



# Safeguarding Policy & Procedures

## & Appendices to Safeguarding Policy & Procedures

### of


# Oxford and Swindon Area Quaker Meeting

Version 2

Agreed by Area Meeting Trustees on:	13/01/2022
Minute number:	02/1/22
Clerk of Area Meeting Trustees:	Jennifer Barraclough
Date for next annual review by Area Meeting Trustees:	01/02/2023
Role-holder responsible for starting next review:	Area Meeting Safeguarding Coordinator

The Oxford and Swindon Area Meeting Safeguarding Policy and Procedures covers all meetings and activities under the care of Oxford and Swindon Area Quaker Meeting and its constituent Local Meetings.

Our Safeguarding Policy and Procedures has been written in line with legislation, policy, and statutory guidance that seeks to protect children, young people, and adults at risk, in England and Wales. It is predominantly based on Britain Yearly Meeting Safeguarding Policy and Procedures, and in turn the Safe and Secure safeguarding standards published by Thirtyone:eight, a specialist safeguarding organisation. We have agreed and adopted our Safeguarding Policy, Procedures, and Appendices in accordance with statutory guidance and the recommendations of the 2021 Investigation Report into [Child protection in religious organisations and settings](#) by the Independent Inquiry into Child Sexual Abuse (IICSA).

This document is referenced and cross-referenced throughout with hyperlinks. Press **Ctrl** and  click on any [blue underlined text](#) to link to the relevant webpage; and any [red underlined text](#) or page number i.e., (p. xx) to link to the cross-referenced section.

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## ➤ What do *I* need to know?

The Area Meeting Safeguarding Policy, Procedures, and Appendices is by necessity comprehensive. This must not equate to daunting or overwhelming. In truth, if it is unworkable or impenetrable, it is self-defeating. The following navigation tool was devised to open up these pages to you, to make them work for you, and to make them meaningful to you and your life within our Area Meeting.

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## **A Our safeguarding policy**

### **A safe environment and culture**

Abuse is unacceptable. We recognise abuse takes many forms: discriminatory, domestic, financial, online, organisational, physical, psychological, sexual, and spiritual abuse; through modern slavery, and self-neglect; and by neglect and acts of omission. Abuse can happen anywhere at any time. We recognise our culture of welcome and trust opens our meetings to the risk of abusive behaviour. We are committed to our Peace Testimony and to living it out by keeping everyone safe. Everyone has a right to participate in our Quaker communities free from harm.

To safeguard those in our meetings we use: good practice procedures and guidelines, national legislation, and inter-agency procedures; and we adhere to the United Nations Convention on the Rights of the Child, Article 19, and the United Nations Universal Declaration of Human Rights, with particular reference to Article 5. We are registered with, and supported by, Thirtyone:eight, a specialist safeguarding organisation.

### **I ndividual and corporate responsibility**

We all have a responsibility for safeguarding. Certain roles have specific safeguarding responsibilities. We maintain awareness of safeguarding issues by organising events in our Local and Area Meetings. We will support the Area Meeting Safeguarding Coordinator in their work and actions, on behalf of our community, to keep everyone safe. Ultimately, the responsibility for safeguarding is held by our Area Meeting Trustees.

We require all organisations and individuals hiring out rooms on our premises to take full responsibility for safeguarding their own activities, have their own safeguarding policy, and, if appropriate, have in place their own public liability insurance.

### **S afer nominations and appointments (recruitment)**

We will follow established good practice on safer nominations and appointments, and safer recruitment, to reduce the risk of abuse, and the risk to us as an organisation. Careful consideration will be given to the suitability of an individual for roles involving children, young people, and adults at risk. Individuals appointed to these roles will receive training, support and monitoring in accordance with government guidance, and agree to abide by our Code of Conduct. If an individual is not suitable, we will not hesitate to withdraw a nomination or appointment; or terminate a contract of employment: this will be done with care and sensitivity.

We will uphold those involved in, and undertaking, the safer nominations and appointments, and safer recruitment process. The path should be straightforward and undaunting. Our hope is for our Spirit-led method, to entwine with our commitment to safeguarding, to ensure we find the right individuals to serve our meetings.

### **P rocedure for responding to concerns or allegations of abuse**

We will respond promptly to any safeguarding concern. If a concern or allegation is disclosed to us, we will listen, take it seriously, and not judge. Under no circumstances will we undertake our own investigation: this could increase the potential harm to the person at risk and prejudice any future investigation. We will escalate the concern using our established procedures, ensuring the individual at risk is, as far as possible, kept informed



and involved in the process. If the individual at risk is an adult we will act with their consent, unless there are clear and justifiable reasons for not doing so. The Area Meeting Safeguarding Coordinator will be responsible for collating, clarifying, and recording information, and then passing it on to any statutory agencies as appropriate.

## **P**astoral care

We recognise that of God in everyone. Everyone deserves respect, value, and appropriate care. Our witness extends to those who may be perpetrators of abuse.

We will offer pastoral care to those affected by abuse who have contact with, or are part of, our Area Meeting. We recognise our limitations: we are a worshipping community; not a professional safeguarding agency or therapeutic service. We will support individuals to access appropriate professional support, working with, or referring to, outside agencies as appropriate.

If an incident happens within our Quaker community, the Area Meeting Safeguarding Coordinator will ensure arrangements are made to support everyone affected.

## **W**orking with those who may pose a risk to others

We will practice robust and effective risk-management in response to those who may pose a risk to others in our meetings. We aim to uphold the safety of the whole meeting; while simultaneously ensuring the individual is welcomed, not exposed to temptation, and rendered less at risk of false accusations. A Support and Accountability Group will be established; with the individual who may pose a risk to others included in the membership, and all will enter into a signed Agreement (Contract). The Agreement (Contract) will set out the supervision and pastoral care to be provided to the individual, and the conditions on their activity and level of involvement within the meeting. These boundaries will be based on a tailored risk assessment and through consultation with appropriate parties. The individual will not be allowed to work, or have unsupervised contact, with children, young people, or adults at risk; nor will they be allowed to take up any position of trust, or any public position that could indicate they are trusted.

## **R**eview

We will regularly review and monitor our safeguarding practices.

Each Local Meeting will review their safeguarding practices on an annual basis and submit a report to the Area Meeting Trustees. This is the joint responsibility of the Local Meeting Clerks, Clerk / Convenor of Children and Young People's Committee, Clerk / Convenor of Overseers / Pastoral Care Group, and DBS Verifier.

Alongside any new guidance, information, legislation, or updates from Britain Yearly Meeting and Thirtyone:eight, these reports of current practice will be collated and reviewed by the Area Meeting Safeguarding Coordinator to form the basis of their Annual Safeguarding Report. The Area Meeting Trustees will consider this Annual Safeguarding Report, against the Area Meeting Safeguarding Policy and Procedures, to assess if our current safeguarding practices remain fit for purpose. A Minute outlining their conclusions, and any necessary actions, will then be sent, along with the Annual Safeguarding Report to the Area Meeting Clerks and presented to the Area Meeting. Every three years a more in-depth and comprehensive review will be undertaken.

# 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:** Katherine Gee

**Contact details:**

**email:** [safeguard@osamquakers.org.uk](mailto:safeguard@osamquakers.org.uk)

**phone:** 07591 544 004

**Area Meeting Deputy Safeguarding Coordinator:** Gwithian Doswell

**Contact details:**

**email:** [safeguard.deputy@osamquakers.org.uk](mailto:safeguard.deputy@osamquakers.org.uk)

**phone:** 07484 865 044

They have been appointed by **Oxford and Swindon Quaker Area Meeting** to respond to any safeguarding concerns

*If there is **immediate** risk or danger, contact the Police on **999***

*For urgent or independent advice, contact **Thirtyone:eight** (an independent charity that supports our safeguarding work) on 0303 003 1111 or [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)*

Our safeguarding policy is available on request and on our website [www.osamquakers.org.uk](http://www.osamquakers.org.uk)

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

**Oxford and Swindon Area Quaker Meeting**

## Other useful contacts

Childline

NSPCC

Stop It Now! Child sexual abuse helpline

Action on Elder Abuse

National Domestic Violence Helpline

National Association for People

Abused in Childhood (NAPAC)

0800 1111

0808 800 5000

0808 1000 900

0808 808 8141

0808 2000 247

0808 801 0331



## C Key information

### C1 Our organisation

#### Oxford and Swindon Area Meeting

Address:	Oxford Swindon Area Meeting, 43 St Giles, Oxford, OX1 3LW
Email:	<a href="mailto:office@oxfordquakers.org">office@oxfordquakers.org</a>
Phone:	01865 557 373
Website:	<a href="http://www.osamquakers.org.uk">www.osamquakers.org.uk</a>
Charity number:	1137897
Company number:	06947462
Member of:	Britain Yearly Meeting Religious Society of Friends (Quakers)
Regulators:	The Charity Commission
Insurance company:	Congregational Insurance
Specialist Safeguarding Service:	<a href="#">Thirtyone:eight</a> membership number 5350

Our Area Meeting is made up of eight constituent Local Meetings

#### Contact information for our Local Meetings

Abingdon	<a href="#">Abingdon Local Meeting website</a> 07564 199 778 Northcourt Centre, Northcourt Road, Abingdon, OX14 1NS St Ethelwold's House, 30 East St Helen St, Abingdon OX14 5EB <i>(Neither address to be used for correspondence)</i>	<a href="mailto:abingdonquakers@gmail.com">abingdonquakers@gmail.com</a>
Burford	<a href="#">Burford Local Meeting website</a> 01451 810 484 Friends Meeting House, Pytts Lane, Burford, OX18 4SJ	<a href="mailto:ethnicfords@hotmail.com">ethnicfords@hotmail.com</a>
Charlbury	<a href="#">Charlbury Local Meeting website</a> 01993 832 747 Friends Meeting House, Market Street, Charlbury, Chipping Norton, OX7 3PH	<a href="mailto:jeanettecayley@hotmail.com">jeanettecayley@hotmail.com</a>
Faringdon	<a href="#">Faringdon Local Meeting website</a> 01235 764 411 Friends Meeting House, 4 Lechlade Road, Faringdon, SN7 8AQ	<a href="mailto:faringdon.quakers@gmail.com">faringdon.quakers@gmail.com</a>
Headington	<a href="#">Headington Local Meeting website</a> Old Headington Village Hall, Dunstan Rd, Oxford, OX3 9BY <i>(Address not to be used for correspondence)</i>	<a href="mailto:headington.quakers@gmail.com">headington.quakers@gmail.com</a>
Marlborough and District	<a href="#">Marlborough and District Local Meeting website</a> 01672 562 344 Friends Meeting House, The Parade, Marlborough, SN8 1NE	<a href="mailto:eileen.nancarrow@btinternet.com">eileen.nancarrow@btinternet.com</a>
Oxford	<a href="#">Oxford Local Meeting website</a> 01865 557 373 Oxford Quaker Meeting, 43 St Giles, Oxford, OX1 3LW	<a href="mailto:clerk@oxfordquakers.org">clerk@oxfordquakers.org</a>
Swindon	<a href="#">Swindon Local Meeting website</a> 01793 536588 Friends Meeting House, 79 Eastcott Hill, Swindon, SN1 3JF	<a href="mailto:clerk@swindonquakers.org.uk">clerk@swindonquakers.org.uk</a>

