in a secure place. Cash is never left unattended or in an unattended environment.

Bank Account Details

Bank Name	Bank Address
Bank of Ireland	Carrick-on-Shannon, Co. Leitrim
Sort Code	Account Number
90-53-36	16571078
BIC	IBAN
BOFIE2D	IE19 BOFI 9053 3616 5710 78