

**TRUSTEES INFORMATION PACK**

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MISSION STATEMENT

SEEN is based in Twickenham, and provides free and confidential support and information to anyone with a crisis pregnancy (eg unplanned, foetal abnormality).

Our support is on-going whatever decision is made (e.g. support following pregnancy loss and befriending single parents) and our work includes prevention through relationships and sex education for teenagers.

**BRIEF HISTORY OF THE CENTRE**

We began in 1999 as a group of Christians who wanted to respond to the pro-life pro-choice debate by simply offering unconditional and non-directive ongoing support to people with unplanned pregnancies. Thus we trained to support people making a choice and to help those dealing with pregnancy loss, as well as looking at ways of befriending those who continue pregnancy under difficult circumstances.

Our education service was piloted in 2002, to build self-esteem in young people, empowering them to make responsible choices about sex and relationships.

We have supported over 1800 clients and taught around 8400 teenagers in total since the Centre opened.

We gained Charitable Status in 2005. During 2012 we became a Private Limited Company.

**CURRENT OBJECTIVES**

**Why SEEN is needed**

185,824 abortions took place in England and Wales in 2015 and 2586 of these women were living in the boroughs of Richmond, Kingston or Hounslow.1 These statistics are similar year on year, and mean that one in three women terminate a pregnancy at some time during their child bearing years.

Following a systematic review of the mental health outcomes of induced abortion in 2011, the Academy of Royal Colleges and National Collaborating Centre for Mental Health found that:

*An unwanted pregnancy was associated with an increased risk of mental health problems. (NCCMH, 2011, p10)*2

It also recommended that :

*In the light of these findings, it is important to consider the need for support and care for all women who have an unwanted pregnancy because the risk of mental health problems increases whatever the pregnancy outcome. (NCCMH, 2011, p10)* 2

A review of support available for loss in early and late pregnancy, commissioned in September 2013 and carried out by NHS Improving Quality, noted that around 20% of pregnancies end in miscarriage and found that staff want to provide emotional support but struggle with the workload and competing priorities, so recommended collaboration between agencies and charities as a way forward.3

More than four in ten teenage schoolgirls in England have experienced sexual coercion, according to research conducted by Bristol University. The study also found that a high proportion of teenage boys regularly viewed pornography and one in five harboured extremely negative attitudes towards women.4

In a survey carried out on behalf of the National Association of Head Teachers, the vast majority of parents (88%) said sex education and lessons on adult and peer relationships should be mandatory in schools.5

**How SEEN helps**

The diagram below illustrates the scope of the service that SEEN offers to our local community.

**Unintended Pregnancy**

**Educating Teenagers**

**Pregnancy Loss**

**Single Parenting**

In addition to providing free pregnancy tests, clients are responded to quickly to ensure that they have as much time as they need to make well informed and unpressured decisions regarding the outcome of the pregnancy. Ongoing support is offered whatever they decide.

Thus SEEN supports women during pregnancy if circumstances are difficult; supports those parenting on their own, and supports women and their partners to come to terms with loss after a decision to end a pregnancy. Those struggling following miscarriage or stillbirth are also helped.

Although most clients live in the London Boroughs of Hounslow, Kingston and Richmond, listening and counselling services are available free of charge to anyone who telephones or comes to the Centre in Twickenham.

A needs assessment is currently underway to inform the scope of the future work of the SEEN education department, *YourChoice*. To date, we have supported teachers in secondary schools by invitation. A range of interactive lessons have been offered, delivered by trained volunteers, which cover all aspects of Sex and Relationships Education. Materials have been developed in line with current SRE guidance.

**STATEMENT OF FAITH**

**We believe in:**

1. The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.
2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.
4. The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, making us subject to God’s judgement.
5. The incarnation of God’s eternal Son, the Lord Jesus Christ—born of the virgin Mary; truly divine and truly human, yet without sin.
6. The sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
7. The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
8. The justification of sinners solely by the grace of God through faith in Christ.
9. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
10. The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
11. The personal return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, confirming their free-will decision to accept or reject him, and establish a new heaven and new earth.