## C2 Key contacts

### Quaker contacts

Role / Organisation	Name	Phone	Email
<b>Area Meeting Safeguarding Coordinator</b>	Katherine Gee	07591 544 004	<a href="mailto:safeguard@osamquakers.org.uk">safeguard@osamquakers.org.uk</a>
<b>Area Meeting Deputy Safeguarding Coordinator</b>	Gwithian Doswell	07484 865 044	<a href="mailto:safeguard.deputy@osamquakers.org.uk">safeguard.deputy@osamquakers.org.uk</a>
<b>Clerk of Area Meeting Trustees</b>	Jennifer Barraclough	01993 883 648	<a href="mailto:jcbarraclough39@gmail.com">jcbarraclough39@gmail.com</a>
<b>Thirtyone:eight Specialist safeguarding advice and support</b>	-	0303 003 1111	<a href="mailto:helpline@thirtyoneeight.org">helpline@thirtyoneeight.org</a>
<b>Britain Yearly Meeting Safeguarding Officer</b>	Mark Mitchell	0207 663 1156	<a href="mailto:safe@quaker.org.uk">safe@quaker.org.uk</a>

### Local Safeguarding Children Board / Safeguarding Partnership

Phone numbers in **red type** are for the out of office hours Emergency Duty Service

Name	Website	Phone	Email
Oxfordshire Safeguarding Children Board	<a href="#">Oxfordshire Safeguarding Children Board</a> (Referral form available on website)	0345 050 7666 <b>0800 833 408</b>	<a href="mailto:oscb@oxfordshire.gov.uk">oscb@oxfordshire.gov.uk</a>
Swindon Safeguarding Partnership	<a href="#">Swindon Safeguarding Partnership</a>	01793 466 903 <b>01793 436 699</b>	<a href="mailto:swindonmash@swindon.gov.uk">swindonmash@swindon.gov.uk</a>
Wiltshire Safeguarding Vulnerable People Partnership	<a href="#">Wiltshire Safeguarding Vulnerable People Partnership</a>	0300 456 0108 <b>0300 456 0100</b>	<a href="mailto:LSCB@wiltshire.gov.uk">LSCB@wiltshire.gov.uk</a>

### Local Safeguarding Adult Board / Safeguarding Partnership

Phone numbers in **red type** are for the out of office hours Emergency Duty Service

Name	Website	Phone	Email
Oxfordshire Safeguarding Adult Board	<a href="#">Oxford Safeguarding Adult Board</a> (Referral form available on website)	0345 050 7666 <b>0800 833 408</b>	<a href="mailto:OSAB@oxfordshire.gov.uk">OSAB@oxfordshire.gov.uk</a>
Swindon Safeguarding Partnership	<a href="#">Swindon Safeguarding Partnership</a>	01793 463 555	<a href="mailto:adultsafeguarding@swindon.gov.uk">adultsafeguarding@swindon.gov.uk</a>
Wiltshire Safeguarding Adult Board	<a href="#">Wiltshire Safeguarding Adult Board</a>	0300 456 0111 <b>0845 607 0888</b>	<a href="mailto:adviceandcontact@wiltshire.gov.uk">adviceandcontact@wiltshire.gov.uk</a>

**Above key contact information last updated on 10/03/2022**

## National Organisations

Name	Website	Phone	Email
<b>NSPCC</b>	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>	0808 800 5000	<a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
<b>Victim Support</b> <i>Support for victims of crime and traumatic incidents</i>	<a href="http://www.victimsupport.org.uk">www.victimsupport.org.uk</a>	0808 16 89 111	Link on website
<b>Women's Aid</b> <i>Support for survivors of domestic violence</i>	<a href="http://www.womensaid.org.uk">www.womensaid.org.uk</a>	Contact numbers on website	<a href="mailto:helpline@womensaid.org.uk">helpline@womensaid.org.uk</a>

## C3 Definition of terms

Term	Definition of term
adult	anyone aged 18 years or over
adult at risk	<ul style="list-style-type: none"> <li>an adult at risk of abuse or neglect because of their need for care and / or support (whether or not the local authority is meeting their needs) <b>and</b></li> <li>is experiencing, or at risk of, abuse or neglect <b>and</b></li> <li>because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect</li> </ul>
approved role holder / employee	those appointed / employed by Local and / or Area Meeting to work with children and young people having completed the safer nominations and appointments / recruitment procedure
child	anyone aged under 18; in the context of ' <b>children and young people</b> ' refers to younger, less mature children
Designated officer	a local authority officer who handles all allegations against adults who work with children and young people, whether in a paid or voluntary capacity ( <i>formerly the Local Authority Designated Officer (LADO)</i> )
parental responsibility	the legal rights, duties, powers, responsibilities, and authority a parent has for a child and the child's property
position of trust	role involving contact with children, young people, or adults at risk, see government factsheet on <a href="#">positions of trust</a>
responsible adult	<ul style="list-style-type: none"> <li>an adult who accompanies a child / young person to meetings but does <b>not</b> have parental responsibility e.g., a grandparent</li> <li>on consent forms the term '<b>carer</b>' is used in place of responsible adult</li> </ul>
statutory agency	a government body which has powers defined in law e.g., Police
young people	In the context of ' <b>children and young people</b> ' refers to older, more mature children

## C4 Acronyms, abbreviations, and full forms

Acronym / Abbreviation	Full form of acronym / abbreviation
AM	Area Meeting
BYM	Britain Yearly Meeting
DBS	Disclosure and Barring Service
ED	Emergency Department
LM	Local Meeting
MAPPA	Multi-Agency Public Protection Arrangements
RA	responsible adult
ViSOR	violent offender and sex offender register

## **D Responsibilities of Local / Area Meeting roles with regard to safeguarding**

### **D1 Responsibilities of AM Clerks**

- Report any possible safeguarding concerns to the AM Safeguarding Coordinator
- Ensure a copy of the Safeguarding Policy, Procedures, and Appendices is available, on the AM website, and on request
- Arrange opportunities to promote safeguarding awareness in the AM programme
- Ensure an AM Safeguarding Coordinator is appointed (and Deputy/ies as required)
- Enable the AM Safeguarding Coordinator to make an annual report to the AM
- Together with the AM Safeguarding Coordinator and LM Clerks, ensure any material relating to safeguarding concerns is [securely stored](#) (p. 37)
- Ensure all DBS checks and clearances, related to AM roles, and AM employees, are recorded in an AM Worship for Business minute at the earliest opportunity

### **D2 Responsibilities of the AM Safeguarding Coordinator**

#### **General (in addition to role as an AM Trustee)**

- Support the AM in maintaining a culture of safety
- Organise, and if appropriate provide, the [safeguarding inductions](#) (p. 20)
- Advise AM Trustees on safeguarding issues
- Ensure the AM's registration with Thirtyone:eight is up to date
- Keep up to date with national and local statutory safeguarding policy and procedures, and [Thirtyone:eight's](#) and [BYM's](#) guidance for safeguarding coordinators
- Together with the LM and AM Clerks, ensure any material relating to safeguarding concerns is [securely stored](#) (p. 37)
- Ensure access to [safeguarding material](#) is strictly on a need-to-know basis (p. 37)
- Seek guidance from the BYM Press Officer, and discuss with the Clerk of AM Trustees, should any interaction with the media arise regarding a safeguarding concern
- Seek advice from the BYM Safeguarding Officer if a DBS Verifier highlights a concern on a DBS check

#### **Safeguarding incidents**

- Be the first point of contact for any possible safeguarding concerns
- Act on behalf of the AM in dealing with an allegation or suspicion of abuse
  - collate and clarify the precise details of the allegation or suspicion
  - record the details on the [Disclosure Reporting form](#) (p. 75)
  - seek and follow advice and guidance from Thirtyone:eight, BYM and statutory safeguarding agencies
  - where appropriate, refer the matter to the appropriate statutory agency
- Inform the Clerk of AM Trustees if information is passed on to a statutory agency
- Following any statutory agency investigation, assess the need for a DBS referral to consider placing the (alleged) perpetrator on the relevant barred list, this decision should be informed by the Designated Officer and advice sought from Thirtyone:eight
- Ensure arrangements are made to support everyone affected, and liaise with outside organisations that become involved
- Inform the [National Crime Agency \(NCA\) Child Exploitation and Online Protection Command \(CEOP Command\)](#) if the allegation relates to [online abuse](#) (p. 34)

- If the allegation is against a person who holds any position of trust in relation to:
  - children (under the age of 18), irrespective of where they hold that role, the Designated Officer should be informed, and an immediate plan agreed
  - adults, the Local Adult Safeguarding Board should be informed
- If the allegation is against a person who works with adults at risk, the Local Adult Safeguarding Board should be informed
- Form part of any [Support and Accountability Group](#) within the AM (p. 32)

### Reports and reviews

- Oversee the annual safeguarding assurance process and triennial review
- Collate and review the [Annual Safeguarding Reports](#) from each LM (p. 38)
- Prepare an AM Annual Safeguarding Report for AM Trustees, to include: findings from the [LM Annual Safeguarding Reports](#) (p. 38); the AM's safeguarding challenges and opportunities; new guidance, information, legislation, or updates from BYM and Thirtyone:eight; and any recommendations for amendments to the AM Safeguarding Policy and Procedures
- Seek discernment and agreement from AM Trustees for any changes to the AM Safeguarding Policy and Procedures
- Present the AM Annual Safeguarding Report to the AM
- Prepare the [Annual Safeguarding Report to BYM](#) (p. 41)

### Support

- Support the Clerk of AM Trustees in dealing with more complex reports or concerns
- Support the Clerk to AM Trustees with the completion of the section on safeguarding for the AM Trustees' Annual Report to the Charity Commission
- Support, advise on, and facilitate timely opportunities for appropriate and relevant role-specific training for all members, attenders, and employees involved in safeguarding
- Support LMs to ensure information on where to get help and advice in relation to abuse, discrimination, bullying, or any other concerning matter is readily available

### Coordination

- Agree with the AM Deputy Safeguarding Coordinator(s) (if appointed) which responsibilities will be shared and / or delegated
- If an individual who may pose a risk to others leaves the LM and / or joins, or states their intentions to join, another LM or religious organisation:
  - inform the supervising officer (for those on license), or other appropriate police / probation officer
  - contact the Clerk of Elders, or Clerk / Convenor of Overseers / Pastoral Care Group, of any new meeting, or the religious leader of any new religious organisation, inform them of the individual's wish to join their meeting / religious organisation, and advise them to contact the Police / Probation Service / relevant statutory agency

## D3 Responsibilities of AM Deputy Safeguarding Coordinator(s)

- Report any possible safeguarding concerns to the AM Safeguarding Coordinator
- Assist the AM Safeguarding Coordinator by focusing on agreed safeguarding elements
- Providing support to a LM/LMs with specific needs e.g., assisting the DBS verifier(s)
- Participate in the annual safeguarding assurance process and triennial review
- Deputise for the AM Safeguarding Coordinator if they are [unavailable, or it would be inappropriate](#) for them to be involved in a specific case (p. 27)

## **D4 Responsibilities of AM Trustees**

### **General**

- Hold ultimate responsibility for safeguarding on behalf of the AM
- Agree the AM Safeguarding Policy and Procedures
- Set aside sufficient resources for safeguarding training
- Support the AM Safeguarding Coordinator and Deputy/ies in their roles, accept any information in their possession will be shared on a strictly need-to-know basis
- Ensure the [safer recruitment procedure](#) (p. 22) is followed for each employee, with [references requested](#) (p. 67) using the [reference request letter](#) (p. 69)  
(This can be fully or partially delegated to LM role holders as appropriate)
- Report any possible safeguarding concerns to the AM Safeguarding Coordinator
- Stand-in for the AM Safeguarding Coordinator and Deputy/ies if they are [unavailable, or it would be inappropriate](#) for them to be involved in a specific case (p. 27)

