Area Meeting

QUAKERS

Safeguarding Procedures and Toolkit

Banbury and Evesham Area Quaker Meeting

Agreed by Area Meeting Trustees on	30 April 2025
Minute number	12
Signed	M Huff
Name signed by (Clerk of Trustees)	Maria Huff
Date for next annual review by Trustees	April 2026
The role-holder responsible for starting the next review	Maggie Guy (AM SG Trustee and SG Coordinator)

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1. Who we are

Banbury and Evesham Area Meeting

Key Contacts:	See *Key Safeguarding Contacts* for contact details for role holders & organisations. [At the end of this document]
Address:	Banbury and Evesham Area Quaker Meeting Charities Banbury and Evesham Area Quaker Meeting, Horsefair, Banbury, OX16 OAH.
Email:	safe@banburyeveshamquakers.org.uk
Phone:	07988 678432
Website:	www.banburyeveshamquakers.org.uk
Charity number:	Registered in England and Wales, No. 238015.
Company number:	Not applicable
Denomination:	This Area Meeting is a part of Britain Yearly Meeting of the Religious Society of Friends (Quakers). See: www.quaker.org.uk/our-organisation/safeguarding
Regulators:	The Charity Commission
Insurance company:	Congregational

2. Who we are - our local meetings:

This Area Meeting is made up of these local meetings:

Insert local meeting name	Insert address, phone and email details
Banbury Friends Meeting House,	Horsefair, Banbury OX16 0AH
Broad Campden Friends Meeting House	Angel Lane, Broad Campden, Chipping Campden GL55 6US
Ettington Friends Meeting House	Halford Road, Ettington, Stratford-upon-Avon, CV37 7TH

Insert local meeting name	Insert address, phone and email details
Evesham Friends Meeting House	28 Cowl St, Evesham, WR11 4PL
Sibford Friends Meeting House	Sibford Gower, Banbury OX15 5RX
Stratford Friends Meeting House	37 Maidenhead Rd, Stratford-uopn-Avon CV37 6XT

3. Our Commitment

Our procedures and processes represent our commitment to safeguarding put into practice. This Area Meeting is committed to:

- Promoting a safer environment and culture
- Using good practice procedures and guidelines, following national legislation and regulations, and inter-agency procedures
- Safely appointing, training and supporting all those with any responsibility related to children, young people and adults at risk
- Supporting our Safeguarding Co-ordinators and Deputies in their work and in any action they take in order to protect children, young people, and adults at risk
- Practising effective risk-management in response to those that may pose a present risk to others
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and others affected.
- Prevention of abuse by having effective safeguarding measures in place.
- Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our meetings, we adhere to the following UN Conventions in respect of children and adults as our starting point regarding definitions of abuse:

UN Convention on the Rights of the Child, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

UN Universal Declaration of Human Rights (which relates to adults and children) with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

4. Definitions, signs and indicators of abuse

Detailed definitions, signs and indicators for children and adults can be found in the Toolkit, section B.

In summary, these include:

Child abuse: physical abuse, sexual abuse, emotional abuse, grooming, neglect, child sexual exploitation and extremism.

Adult abuse: physical abuse, domestic abuse, sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect and acts of omission and self-neglect.

5. Safer Appointments

The AM will follow established good practice in appointing volunteers and staff safely. (The term ‘worker’ is used in this document to refer to staff and volunteers.) This aspect of prevention is used by all organisations with reliable safeguarding arrangements to reduce risks of abuse.

We will use the good practice set out below in a way which is complementary with our Quaker spirit-led practice in nominating and making appointments. Appointments can be made ‘subject to completion of the safer appointments procedure’ such as DBS checks and references.

Meetings and their nominations committees need to consider carefully the suitability of an individual for certain roles. Special care should be taken when considering the nomination of someone who has recently joined the meeting; a waiting period of six months may normally be appropriate, unless there are circumstances which make this unnecessary in the judgement of the Safeguarding Coordinator. For Area roles, because the AM may not have any direct knowledge of a person nominated, the AM nominations committee is responsible for ensuring their appointment would be appropriate.

The following roles will be appointed, trained and regularly supported in accordance with government guidance on ‘safer recruitment’. Support can be provided by Safeguarding Coordinators and Deputies, Trustees or other appropriately responsible Friends of sound judgement:

- Volunteers and employees who work with children, young people or adults at risk.

- Pastoral Friend with a Pastoral care responsibility
- Trustees
- Safeguarding Coordinators and Deputies.
- Advocates for children and young people's work.

Sometimes good safeguarding practice requires that we turn people down for roles; such decisions will not be taken lightly and may simply be because we do not have enough information about a person to safely nominate/appoint them.

For all the above roles, we will ensure that:

- Each role has a role description, so it is clear what is expected. For employees this will be a job description and person specification.
- Everyone will complete a personal details form (or an application form) plus a self-declaration form (see Toolkit section C). If volunteers complete these forms after appointment, the forms must still be followed through with references etc. as below, before the role is commenced.
- Everyone who is to be appointed must have a conversation about the role during which safeguarding is discussed. For voluntary roles this can be a discussion about their suitability for the role, relevant experience, motivation and talking through situations which might occur. It should also touch on the Friend's willingness to learn more about safeguarding as necessary. For employed roles it should be part of the interview.
- Written references will be obtained and followed up where appropriate. When an individual has recently joined a meeting, seeking a 'reference' from their previous meeting, or equivalent, is advisable. See Toolkit section C for a reference form and a model reference letter.
- A disclosure and barring service (DBS) check will be completed for those roles which require it and are eligible; there is guidance on eligibility on the government website and a useful eligibility-checking tool here.

Where it is practicable, enough members and attenders should have **DBS** clearance to ensure there is a sufficient pool of potential volunteers at activities. We encourage volunteers to join the DBS Update Service and give consent for the AM to access their DBS certificate, as this reduces repeating the checks (Toolkit section C). The AM will comply with the DBS Code of Practice requirements concerning the fair treatment of applicants and the handling of information.

As procedures and eligibility for undertaking DBS checks change frequently, please refer to the government and BYM websites for more information:
www.gov.uk/government/organisations/disclosure-and-barring-service
www.quaker.org.uk/dbs-checks

When a role-holder or employee has been checked by the DBS and cleared to work with children and young people or adults, a minute of the relevant local business meeting will be made to record this fact. This ensures that the meeting, including those

organising activities involving children and vulnerable adults, and nominations bodies, can keep a record of all approved volunteers. The record will also ensure that the meeting knows when to re-check, normally every three years. [Or, substitute an equivalent process for recording: for example in some AMs, this recording is done at area meeting level.]

Qualifications will be verified where relevant (normally only needed for employed staff).

Each worker will be given a copy of the organisation's safeguarding policy and accompanying procedures document and will know how to report concerns.

Each worker will agree to abide by the code of conduct (toolkit section C).

Each worker will have a suitable training programme.

If a nominee is outside the UK or has recently been living in another country, background checks (certificates of good conduct) and references from the home country/previous country of residence will be obtained.

Ongoing support for those new in a role must allow for any issues to be addressed as they arise. The appointment should only be 'confirmed' following a discussion after the person has been in the role for six months. If there are concerns, the period of ongoing support could be extended, or it could be decided not to go ahead with the appointment.

Only at the end of the process above should the applicant be approved to work with children, young people and adults at risk. Meetings should be prepared to turn down people if they are not suitable. This can include after their appointment. 'Safer recruitment' processes should not be daunting - they complement Spirit-led appointment, helping meetings find the most suitable Friends to serve.

6. Clarification of Safer recruitment and Quaker nominations and appointments in Area Meetings

The Quaker approach to appointing role-holders; General principles - from Qfp 3.23

- Role-holders are appointed by the meeting or committee responsible for the work.
- The appointment process should be open and clearly understood by everyone.
- Often names are recommended by a nominations committee.
- The appointment process starts when the meeting identifies the need for a task to be performed.
- Everyone (the meeting and the appointed role-holders) should have a clear view of the tasks and the length of service so that they understand the commitment.
- Most appointments are for one or three years; usually no more than 6 years.
- Meetings should make sure role-holders are trained.

It's important to:

- Help Friends discover and use latent or unsuspected gifts and abilities
- Avoid Friends being overburdened
- Use discernment to consider when to ask a particular Friend to undertake or lay down a particular task.

Relevant suggestions for good practice - from Qfp 3.24

Use a nominations procedure for most appointments (receiving nominations from the body of the meeting is not generally a good method).

Nominations committees have great responsibility and:

- should be large enough to be representative
- should have a balance of experience and age-groups.
- need to have knowledge of the meeting
- should understand the qualifications for each appointment
- need to be clear about the requirements of the office
- need to be discerning in judgment and tactful in manner
- must meet in a spirit of worship
- could survey the gifts of their members in a systematic way

Nominations committees can receive suggestions from other members of the meeting.

The duration and scope of an appointment should be explained to all who are asked to accept nomination; the approach should not be made casually or acceptance taken for granted.

The clerk of a meeting, elder, Pastoral Friend, treasurer, registering officer, nominations committee or AM trustee must be in membership.

Where two Friends would be expected to work together this should be discussed informally with them before making any firm approach [e.g. Safeguarding Co-ordinator and Deputy]

When it is decided not to re-nominate any Friend holding an appointment, this should be conveyed sensitively in person or by letter before nominations are submitted.

Nominations committees should report from time to time on their thinking and their way of working.

Please see also Toolkit section C.11 for Questions and Observations about practice in Area Meetings

7. Safeguarding Training

The AM is committed to providing learning and training opportunities for all workers (including volunteers), and developing a culture of awareness of safeguarding, to help protect everyone. It is good practice to develop a consistent approach to induction and training for all volunteers and staff.

Budgets will be set aside at area and/or local meeting level to cover these costs.

Levels of Training

See also **s A.7 of the Toolkit** for the *at-a-glance Training Guide* for guidance on requirements for different roles.

Safeguarding Induction is entry-level safeguarding training with a particular focus on how things are done locally; the purpose is to prepare a Friend for a new role.

A Safeguarding Induction will be given to all role-holders listed below in this section, although discretion should be used if they are already suitably experienced and trained. Induction training can be organised and delivered at LM or AM level by an appropriate person. Safeguarding Induction training includes:

- understanding what abuse is and how to recognise the signs
- the overall framework of responsibility, communication and support in the local and area meeting
- who is leading and organising the activities
- the safeguarding practice set out in this policy (Section 4)
- any local arrangements in place (toolkit section D)
- how to respond to a disclosure (Section 5)
- how to raise an alert about a concern (Section 5)
- receiving a copy of the Safeguarding Policy

- being asked to read Safeguarding Procedures & Toolkit
- signing the code of conduct (toolkit section C).
- receiving login details for the Thirtyone:eight website members' area, for additional guidance when required.

Basic Safeguarding Training is safeguarding awareness training. It is more advanced than the Safeguarding Induction and will be delivered formally. This training may need to cover the safeguarding of both children/young people and adults, depending on the role undertaken. The format will be one of:

- an online course provided by NSPCC, 31:8 or another suitable provider.
- a session at the local meeting conducted by someone with professional knowledge and experience.
- a session for the AM or jointly with a neighbouring AM
- a session run by Thirtyone:eight or another training provider
- a joint session with another church
- inter-agency training by a Local Safeguarding Children's Board or Local Adult Protection Board (some offer this free for volunteers)
- suitable training undertaken in other settings, such as at work or volunteering elsewhere

The following roles will have *Safeguarding Induction* Training and *Basic Safeguarding Training*, refreshed at least every three years:

- Staff who interact directly with Quakers or users of meeting houses (like Wardens, Resident Friends and Caretakers)
- Elders
- All volunteers and staff whose role brings them into contact with children, young people and adults at risk.
- Pastoral Friends (with a role in pastoral care)

The following roles will have *Safeguarding Induction* training, *Basic Safeguarding Training* plus further training with elements tailored to their role, refreshed at least every 3 years:

- Safeguarding Coordinator
- Deputy Safeguarding Coordinator
- Clerk of Trustees
- All Trustees
- DBS Verifier

For the following roles *Safeguarding Induction* training and refresher courses will be undertaken; *Basic Safeguarding Training* is advisable rather than essential, but if undertaken may help in creating an effective safeguarding culture across the Area.