**MANAGEMENT STRUCTURE**

Trustees: Mr M Norfolk Chair

Mrs N Klass Treasurer

Mr D La Bouchardiere

Mrs H Hall

Mrs N Patel

Officers: Mrs F Hamilton Centre Director

Mrs M Kiermayr Centre Coordinator

Ms B George Education Coordinator

Mrs E Ashford Befriending and Prison Coordinator

Mrs D Rajska-Waldron Development Coordinator

Mrs N Holland Development Officer

Mrs C Pearce Support Coordinator

**Trustees of the Centre**

The charity became a limited company with effect from 1st January 2013, and is governed by articles of association, which outline the appointment of and powers of trustees

According to guidance published by the Charity Commission:

*Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.6*

The following procedures are designed to facilitate this, in line with the distinctive vision of the SEEN:

* There should be at least five trustees.
* All trustees must be in agreement with the statement of faith as indicated in the charity’s operating document.
* Trustees are jointly responsible for prayer and listening to the Lord’s direction for the future of the work of the charity, and may appoint one of their number to facilitate this.
* Among the trustees there should always be at least one who has health and/or legal and/or teaching qualifications.
* There shall be a nominated Chair Person and Deputy Chair Person, and the maximum term for each office will be five years.
* Trustees can self nominate for the office of Chair and Deputy Chair, and decisions will be made by majority vote.
* Trustees will serve for a five-year term. However, trustees may offer themselves for re-election, and some trustees may serve for less than five years in order to provide continuity, as specified in the operating document.
* In selecting persons to be appointed as Trustees, the Trustees shall take into account the benefits of appointing a person who is able by virtue of his or her professional qualifications to make a contribution to the pursuit of the objectives or the management of the Charity.
* New Trustee appointments must be agreed by majority decision at a Trustee meeting.
* Trustees meet at least four times a year.
* Trustees act as champions of the work of the centre, and in this role, attendance is appreciated at volunteer team meals, relevant events in the community, and fundraising events organised on behalf of the Centre.
* Individual Trustees may be allocated oversight of specific areas of the work, liaising with members of staff accordingly.
* Trustees agree the content of the SEEN Handbook, and review policy documents biennially

**Paid staff**

* The Centre Director is responsible for implementing the strategy and vision agreed by the Trustees and for oversight of all areas of the Centre.
* The Centre Co-ordinator is responsible for the day to day running of the Centre and managing finances of the Centre and for keeping records and supports the work of the all areas of the Centre.
* The Development Officer supports development. planning, and is responsible for fundraising.
* TheEducation Co-ordinator are responsible for co-ordinating the work of the Centre’s educational service.
* The Befriending and Prison Co-ordinator is responsible for co-ordinating the Befriending work of the Centre, including Single Parent groups. Plus running the ‘I Am’ Course in Bronzefield Prison in Ashford.
* The Support Co-ordinator is responsible for supporting all areas of work
* All the Centre’s employees facilitate volunteer involvement in the Centre, in order to enable the organisation to function and become widely known and understood**.**

**TRUSTEE ORIENTATION**

In order to understand the ethos and work of the Centre, new Trustees are encouraged to:

* Visit the centre and meet the staff prior to interview
* Read the book *A Heart of Compassion* by Phil Clarke (Authentic Media, 2006)
* Read *The Essential Trustee: What you need to know* available on the Charity Commission’s [website](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)
* Become familiar with our [website](http://www.crosswaypregnancy.org.uk)

Other useful resources include

* Read the book *Matters of Life and Death* by John Wyatt (IVP, 2009)
* Richmond Council for Voluntary Service [website](http://www.richmondcvs.org.uk) and email newsletter (includes free training opportunities

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4. University of Bristol. Large numbers of teenage girls experience sexual coercion in relationships. <http://www.bris.ac.uk/news/2015/february/stir-study.html>(Accessed 1/11/16)
5. National Association of Head Teachers. News: Parents want schools to manage dangers of pornography, says NAHT survey <http://www.naht.org.uk/welcome/news-and-media/key-topics/parents-and-pupils/parents-want-schools-to-manage-dangers-of-pornography-says-survey/#Parents-survey-data> (Accessed 23/10/16)
6. Charity Commission. *The Essential Trustee: What you need to know.* [*https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3*](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)(Accessed 23/10/16)