### **Reports and reviews**

- Consider the AM Annual Safeguarding Report from the AM Safeguarding Coordinator, against the AM Safeguarding Policy and Procedures, to assess if our current safeguarding practices remain fit for purpose
- Initiate a more in-depth and comprehensive review at least once every three years, to include: discussions with each LM, and a review of the AM Safeguarding Policy and Procedures against the model policies published by BYM and / or Thirtyone:eight

### **Clerk of AM Trustees, in addition:**

- Ensure safeguarding is a standing item on the agenda for every Trustee meeting
- Ensure the Minute stating the AM Trustees conclusions, and recommendations, as to whether our safeguarding practices remain fit for purpose, is sent to AM Clerks, along with the AM Annual Safeguarding Report
- Agree updates to the [key contacts](#) section of the policy (p. 12), on behalf of AM Trustees
- If a referral is made to a statutory agency, determine whether, and what, information should be passed to:
  - the Charity Commission i.e., if there is a serious incident such as:
    - harm to someone who has come into contact with the AM
    - harm to the AM's work or reputation
    - loss of the AM's money or assets
    - damage to the AM's property
  - the AM's insurers e.g., if there is possible legal action
  - other AM Trustees e.g., if there are wider implications

## **D5 Responsibilities of DBS Verifiers (often LM Clerks)**

*(Smaller LMs may choose to share a DBS verifier, larger LMs to appoint more than one)*

- Report any possible safeguarding concerns to the AM Safeguarding Coordinator
- Support members, attenders, and employees with applying for DBS clearance and registering for the DBS Update Service (including those belonging to the LM and nominated to an AM role)
- Liaise with the AM Safeguarding Coordinator if a DBS check reveals anything of concern
- Inform the LM / AM Clerks once a member, attender, or employee has completed a DBS check and been cleared to work with children and young people and / or adults at risk
- Ensure DBS renewals and Update Service checks are carried out every three years



- Ensure members, attenders, and employees who:
  - work with children, young people, and / or adults at risk have an enhanced [DBS check](#) in the relevant workforce (p. 20)
  - undertake [regulated activity](#) on behalf of the meeting have a DBS check in the relevant workforce with a barred list check (p. 21)
- Ensure all DBS documents are [securely stored](#) (p. 37), with those related to current role holders / employees separated from those who have finished their service / employment
- Join with the LM Clerks and Clerk(s) / Convenor(s) of Young People's Committee and Overseers / Pastoral Care Group, to annually review the LM safeguarding practices and complete the [LM Annual Safeguarding Report](#) (p. 38)

## **D6 Responsibilities of Elders**

- Report any possible safeguarding concerns to the AM Safeguarding Coordinator
- Inform the AM Safeguarding Coordinator if a person [who may pose a risk to others](#) wishes to attend the LM, AM, or activities under the care of the LM or AM (p. 32)
- Form part of a [Support and Accountability Group](#) as needed (p. 32)

## **D7 Responsibilities of LM Clerks**

- Report any possible safeguarding concerns to the AM Safeguarding Coordinator
- Ensure a copy of the Safeguarding Policy, Procedures, and Appendices is available, on the LM website, and on request
- Ensure any room hire agreements comply with the [AM Safeguarding Policy and Procedures](#) (p. 36) (usually delegated to LM role holders responsible for Property)
- Ensure a LM Health and Safety assessment for children and young people is in place
- Together with the AM Safeguarding Coordinator and AM Clerks, ensure any material relating to safeguarding concerns is [securely stored](#) (p. 37)
- Ensure all DBS checks and clearances, related to LM roles, are recorded in a LM for Worship for Business minute at the earliest opportunity
- Ensure the AM Safeguarding Policy and poster are on display, and clearly visible in the LM premises e.g., posters at different heights and in different rooms
  - if the LM does not have premises, ensure the information is regularly communicated to children, young people, and adults.
- Initiate, and join with the Clerk(s) / Convenor(s) of Children and Young People's Committee and Overseers / Pastoral Care Group, and DBS verifier, to annually review the LM safeguarding practices and complete the [LM Annual Safeguarding Report](#) (p. 38)

## **D8 Responsibilities of Nominations' Committee members**

- Report any possible safeguarding concerns to the AM Safeguarding Coordinator
- Ensure role descriptions are available for each role within the LM / AM
  - carefully consider the suitability of an individual for roles involving children, young people, and adults at risk; if unsure, discuss with the AM Safeguarding Coordinator
- Use the [safer nominations and appointments procedure](#) for all eligible roles (p. 19)
- Undertake [three-month reviews](#) with those newly nominated to a role (p. 20)
- [Request references](#), as needed (p. 53), using the [reference request letter](#) (p. 54)
- Ensure all documents (including DBS certificate numbers and dates of clearance) related to the appointment of a member or attender are [securely stored](#) (p. 37), with those related to current role holders separated from those who have finished their service

Responsibilities of Local / Area Meeting roles in a position of trust with regard to safeguarding

## **D9 Responsibilities of Children's Meeting volunteers, and Children and Young People's Advocates or Committee members**

- Report any possible safeguarding concerns to the AM Safeguarding Coordinator
- Contribute to reviews on how arrangements for children's meetings are working
- Be aware of the LM Health and Safety assessment for children and young people

### **Clerk / Convenor of Children and Young People's Committee in addition:**

- Ensure safeguarding is a standing item on the agenda for every committee meeting
- Ensure completed [General Information and Consent forms](#) (p. 81) are [securely stored](#) (p. 37) and readily available to Children's Meeting volunteers
- Complete a Health and Safety Assessment for children and young people in the LM
- Undertake [three-month reviews](#) with those newly nominated to a role (p. 20)
- Join with the LM Clerks, Clerk / Convenor of Overseers / Pastoral Care Group and DBS verifier, to annually review the LM safeguarding practices and complete the [LM Annual Safeguarding Report](#) (p. 38)

## **D10 Responsibilities of Line Managers of employees**

*(Only in a position of trust if line managing an employee in a position of trust, but irrespective of this distinction, the responsibilities listed below still apply)*

- Report any possible safeguarding concerns to the AM Safeguarding Coordinator
- Inform the AM Safeguarding Coordinator if an employee breaches the [Code of Conduct](#) (p. 55)
- Ensure all documents (including DBS certificate number and date of clearance) related to the appointment of an employee are [securely stored](#) (p. 37), with those related to current employees separated from those who have finished their employment
- Include safeguarding in the annual employee appraisal
- Ensure the employee's training budget covers any relevant [safeguarding training](#) (p. 56)

## **D11 Responsibilities of Overseers / Pastoral Care Group members**

- Report any possible safeguarding concerns to the AM Safeguarding Coordinator
- Inform the AM Safeguarding Coordinator if a person who [who may pose a risk to others](#) wishes to attend the LM, AM, or activities under the care of the LM or AM (p. 32)
- Form part of a [Support and Accountability Group](#) as needed (p. 32)
- Offer pastoral care to all, including those who have perpetrated abuse
- Arrange opportunities to raise the LM's awareness of safeguarding
- If the LM has [no regular Children's Meeting](#) and no Children's Meeting volunteers, be prepared for children who visit the LM or attend on an irregular basis (p. 30)

### **Clerk / Convenor of Overseers / Pastoral Care Group, in addition:**

- Ensure safeguarding is a standing item on the agenda for every committee meeting
- Undertake [three-month reviews](#) with those newly nominated to a role (p. 20)
- Join with the LM Clerks, Clerk / Convenor of Children and Young People's Committee, and DBS verifier, to annually review the LM safeguarding practices and complete the [LM Annual Safeguarding Report](#) (p. 38)

## E Safer nominations and appointments procedure

### E1 Safer nominations and appointments procedure

Everyone in the positions of power and / or authority listed below will be appointed, trained, supported, and monitored in accordance with government guidance on safer recruitment, to reduce both the risk of abuse, and the risk of false accusations.

Positions of trust	Not positions of trust (as legally defined)
<ul style="list-style-type: none"> <li>Children's Meeting volunteer<sup>◇</sup></li> <li>Children and Young People's Advocate<sup>◇</sup></li> <li>Children and Young People's Committee member<sup>◇</sup></li> <li>Line Manager<sup>◇ (+/- ★)</sup> (only if line managing an employee in a position of trust)</li> <li>Overseers / Pastoral Care Group member<sup>◇ (+/- ★)</sup></li> </ul>	<ul style="list-style-type: none"> <li>AM Deputy Safeguarding Coordinator<sup>★</sup></li> <li>AM Trustee<sup>★</sup></li> <li>Clerk of AM Trustees<sup>★</sup></li> <li>Clerk of LM<sup>◇</sup> / AM<sup>◇</sup></li> <li>DBS Verifier<sup>★</sup></li> <li>Elder<sup>◇</sup></li> <li>Line Manager<sup>◇ (+/- ★)</sup> (if <b>not</b> line managing an employee in a position of trust)</li> <li>Nominations' Committee member<sup>★</sup></li> </ul>

**Prior to taking up any of the appointments listed above, members and attenders must:**

- As part of the discernment and nomination process, discuss their knowledge and experience of, and attitude towards, upholding safeguarding, and their motivation to learn more, with a member of the Nominations' Committee or other appropriate role holder
- Complete a [safeguarding induction](#) (p. 20)
- Agree to abide by the [Code of Conduct](#) (p. 42)
- Read the AM Safeguarding Policy and Procedures
- Agree to undertake role-specific safeguarding training, refreshed at least every 3 years
  - <sup>◇</sup> basic (i.e., awareness) [training](#) (p. 43) (optional for LM / AM Clerks)
  - <sup>★</sup> specialist [training](#) (p. 43)
- If an individual is new to the meeting, a waiting period of six months before taking up a role would normally be advisable. Alternatively, written [references](#) from their previous meeting, or equivalent, can be obtained and followed up where appropriate (p. 47).