- Local Meeting Clerk
- AM Clerk

- Nominations committee member
- Staff who do not interact directly with many Quakers, or users of meeting houses (like gardeners, cleaners and bookkeepers)

8. Safeguarding awareness and accessibility of information

Each local meeting will display the poster in toolkit section A so it can be easily seen by children, young people and adults. If necessary, there will be two posters at different heights or in different rooms. This gives everyone a clear message that safeguarding is a priority in the meeting and who to contact. The Safeguarding Policy document will also be displayed.

The *AM Safeguarding Policy* and *Safeguarding Procedures and Toolkit* will be available from the local and area meeting clerks and on the area and/or local meeting website. Placing these documents on a website makes them accessible and open and makes the information and forms readily available.

The area meeting and local meetings will take opportunities in our programmes of events to raise awareness of safeguarding and details of who to contact.

The AM Safeguarding Coordinator will support our local meetings to ensure that children, young people and adults at risk are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. Examples include by displaying posters, raising awareness in group discussions, and making information available in email bulletins/notice sheets.

9. Practice Guidelines

We undertake to follow the principles found within the ‘Abuse of Trust’ guidance issued by the Home Office. It is therefore unacceptable for those in a position of trust to abuse that trust by engaging in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues. This is included in our code of conduct. All adults in roles which involve contact with children, young people and adults at risk are considered to be in positions of trust.

New legislation under the Police, Crime, Sentencing and Courts Act 2022 expands the definition of those in a ‘position of trust’ under the Sexual Offences Act 2003 to include Faith Leaders.

The definition of a Faith Leader is someone who “teaches, trains, supervises or instructs (a 16 or 17 year old) on a regular basis, in a sport or a religion”.

In a Quaker context, this change means that regular volunteers at young people’s meetings or youth groups, or adult volunteers at any form of Quaker event (residential or otherwise) who engage in sexual activity with a 16 or 17 year old participant in such an event, would be committing an offence under the Sexual Offences Act, regardless of

whether that sexual activity was consensual. See also s.18 '*Allegations against people in a position of trust*'.

We seek to operate and promote good working practices so we can run activities safely and develop good relationships. This helps to minimise the risk to vulnerable groups and also the risk to those in positions of responsibility by reducing the likelihood of unfounded or malicious allegations against them. We take advice from Safeguarding agency Thirtyone:eight about good practice. Our practice guidelines are made up of four parts:

a) A general code of conduct for workers (including volunteers) toolkit section C.

b) Good practice guidelines for the activities we are involved in.

Children and young people: Refer to toolkit section D for practice guidelines.

Adults: See Thirtyone:eight's guidance for working safely with adults here: https://thirtyoneeight.org/get-help/resources/help/safeguarding-adults/ and general resources on the Britain Yearly Meeting website www.quaker.org.uk/pastoralcare

c) Specific safeguarding arrangements for local meetings in toolkit section D records any agreed variations to the general good practice guidelines and gives local arrangements.

d) More comprehensive guidelines in the Thirtyone:eight Safeguarding Manual Standard 5 Working Safely are available to area meetings which are Thirtyone:eight members at:
https://thirtyoneeight.org/get-help/safeguarding-manual/england/5-working-safely/ The login details for the Thirtyone:eight website's members' area will be provided at induction sessions.

10. Working in partnership

Partners we work with

Within the range of organisations we work with, there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding of what constitutes abuse. Where we work in partnership with other organisations, we will therefore have clear guidelines regarding our expectations of those organisations, whether in the UK or abroad. We will discuss with all partners our safeguarding expectations and where appropriate have a partnership safeguarding agreement.

Each local meeting's room hire agreement will require that organisations and individuals hiring rooms on our premises take full responsibility for safeguarding for all their activities. It will also require that any organisation using our premises will have their

own safeguarding policy which follows national good practice, and have their own insurance in place.

11. Communication

We believe good communication is essential in promoting safeguarding to those we wish to protect, to everyone involved in working with children, young people and adults, and to all those with whom we work in partnership. This safeguarding document is just one means of promoting safeguarding. Our expectations around communication between role-holders/workers/volunteers and children, young people and adults are set out in our Code of Conduct (toolkit section C).

We use the guidance in the Thirtyone:eight Safeguarding Manual Standard 6: https://thirtyoneeight.org/get-help/safeguarding-manual/england/6-communicating-safely/

12. Responding to concerns or allegations of abuse

The 5Rs of Responding

The 5Rs are a useful way to remember the steps of the process when handling a disclosure. They are:

Receive

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said without judgement.
- Take it seriously.
- Let the person tell their story and don't push for information.
- Do not ask leading questions.

Reassure

- Reassure them that they are right to disclose.
- Explain that you will have to pass their information to the Safeguarding Coordinator, who will make sure the matter is dealt with appropriately.

Recognise

- Be alert to signs and symptoms of abuse.

Respond

- Emphasise to the individual that they have done the right thing in sharing this information and they are not to blame.
- Be honest; never make promises to keep what you are being told confidential. If abuse is involved, or someone might be at risk, you will need to tell someone.

- Use open questions (e.g. use phrases like ‘tell me about..’, or ‘explain to me…’)
- Avoid closed questions (ie, those that can be answered ‘yes’ or ‘no’.)
- Do not investigate, interrogate or decide if they are telling the truth.
- Tell them what you will do with the information they have shared and that they will be kept informed.

Refer

Report concerns as soon as possible and within 24 hours directly to the:

AM Safeguarding Coordinator: insert name and contact details

AM Deputy Safeguarding Co-ordinator/s: if appointed, insert name/s and contact details

Immediate next steps

Make sure the child or adult involved is safe right now. If you think someone is in immediate danger, do not delay – call the police on 999 straight away.

Make a written record of what you have been told, and who told you, as soon after the event as possible, ideally on the form in toolkit section E. Sign it, with your name, date and time. Keep it safely, along with your original notes.

13. Reporting a concern or allegation

See Flowcharts in the toolkit section E.

- If you think someone is in immediate danger, do not delay – call the police on 999 straight away.
- If you (the person raising the concern) are clear that the matter needs to be reported to Children’s/Adults’ Services or the Police, then you should raise the concern directly if it will avoid delay, and then inform the AM Safeguarding Coordinator.
- Otherwise, you should report concerns directly to the AM Safeguarding Coordinator as soon as possible and in any case within 24 hours.
- Do not investigate

Under no circumstances should a volunteer role-holder or employee carry out their own investigation into an allegation or suspicion of abuse. This could increase the potential harm to the person at risk and contaminate evidence. Instead, follow the procedures below.

The *Safeguarding Coordinator* is appointed by the AM to:

- act on its behalf in dealing with the allegation or suspicion of abuse.
- collate and clarify the precise details of the allegation or suspicion.
- record them on the Safeguarding Coordinator’s form in the toolkit section E.

- refer the matter to the statutory agencies who have the legal duty to investigate where appropriate.
- Request advice from Thirtyone:eight if necessary.

If you first contact another Quaker (such as a Pastoral Friend or an Elder) with a concern then either you or that other Quaker must contact the AM Safeguarding Coordinator as soon as possible to make the report. This avoids losing details, reduces the number of people involved initially and can save time.

If the Safeguarding Coordinator is not available, or if the suspicions in any way involve the Safeguarding Coordinator, then report to an AM Deputy Safeguarding Coordinator, or to an AM Trustee. If they are unavailable, or involved, contact Thirtyone:eight's helpline, and subsequently inform the AM Safeguarding Coordinator (unless involved). All contact details are in Section 2.3.

Supporting those affected by abuse

Friends are aware that there may be people involved with the meeting who are survivors or victims of past abuse. We are committed to offering pastoral care and support to all those affected by abuse who have contact with or are part of the AM and its local meetings, working with statutory agencies as appropriate.

If the Safeguarding Coordinator/Deputy becomes aware of a safeguarding incident, they will make sure that arrangements are made to support everyone affected and to liaise with any outside organisations as appropriate.

Raising concerns directly with the Statutory Authorities

While allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight. However, the AM hopes that Quakers will use our internal procedure in non-urgent cases. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement, we demonstrate our commitment to effective safeguarding and the protection of all those who are vulnerable.

The Safeguarding Coordinator should be notified in all cases, even if they were not available initially, unless they are implicated (then use the process above).

14. Sharing information

It is not a breach of confidentiality to seek advice and guidance from the Safeguarding Coordinator. The General Data Protection Regulations (GDPR) and Data Protection Act 2018 are not barriers to justified information-sharing, particularly where a child's welfare is concerned.

The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern, such as the Local Authority Children's or Adult Services and a referral may need to be made. Advice may also be sought in confidence from Thirtyone:eight.

If it is suspected that a criminal offence has been committed, the police must be informed.

If any reference has been made to statutory authorities, the Clerk of Trustees should be informed. They will then determine whether and what information should be passed to:

- the Charity Commission (as a serious incident),
- the area meeting's insurers (because of possible legal action),
- other Trustees (because of wider implications).

If allegations have been made about a person who holds any **position of trust** in relation to children and young people under the age of 18, irrespective of whether they hold that role within a Quaker setting, then the Designated Officer of the local authority (formerly LADO) must be informed. See s.9 above.

If allegations have been made about a person who holds a position of trust in relation to an adult, the Local Adult Safeguarding Board should be informed.

If, after a statutory investigation/enquiry is complete, a referral to the Disclosure and Barring Service needs to be considered, the statutory authorities will provide guidance.

An information-sharing agreement is in place between Thirtyone:eight and Britain Yearly Meeting (BYM) which allows for the BYM Safeguarding Officer to receive a copy of any advice offered by Thirtyone:eight to area meetings, based on the consent of the caller. The BYM Safeguarding Officer will support the AM Safeguarding Coordinator if required.

Limitations to sharing information

Suspicions or incidents must not be discussed with anyone other than those named above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

The Trustees will support the Safeguarding Coordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

15. Storing and Retaining Records

See toolkit section A.

16. Detailed procedures in respect of children and adults

Allegations of physical injury, neglect or emotional abuse of a child:

If a child has a physical injury without a satisfactory explanation, a symptom of neglect or there are concerns about emotional abuse, the Safeguarding Coordinator/Deputy will:

- Seek medical help if needed urgently, informing the medic of any suspicions.
- Contact the local authority Safeguarding Children team for advice on what further action should be taken.
- Avoid telling parents or carers unless advised to do so by the local authority Safeguarding Children team. This is to avoid evidence being destroyed, perpetrators being alerted or people being silenced with threats or other coercion.

In the event of any concerns about a child's welfare, the Safeguarding Coordinator should seek advice from Children's Social Care or Thirtyone:eight.

Allegations of sexual abuse of children, young people or adults at risk

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the local authority team responsible for Safeguarding Children, or the police, directly. They will NOT speak to the parent/carer or anyone else to avoid evidence being destroyed, perpetrators being alerted or people being kept silent with threats or other coercion.
- If in doubt about any action to be taken, they will obtain and follow advice from Thirtyone:eight.

Concerns about abuse of adults

If there is concern, suspicion or an allegation of abuse or harm of an adult, including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery or domestic abuse, the Safeguarding Coordinator/Deputy will:

- If the adult is in immediate danger or has sustained a serious injury, contact the emergency services, informing them of any suspicions.
- Contact the local authority team who have responsibility for Safeguarding Adults. Alternatively, contact Thirtyone:eight for advice.

Scope of safeguarding responsibility in regard to adults

The Care and Support Statutory Guidance states that the safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)…and
- is experiencing, or at risk of, abuse or neglect…and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

If an adult does not have care and support needs (and is not a carer for an adult with care and support needs) then there is no duty to refer concerns of abuse to the local authority, but of course cases should be referred to appropriate agencies according to the circumstances. If in doubt, advice should be sought from the local authority or Thirtyone:eight.

The Care Act places the duty upon Adult Services to investigate situations of harm or risk of harm to adults with care and support needs (or carers of adults with care and support needs). This may result in a range of options including: action against the person or organisation causing the harm, increasing the support for the carers, or no further action if the person at risk of harm does not want further action to be taken and they have the mental capacity to make this decision. This is a decision for Adult Services to decide following assessment, not the local or area meeting.

Adults without care and support needs can still experience abuse and may need support and pastoral care. The AM takes any form of abuse seriously. Therefore, concerns about an adult who does not have care and support needs should still be reported to the Safeguarding Coordinator unless the adult objects and there is no-one else at risk.

17. Spiritual abuse

If there is a concern about spiritual abuse, the Safeguarding Coordinator will:

- Contact Thirtyone:eight and follow the advice given.
- Identify support services for the victim e.g. counselling or other pastoral support if they want these.