**AM Trustees, AM Deputy Safeguarding Coordinator, and any members or attenders in a position of trust must, in addition:**

- Complete a [Personal Details form](#) (p. 43) and provide two [references](#) (p. 47)
- Depending on [eligibility](#) (p. 20), complete either a [Self-Declaration form](#) (p. 49) and enhanced DBS check, with or without a barred list check, or a [Self-Declaration form](#) (p. 48) and basic DBS check
  - information on applying for a DBS check is available on the [BYM website](#), the AM will comply with the [DBS Code of Practice](#) requirements concerning the fair treatment of applicants and handling of information.
  - if a DBS check is not possible because of recent residence in another country, background checks ([certificates of good conduct](#)) and references from the previous country can be provided in lieu of a DBS check
  - the benefits of joining, and allowing the AM to [access a DBS certificate](#) (p. 52), via the [DBS Update Service](#) should be highlighted i.e., the decreased need for repeated checks and the possibility of transferring relevant DBS checks between organisations

- After three months meet with an appropriate role holder e.g., the Clerk / Convenor of Children and Young People’s Committee or Overseers / Pastoral Care Group, or a member of the Nominations’ Committee, to discuss their experience of, and if they wish to continue in, the nominated role

### Line Managers

- Complete a Self-Declaration Form and DBS check equal to the highest level of [check](#) held by an employee whom they line manage (p. 20)
- If in a position of trust, as per members and attenders in a position of trust (excepting Self-Declaration Form and DBS check)

## E2 Safeguarding induction

The safeguarding induction will be organised, and if appropriate delivered, by the AM Safeguarding Coordinator, it will include:

- understanding what abuse is and how to recognise the signs of abuse
- understand the overall framework of responsibility, communication, and support in the relevant group / committee, LM and AM
- how to respond to a disclosure
- how to raise an alert about a safeguarding concern
- relevant practice guidelines set out in the AM Safeguarding Policy and Procedures
- how to access further guidance through the Thirtyone:eight website members’ area

## E3 Eligibility for DBS checks

DBS checks will be carried out for eligible roles:

	Eligible for...				
	a Basic check	enhanced check in the ...			
		adult workforce		child workforce	
	without an adult’s barred list check	with an adult’s barred list check	without a child’s barred list check	with a child’s barred list check	
AM Deputy Safeguarding Coordinator		✓ (1)		✓ (1)	
AM Trustee		✓ (1)		✓ (1)	
Children’s Meeting volunteer, Children and Young People’s Advocate or Committee member	✓ (2)			✓ (3)	✓ (4)
Line Manager	✓ (5)	✓ (5)	✓ (5)	✓ (5)	✓ (5)
Overseers / Pastoral Care Group member			✓ (6)		

1. See guidance from the Charity Commission on [DBS Checks for Trustees](#)
2. If role is limited to leadership, strategy, and / or policy
3. If teaching, instructing, caring for, or supervising children < 3 times in any 30-day period
4. If undertaking [regulated activity](#) (p. 21) e.g., teaching, instructing, caring for, or supervising children ≥ 3 times in any 30-day period or overnight between 2am and 6am with the opportunity for face-to-face contact with children  
See guidance from the DBS on [DBS checks for working with children in places of worship](#)
5. If responsible for the day-to-day line management of employees, eligible for the same level of check as those whom they line manage
6. Only if undertaking a [regulated activity](#) (p. 21)

## **F Regulated activity**

A regulated activity is something that must **not** be done by someone who is legally barred from working with children, young people and / or adults at risk. To undertake a regulated activity on behalf of the meeting, an individual must have an enhanced DBS check in the relevant workforce (child or adult) with a relevant (child or adult) barred list check.

### **F1 Regulated activity with children and young people**

If teaching, instructing, caring for, or supervising children and / or young people on behalf of the meeting, the [activity becomes a regulated activity](#) if the individual carries it out:

- ≥ 3 times in any 30-day period, or
- overnight between 2am and 6am with the opportunity for face-to-face contact with children

In [specified establishments](#), volunteers do not require a barred list check if the role is sufficiently supervised. The Area Meeting is **not** a specified establishment, individuals undertaking this level of activity with children and / or young people, must always have an enhanced DBS check in the child workforce with a children's barred list check.

### **F2 Regulated activity with adults at risk**

If working with adults at risk on behalf of the meeting, the activity **only** needs to be carried out **once** by an individual for it to [become a regulated activity](#). Regulated activity likely to be relevant to Overseers / members of the Pastoral Care Group is listed below. The full list is available in the Department of Health document [Regulated Activity \(adults\)](#).

#### **Regulated activity includes:**

- Providing personal care made up of:
  - physical assistance with eating, drinking, toileting, washing, bathing, dressing, oral care or the care of skin, hair or nails for adults who can't carry this out themselves because of **age, illness, or disability**
  - prompting and then supervising personal care (as specified above) for adults who can't decide to do this for themselves because of **age, illness, or disability**
- Assisting an adult who can't manage themselves because of their **age, illness, or disability** with the day-to-day running of their household relating to:
  - managing their cash
  - paying their bills
  - shopping
- Conveying adults to, from, or between health care, personal care and / or social work services who can't convey themselves because of their **age, illness, or disability**

#### **Illustrative cases**

An Overseer who, **on behalf of the LM**, collects cash from a housebound Friend, and then does the Friend's shopping, **would** be engaging in regulated activity.

A Pastoral Care Group member who, **on behalf of the LM**, conveys a Friend, who is too frail to make their own way, to a GP appointment, **would** be engaging in regulated activity.

An Overseer who takes their neighbour, who is also an attendee at their LM, to a hospital appointment, but does not do so **on behalf of the LM**, **would not** be engaging in regulated activity.

## G Employment

Employees of the AM will be appointed, trained, supported, and monitored in accordance with government guidance on safer recruitment, to reduce both the risk of abuse, and the risk of false accusations. At least one member of the interview panel will have completed the [safer recruitment specialist safeguarding training](#) (p. 43) e.g., the AM Trustee with responsibility for employment. A job description and personal specification will be provided for every paid role.

### **G1 Responsibilities of employees in relation to safeguarding**

- Report any possible safeguarding concerns to the AM Safeguarding Coordinator

### **G2 Safer recruitment procedure**

**Prior to taking up a role, employees must:**

- As part of the selection process, discuss their knowledge and experience of, and attitude towards, upholding safeguarding, and their motivation to learn more
- Complete a [Personal Details form](#) (p. 56) and provide two [references](#) (p. 67)
- Provide verification of any relevant safeguarding qualifications
- Complete a [Self-Declaration form](#) and basic DBS check (p. 62), or if [eligible](#) (see below), a [Self-Declaration form](#) (p. 63) and enhanced DBS check with or without a barred list check
  - information on applying for a DBS check is available on the [BYM website](#), the AM will comply with the [DBS Code of Practice](#) requirements concerning the fair treatment of applicants and handling of information.
  - if a DBS check is not possible because the applicant has recently been living in another country, background checks ([certificates of good conduct](#)) and references from the previous country can be provided in lieu of a DBS check
  - the benefits of joining, and allowing the AM to [access a DBS certificate](#) (p. 66), via the [DBS Update Service](#) should be highlighted i.e., the decreased need for repeated checks and the possibility of transferring relevant DBS checks between organisations
- Complete a [safeguarding induction](#) (p. 20)
- Read the AM Safeguarding Policy and Procedures
- Agree to abide by the [Code of Conduct](#) (p. 55)
- Depending on their job description and / or work environment, agree to undertake role-specific [safeguarding training](#), refreshed at least every 3 years (p. 56)

### **G3 Eligibility for enhanced DBS checks**

Enhanced DBS checks will be carried out for eligible roles.

Eligible for enhanced check in the...		
adult workforce	child workforce	
with an adult's barred list check	without a child's barred list check <sup>(1)</sup>	with a child's barred list check <sup>(1)</sup>
<i>If undertaking a <a href="#">regulated activity</a> (p. 21) <b>OR</b> responsible for the day-to-day management of those who do</i>	<i>If teaching, instructing, caring for, or supervising children ...</i>	
	<i>... &lt; 3 times in any 30-day period <b>OR</b> responsible for the day-to-day management of those who do</i>	<i>... ≥ 3 times in any 30-day period or overnight between 2am and 6am with the opportunity for face-to-face contact with children <b>OR</b> responsible for the day-to-day management of those who do either</i>

1. See guidance from the DBS on [DBS checks for working with children in places of worship](#)

## H Responding to concerns or allegations of abuse

### H1 Responding to a disclosure

The **6Rs of Responding** highlight the key steps in handling a disclosure of abuse.

#### Receive

- Listen carefully to what is being said without displaying shock or disbelief
- Accept what is being said without judgement, do not 'explain' the situation away
- Take it seriously
- Let the person tell their story, don't push for information

#### Reassure

- Reassure that they are right to tell
- Reassure that they are not to blame

#### Recognise

- Be alert to the signs of abuse
  - for information on the different types of child abuse, and how to spot the signs, see the NSPCC webpage [Types of abuse](#)
  - for information on the different types of adult abuse, and how to spot the signs, see the Manchester Safeguarding Partnership webpage [Adult abuse - advice for all](#)

#### Respond

- Ask open questions e.g., use phrases like 'tell me', or 'explain to me'
- Do not ask leading or closed (i.e., those that can be answered 'yes' or 'no') questions
- Do not investigate, interrogate, or decide if they are telling the truth; this could increase the potential harm to the person at risk, contaminate any evidence and prejudice any future investigation
- Ask what they would like to happen, but do not promise that it will
- Be honest about the boundaries of confidentiality: never make promises to keep information confidential
- Explain what you intend to do with the information they have shared
- Reassure them that information will only be given to those who need-to-know.
- Explain that they will be kept informed of any action taken in relation to their disclosure

#### Refer

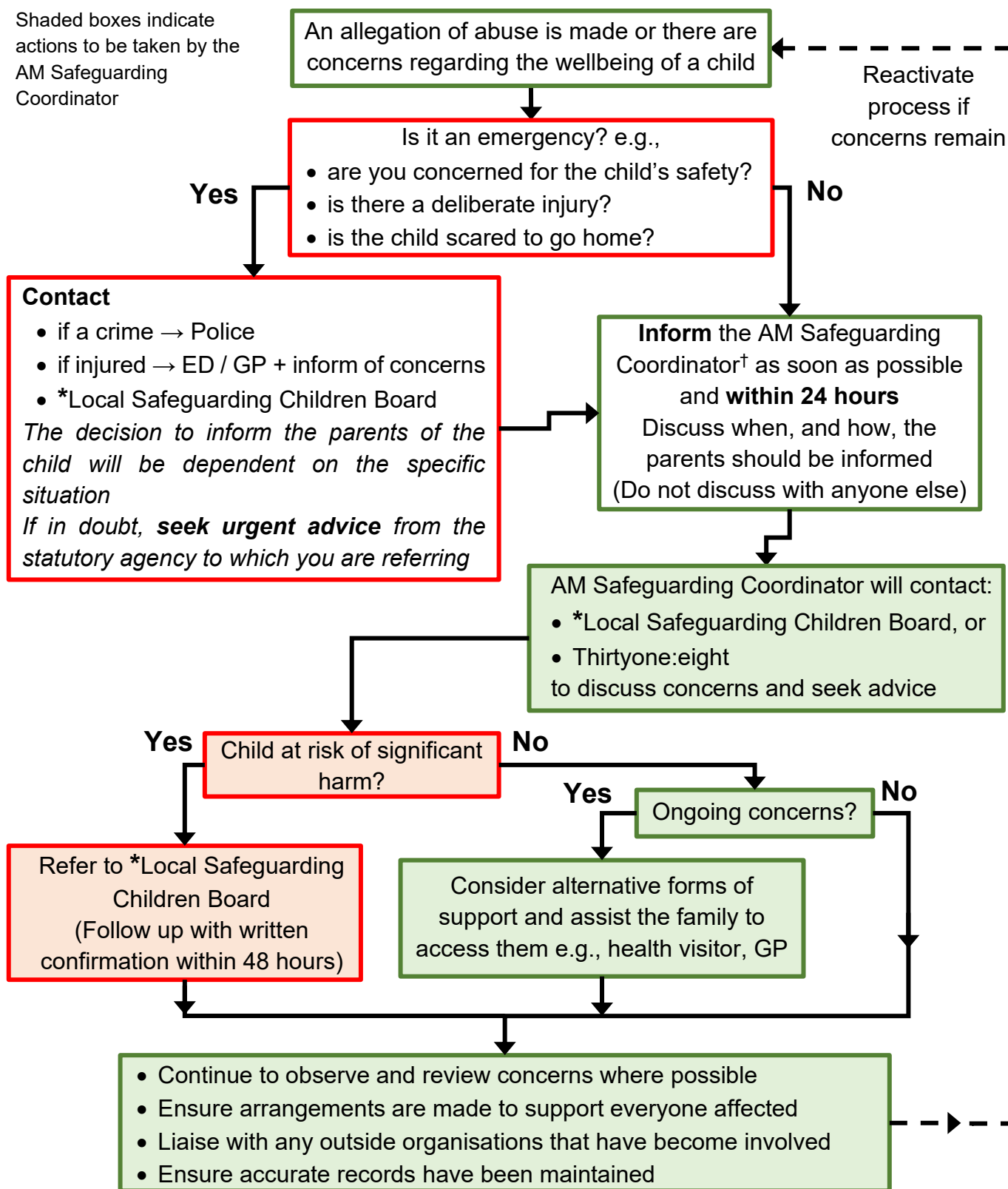
- Act promptly, following the procedures set out in:
    - [Flowchart A](#) for a child safeguarding concern (p. 24)
    - [Flowchart B](#) for an adult safeguarding concern (p. 25)
- These procedures have been designed to reduce the number of people involved, save time, and limit the loss of information

#### Record

- Use the [Initial disclosure form / Concern reporting form](#) to make a written record of what you have been told, and who told you, as soon as possible (p. 70)
- If possible, preserve any relevant evidence
- Sign any written notes and documentation with your name, the date and time
- Securely pass any written records or notes to the AM Safeguarding Coordinator

## H2 Flowchart A: responding to a child safeguarding concern

Shaded boxes indicate actions to be taken by the AM Safeguarding Coordinator



Based upon Flow Chart for Action (Children) – © Thirtyone:eight August 2018

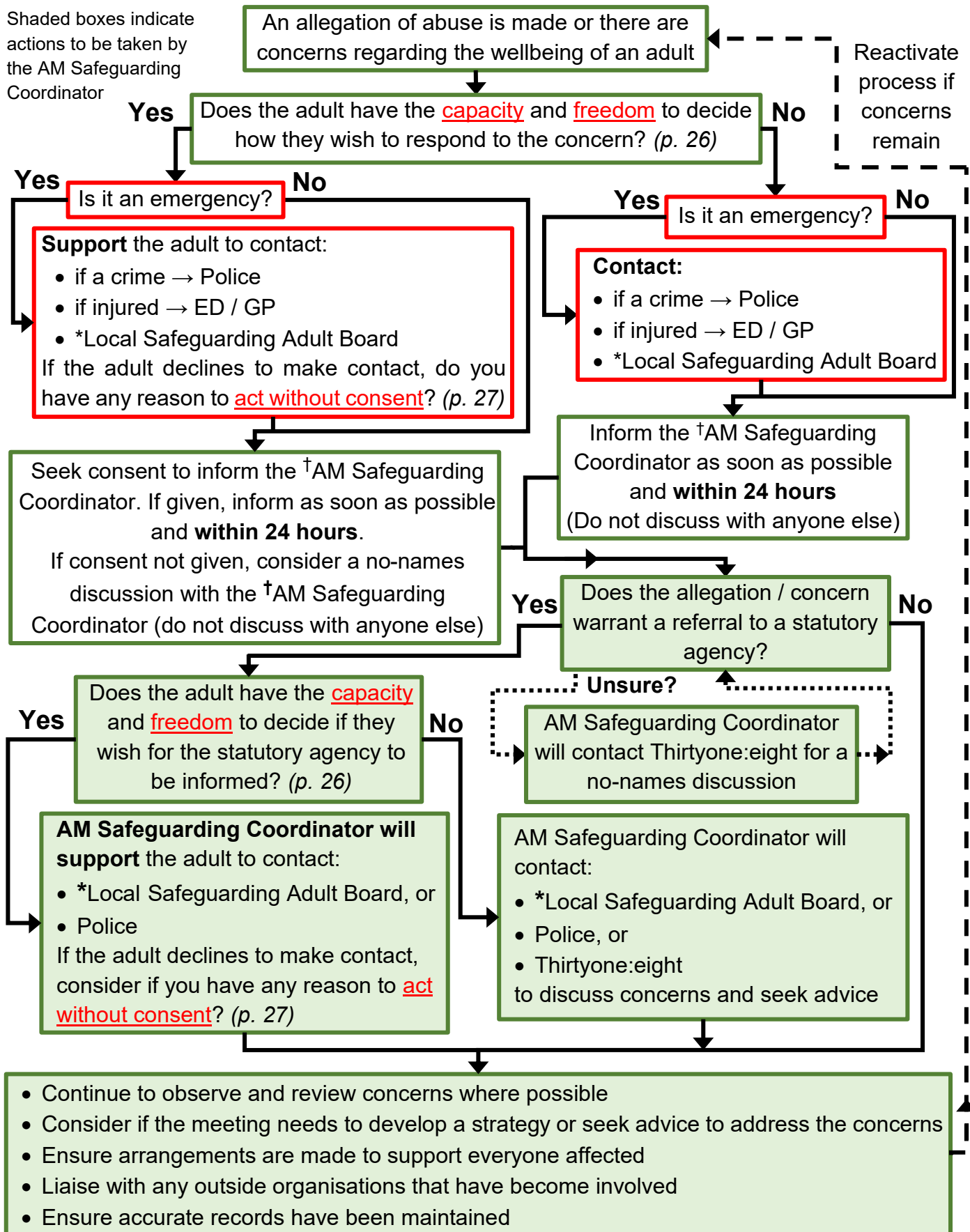
\* As the AM's registered office is in Oxfordshire Local Authority, contact the **Oxfordshire Safeguarding Children Board**, even if the report relates to a location in another local authority.

† If unable, inappropriate, or unwilling, to contact the AM Safeguarding Coordinator, follow the procedure outlined in [Flowchart C](#) (p. 27)



### H3 Flowchart B: responding to an adult safeguarding concern

Shaded boxes indicate actions to be taken by the AM Safeguarding Coordinator



Based upon Flow Chart for Action (Adults) – © Thirtyone:eight August 2018

\* As the AM's registered office is in Oxfordshire Local Authority, contact the **Oxfordshire Safeguarding Adult Board**, even if the report relates to a location in another local authority.

† If unable, inappropriate, or unwilling, to contact the AM Safeguarding Coordinator, follow the procedure outlined in [Flowchart C](#) (p. 27).

## **H4 Consent, capacity, and freedom to choose**

The starting point for any adult safeguarding concern should be to discuss the concerns with the adult and obtain their consent for any action that needs to be taken.

If the adult cannot consent to the proposed action, they should still be involved in the safeguarding process, with their wishes and views incorporated as far as possible. This emphasis on involvement is a key philosophy of the [Care Act 2014](#): *'no decision about me, without me'*.

Determining whether an adult can consent requires a working knowledge of the following concepts: consent, capacity, and freedom to choose.

### **Definition of consent**

- The legal definition of consent is when an individual agrees by **choice** and has the **capacity** and **freedom** to make that choice
- If an adult lacks capacity and / or does not have freedom to choose then they cannot consent. A decision will need to be made for them in their best interests

### **Definition of capacity**

- Capacity is the ability to understand, remember and use information to make a decision, and then communicate that decision
- Under the [Mental Capacity Act 2005](#) all adults are assumed to have capacity to make a particular decision unless there is evidence to the contrary

### **Assessment of capacity**

- An adult would lack capacity to make a particular decision if they were unable to do one, or more, of the following:
  - understand information about the decision
  - remember the information
  - use the information to make a decision
  - communicate their decision
- Capacity is time and decision-specific: an assessment of an adult's mental capacity must be based on their ability to make a specific decision at the time it needs to be made, not their ability to make decisions in general e.g., an individual may be able to make a decision about what they would like for breakfast, but not about their long term care needs, or be able to make decisions when well rested but not late at night.
- If an adult temporarily lacks capacity, but is likely to regain it before a decision needs to be made, then time should be given for them to regain capacity and make the decision for themselves
- An adult does not lack capacity simply because others consider their decision to be unwise

### **Freedom to choose**

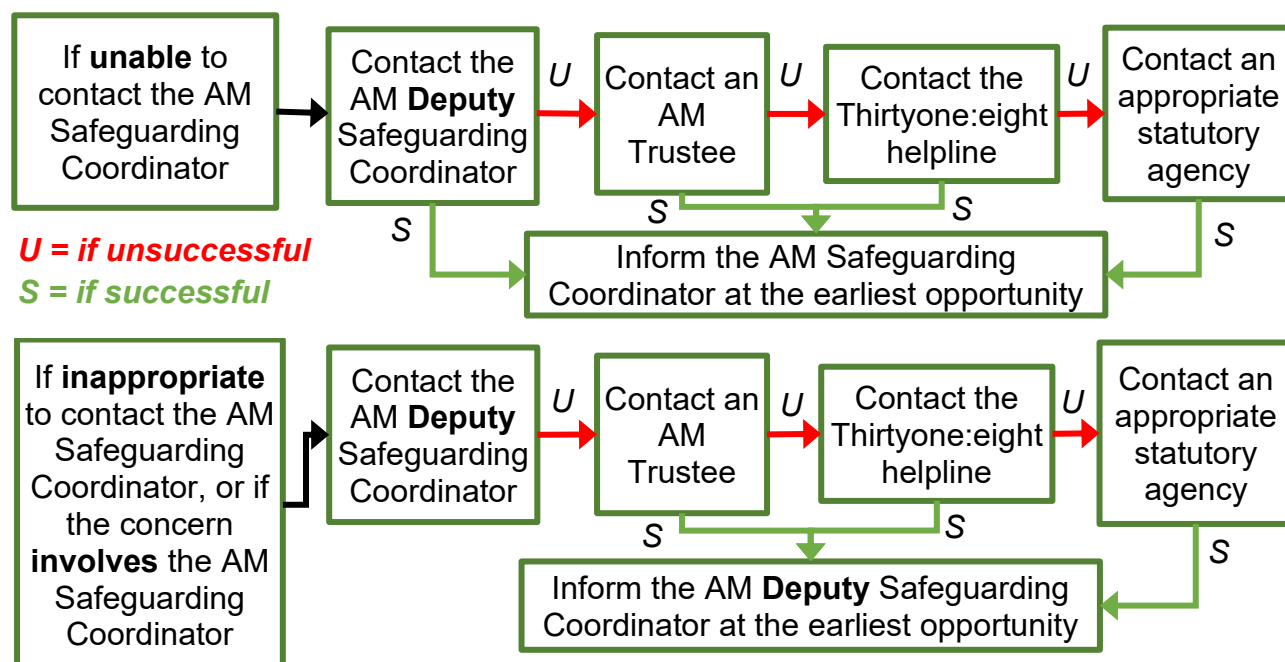
- An adult may **not** be free to choose if they are:
  - subject to undue influence or duress, or
  - dependent on the alleged perpetrator, or if
  - the alleged perpetrator is in a position of power and / or authority e.g., a doctor

### Acting without consent

Very occasionally it may be necessary to act without the consent of a capacitous adult. One justification would be if other people were put at risk, or at ongoing risk, by the decision not to act e.g., if the alleged perpetrator was in a position of trust. This is a very difficult situation. A no-names discussion with the AM Safeguarding Coordinator, Thirtyone:eight or a statutory agency would be reasonable to ensure the action is appropriate. Even if action is taken without consent, the adult should still be informed and, as far as possible, involved in the process. The only exception would be if informing the adult, of either the concern, or the action to be taken, would put them at increased risk.