18. Allegations against people in a position of trust

Allegations of abuse against a person who works with children/young people

If an accusation is made against a children/young people’s worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Make a referral to a designated officer, formerly called a Local Authority Designated Officer (LADO), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Liaise with the LADO with regard to what immediate action must be taken to remove the risk to the child and others; this may include immediate suspension of the alleged perpetrator.
- Following full investigation by the statutory authorities, undertake an assessment with regards to making a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults at risk. Advice should be sought from Thirtyone:eight regarding this matter and the decision should be informed by the Designated Officer (LADO) if they are involved.

Allegations of abuse against a person who works with adults at risk

The Safeguarding Coordinator will:

- Liaise with Adult Services in regard to considering the suspension of the worker.
- Make a referral to the local authority. There is no Designated Officer role in Adults' Services but the local authority still has a duty to consider concerns about people working in positions of trust with adults in a paid or voluntary capacity.
- Following full investigation by the statutory authorities, undertake an assessment with regards to making a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults at risk. Advice should be sought from Thirtyone:eight regarding this matter and the decision should be informed by the Designated Officer (LADO) if they are involved.

19. Working with those who may pose a risk to others

When someone attending the local or area meeting is known to have abused children or adults at risk, is under investigation or is known to be a risk to others, the local and area meeting will supervise the person and offer pastoral care. Arrangements will be put in place to protect children, young people and adults at risk. This will usually involve setting boundaries for the person, based on an appropriate risk assessment and thorough consultation with appropriate parties (eg Probation officers, Safeguarding Coordinators at other meetings, the BYM Safeguarding Officer). Options for appropriate action will include supervision at meetings and events, and setting and agreeing boundaries for that person in the form of a written contract which they must agree and adhere to. Such a person will not be allowed to work with children, young people or adults at risk or be allowed unsupervised contact. There may be events where such a person's attendance will be deemed to be inappropriate and they will be informed that they may not attend.

Where such a risk exists or is reasonably suspected, it is important that the risk is managed robustly, with the safeguarding of children and vulnerable adults given priority over subjective opinions or concerns about upsetting the person posing the risk. We will contact Thirtyone:eight or the BYM Safeguarding Officer if in any doubt about the action to be taken.

Caution should be taken to avoid the potential for any abuse of positions of trust held by such individuals. Specifically, area and local meeting nominations committees need to consider seriously what roles such a person could be appointed to that might pose a risk.

There may be circumstances where a person who is vulnerable, ie an adult at risk or perhaps a child, are themselves a risk to others because of their behaviour. In these circumstances a balanced approach is needed, but the safety and welfare of all concerned must be considered.

Those who have been mistakenly or falsely accused will also have support needs, and Elders and Pastoral Friends will help with this.

The AM Safeguarding Coordinator/Deputy will take the lead in these matters and may seek advice from Thirtyone:eight or BYM's Safeguarding Officer. They will work with other role-holders as appropriate and keep other Trustees informed. Further guidance can be found in the toolkit section A.

20. Annual Review

Our LM safeguarding practices will be reviewed annually by:

- the LM Clerk/s;
- the local Convenor of Children's Committee;
- the local Convenor of Pastoral Friends or their equivalents;
- the DBS Verifier;
- the Deputy Safeguarding Co-ordinator (if appointed).

They will report in the LM's Annual Safeguarding Report to AM Trustees using a form from the Toolkit which asks key questions about practice in the LM and can provide assurances to Trustees. Trustees will consider and review the policy, procedures and actual practice, assisted by a report from the AM Safeguarding Coordinator and any additional information from Britain Yearly Meeting and 31:8. There will be a more comprehensive review every three years.

Britain Yearly Meeting will publish any updates to the model *Safeguarding Policy* and *Safeguarding Procedures and Toolkit* for AMs; this will normally be in January (from 2022 onwards) and will be based on new legislation, best practice and/or advice from Thirtyone:eight.

The AM Safeguarding Coordinator (with Deputies, if appointed) will review:

- the local meeting annual safeguarding reports
- practice that they are aware of
- the AM's safeguarding training needs and opportunities
- incidents and intelligence during the year
- the updates from Britain Yearly Meeting
- whether any amendments are needed to the above-mentioned Area safeguarding documents.

The AM Safeguarding Coordinator will report on these matters (normally by the end of May month) to AM Trustees who will consider and review the Policy and Procedures documents and actual practice.

At least once every three years:

Trustees will initiate a more comprehensive review, including discussions with each Local Meeting and a review of the policy and procedures aided by the model policy documents published by BYM.

Area Meeting

QUAKERS

Safeguarding Toolkit

Banbury and Evesham Area Quaker Meeting

Agreed by Area Meeting Trustees on	
Minute number	
Signed	
Name signed by (Clerk of Trustees)	Maria Huff
Date for next annual review by Trustees	
The role-holder responsible for starting the next review	Maggie Guy – AM SG trustee and SG coordinator

N.B. - *AMs will not necessarily need to use all of the documents in this toolkit.*

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A General

The documents in this section cover procedures and are essential for all Area Meetings

A.1 Responsibilities of Key Roles

1.1.1 Key Roles

- **Area Meeting Trustees** – responsible for safeguarding on behalf of the AM
- **Area Meeting Safeguarding Co-ordinator** – one of the Trustees

1.1.2 Responsibilities of AM Trustees

General

- Hold ultimate responsibility for safeguarding on behalf of the AM.
- Agree the Safeguarding Policy and Procedures *(or ensure they are agreed by the area meeting in session - depending on the area's practice for agreeing policies).*
- Follow the Policy and Procedures, and abide by the Code of Conduct.
- Set aside sufficient resources for training.

Reports and reviews

- Consider the annual report from the Safeguarding Coordinator, and annually review the AM's safeguarding policy, procedures and practice.
- Initiate a more comprehensive review every three years.

Roles

- Ensure that a Safeguarding Coordinator (lead trustee for safeguarding) is appointed along with a suitable Deputy/ies if required.
- Support the Safeguarding Coordinator and Deputies in their roles.

Training and development

- Have *Safeguarding Induction* and *Basic Safeguarding Training* at the start of the role and recognised safeguarding training tailored to their role (such as the NSPCC Trustee Safeguarding Training), refreshed at least every 3 years.

1.1.3 Clerk of Trustees, in addition:

- Agree small changes to the contacts section of the policy, on behalf of trustees.
- If any reference has been made to statutory authorities, the Clerk of Trustees should be informed. The Clerk of Trustees will then determine whether and what information should be passed to:
    - the Charity Commission (as a serious incident),
    - the AM's insurers (because of possible legal action),
    - and other Trustees (because of wider implications).

1.1.4 Responsibilities of the AM Safeguarding Co-ordinator (lead trustee for safeguarding):

n.b. these responsibilities may be shared with and/or delegated to deputies

General

- Support Quakers in maintaining a culture of safety.
- Follow the Safeguarding Policy and Procedures, and abide by the Code of Conduct.
- Seek and follow advice and guidance from Thirtyone:eight, Britain Yearly Meeting and statutory child and adult safeguarding services.
- Advise trustees on safeguarding issues.
- Fulfil the responsibilities of a Trustee.

Safeguarding incidents

- Be vigilant in recognising safeguarding issues.
- Be the first point of contact when someone has concerns about the possible abuse of a child or young person or of an adult with care and support needs.

- Act on behalf of the AM in dealing with the allegation or suspicion of neglect or abuse, collating and clarifying the precise details of the allegation or suspicion, and recording them on the form. Pass this information to statutory agencies who have the legal duty to investigate where appropriate, and inform the Clerk of Trustees.
- Ensure that if an incident happens, arrangements are made to support everyone affected, and liaise with outside organisations that become involved.
- Liaise with statutory authorities as appropriate and in accordance with the Policy and Procedures.
- Be available to assess risk, safeguarding and pastoral needs with meetings when a person who may pose a risk wishes to attend.

Co-ordination

- Agree with the AM Deputy Safeguarding Coordinator/s (if appointed) which parts of this role they will focus on.
- Encourage trustees to set aside sufficient resources for training.

Support

- Support the Clerk of Trustees in dealing with more complex reports or concerns.
- Support the Clerk to Trustees with the completion of the section on safeguarding for the Trustees' Annual Report to the Charity Commission.
- Support local meetings and other groups to develop good practice, and record their practice.
- Support DBS verifiers.
- Support local meetings to ensure that children, young people and adults at risk are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.
- Ensure boundaries are set, supervision and pastoral care is in place for offenders and those who may pose a risk – working with elders, Pastoral Friends or other role-holders as appropriate.

Administration

- Prepare an annual Safeguarding Report for Trustees.
- Oversee the annual safeguarding assurance process, working with Deputy Coordinator(s) if appointed, collating and reviewing the Annual Reports from Local Meetings.
- Seek discernment and agreement from Trustees for annual updates to the Safeguarding Policy and Procedures and any further AM safeguarding documents.
- Keep confidential records on Safeguarding issues that arise in local meetings, storing and retaining it in line with the Policy and Procedures.

Training and development

- Have a *Safeguarding Induction* (if required) and *Basic Safeguarding Training* at the start of the role and recognised safeguarding training tailored to their role (such as the 31:8 Safeguarding for Coordinators and Leads course), refreshed at least every 3 years.
- Keep up to date with national and local statutory safeguarding policy and procedures.
- Advise, support and facilitate opportunities for learning for Friends appointed to Safeguarding roles eg DBS Verifiers, Trustees, Pastoral Friends, Children's Convenors etc.

- For more information, see:
    - the BYM webpage for safeguarding co-ordinators: www.quaker.org.uk/safeguardingcoordinators
    - Thirtyone:eight's guide for safeguarding coordinators: https://thirtyoneeight.org/get-help/resources/help/im-a-safeguarding-coordinator/page-components/im-a-safeguarding-coordinator/

1.1.5 Responsibilities of AM Deputy Safeguarding Coordinator(s) (optional role)

- Support the Safeguarding Coordinator across the range of their duties, focusing on elements as agreed with the Coordinator.
- Deputise for the Safeguarding Coordinator when they are not available or are involved in a case.
- Participate in the annual safeguarding assurance process.

Training and development

- Have a *Safeguarding Induction* (if required) and *Basic Safeguarding Training* at the start of the role and recognised safeguarding training tailored to their role (such as the 31:8 Safeguarding for Coordinators and Leads course), refreshed at least every 3 years.

1.1.6 Responsibilities of Elders and Pastoral Friends (with regard to safeguarding)

- Follow the Safeguarding Policy and Procedures, and abide by the Code of Conduct.
- Offer pastoral care and support to all those who have been affected by abuse.
- Where appropriate, work with the Safeguarding Coordinator to ensure boundaries are set, supervision and pastoral care is in place for offenders and those who may pose a risk, and that terms of any written agreements with those who pose a risk are adhered to.
- Both these roles will have a *Safeguarding Induction* before starting the role and *Basic Safeguarding Training* refreshed at least every 3 years.
- Convenor of Pastoral Friends (or another Pastoral Friend): jointly review local meeting practice, reporting to trustees using the form annually.

1.1.7 Responsibilities of the LM Clerk (with regard to safeguarding)

- Have a *Safeguarding Induction* at the start of the role. Recognised *Basic Safeguarding Training* is beneficial rather than essential.
- Follow the Policy and Procedures, and abide by the Code of Conduct.
- Ensure that when a role-holder or employee has been checked by the DBS and cleared to work with children and young people or adults, a minute of the local business meeting will be made to record this fact.
- Ensure the safeguarding poster(s) and summary are on display.
- Jointly review local meeting safeguarding practice, reporting to trustees using the form annually.

Note: The Local Meeting Clerk is often also the DBS Verifier.

1.1.8 Responsibilities of the DBS Verifier

This role is often fulfilled by the Local Meeting Clerk, but may be undertaken by someone else..

- Have a *Safeguarding Induction* at the start of the role then *Basic Safeguarding Training* and recognised safeguarding training tailored to their role (such as the 31:8 *Online DBS checks and eligibility webinar*), refreshed at least every 3 years
- Follow the Policy and Procedures, and abide by the Code of Conduct.
- Ensure that all volunteers and employees who work with children and young people have a Disclosure and Barring Service (DBS) 'enhanced' certificate.
- In rare situations where Friends undertake regulated activity on behalf of the meeting, ensure they have a Disclosure and Barring Service (DBS) 'enhanced with barred lists' certificate.
- Support each individual with applying for DBS clearance and registering for the DBS Update Service.
- DBS certificates from an employer or another voluntary organisation are not transferrable.
- Encourage Friends to join the DBS Update Service (free for volunteers), giving their consent to allow the meeting to access their certificate, instead of needing to apply for a new check each time. Explain there is a short period of time after they receive their certificate in which they can join.
- Complete renewals / check updates (currently every 3 years).
- Separate and store the documents related to volunteers who have stopped being helpers.
- Jointly review local meeting practice, reporting to trustees using the form annually.