## H5 Flowchart C: procedure if unable, inappropriate, or unwilling, to contact the AM Safeguarding Coordinator

If an individual is unable, or feels it would be inappropriate, to contact the AM Safeguarding Coordinator, or if the allegation / concern involves the AM Safeguarding Coordinator, then the following respective procedures should be followed:



### Decision to act independently of the AM procedure

- A member or attender of the AM may make a personal decision **not** to contact the AM Safeguarding Coordinator and / or **not** to follow the AM procedure e.g., they may:
  - feel the urgency of the situation outstrips the speed of the AM processes
  - disagree with a decision taken by the AM
  - feel the response from the AM has not been appropriate
  - feel the onward referral has not been appropriate
- The member or attender of the AM may instead take the decision to contact Thirtyone:eight directly, and ask for advice, or make a direct referral to a statutory agency
- The responsibility for these decisions remains with the member or attender of the AM
- It is hoped the member or attender of the AM would later inform the AM Safeguarding Coordinator, AM Deputy Safeguarding Coordinator, or an AM Trustee of their decision: this allows the underlying concerns to be reflected upon and to inform future practice
- An **employee of the AM must follow the AM Safeguarding Procedures**, a decision not to do so would be escalated to their Line Manager, and the appropriate action taken

## **I Practice Guidelines**

We wish to operate and promote good working practice, so we can run activities safely, develop good relationships, minimise the risk of abuse to those involved in the life of the meeting, and minimise the risk of false accusations.

### **11 Practice Guideline for working safely with children**

For this guideline the term ‘**approved role holder / employee**’ refers to those appointed / employed by the LM and / or AM to work with children and young people having completed the [safer nominations and appointments](#) (p. 19) / [recruitment procedure](#) (p. 22)

#### **All adults in the AM**

- **Only** approved role holders / employees may attend Children’s Meeting, the exception being:
  - parents / responsible adults (RAs) of younger children, children new to the group, or visiting children, who wish to stay to help their child / children settle into the meeting
  - **invited** speakers or specialist craft leaders etc., who must **always** remain within sight and sound of approved role holders / employees
- Outside of LM / AM activities, adults who are not approved role holders or employees, should have no direct contact with children and / or young people they have met through the life of the meeting, unless a parent / RA is also present
- Within LM / AM activities, no images, or videos of children and / or young people should be taken unless a parent, or an adult with parental responsibility, has completed the appropriate consent form
- Within LM / AM activities, no live stream, apart from online Children’s Meeting, should include any children and / or young people unless a parent / RA is within sight or sound of the live stream, or a parent or an adult with parental responsibility, has completed the appropriate consent form

#### **General**

- A record will be kept whenever children and / or young people are supervised by approved role holders / employees, this will include:
  - names of all adults, children, and young people present
  - location
  - date
  - a brief description of the meeting / activity
  - any significant incidents, accidents, or injuries etc.
- Significant incidents, accidents, or injuries should be recorded on a [Significant incident, accident, or injury record form](#) (p. 77), and, as appropriate, in the LM’s accident book
- Parents / responsible adults (RAs) must complete a [General Information and Consent](#) for each of their children attending Children’s Meeting, including online Children’s Meeting (p. 81), the contents should be available to all Children’s Meeting volunteers
- Parents / RAs remain responsible for their own children before, and after the time they attend Children’s Meeting
- After a settling in period, if a parent / RA wishes to regularly attend Children’s Meeting, consideration should be given to them undertaking the [safer nominations and appointments procedure](#) and becoming a Children’s Meeting volunteer (p. 19)

- Parents / RAs are expected to remain on the premises during Children’s Meeting and be available to assist with their child(ren) if required. If, due to the actions of their child, the safety of their child or others becomes a concern, or the continued shared enjoyment of the meeting becomes problematic, the parent / RA may be asked to take over responsibility and remove the child or assist in the Children’s Meeting.
- If parents or those with parental responsibility have given advanced permission, [young people aged 16-17](#) may attend either LM / AM for Worship or the Children’s Meeting without a parent / RA being on the premises (p. 82)

### Supervision

- Each group of children and young people will always be supervised (within sight or sound) by at least two approved role holders / employees
- If the second approved role holder / employee is prevented on the day, based on the context and a risk assessment, the most appropriate course of action will be taken:
  - another adult, known and trusted by the meeting, will be asked to assist
  - different children’s meeting groups will join together in the same room, or a door will be kept open between two rooms
  - the children and / or young people will be brought into the same room as the adults’ activities
  - the activity will be cancelled
  - in **exceptional** circumstances, if other adults are immediately available in the same building, the group will run with only one approved role holder / employee
- As a minimum we will follow the [NSPCC recommended ratios](#) of approved role holders / employees to children / young people:

Age of children	One approved role holder / employee to:
0 - 2 years	3 children
2 - 3 years	4 children
4 - 8 years	6 children
9 - 12 years	8 children
13 - 18 years	10 children

- Children will leave the group only with an approved role holder / employee or their own parents / RAs
- Children will not have unsupervised access to outside areas, kitchen equipment or hazardous materials e.g., matches
- Prior [consent](#) will be sought from parents for activities outside of the norm e.g., trips outside the meeting premises or outside the normal meeting times (p. 84)
- A [risk assessment](#) will be completed for any activity outside of the norm (p. 87)
- For longer and / or residential events, specific boundaries, with clear consequences for breaches, will be negotiated in advance of the trip with the young people planning to attend e.g., regarding legal and illegal substance use, sexual activity

### Conduct

- It is unacceptable for those working with children and / or young people, and thus in a position of trust, to abuse that trust by engaging in any behaviour which might allow a sexual relationship to develop between them and a child and / or young person: this is the case for as long as that position of trust continues and even if a young person is 16 or 17 years of age

- Outside of LM / AM activities, approved role holders and employees will **only communicate with children and / or young people** with the consent of their parents (*p. 82*)
  - communication will be confined to information and discussion related to the life of the meeting
  - if the child is under 16 parents will either be present e.g., if using a video call, or copied into all communication

### **Intimate care**

- Any activity that is required to meet the intimate needs of an individual child on a regular basis, or during a one-off incident e.g., toileting, feeding, changing clothes
- Intimate care for pre-verbal children should, in general, be undertaken by the child's parents / RAs
- Parents must give advanced **consent** for approved role holders / employees to undertake any aspect of intimate care for their child (*p. 83*)
- **Only in an emergency** will an approved role holder / employee undertake intimate care for which consent has **not** been given. Any such care will be reported to the parents / RAs and the activity leader at the earliest opportunity and recorded on the **Significant incident, accident, or injury record form** (*p. 77*)
- When approved role holders / employees provide intimate care:
  - another approved role holder / employee will be informed and will remain in close proximity i.e., within sight or sound
  - the dignity and independence of the child will be maintained and encouraged e.g., if the child can toilet independently the toilet door will be closed and the approved role holder / employee remain outside, if the child needs encouragement or reassurance the toilet door can be left ajar, and the approved role holder / employee remain outside
  - they will only carry out activities they feel competent to undertake
  - they will be aware and responsive to the child's reactions - checking their practice by involving and talking to the child e.g., 'can you wash there?'
  - any concerns must be reported to the AM Safeguarding Coordinator
  - if a child is accidentally hurt, misunderstands, or misinterprets something, the child will be reassured, their safety ensured, their parents / RAs informed, and the incident reported to the AM Safeguarding Coordinator

### **Taking of images and / or video, and live streaming**

- **Image and video use consent forms** will be used for the taking, display, storage and dissemination of images / video featuring children and / or young people (*p. 88*)
- **Consent** will be sought if children and / or young people plan to attend any live streamed events, not confined to the online Children's Meeting, without a parent / RA being within sight and sound of the live stream (*p. 90*)

### **Meetings with no regular Children's Meeting**

In meetings with no regular Children's Meeting, Overseers / Pastoral Care Group must have a plan for children and / or young people who visit the meeting or attend on an irregular basis. **If a meeting cannot adhere to this practice guideline, then the parent / RA must always remain with, and be responsible for, their child and / or young person.**

### **Further practice guidelines for working safely with children are available**

- Thirtyone:eight's online safeguarding manual: Standard 5 [Working Safely](#)

## **I2 Practice Guideline for working safely with adults at risk**

### **Regulated activity**

- All Overseers / Pastoral Care Group members and employees undertaking **regulated activity** with adults (p. 21) must:
  - have an enhanced DBS check in the adult workforce with an adult's barred list check
  - record all regulated activity undertaken e.g., date, time, type, names of those present
  - if providing an adult with **personal care** (p. 21),
    - maintain and uphold the dignity and independence of the adult
    - only carry out activities they understand and feel competent to undertake
    - be aware and responsive to the adult's reactions - checking their practice by involving and talking to the adult e.g., 'can you wash there?'
    - report any concerns e.g., injuries, to the AM Safeguarding Coordinator
    - if the adult is accidentally hurt, misunderstands, or misinterprets something, reassure the adult, ensure their safety, and inform the AM Safeguarding Coordinator
  - if assisting an adult with household **day-to-day tasks** (p. 21) e.g., food shopping,
    - keep a record of all transaction e.g., copies of receipts, amount given in cash
    - **never** use the adult's personal bank card or personal identification number (PIN)
    - use secure and auditable methods to transfer money to, and from, the adult e.g., a 'companion card' (further ideas on the [MoneySavingExpert](#) website)
  - if **conveying** an adult to, from, or between health care, personal care, and / or social work services (p. 21),
    - ensure any private vehicle is roadworthy, as outlined by UK law, insured, as appropriate, taxed for use on the roads, and holds a valid MOT certificate
    - ensure, if driving the adult, that their own driving license is valid, and appropriate for the vehicle

### **Conduct**

- It is unacceptable for those working with adults at risk, and thus in a position of trust, to abuse that trust by engaging in any behaviour which might allow a sexual relationship to develop between them and the adult at risk: this is the case for as long as that position of trust continues

### **Accusations**

- An adult with dementia may make false accusations
- To reduce the risk of false accusations, consider the advice provided by the [Alzheimer's Society](#) on 'preventing or reducing delusions'
- If an adult at risk makes an accusation, the individual informed of the accusation should:
  - consider the advice provided by the [Alzheimer's Society](#) on 'managing accusations'
  - inform the AM Safeguarding Coordinator so an appropriate response can be actioned
- The AM Safeguarding Coordinator will ensure appropriate support and guidance is provided to the accused

### **Further practice guidelines for working safely with adults are available:**

- Thirtyone:eight's webpage: [Safeguarding Adults](#)
- BYM: [Pastoral care resources](#)
- Age UK: [Safeguarding older people from abuse and neglect](#)

### **13 Practice Guideline for working safely with adults who may pose a risk to others**

We use the following practice guideline to ensure those who **may** pose a risk to others e.g., individuals with current, or previous, involvement with the justice system, or those suspected to be a risk to others, are welcomed to our LM and / or AM, not exposed to temptation, and rendered less at risk of false accusations; while simultaneously upholding the safety of the whole meeting by ensuring robust and just conditions are attached to their activity and level of involvement in the meeting.