1.1.9 Responsibilities of Nominations Committee (with regard to safeguarding)

- Have a *Safeguarding Induction* at the start of the role. *Basic Safeguarding Training* is advisable but not essential.
- Follow the Policy and Procedures, and abide by the Code of Conduct.
- Bring relevant nominations to area meeting.
- On behalf of the AM Safeguarding Coordinator, keep paper records of all documents (including personal details, two references and DBS clearance – the certificate number and date, not the certificate itself) related to the appointment of each volunteer or employee in a secure place; transfer custody of these documents to the AM Safeguarding Coordinator as soon as practicable.
- Carefully consider the suitability of an individual for certain roles, including (but not only) offenders and those who may pose a risk.
- Ensure that the safer recruitment practices are used for the roles that require them.

Poster

See *Safeguarding awareness and accessibility of information* in the *Procedures* section for guidance on use of the poster on the next page;

Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.

If you have any concerns about the safety or welfare of a child or vulnerable adult you can speak to our:

Area Meeting Safeguarding Coordinator: Name

Contact details: 0000 0000 0000

Area Meeting Deputy Safeguarding Coordinator: Name

Contact details: 0000 0000 0000

They have been appointed by Quakers to respond to any safeguarding concerns.

If there is immediate risk or danger, contact the police on 999
For urgent or independent advice, call Thirtyone:eight on 0303 003 1111

Our safeguarding policy is available on request and on our website www.websitename.com

Hirers of rooms at Quaker meeting houses should work to their own safeguarding policy.

XXX Area Meeting

Other useful contacts

Childline	0800 1111
NSPCC	0808 800 5000
Stop It Now! Child sexual abuse helpline	0808 1000 900
Action on Elder Abuse	0808 808 8141
National Domestic Violence Helpline	0808 2000 247
National Association for People Abused in Childhood (NAPAC)	0808 801 0331

QUAKERS

A.2 Working with offenders and those who may pose a risk

This Appendix gives more guidance, and builds on section 6.2 of the Policy.

Please refer to:

> **Thirtyone:eight's online safeguarding manual Standard 9: Managing those who may pose a risk**
>
> https://thirtyoneeight.org/get-help/safeguarding-manual/england/9-managing-those-who-may-pose-a-risk/

This begins:

Organisations must have strategies in place to supervise and manage individuals who pose a risk to others, and have committed, or been accused of, sexual or other crimes against anyone - children, young people and adults.

Unlike other groups in the community, churches and other faith groups are generally open to all ages of people. Those who attend are in close proximity to each other. For most people, this is a joyful situation whereby people can form friendships and associations and live in 'community' with each other. For Christian groups, this is a calling to do based on Christian principles. However, this does not mean that safeguarding principles should be compromised. Christian teaching also requires us to have strategies in place to ensure that no person poses a risk to others.

Thirtyone:eight recommends that due to the addictive and/or persistent nature of certain abusive behaviours there needs to be great caution in recognising and dealing with people who may be a risk. This is especially true if a person has committed sexual offences, and they should never again work or be placed in any position of responsibility that puts them in contact with children, young people or vulnerable adults. Similarly, where an individual has committed offences of a violent nature a thorough risk assessment will need to be carried out to ascertain their suitability for working with the above.

Whilst this standard may be applicable for other organisations as well as churches, it is especially likely to be an issue for places of worship and faith communities. This is because the doctrine of universal forgiveness, acceptance and restitution is often embedded within tenets of faith. Their doors may well be open to all, including those who pose a risk to children and adults.

It is fact that those in the community who pose a risk to, have committed, or been accused of sexual or other crimes against others, may wish to be actively involved in local organisations or groups.

This can be for a number of different reasons and it is vital that organisations ensure children, young people and vulnerable adults are safeguarded. Having said this, the

organisation can also explore strategies that, if implemented, mean these individuals can be managed and supported within the organisation without compromising the safety of others.

We must never lose sight of the fact that although some will be looking for support to address their offending behaviour, others may be seeking contact with children, young people or vulnerable adults to abuse them. This is a very difficult thing for some to accept but it is based upon sound evidence including the testimony of offenders themselves.

REMEMBER, churches are unique organisations in having adults and children in close proximity to each other AND having an open-door policy. This makes it doubly important to have a robust policy in place for all aspects of safeguarding.

The manual continues with Policy Considerations, Procedural Implications and Practice Guidelines.

The manual also links to **further guidance**:

In Focus: Clauses to consider in a contract with a sex offender

Practice Guide: Sex offenders and church attendance

Practice Guide: Contracts and Agreements

Practice Guide: Someone I care About May Be a Sex Offender

1.1.10 Quaker Life guidance

Guidance on accepting into our Meetings people who may pose a risk

https://groups.quaker.org.uk/resources/uploads/gills/2018/01/12-Quaker-meetings-and-ex-offenders.pdf

Offenders potentially coming to Meeting

https://groups.quaker.org.uk/resources/uploads/gills/2018/01/13-Advice-to-welcoming-sex-offenders-July-2016.docx

A.3 Storing and retaining records

1.1.11 Records

A record will be kept of all events that take place at which children and young people are supervised by adult volunteers, which will include:

a. The names of all adults and children present
b. The place (if not the usual children's meeting venue)
c. The date
d. Any incidents of concern or injuries etc.

Keeping a brief account of the activities undertaken may also be useful for communication between volunteers, but is not necessary for safeguarding purposes.

Records/forms completed by parents/ guardians on behalf of children will be retained in a place where they can readily be accessed by all volunteers when the parents/guardian consent, but otherwise confidentially so far as practicable.

Helper and role-holder personal details forms or application forms, references, DBS and any other relevant records will be retained confidentially by, or on behalf of, the AM Safeguarding Coordinator.

Any material, including reports and logs, reviews, minutes, notes and correspondence in relation to allegations (substantiated or not) of individuals or organisations who may have been involved in, or have knowledge of abuse, will be retained confidentially by, or on behalf of, the AM Safeguarding Coordinator.

1.1.12 Secure Storage

Each local meeting and the area meeting will identify where information will be securely stored, and the AM Safeguarding Coordinator informed. This includes meetings without a meeting house. A minimum is that records will be kept in a locked drawer or cabinet.

1.1.13 Period of retention

The meeting will keep records indefinitely (for at least 100 years) because the limitation period for proceedings brought by or on behalf of children does not normally start to run until they reach the age of 18.

This retention period is based on the lifetime of a person. It was recently changed to 100 years by the National Archives as people are living longer.

A.4 Local Meeting Annual Safeguarding Report to AM Trustees

Annually, the safeguarding practice within each local meeting is reviewed by the local meeting Clerk(s), local meeting Convenor of Children's Committee, and the local Convenor of Pastoral Friends, or their equivalents. This report is sent to the AM Safeguarding Coordinator, who then reports to Trustees.

Local meeting: Date

Those completing the review:

		Yes /No	Comments? Difficulties? Successes?
1	Is the full AM safeguarding policy available to everyone involved in working with children, young people and adults at risk? How? On a website?		
2	Is the safeguarding poster on display for adults and children to see, along with the policy summary?		
3	Do you follow the safer recruitment procedure, for volunteers and employees who work with children and young people or adults at risk? This includes role descriptions, personal details form, self-declarations, interviews, references, DBS checks (where eligible) and checking relevant qualifications (rarely needed). (Section 3.3)		
4	Have all relevant role-holders received the safeguarding induction set out in the policy? (Section 3.4.2)		
5	Have all relevant role-holders received the recognised safeguarding training set out in the policy? (Section 3.4.3) - Comment on any gaps.		
6	Do you follow the guidance to always have at least two DBS-checked adults with any group of children or young people? (Appendix D1)		
7	Have you an up to date risk assessment for your children and young people's activities? (Appendix D7)		
8	Do you use the practice guidelines in the AM policy and procedures (Section 4 and Appendices section D) any agreed local arrangements for your local meeting contained in the		

		Yes /No	Comments? Difficulties? Successes?
	policy's appendix D2 and the guidance in Thirtyone:eight's online manual?		
9	Do you use general information and consent forms about each child and young person? consent forms for off-site activities? image consent forms?		
10	Does your meeting have any known offenders involved in the life of the meeting? How many?		
11	Are there any written contracts currently in place with offenders, alleged offenders and others deemed as posing a risk? How many?		
12	Have there been any safeguarding concerns in your meeting during the year? How many?		
13	Were they responded to in accordance with the policy?		
14	Have there been any safeguarding allegations made against a member or attender or staff member during the year? How many?		
15	Has your meeting had the resources to fulfil safeguarding requirements? What was missing? What would help?		
16	Has your meeting been in direct contact with the AM Safeguarding Coordinator during this year to consider policy or procedures?		
17	Are there any issues you want to raise regarding safeguarding practice?		

Thank you very much for completing this form. The information provided will help us to support you in carrying out your vital role of safeguarding all children and adults from harm, abuse or neglect.

A.5 Annual Safeguarding Report to BYM

Quaker Life Central Committee requires all AMs to send this report to BYM, every year.

NB: as at January 2024, this report is included in the Area Meeting Governance Annual Return.

Area Meeting name	
Safeguarding co-ordinator	
Name	
Telephone	
Email	
Deputy Safeguarding co-ordinator/s *(add more lines if needed)*	
Name	
Telephone	
Email	
Expert advice and support	
Is the AM registered with an expert agency such as 31:8?	Yes/No
Name of agency	
Training	
Has all necessary role-holder safeguarding training been undertaken or scheduled? If not, please set out measures to be taken to correct this.	
AM safeguarding policy	
When was the AM's safeguarding policy last reviewed?	
Safeguarding concerns	
Does the AM have any contracts in place with individuals, to ensure the safety of all? *If 'yes', please list on a separate page – the BYM Safeguarding Co-ordinator may need to discuss these with you*	Yes/No
Have there been any safeguarding issues or concerns within the AM over the last 12 months? *If 'yes, please add notes separately – the BYM Safeguarding Co-ordinator may need to discuss these with you*	Yes/No
Date of report	

Please send this completed report to the BYM Safeguarding Officer, by email to: safe@quaker.org.uk

A.7 At-a glance Training Guide

Role Name	Induction Training	Basic Safeguarding Training	Role-specific Training
Pastoral Friend (Pastoral Care)	✔	✔	X
Elder	✔	✔	X
Role involving contact with Children/adults at risk	✔	✔	X
AM Safeguarding Coordinator Trustee & Deputy	✔	✔	✔
Clerk of Trustees	✔	✔	✔
AM Trustees	✔	✔	✔
DBS Verifier	✔	✔	✔
LM Clerk	✔	Not essential	X
Nominations Committee member	✔	Not essential	X

Role Name	Induction Training	Basic Safeguarding Training	Role-specific Training
Staff who frequently interact directly with Quakers or users of meeting houses	✔	✔	X
Staff who do not frequently interact directly with Quakers or users of meeting houses	✔	Not essential	X
AM Clerk	✔	Not essential	X

B Definitions and Signs of Abuse

The documents in this section provide more detailed definitions and information about abuse. They contain essential reference information for all AMs.

B.1 Definitions of child abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger; for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as

overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

B.1.1 Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

B.1.2 Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade

others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Government guidelines include 'extremism' as a safeguarding risk category. Quakers in Britain have minuted and spoken out against the inclusion of nonviolent extremism within this definition, and against the application of the wider Prevent counter-extremism strategy. Our concerns include:

- *The conflation of violence and nonviolence.*
- *The apparent perception that nonviolent action is a precursor to or risk of violence, which is a direct challenge to the Quaker commitment to nonviolent social change.*
- *The disproportionate engagement of Prevent with Muslims, in a way that can be considered discriminatory, and the damage this is having on interfaith relations (as identified by the Quaker Committee for Christian and Interfaith Relations in their document* Quakers and Other Faiths *in 2012).*
- *The drawing of teachers, health workers, landlords and others into duties to report concerns about extremism, which contributes to the 'securitisation' of society, where everything is seen in terms of threats and the need to secure ourselves against them. Part of our peace campaigning and peace education work is to resist the securitisation and militarisation of society in all its forms.*

Friends wishing to view the government guidelines can find them here.
www.gov.uk/government/publications/prevent-duty-guidance

B.1.3 Further definitions

This is not an exhaustive list. Further definitions of abuse can be found here: https://thirtyoneeight.org/get-help/safeguarding-manual/infocus/further-definitions-of-abuse-children/

More information is available in the Thirtyone:eight **Safeguarding Manual Section 7: Responding to Concerns**: https://thirtyoneeight.org/get-help/safeguarding-manual/england/7-responding-to-concerns/

B.2 Signs of abuse in children

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

B.2.1 Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*

- Cuts/scratches/substance abuse*

B.2.2 Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

B.2.3 Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

B.2.4 Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming.

B.3 Definitions of adult abuse

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

B.4 Signs of abuse/neglect in adults

B.4.1 Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages
- and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation

- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or
- people

B.4.2 Domestic violence

- Unexplained injuries or ‘excuses’ for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual,
- financial, emotional abuse; so called ‘honour’ based violence and Female Genital
- Mutilation.
- Note the age range for domestic abuse is extended to 16- and 17-year-olds

B.4.3 Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual
- intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse:
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns
- Psychological abuse
- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

B.4.4 Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or
- loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person’s behalf
- Recent changes of deeds or title to property

- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

B.4.5 Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early/late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality, or other protected characteristics
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

B.4.6 Organisational Abuse

- Low self-esteem; withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

B.4.7 Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

B.4.8 Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions

- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

C Safer Recruitment/Appointments

The documents in this section help recruit safely to voluntary or paid roles. They are essential for any meeting which runs activities for children and young people (including childrens meeting) or vulnerable adults.

C.1 Role description for a children's meeting volunteer

Volunteers will:

1. Provide a safe and enjoyable environment in which children can experience the Quaker community.
2. Contribute using pre-prepared materials, and from their own experience.
3. Keep an attendance register with the names of the children and helpers, and complete a brief diary of the events of each meeting.
4. Receive an induction.
5. Undertake safeguarding training initially, and a refresher at least every three years.
6. Follow the Code of Conduct, good practice guidance and any local arrangements.
7. Report and record any possible safeguarding incidents, concerns or worries to the AM Safeguarding Coordinator
8. Be aware of the local meeting's health and safety assessment for children and young people, and arrangements in place.
9. Record any accidents or injuries according to the local meeting arrangements.
10. Contribute to reviews on how arrangements for children's meetings are working.

All children's meeting volunteers have a probationary period of three months or three meetings (whichever is longer), after which there will be a review.

C.2 Personal Details Form (volunteers)

for volunteers working with children, young people & adults at risk

We ask all prospective volunteer workers with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the Meeting, unless requested by an appropriate authority.

C.2.1 1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name:

Maiden/Former Name(s):

Date and place of birth:

Address:

Postcode:

Daytime Tel No: Mobile Tel No:

Evening Tel No:

Email address:

How long have you lived at the above address? Years Months

If less than 5 years, please give previous address(es) with dates:

From / / to / / From / / to / /

Previous Address Previous Address

Post code Post code

C.2.2 2. Experience

Please tell us about your relevant experience in the Quaker meetings, churches or faith groups, or other organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.

Please give details of previous experience of looking after or working with children, young people or adults. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children, young people or adults at risk declined?

YES NO (Please tick)

If yes, please give details

C.2.3 5. References

Please complete the details below of two people who would be willing to provide a personal reference. One should be a member of your local or area meeting. Referees should not be family members or live at the same address as you. We reserve the right to take up character references from any other individuals deemed necessary.

Name	Name
Address	Address
Post code	Post code
Tel No.	Tel No.
Relationship	Relationship
Email	Email

Please would you complete the attached Self-declaration Form, place it in a sealed envelope and address it to (the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-Declaration Form to the Recruiter in a separate, sealed envelope.

Signed Date

As an organisation we undertake to meet the requirements of the Data Protection Act 2018, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

C.3 Personal Details Form (employees)

For employees working with children, young people & adults at risk

We ask all prospective workers with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the Meeting, unless requested by an appropriate authority.

C.3.1 1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name:

Maiden/Former Name(s):

Date and place of birth:

Address:

Postcode: _____

Daytime Tel No: Mobile Tel No:

Evening Tel No:

Email address:

How long have you lived at the above address? Years Months

If less than 5 years, please give previous address(es) with dates:

From / / to / / From / / to / /

Previous Address Previous Address

Post code Post code

C.3.2 2. Experience

Please tell us about your relevant experience in the Quaker meetings, churches or faith groups, or other organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.

Please give details of previous experience of looking after or working with children, young people or adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children, young people or adults at risk declined?

YES NO (Please tick)

If yes, please give details

C.3.3 3. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	**Employed from (Date)**	**Employed to (Date)**	**Job Title and Description**	**Reason for Leaving**

Employers Name and Address	**Employed from (Date)**	**Employed to (Date)**	**Job Title and Description**	**Reason for Leaving**

C.3.4 4. Are you currently working in any other care position in either a voluntary or paid capacity?

If yes please give details: Organisation:

Contact person: Address:

Tel no:_____

Details of duties:

C.3.5 5. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. We reserve the right to take up character references from any other individuals deemed necessary.

Name	Name
Address	Address
Post code	Post code
Tel No.	Tel No.
Relationship	Relationship
Email	Email

Please would you complete the attached Self-declaration Form, place it in a sealed envelope and address it to (the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-Declaration Form to the Recruiter in a separate, sealed envelope.

Signed Date

As an organisation we undertake to meet the requirements of the Data Protection Act 2018, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

C.4 Self-Declaration Form (enhanced disclosure)

for a position requiring an Enhanced Level Check / Enhanced Level Check with Barring Disclosure

You are asked to complete this form and return it to the Recruiter/DBS Verifier detailed below, <u>in a separate sealed envelope.</u>

To: (*Name of recruiter/DBS Verifier*)

Address of recruiter/DBS Verifier:

(Usually the Quaker meeting)

Role considered for:

STRICTLY CONFIDENTIAL
We undertake to meet the requirements of the Data Protection Act 2018 and all amendments made on or before May 25th, 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

Conviction History
If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes ☐ No ☐ (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s)? Continue on a separate sheet if necessary.

For notes marked with an asterisk, please see links below

1. **If the role is in relation to children and young people, has there ever been any cause for concern regarding your conduct with children, young people?**

Yes ☐ **No** ☐ **(please tick)** If yes, please give details:

2. **If the role is with adults at risk has there ever been any cause for concern regarding your conduct with adults?**

Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people or adults at risk (as applicable).

Yes ☐ **No** ☐ **(please tick)** If yes, please give details:

Declaration
To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.
I (full name) of (address)
consent to a criminal record check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.

Signed Date

Those applying for work with children and/or adults at risk in positions which fall within the scope of regulated activity, please confirm that you are not barred from working with children or adults at risk. (If the work falls outside the scope of regulated activity, leave blank.)

I confirm that I am not barred from working with children /adults at risk.

Signed Date

*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

Legal notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or adults at risk all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or adults at risk within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 2018 and all amendments made on or before May 25th 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

Notes for England and Wales - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An Enhanced with Barred List check must be completed. Those working with children and / or adults at risk in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: https://www.gov.uk/find-out-dbs-check

C.5 Self Declaration Form (not enhanced disclosure)

(if not eligible for Enhanced Disclosure check)

Only to be used for roles not eligible for an Enhanced Disclosure check. There are certain roles in a variety of settings working with vulnerable groups where an Enhanced Disclosure Check is not possible, but it is desirable or necessary for the person to support the expectations of the Quaker meeting. Whilst not a legal requirement, it is important to know that the person who has a level of responsibility and/or is regarded as being in a position of trust is suitable and supports the expectations of the organisation in relation to safe conduct. This form needs to be used with care and should not be used as a 'fishing' exercise.

You are asked to complete this form and return it to the recruiter/DBS Verifier detailed below, in a separate sealed envelope

To: (*Name of recruiter/DBS Verifier*)

Address of recruiter/DBS Verifier:

(Usually the Quaker meeting)

Role considered for:

STRICTLY CONFIDENTIAL

As an organisation, we undertake to meet the requirements of the General Data Protection Regulations which became effective on May 25th 2018, and all other relevant legislation, and comply with the expectations of the Information Commissioners Office relating to the privacy and management of data about individuals.

The expectations of this role are that you; have no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and that there is no cause for concern regarding your conduct with children, young people or adults at risk in the context in the role for which you are applying.

It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the relevant person in the organisation. You should also be in agreement with any Code of Conduct applied to your role and agree to abide by it. If you have any concerns regarding your suitability for the post that you have applied for, you should discuss this with an appropriate person and NOT sign this form

Declaration

I (full name)

of (address)

understand the expectations of this church/organisation (as detailed above), agree to uphold them and will inform the relevant person if this situation changes.

Signed Date

C.6 Reference request letter

for applicants for paid positions with children, young people or adults at risk

*Delete as appropriate

Dear

Reference Request for [*Name of Applicant*]

The above-named person has applied to be a worker with [*the children/young people/adults at risk*]* at [*name of place of worship/organisation – usually the local meeting*]

As I am sure you are aware, before we can accept anyone to work with [children / adults at risk]*, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. A copy of the [*job description/person specification/volunteer role profile]** is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent", except for those old or minor cautions and convictions which have now been filtered.

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact [*name*] on telephone number [*number*].

May I take this opportunity to thank you for your help in this matter.

Yours sincerely,

C.7 Reference request form (volunteers)

for volunteer workers with children or adults at risk

Private and Confidential.

REFERENCE FOR (name):

ROLE CONSIDERED FOR:

Your name:

Your Occupation:

How long have you known this person?

In what capacity do you know this person?

Do you have any reason to be concerned about this person being in close contact with or having responsibility for *children/young people/adults at risk* *?

Yes ☐ **No** ☐ **(please tick)**

If you have answered yes, we will contact you for further details

What, in your view makes them suitable for this role/post (Job/Role Description attached)?

Is there anything about them that would make them less suitable for some aspects of this role?

How would you describe their personality and motivation for working with children/young people/adults at risk (*delete as appropriate*)?

Signed Date

Name

Address

Phone number Email

Thank you for providing this information. We may need to contact you to confirm that you have written this reference.

C.8 Reference request form (employees)

for paid workers with children or adults at risk

Private and Confidential.

REFERENCE FOR (name):

ROLE CONSIDERED FOR:

Your name:

Your Occupation:

How long have you known this person?

In what capacity do you know this person?

Do you have any reason to be concerned about this person being in close contact with or having responsibility for *children/young people/adults at risk* *?

Yes ☐ **No** ☐ **(please tick)**

If you have answered yes, we will contact you for further details

What, in your view makes them suitable for this role/post (Job/Role Description attached)?

Is there anything about them that would make them less suitable for some aspects of this role?

How would you describe their personality and motivation for working with *children/young people/adults at risk* *?

** Children/young people/adults at risk - delete as appropriate*

Please rate the person on the following:

	Poor	**Average**	**Good**	**Very Good**	**Excellent**
Responsibility					
Reliability					
Self-Control					
Commitment					
Trustworthiness					
Understanding/Empathy					
Awareness of Risk					
Practicality					
Patience					

You may wish to add further relevant criteria

Signed Date

Name

Address

Phone number Email

Thank you for providing this information. We may need to contact you to confirm that you have written this reference.

C.9 Code of Conduct

for staff and volunteers working with children, young people and adults at risk

C.9.1 Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect children, young people and adults at risk from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

C.9.2 The role of workers (staff and volunteers)

When working with children and young people or adults at risk, you are acting in a position of trust on behalf of the AM. You will be seen as a role model and must act appropriately.

C.9.3 Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Coordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action.
- Avoid becoming directly involved in personal finances unless there are guidelines in place.

C.9.4 Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any social media contact that breaches the *Practice guidelines for working safely with children and young people*.
- Engaging in any behaviour which might allow a sexual relationship to develop with a person in a position of trust, for as long as the relationship of trust

continues. All adults working with children, young people and adults at risk are considered to be in positions of trust
- Smoking in the presence of children or young people, and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

C.9.5 Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave the event or organisation. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

C.9.6 Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

C.10 DBS Update Service: Agreement to permit Quaker Access

If you have joined the DBS Update service, then you may choose to give permission to Quakers to check your status periodically. This will mean that you will not normally need to reapply for a new DBS criminal records check. To do this, please supply the following information:

Your name, as it appears on your DBS certificate:

DBS certificate number:

Date of birth, as recorded on the DBS certificate:

I confirm that I have registered with the DBS Update Service: ☐ (tick)

Update Service ID Reference:

I agree that XXX Area Quaker Meeting may access my record on the DBS Update service periodically.