#### **All involved in the life of the AM**

- Inform a LM Overseer / member of the Pastoral Care Group, LM Elder, or the AM Safeguarding Coordinator, if you are aware of someone involved in the life of the meeting who you know, or suspect, may pose a risk to others (do not discuss this knowledge, or suspicion, with anyone else, unless there is an urgent and real need to do so)

#### **A Support and Accountability Group will:**

- be formed as soon as possible after a LM Overseer / member of the Pastoral Care Group, LM Elder, or the AM Safeguarding Coordinator is made aware of an individual, within a meeting, or intending to join a meeting, who may pose a risk to others
- consist of at least four individuals, in addition to the individual who may pose a risk to others, and should include:
  - AM Safeguarding Coordinator
  - a LM Elder or Overseer / member of the Pastoral Care Group
  - someone with experience of working with individuals involved, or previously involved, with the justice system
  - someone independent of the LM, but involved in the AM
  - the supervising officer (for those on license) or other police / probation officer if there is a statutory responsibility e.g., the person's name is on the violent offender and sex offender register (ViSOR)
- be appropriately briefed about the risks posed by the individual to the meeting
  - if the person's name is on the ViSOR then [Multi-Agency Public Protection Arrangements \(MAPPA\)](#) place a duty on the Police, the probation service, and the prison authorities to assess and manage the risks posed to the community (this includes working in partnership with places of worship and providing religious leaders with sufficient information to protect their congregation)
- undertake a risk assessment, specific to the individual i.e.,
  - any opportunities for the individual to becoming physically or emotionally close to children, young people, or adults at risk must be identified, e.g., consider:
    - what meetings and activities are organised by, or under the care of, the LM and / or AM?
    - who could attend these meetings and / or activities, e.g., if an activity takes place in a home, who is present / living in the household?
  - seek advice from Thirtyone:eight and / or the BYM Safeguarding Officer as needed
- draw up, all agree, and **all sign**, a two-way [Agreement](#) (Contract) (*template on p. 91*), based on the risk assessment
- meet regularly to review the [Agreement](#) (Contract) (*template on p. 91*)
- consider whether another LM would provide a safer and / or more supportive environment



**The Agreement (Contract) (template on p. 91) will state:**

- the boundaries and conditions for the individual to abide by (template on p. 92) i.e.,
  - it must state which meetings and / or activities the individual:
    - **cannot** attend
    - can attend, and the nature of the supervision arrangements e.g., a member of the Support and Accountability Group will meet the individual in advance of, and / or sit alongside, or in sight of them, during the meeting / activity
  - it must state the individual will not accept, or take up:
    - any nomination or role involving children, young people, or adults at risk
    - a public position that could indicate they are trusted e.g., door welcomer
- the pastoral care and support to be provided to the individual (template on p. 93)
- if the individual leaves the LM and / or joins, or states their intentions to join, another LM or religious organisation, the AM Safeguarding Coordinator will:
  - inform the supervising officer (for those on license), or other appropriate police / probation officer
  - contact the Clerk of Elders, or Clerk / Convenor of Overseers / Pastoral Care Group, of any new meeting, or the religious leader of any new religious organisation, inform them of the individual's wish to join their meeting / religious organisation, and advise them to contact the Police / Probation Service / relevant statutory agency
- the consequences of breaching the contract or other concerns arising i.e.,
  - the supervising officer (for those on license), or other appropriate police / probation officer, and / or any other relevant organisation will be informed of the breach
  - potential barring from attending meetings and / or other activities
- the purpose of the review meetings e.g., to consider:
  - whether there have been any breaches of the Agreement (Contract)
  - if other concerns have arisen
  - whether the terms of the Agreement (Contract) need to be changed
- the frequency of the review meetings (at least weekly for the first month, and bimonthly for the next five months, then as decided by the Support and Accountability Group)

**Confidentiality**

- Information will be shared on a **strictly** need-to-know basis.
- AM Trustees will be informed of the presence of an Agreement (Contract) in the AM
- If **absolutely necessary**, the identity of the individual, and the boundaries and conditions set out in the Agreement (Contract), will be shared with the Clerk(s) / Convenor(s) of Children and Young People's Committee and / or Overseers / Pastoral Care Group, but **not** the details of any offence
- Other members, attenders, and employees of the AM will **not** be alerted to the individual's involvement with the justice system or any concerns surrounding the individual, nor the existence of the Agreement (Contract): ongoing knowledge of our commitment to these safeguarding procedures must, and should, prove sufficient

**Further practice guidelines for working with those who may pose a risk to others are available:**

- Thirtyone:eight's online safeguarding manual: Standard 9 [Managing those who may pose a risk](#), and website resources: [Clauses to consider in a contract with a sex offender](#), [Contracts and Agreements](#), [Sex offenders and Church Attendance](#)
- Quaker Life: [Guidance on accepting into our meetings people who may pose a risk](#)

## 14 Practice Guideline for communicating safely online

For this guideline the term ‘**approved role holder / employee**’ refers to those appointed / employed by the LM and / or AM to work with children and young people having completed the [safer nominations and appointments](#) (p. 19) / [recruitment procedure](#) (p. 22)

### **All adults in the AM**

- Adults in the AM who are **not** approved role holders / employees should have **no online contact** with any children or young people they have met through the LM and / or AM, unless a parent is also present

### **General**

- Outside of LM or AM activities, approved role holders / employees will only communicate with children and young people with the consent of their parents
  - communication will be confined to information and discussion relating to the life of the meeting
  - if the child is under 16, parents will be copied into all communication
- **Consent** will be sought to capture any images or video of children or young people while online (p. 88)
- If communicating online with children and / or young people, approved role holders / employees will:
  - use a friendly, but not over-familiar or personal tone
  - not suggest or offer a special relationship
  - not engage in any behaviour which might allow a sexual relationship to develop between them and the children and / or young people: this is the case for as long as that position of trust continues and even if a young person is 16 or 17 years of age
  - be clear and explicit, avoiding abbreviations, acronyms, and ‘netspeak’ (abbreviations and words commonly used to communicate online e.g., g2g), and any possible misinterpretation of motives or behaviour
  - not share any personal information, or request or respond to any personal information, unless appropriate to their role
  - only provide personal and / or social media contact details that are within the public domain of the meeting
  - **not** communicate after 2100 (9 pm)
  - maintain a log of all electronic contact, both group and individual

### **Confidentiality**

- Clear confidentiality clauses will be included in all communications between approved role holders / employees and children or young people
- A child’s right to confidentiality will be respected unless [abuse \(online or otherwise\) is suspected or disclosed](#) (p. 23)
- It may be appropriate for the AM Safeguarding Coordinator to pass on information to the [National Crime Agency \(NCA\) Child Exploitation and Online Protection Command \(CEOP Command\)](#)

### **Social media**

- All social media interaction between approved role holders / employees and children or young people will be:
  - limited to groups monitored and / or administrated by the LM and / or AM
  - recorded (this includes private messages)
- All social media groups set up by the LM and / or AM will have appropriate privacy settings in place
  - see [NetAware](#) for the latest information about privacy settings for social networks, apps, and / or games
- Children will only be invited to join a social media group if they are over the required minimum age limit i.e., 13 years old for Facebook, 16 years old for WhatsApp
- Approved role holders / employees should ensure their personal privacy settings are at the highest level of security so children and young people can only access personal content relevant to the life of the meeting
- To enable children and young people to report online abuse all social media groups will have links to statutory agencies such as the [National Crime Agency \(NCA\) Child Exploitation and Online Protection Command \(CEOP Command\)](#)

### **Virtual meeting platforms / Video conferencing**

- All accounts used for activities involving children and young people will be set up by the LM or AM (rather than individuals using their personal accounts)
- Online Children's Meeting will use the [Practice Guideline for working safely with children \(p. 28\)](#) with the following exceptions:
  - parents / responsible adults (RAs) remain responsible for their own children **throughout** the online Children's Meeting
  - parents / RAs of younger children may need to stay in the Children's Meeting to provide technical assistance for their child, in contrast to in-person Children's Meetings, such an on-going, regular presence, of a parent / RA does not require consideration of the need for the parent / RA to undertake the [safer nominations and appointments procedure](#) and become a Children's Meeting volunteer (p. 19)
  - if, on the day, the second approved role holder / employee is prevented from attending the online Children's Meeting, based on the context and a risk assessment, the most appropriate course of action will be taken:
    - another adult, known and trusted by the meeting, will be asked to assist
    - different children's meeting groups will join together online
    - the children and / or young people will join the adult online meeting / activity
    - the activity will be cancelled
- [Consent](#) will be sought if children and / or young people plan to attend any live streamed events, not confined to the online Children's Meeting, without a parent / RA being within sight and sound of the live stream (p. 90)

### **Further practice guidelines for communicating safely are available**

- Thirtyone:eight's online safeguarding manual: Standard 6 [Communicating Safely](#)

## **I5 Practice Guideline for working safely in partnership**

Significant variation in safeguarding practice can exist between organisations. This can be because of culture, tradition, belief, religious practice, or understanding of what constitutes abuse.

### **Working in partnership with other organisations**

- We will formally discuss and document with all LM and / or AM partner organisations, whether in the UK or not, our safeguarding expectations, provide them with a copy of the AM Safeguarding Policy, Procedures, and Appendices, and where appropriate, have a partnership safeguarding agreement

### **Hiring of rooms on our premises**

- The following must be made clear to organisations or individuals hiring rooms on our LM / AM premises, with confirmation of their understanding and agreement received in writing

We require any organisation or individual hiring rooms on our LM / AM premises to:

- take full responsibility for safeguarding in relation to all their activities
- have their own safeguarding policy which follows national good practice
- undertake a risk assessment of their activities and, if appropriate, take out their own public liability insurance

## **I6 Practice Guideline for the secure storage of information relating to safeguarding**

### **Secure storage**

- We will securely store any material relating to safeguarding concerns, irrespective of whether the concerns are substantiated e.g., reports, logs, reviews, minutes, notes, and correspondence
- We will securely store any material relating to the safer nominations and appointments / recruitment procedure
- Material in electronic form e.g., email correspondence, will be securely stored in a password protected cloud-based storage service
- Material in paper form will be securely stored in a locked drawer or cabinet (this includes LMs without a meeting house)
  - in each LM the location of the locked storage will be approved by, and known to, the LM Clerks
  - the location of any locked storage for AM will be approved by, and known to, the AM Clerks
  - LM and AM Clerks will inform the AM Safeguarding Coordinator of the location(s) of the locked storage

### **Length of storage**

- All material will be kept indefinitely i.e., for at least **100 years**, this is because the limitation period for proceedings brought by, or on behalf of, a child does not normally start to run until they reach the age of 18, and the assumed lifespan of an individual is now set by the [National Archives](#) at 100 years

### **Confidentiality**

- Access to any information related to safeguarding will be strictly on a need-to-know basis
- Password access to documents in the cloud-based storage service will be:
  - role based i.e., different role holders in the LM / AM will have varying levels of access depending on their 'need-to-know'
  - decided by the AM Safeguarding Coordinator
- Access to the locked storage will be:
  - as far as practical, role based i.e., different role holders in the LM / AM will have varying levels of access depending on their 'need-to-know', taking into account the physical reality of the location and nature of the locked storage
  - decided by the AM Safeguarding Coordinator

## Appendix A Reports and Reviews

### Appx.A1 Local Meeting Annual Safeguarding Report to AM Trustees

Local Meeting:

Date:

Those completing the review:

<b>Role</b>	<b>Name</b>
• Local Meeting Clerk	
• Clerk / Convenor of Children and Young People's Committee	
• Clerk / Convenor of Overseers / Pastoral Care Group	
• DBS Verifier	
•	

		Yes	No	N/A	Responses / Comments
1	Is the full AM Safeguarding Policy and Procedures available to everyone working with children, young people, and adults at risk?	<input type="checkbox"/>	<input type="checkbox"/>		
	How is it available?				
2	Is the full AM Safeguarding Policy and Procedures available on the LM website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is the Safeguarding Policy and Poster on display in the meeting house?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Do you follow the safer nominations and appointment / recruitment procedure, for members, attenders, and employees who work with children, young people, and adults at risk?	<input type="checkbox"/>	<input type="checkbox"/>		
5	Have all relevant role-holders received the safeguarding induction?	<input type="checkbox"/>	<input type="checkbox"/>		
6	Have all relevant role-holders received safeguarding training?	<input type="checkbox"/>	<input type="checkbox"/>		
7	Do you use the practice guidelines in the AM Safeguarding Policy and Procedures?	<input type="checkbox"/>	<input type="checkbox"/>		
8	Do you have children or young people who regularly attend your meeting?	<input type="checkbox"/>	<input type="checkbox"/>		