Signed Date

Completed forms should be forwarded to the DBS verifier.

Counter signatory by DBS Verifier from Quaker Meeting/Organisation:

I confirm that I have checked the original DBS certificate and the details above are accurate. Yes ☐

I confirm that there is no information recorded on the DBS check

Yes, there is no information ☐

If there is information recorded on the DBS check, then please contact the BYM Safeguarding Officer (see contact details below) so a risk assessment can be undertaken. Having a conviction is not an automatic bar to working with children or adults at risk, each case is considered individually.

Name (DBS Verifier):

Role

Meeting/Organisation

Email address:

When the person stops working with children, young people and adults at risk **at your meeting**, then please inform your AM Safeguarding Co-ordinator and return this form to them.

C.11 Questions and Observations about practice in Area Meetings

Answering some questions and observations about practice in Area Meetings:

Appointing, Nominating or Recruiting?

The term 'safer recruitment' is used in other churches and organisations, which means it should be understood by people coming to Quakers from elsewhere. But it's fine to change the term to 'safer appointments'.

We don't advertise vacant posts

The appointment process starts when the meeting identifies the need for a task to be performed (Qfp 3.23). So all Friends should be aware that posts are vacant and it may be helpful to remind Friends about this in notices or a newsletter. It is rare for a Friend to 'apply' for a role – but not unheard of.

Nomination committees ask people if they would be prepared to take on a role; Friends are often surprised when they are asked to take on a role

It's right for nominations committees to ask Friends who might not have considered a role. But Nominations should still reassure themselves that the person they're approaching is right for the job.

Many Meetings ask all members and attenders to fill in a simple form, with information about experience and how they would like to use their gifts in the Meeting; this helps inform nominations committees, but of course they still have to do their own discernment.

Nominations committee does not have information on which to base any safeguarding decisions

Nominations committees are already expected to understand the role and what the qualifications of the role are.

We don't interview people for roles, so there is no opportunity to ask someone how they might approach situations.

Qfp 3.24h says 'The duration and scope of an appointment should be explained to all who are asked to accept nomination; the approach should not be made casually or acceptance taken for granted.'

Nominations committees can and should discuss various issues with possible role-holders. This could include checking background and experience. In some cases, the conversation will lead to a mutual understanding that this role isn't right for someone (for many reasons - lack of time, lack of experience, lack of inclination or it's not appropriate for this Friend to work direct with vulnerable people). Asking Friends to fill in a simple form at this stage would be an appropriate way of strengthening the nominations process.

Could the Safeguarding Coordinator be consulted before an approach is made to a particular person about a role?

This seems a sensible and practical approach. It would ensure that the people known to the Safeguarding Co-ordinator as being of concern would not be appointed to relevant roles. But a safer appointment process would still be important, in case there are people of concern not known to the Safeguarding Coordinator.

Can we change the way Friends transfer their membership from one area to another - so that Friends in the previous and new AM have full information about the individual's history?

It is not advisable to include safeguarding information in the transfer certificate, but we could ask AM Safeguarding Coordinators to contact each other.

We're not convinced the roles listed in the Model Documents need a safer recruitment approach.

Approaches to different roles vary between meetings. It's for the Meeting as a whole to decide which posts a safer approach applies to – and it would make sense for this to be on the recommendation of the Safeguarding Coordinator, who should probably consult the nominations committee beforehand.

Which body makes the appointment for different roles?

Usually:

Pastoral Friends/pastoral care team; Area Meeting (names may come from AM nominations; or direct from local meetings)

AM Trustees; Area Meeting

Safeguarding co-ordinators and deputies; various, depending on local circumstances. The SG Coordinator should be a trustee and the AM appoints trustees; the AM may decide that the trustees can appoint one of them to hold the safeguarding role; trustees

should probably appoint deputies but in some areas they may be to be nominated by local meetings.

Advocates for children and young people's work; Area Meeting

Children's meeting committee/volunteers; Local Meeting

Employees who work with children and young people or adults at risk; formally, this would be the AM trustees although in practice it may be delegated to local meetings.

D Section D: Practice Appendices

The documents in this section are relevant to meetings running activities for children and young people - they can be used and adapted to suit the situation.

D.1 Practice guidelines

for working safely with children and young people

No two meetings are the same or provide the same activities. Each local meeting should review the activities they are involved in (described in Section 2.4), using these guidelines, and where adjustments or adaptations are needed record them in Appendix D2.

[This process should not delay the adoption of the AM's safeguarding policy. Instead, include a note saying practice guidelines are being developed and will be completed by a set date.]

We use the following practice guidelines:

- Parents/responsible adults (RA) will complete a General Information and Consent Form (Appendix D3) for each of their children attending children's meeting, to be retained and made accessible to volunteers.
- Parents/RAs are asked to tell approved volunteers about any particular needs or sensitivities of their child.
- Parents/RAs remain responsible for their own children at all times until they are taken into the care of those responsible for children's meeting and from the end of the children's session. At other events, children remain the parent/RA's responsibility, unless specific arrangements are made.
- Parents/RAs of younger children are encouraged to remain with them for as long as is necessary.
- Parents/RAs are expected to remain available to assist with their children if required throughout children's meeting. If a child becomes difficult to manage so that the safety of that child or other children becomes a concern, or so that the continued shared enjoyment of the activities becomes problematic for other children, the parent/RA of that child may be asked to take over responsibility and remove the child or assist in the children's meeting.
- Young people may attend either Meeting for Worship or the children's meeting without a parent or responsible adult being on the premises, where all relevant permissions and contact details have previously been obtained.

- Where photographs or video are taken, Image Use Consent forms will be used (Appendix D5).

- Accidents and Incidents will be recorded on the form at Appendix D6, and where appropriate in the local meeting's accident book.

Supervision

- Each group of children will be supervised on all occasions by at least two people who have been safely recruited and have a current enhanced DBS check, and will always be within sight or sound of an adult. Further adults may provide additional support.

- If, despite always planning for two such people, a second person is not available on the day, then choose the most appropriate of the following. This depends on the context and risk assessment:
    - Use another adult who is known and trusted
    - Join groups together in the same room
    - Keep a door open between two rooms
    - Bring the children into the same room as adult activities
    - Cancel the activity
    - If other adults are available in the same building nearby for emergencies, consider allowing the group to run with one safely recruited adult with a current enhanced DBS check - in exceptional circumstances not routinely.

- Ratios of Helpers to Children/Young People: There will be at least two helpers (including parents/RAs) at each session. So far as practicable we will follow the recommended ratios:
    - one helper for every three children under two years old
    - one helper for every four children aged two years old
    - one helper for every eight children aged three to eight years old.

  Consideration must be given to the age mix and maturity of the children, and to the type of activity. A short walk along a road needs more supervision than when the time is all spent in a field or garden.

- If children are taken out of the premises by adult volunteers, prior permission will be obtained from all parents/RAs of children present and there will always be a minimum of two adults. Children's Activity and Day Visit forms will be obtained from parents/RAs (Appendix D4).

- Any trips outside the meeting and particularly overnight stays will be appropriately risk assessed. (Appendix D7)

- Longer/Residential Events: Specific boundaries will be negotiated with young people regarding legal and illegal substance use, and sexual activity. Young people not keeping to these boundaries and rules may be asked to leave the event and their parent/RAs will be informed of the reason for this action.
- Children will leave the group only with adult helpers or their own parents/RAs.
- Children will not have unsupervised access to outside areas, kitchens, cookers or any cupboards storing hazardous materials including matches.

Conduct

- Everyone who works with children and young people is expected to abide by our Code of Conduct (Appendix C7).
- Adults who meet children or young people through their local meetings should have no direct contact with the children or young people concerned unless:
    - Children under 16: The parents are made aware of all such contacts and given an opportunity to decide whether and to what extent such contact should take place and to be present or copied into all communications.
    - Young people aged 16 and 17: The parents are aware of the existence of the communications and are agreeable to the communications taking place.
- It is unacceptable for those working with children and young people, and therefore in a position of trust, to abuse that trust by engaging in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Personal Care

This is any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include: toileting; feeding; oral care; washing; changing clothes; first aid and medical assistance; supervision of a child involved in intimate self-care. Parents have a responsibility to advise the people responsible for their child of any particular needs relating to their child, and include it on the General Information and Consent form. Only in an emergency would staff / volunteers undertake any aspect of intimate care outside of what is normal that has not been agreed by the parents. Such acts of personal care should be reported to the person responsible for the occasion and parents at the earliest possible time and recorded on an incident form.

When providing personal care:

- Involve the child in the intimate care. Always avoid doing things for the child if they are able to do it for themselves.
- Be aware of your own limitations. Only carry out activities you understand and feel competent with. Never do something unless you are sure how to do it. If in doubt, ask.
- Be aware and responsive to the child's reactions. Always check your practice by involving and talking to the child such as, 'can you wash there?'
- If you have any concerns you must report them. If you observe any unusual markings, discolouration or swelling or if a child is accidentally hurt during intimate care, misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident to the Safeguarding Coordinator.

Further practice guidelines

These are available in Thirtyone:eight's online safeguarding manual (membership required).https://thirtyoneeight.org/get-help/safeguarding-manual/england/5-working-safely/.

Free advice can also be gained from Thirtyone:eight's helpline. https://thirtyoneeight.org/help-and-resources/safeguarding-helpline/

Meetings with no regular children's meeting

Some local meetings may have no regular children's meetings. They may have children visiting on an irregular basis, and it must be our aim to encourage families to join our local meetings. So these meetings should have plans for welcoming children.

A very useful starting point, with lots of helpful ideas, is the BYM Children & Young People's resource '*Being ready for children*', here: http://www.quaker.org.uk/documents/cyp-resources-for-children-being-ready-for-children-september2017

If there are insufficient Friends safely recruited with DBS clearance, consider the options in the section above. Children could be included in the adult meeting with some of the quiet resources described in *'Being ready for children'*.

D.2 Specific safeguarding arrangements

for particular local meetings

Here we record any specifics for each local meeting, and any variations from the requirements set out in the Policy or Appendices. They can be very brief, as most aspects should already be covered in the main policy and procedures, or in the Practice Guidelines for Working Safely With Children (Appendix D1), or in the Thirtyone:eight Safeguarding Manual.

[Do not let finalising this appendix delay the adoption of the safeguarding policy. Instead, include a note saying that it is being developed and will be completed by a set date]

[The wording for adults is the default, as most meetings will not be providing any activities that are regulated by Ofsted or the Care Quality Commission. If you do have any regulated activities, describe them briefly here, together with any specific arrangements in place – having taken advice from Thirtyone:eight because of the implications, such as for DBS checks. Also include a brief description of regulated activities in section 2.4.].

D.2.1 MadeUpTown1 Local Quaker Meeting

Children

Eg Each week we hold a children's meeting in the upstairs room.

Eg We do not currently hold a children's meeting, but our plan for unexpected children is ….

Eg Take particular care, as the fire exit opens directly onto the street.

Young People

Eg The Teenage Group meets on Wednesday evenings in the side room, and occasionally has activities off site.

Eg We do not run separate activities for teenagers.

Adults

We do not currently provide any activities for adults which are regulated.

D.3 Information and Consent Form for children/young people

Quaker Meeting:

Full name of child/young person

Date of Birth:

Address:

Details of any regular medication, medical issues (e.g. asthma, epilepsy, diabetes, dietary needs, allergies, etc.), dietary needs or additional needs/impairment which may affect activity:

If using only for a Children's Meeting or equivalent, ignore this box

Name of GP: GP Tel No:

GP Address:

NHS No: Date of last anti-tetanus injection

Name of parent/carer(s):

Tel No: Daytime & Evening:

Mobile(s):

Additional contact (eg grandparent etc or other holding parental responsibility)

Name: Relationship:

Tel no: Mobile:

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name: Tel No::

Address:

Mobile:

I give permission for to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'. However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance, the following from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows: I understand:
   - My child will receive medication as instructed before or during the event.
   - Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
   - My child will be given medical/dental treatment as necessary.

Communicating with children & young people
Children and young people communicate via telephone, mobile, email, the internet and social media. Do you give permission for children/youth workers to communicate via these methods to your child? Eg,contact via email with changes to the youth meeting times: **Yes / No**

I give permission for my child and the youth/children's workers to communicate using ***telephone* mobile* email* internet* social media**** for the purpose of arranging children/youth activities. *(*delete forms of communication you do not want your child contacted by.)*

Signed: (parent/adult with parental responsibility)

Adult name:

Date:

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer). If you would like to withdraw consent or have any further questions about the information we hold about you, **please contact**:

by (email): (phone)

D.4 Children's Activities and Day Visits

Design your own information sheet to include the following:

- *Name of visit or activity*
- *Date*
- *Venue/destination*
- *Departure place and time*
- *Return place and time*
- *Cost (Inc. cheques payable to)*
- *Transport arrangements*
- *Items to be brought (coat, swimming kit, packed lunch, money etc.)*
- *Date by which reply is to be made, and person to whom it should be sent*
- *Details of contact for safeguarding concerns and emergency contact*

Include the reply slip below in your form.

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the place of worship/organisation.

- - - -

Day: Evening

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'. However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance from the parent/carer:

- All necessary information concerning the child/young person's health, allergies, medication etc.
- Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

I enclose a cheque or cash to the sum of £

Signed:

Name:
(parent/or adult with parental responsibility)

Date:

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).

D.5 Image Use Consent Form

Name of organisation commissioning photography

To: (Name of person with parental responsibility): _____

Name of child: _____ age: _____

Organisation child attends:

Location of photography:

We would like to take ***photograph(s) / make a video / webcam recording**** of:

_____ (name of child/ren)

These images may appear ***in our printed publications, on our website, or both****.
**Delete/add as appropriate*

To comply with the Data Protection Act 2018, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1, 2 and 3 below, then sign and date the form where shown. Please return the completed form to:

(Insert name of worker commissioning the photography and return address.)

To the parent

1. May we take images of your child during activities of the group or at the event?
   YES/NO
2. May we use your child's image in our printed promotional publications?
   YES/NO
3. May we use your child's image on our website?
   YES/NO

Signed: (parent/adult with parental responsibility)

Parent/adult's name:

Date:

Continues/

By the Youth/Children's Worker

I have checked which parents are happy for their child(ren)'s images to be used in (organisation's) printed publications or on its website or both. **YES/NO**

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's worker)

Youth/Children's worker name:

Date:

Conditions of use

1. This form is valid for (length of time in years) *from the date of signing/ for this project only)**. Your consent will automatically expire after this time.

2. We will not re-use any images **after this time/*after the project is completed*.

3. If you would like to withdraw your consent at any point, please contact (name and role)

   on phone or email

4. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.

5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.

6. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".

7. We will only use images of children and young people who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. we will not publish material from a swimming activity.

*(*Please delete the option that does not apply.)*

D.6 Accident / incident form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Incident Date: Time:

Names, addresses and ages of those involved in the incident

Where did this incident take place?

Name of organisation:

Name of the group:

Who is normally responsible for group? (Name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given):

Have you retained any defective equipment?

Yes ☐ **No** ☐ **None involved** ☐ **(please tick)**

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use **Yes** ☐ **No** ☐ **(please tick)**

Is the equipment still safe for your group to use? **Yes** ☐ **No** ☐ **(please tick)**

Who else do you need to inform?

Have they been informed? **Yes ☐ No ☐ (please tick)**

If so, when and by whom?

Have you reported a serious/significant accident or injury to the Local Authority environmental health department? **Yes ☐ No ☐ (please tick)**

Signature of person in charge of group at time of accident/incident:

Signed:

Print Name:

Date:

Form seen by: _____

(state role eg. Warden, Clerk of Premises Committee)

Signed:

Print Name:

Date:

D.7 Activity risk assessment sheet

Organisation			
Activity		**Location**	
Date of Risk Assessment		**Frequency**	
Responsible Leader			

What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Date Completed

Event or premises information sheet

Event/Activity		
Venue Address		
Venue contact number		
Do you have an 'In Case of Emergency' contact for all group members?		Yes / No
Safeguarding Coordinator (for this event - on site)	Name	
	Mobile	
Deputy Safeguarding Coordinator (for this event - on site)	Name	
	Mobile	
Responsible Person for Event (overall in charge of event)	Name	
	Role	
	Mobile	
Off-site Safeguarding Officer (eg AM Safeguarding Coordinator)	Name	
	Role	
	Mobile	
Insurance contact	Name	
	Role	
	Mobile	
Designated private space:		
Helpline contacts:		
Thirtyone:eight	0303 003 1111	
NSPCC	0808 800 5000	
Local Authority contacts:		
Local Authority contact for Children & Young People		

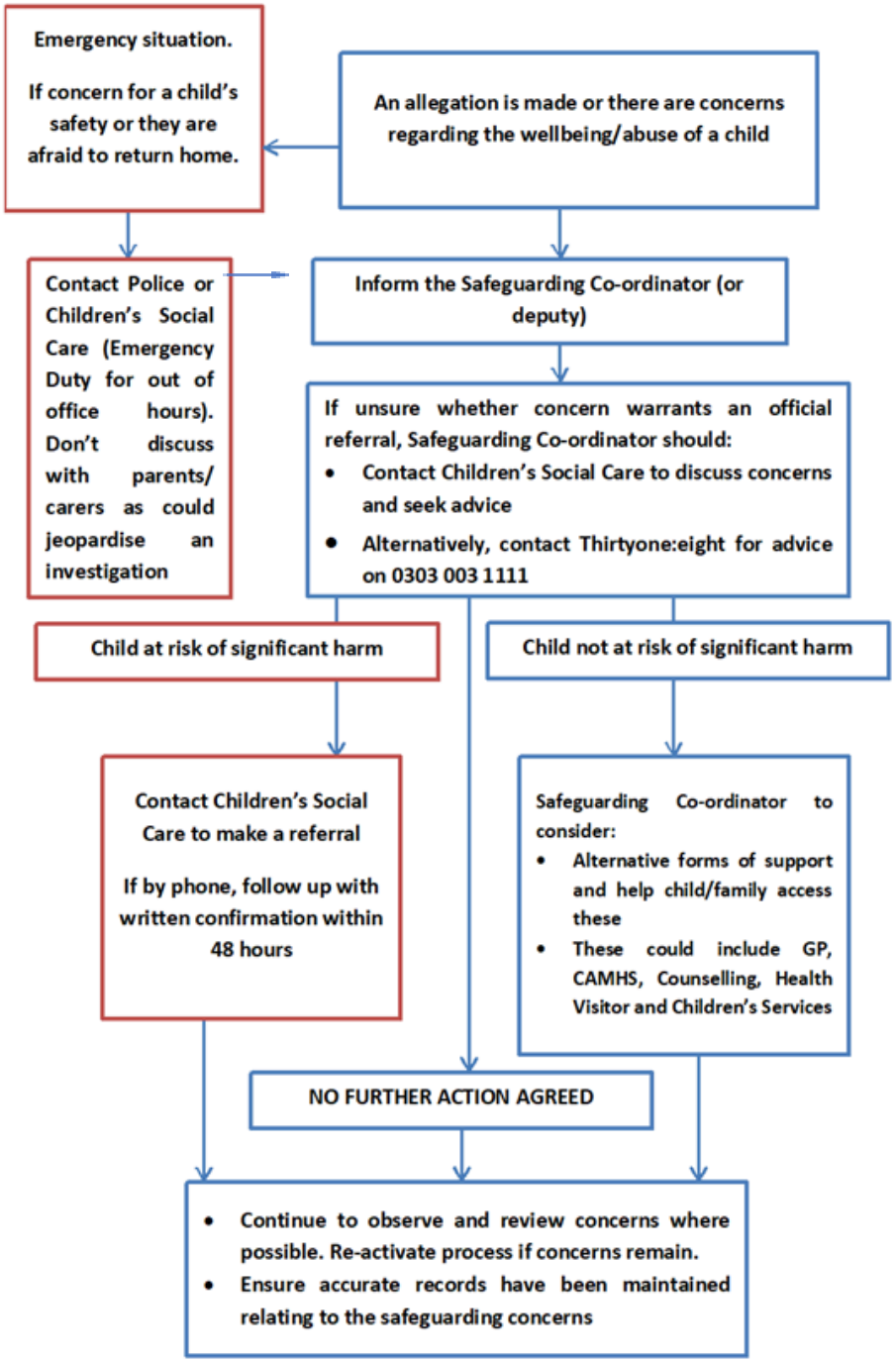
Local Authority contact for Adults at Risk	

E Section E: Responding to Concerns Appendices

This section contains information and guidelines that will be needed if there are concerns about a child, young person or adult at risk.

E.1 Flowchart A: in cases of concerns about a child

An overview, to be used **with Safeguarding Policy Section 5. Responding to Concerns.**

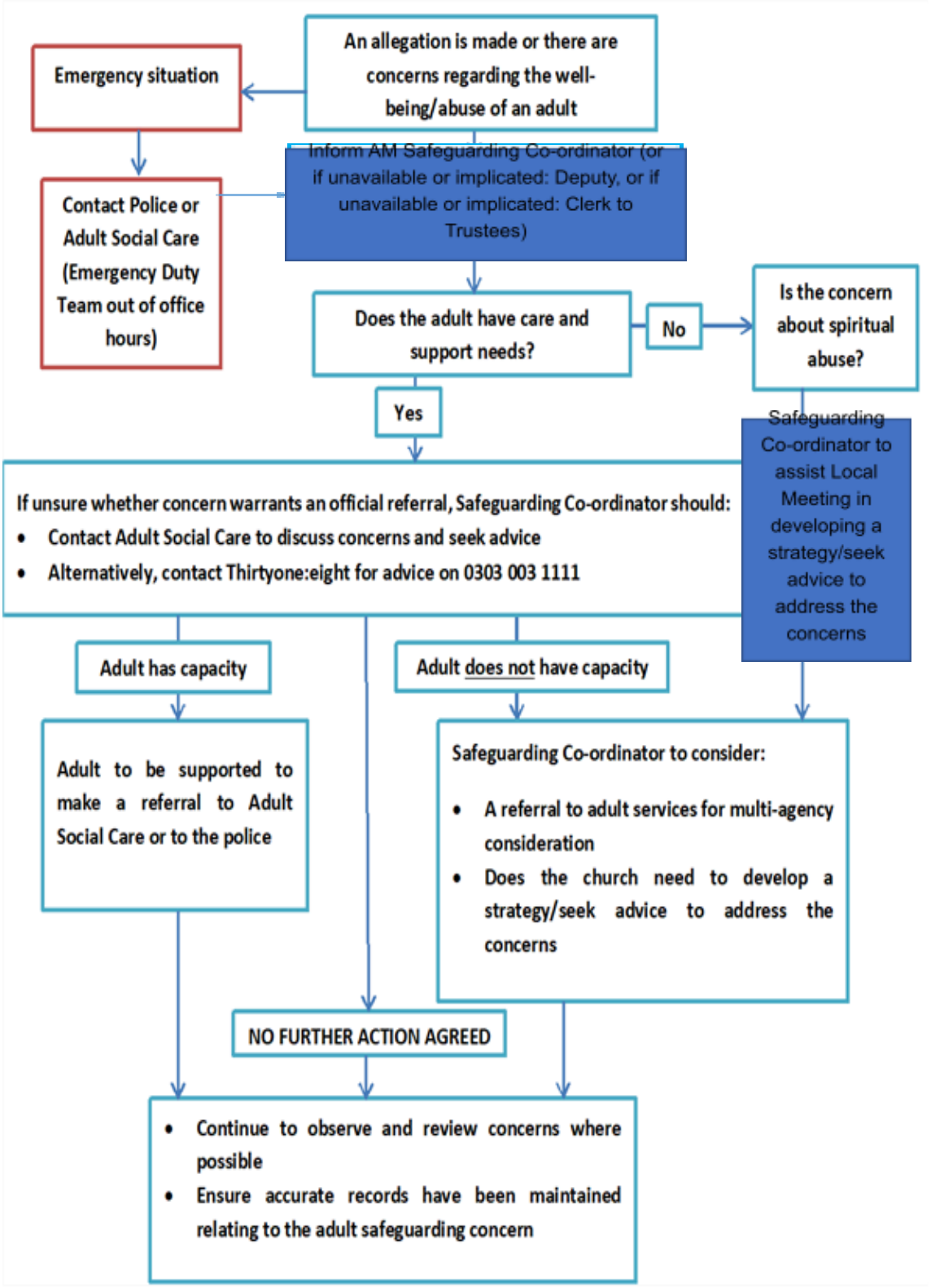


Flow Chart for Action (Children) – © Thirtyone:eight August 2018
Amended to show Quaker roles plus arrow to inform AM Safeguarding Coordinator after emergency

Working Together to Safeguard Children defines significant harm as: "… any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."

E.2 Flowchart B: in cases of concerns about an adult

An overview to be used **with Safeguarding Policy Section 5. Responding to concerns.**



Flow Chart for Action (Adults at risk) – © Thirtyone:eight August 2018 (*amended for Quaker roles)*

Legally, someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

N.b. people of sound mind are allowed to make decisions which other people consider poor.

For more information about assessing mental capacity see Care Quality Commission guidance:

https://www.cqc.org.uk/sites/default/files/documents/rp_poc1b2b_100563_20111223_v4_00_guidance_for_providers_mca_for_external_publication.pdf

E.3 Initial disclosure/concern reporting form

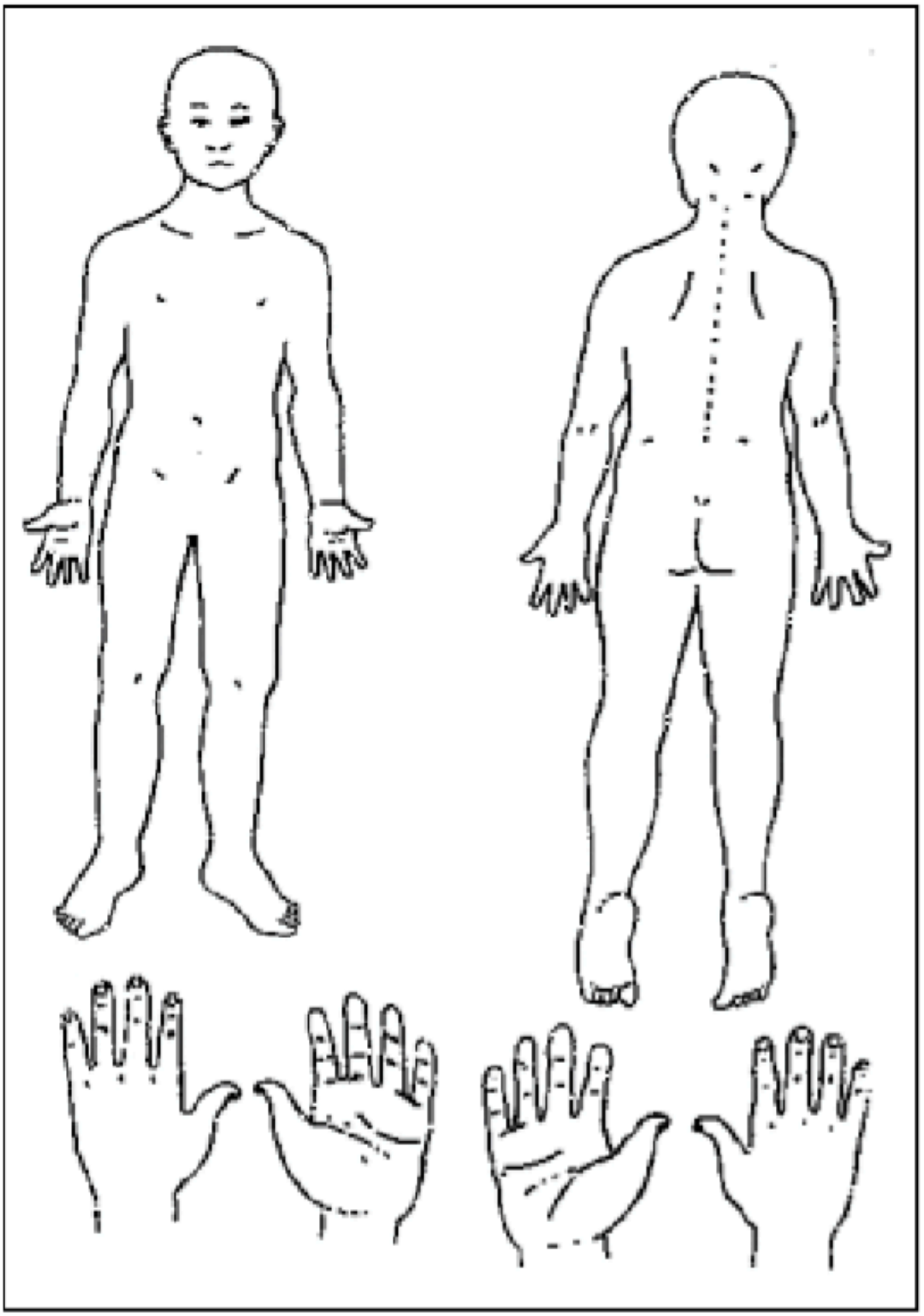
This form is for use by the person who received the disclosure or raised the concern. It is confidential within the terms of the AM Safeguarding Policy and Procedures.

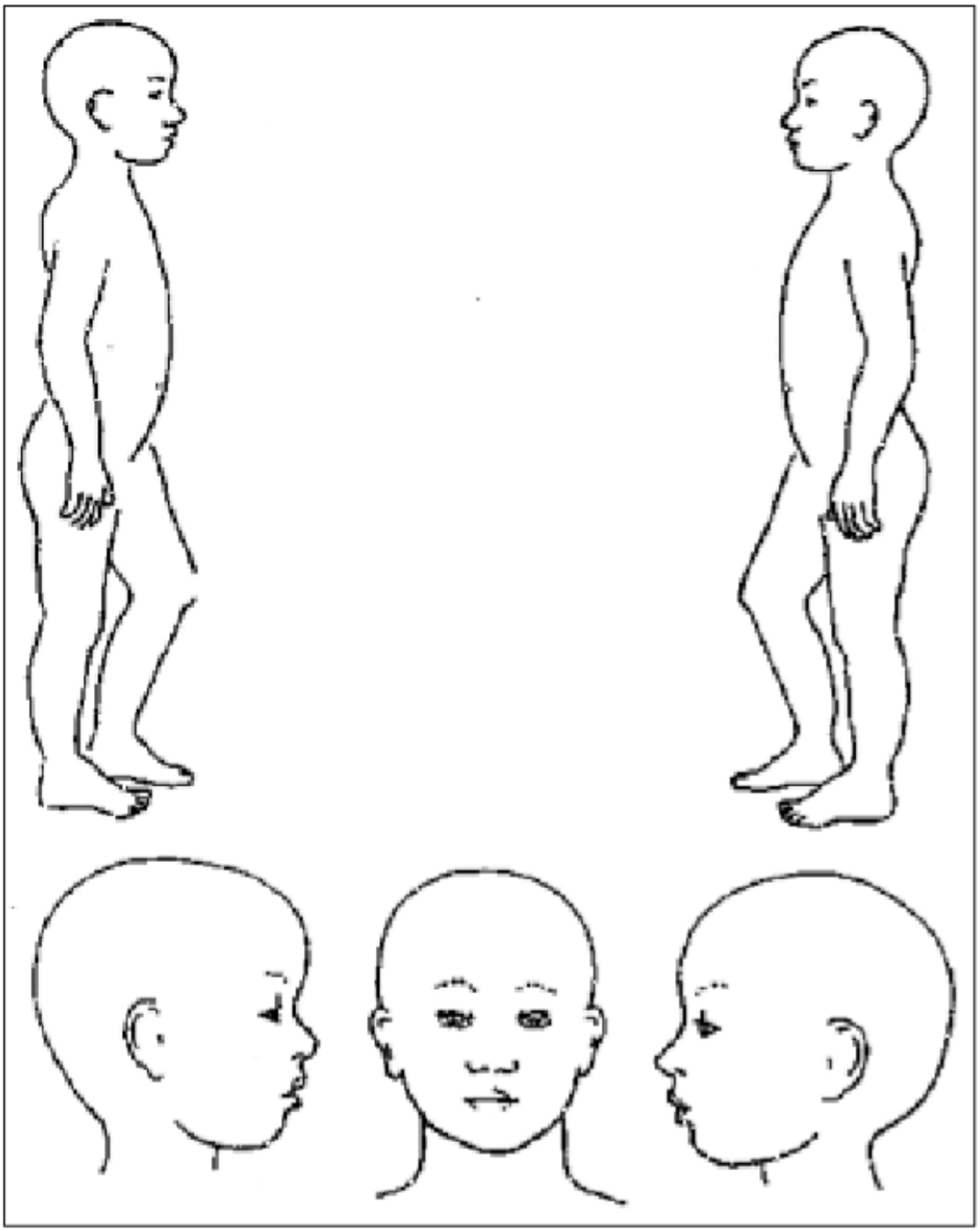
Disclosures of abuse should be recorded as close to the time of the incident as possible. Please include as much detail as possible and record all information all information concisely. Record the disclosure verbatim. Do not try to interpret.

Completed by (name):	
Event/premises:	
Role at event/premises:	
Contact details: Address Telephone number(s) Email	
1. Date and time of disclosure/incident causing suspicion:	
2. Name and age of the children, young people or adults involved :	
3. Details of adult or young person (if any) named as perpetrator:	
4. Name, age and contact details of any witnesses:	

Completed by (name):	
5. If person named in section 3 or 4 is a child or young person please give the names of their parents or legal guardians:	
6. Please record details of the disclosure or the incident causing suspicion. In relation to disclosure, please do not interpret the information given to you. It is important that you use the same language as the child / young person / adult involved. Do not paraphrase or summarise. Please continue overleaf or on additional sheets if needed. (Use the “Skin Map” as appropriate, but do not undress the person who made the disclosure, or ask them to undress.) (Skin Maps from Guidance to Churches) Details:	

Completed by (name):	





7. Action Taken (including person/people/organisations contacted):	
7. Action Taken (including person/people/organisations contacted): (continued)	
Signed:	
Date:	Time:
Name of the Safeguarding Coordinator to whom you pass this form:	
See section 2.3 of the policy or your Quick Reference card of the policy for details of the Safeguarding Co-ordinator	
Date form passed to Safeguarding Co-ordinator:	

7. Action Taken (including person/people/organisations contacted):	
Signed by Safeguarding Coordinator:	
Date:	Time:

This form should be stored in a secure place and considered in relation to the sections of this document about sharing information and records storage. All notes made at the time should be kept with this form.

E.4 Safeguarding Coordinator's Disclosure Reporting Form

This form is for use by the Safeguarding Coordinator.

This form is confidential within the terms of Guidance on Confidentiality detailed in Section 8 of the Disclosure Procedures and Guidance

Note: Disclosures of abuse should be recorded as close to the time of the incident as possible. Please include as much detail as possible and record all information concisely. Record the disclosure verbatim. Do not try to interpret.

Event/premises

Role at event/premises:

Contact details:

1. Details of incident:

2. Action taken (if no action was taken, state reasons)

3. Who did you report the incident to (give names and contact details):

a) Outside agencies

b) Parents/guardians

Event/premises

c) Other – state within or outside the organisation

4. Any other relevant information:

5. Outstanding tasks, who responsible and timescale:

Signed:

Date:

Time:

This form should be stored in a secure place and considered in relation to the guidelines on confidentiality.

All notes made at the time should be kept with this form.

E.5 Referral Form of host local authority

This is the Referral Form used by the Local Authority in which the AM's registered office is located. It is appropriate to use this form for a referral, even when the report relates to a location in another local authority.

[Insert appropriate form here]

Key Safeguarding Contacts

Role/Organisation	Name	Phone	Email
AM Safeguarding Coordinator	**Maggie Guy**	**07988 678432**	safe@banburyeveshamquakers.org.uk
Deputy AM Safeguarding Coordinator/s	**Zoe Simms**	**07484 816336**	
Clerk of AM Trustees	Maria Huff		clerkoftrustees@banburyeveshamquakers.org.uk
Thirtyone:eight Specialist safeguarding advice	Helpline	0303 003 1111 Mon-Fri 9am-5pm plus out of hours (from 7am to midnight) for urgent calls	helpline@thirtyoneeight.org
Britain Yearly Meeting Safeguarding Officer General support	Mark Mitchell	020 7663 1156 Weekday mornings	safe@quaker.org.uk Weekday response normally within 24 hrs
Local Authority 1 Safeguarding Children			
Local Authority 1 Safeguarding Adults			
[Add more local authorities as appropriate, or delete] **Local Authority 2 Safeguarding Children**			
Local Authority 2 Safeguarding Adults			
NSPCC	Helpline	0808 800 5000	help@nspcc.org.uk
Police	Emergencies Non-emergencies	999 101	
This document was last updated: 2 May 2025			

Banbury & Evesham Area Meeting

Reviewed April 2025