		Yes	No	N/A	Responses / Comments
9	Do you have an up-to-date risk assessment for your children and young people's activities? <i>OR</i> If there are <b>no</b> children or young people who regularly attend your meeting, do you have a procedure in place for those who attend on an irregular basis, or for those who visit?	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>If you have children and young people who regularly attend your meeting, go to Question 10</b></p> <p><b>If you have NO children and young people who regularly attend your meeting, go to Question 14</b></p>					
10	Do you always have at least two enhanced DBS-checked adults with any group of children or young people?	<input type="checkbox"/>	<input type="checkbox"/>		
11	Do you have General information and Consent form for each child and young person in the meeting?	<input type="checkbox"/>	<input type="checkbox"/>		
12	Do you use consent forms for activities outside of the normal Children's Meeting for children and young people?	<input type="checkbox"/>	<input type="checkbox"/>		
13	Do you use image, video, and live streaming consent forms for children and young people?	<input type="checkbox"/>	<input type="checkbox"/>		
14	Does your meeting have anyone involved in the life of the meeting who may pose a risk to others?	<input type="checkbox"/>	<input type="checkbox"/>		
	If so, how many individuals may pose a risk to others?			<input type="checkbox"/>	
15	Do you have any Agreements (Contracts) currently in place for those who may pose a risk to others?	<input type="checkbox"/>	<input type="checkbox"/>		
	If so, how many?			<input type="checkbox"/>	
<p><b>For questions 12 to 16 please answer in reference to the last year</b></p> <p><b>In the last year ...</b></p>					
16	... have there been any safeguarding concerns in your meeting?	<input type="checkbox"/>	<input type="checkbox"/>		
	If so, how many?			<input type="checkbox"/>	
	Were they responded to in accordance with the AM Safeguarding Policy and Procedures?			<input type="checkbox"/>	

Oxford and Swindon Area Meeting Safeguarding Policy, Procedures, and **Appendices**

		Yes	No	N/A	Responses / Comments
17	... have there been any safeguarding allegations made against a member, attender, or employee?	<input type="checkbox"/>	<input type="checkbox"/>		
	If so, how many?			<input type="checkbox"/>	
18	... has your meeting had the resources to fulfil your safeguarding requirements?	<input type="checkbox"/>	<input type="checkbox"/>		
	What was missing?			<input type="checkbox"/>	
	What would help?			<input type="checkbox"/>	
19	... has your meeting been in direct contact with the AM Safeguarding Coordinator to review the Safeguarding Policy or Procedures?	<input type="checkbox"/>	<input type="checkbox"/>		
20	Are there any issues you want to raise regarding safeguarding practice?	<input type="checkbox"/>	<input type="checkbox"/>		

**Thank you very much for completing this report.**

The information provided in this report will help the Area Meeting Safeguarding Coordinator prepare the Area Meeting Annual Safeguarding Report for the Area Meeting Trustees. The Area Meeting Trustees will consider the Area Meeting Annual Safeguarding Report, against the Area Meeting Safeguarding Policy and Procedures, to assess if our current safeguarding practices remain fit for purpose.

**Please send the completed report to the Area Meeting Safeguarding Coordinator.**



## Appx.A2 Annual Safeguarding Report to BYM

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

<b>Area Meeting Name</b>	<b>Oxford and Swindon Area Meeting</b>	
<b>AM Safeguarding Coordinator</b>		
Name		
Telephone		
Email		
<b>AM Deputy Safeguarding Coordinator</b>		
Name		
Telephone		
Email		
<b>AM Deputy Safeguarding Coordinator</b>		
Name		
Telephone		
Email		
<b>Expert advice and support</b>		
Is the AM registered with an expert agency e.g., Thirtyone:eight?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of safeguarding agency		
<b>Training</b>		
Has all necessary role-holder safeguarding training been undertaken or scheduled? If not, please set out measures to be taken to correct this.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Area Meeting Safeguarding Policy</b>		
When was the AM Safeguarding Policy last reviewed?		
<b>Safeguarding concerns</b>		
Does the AM have any Agreements (Contracts) in place with individuals, to ensure the safety of all? If 'yes', please list on a separate page – the BYM Safeguarding Officer may need to discuss these with you	Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 Officer may need to discuss these with you	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Date of report</b>		

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

## **Appendix B Safer nominations and appointments procedure**

### **Appx.B1 Code of Conduct (members and attenders)**

#### **Purpose**

Role holders with responsibilities for safeguarding are in a position of power and / or authority and in some cases a position of trust. They will be seen as role models and must act accordingly. This Code of Conduct outlines the behaviour expected of all role holders with safeguarding responsibilities. It aims to both protect children, young people, and adults at risk from abuse by those in a position of trust, and to reduce the risk of false accusations.

#### **Good practice**

- Treat everyone with dignity, respect, and fairness
- Have proper regard for the rights, safety, welfare, and best interests of individuals
- Listen carefully to those you are supporting
- Undertake your role in a responsible, transparent, and accountable manner
- If in doubt, seek advice
- Follow the Area Meeting Safeguarding Policy and Procedures at all times
- Be prepared to challenge unacceptable behaviour, and to be challenged
- Interact with children, young people, and adults at risk in an open environment, avoiding private or unobserved situations

#### **Unacceptable behaviour**

- Failing to report, or delaying report of, concerns to the Area Meeting Safeguarding Coordinator
- Taking unnecessary risks
- Engaging in any behaviour that could be perceived as bullying, threatening, harassment, or abusive - including physical, emotional, spiritual, or sexual abuse (including inappropriate physical contact e.g., rough play, language, or gestures)
- Abusing a position of trust by engaging in any behaviour that might allow a sexual relationship to develop with a child, young person, or adult at risk: for as long as a position of trust continues and even if a young person is 16 or 17 years of age
- Smoking or drinking alcohol in the presence of a child, young person, or adult at risk while undertaking activities related to the life of the Area Meeting
- Consuming illegal substances in the presence of a child, young person, or adult at risk

#### **Breaching the Code of Conduct**

Breaches of this Code of Conduct, including failure to follow the Area Meeting Safeguarding Policy and Procedures, will be escalated to the Area Meeting Safeguarding Coordinator and the appropriate steps taken. Depending on the seriousness of the situation the Area Meeting Safeguarding Coordinator may need to contact the relevant statutory agencies.

#### **Declaration**

- I will abide by the expectations outlined in this Code of Conduct
- I have read, and will abide by, the Area Meeting Safeguarding Policy and Procedures

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appx.B2 Safeguarding Training****Recommended training**

The following table outlines the safeguarding training course(s) recommended for each role within the Local and / or Area Meeting.

<b>Role within the Local and / or Area Meeting</b>	<b>Recommended Safeguarding Training</b>	
	<b>Basic (Awareness)</b>	<b>Specialist</b>
AM Deputy Safeguarding Coordinator	-	Safeguarding for Coordinators and Leads
AM Safeguarding Coordinator	-	Assessing and managing risk <b>and</b> Safeguarding for Coordinators and Leads
AM Trustee	-	Charity Trustee* <b>or</b> The role of Trustees
AM Trustee <i>with responsibility for employment</i>	-	Charity Trustee* <b>or</b> The role of Trustees <b>and</b> Safer recruitment
Children's Meeting volunteer	Child safeguarding	-
Children and Young People's Advocate	Child safeguarding	-
Children and Young People's Committee member	Child safeguarding	-
Clerk of AM Trustees	-	Charity Trustee* <b>or</b> The role of Trustees
Clerk of LM / AM	Adult safeguarding <i>(optional)</i>	-
DBS Verifier	-	DBS eligibility
Elder	Adult safeguarding	-
Line Manager <i>Should reflect the nature of the work undertaken by those they line manage</i>	Child <b>and / or</b> Adult safeguarding	Online community management training* <b>and / or</b> Safeguarding adults at risk of harm <b>and / or</b> Assessing and managing risk
Nominations' Committee member	-	Safer recruitment
Overseers / Pastoral Care Group member	Adult and / or Child safeguarding <i>(Depending on focus of individual's oversight / pastoral care )</i>	Safeguarding adults at risk of harm <i>(optional)</i>

*\* All the specialist safeguarding training is provided by Thirtyone;eight, apart from the Charity Trustee and Online community management training courses which are provided by the NSPCC*

### **How to access *basic (awareness)* safeguarding training**

Oxfordshire Safeguarding Children Board, Oxfordshire Safeguarding Adult Board and Wiltshire Safeguarding Vulnerable People Partnership provide free, online courses at the appropriate level for basic (awareness) safeguarding training. Members and Attenders living in the Borough of Swindon can access the training provided by Oxfordshire Local Authority.

### **Child safeguarding**

- Oxfordshire Safeguarding Children Board  
Two-stage qualification
  1. **eLearning**
    - Go to: [Oxfordshire Safeguarding Children Board eLearning Booking Page](#)
    - Log-in or register to create a user account  
(When asked for the name and email address of a line manager – enter the details of the AM Safeguarding Coordinator)
    - Book onto the eLearning **Level 2: Awareness of child abuse and neglect (2021)**
    - Complete the eLearning course and quiz (approximate duration 90-120 mins)
    - Download the certificate (valid for one year and prerequisite for attending the webinar)
  2. interactive webinar
    - Go to: [Oxfordshire Safeguarding Children Board Events Booking Page](#)
    - Sign up for a live, trainer led, **Level 2: Generalist Safeguarding webinar**
    - Attend the webinar (2 hours duration)
    - Download the certificate
  
- Wiltshire Safeguarding Partnership
  - eLearning
    - Go to: [Wiltshire Safeguarding Vulnerable People Partnership Registration Page](#) and complete the registration form
    - Log-in instructions will be sent to your email address
    - Log-in to the virtual college website
    - Enroll onto the eLearning **Level 1: Safeguarding Children**
    - Await approval of request to enroll
    - Complete the eLearning course
    - Download the certificate  
(The course is free, but if not completed in 6 weeks a non-completion charge of £30 will be applied by Wiltshire Safeguarding Partnership)

### **Adult safeguarding**

- Oxfordshire Safeguarding Adult Board  
Two-step process
  1. **eLearning – level 1**
    - Go to: [Oxfordshire Safeguarding Adult Board booking page](#)
    - Log-in or register to create a user account
    - Book onto the **Level 1: Introduction to Adult Safeguarding eLearning**
    - Complete the eLearning
    - Download the certificate
  2. **eLearning – level 2**
    - Go to: [Oxfordshire Safeguarding Adult Board booking page](#)
    - Log-in to user account
    - Book onto the **Level 2: Awareness of Adult Safeguarding eLearning**
    - Complete the eLearning
    - Download the certificate

- Wiltshire Safeguarding Partnership
  - eLearning
    - Go to: [Wiltshire Safeguarding Vulnerable People Partnership Registration Page](#) and complete the registration form
    - Log-in instructions will be sent to your email address
    - Log-in to the virtual college website
    - Enroll onto the eLearning **Level 1: Safeguarding Adults**
    - Await approval of request to enroll
    - Complete the eLearning course
    - Download the certificate

*(The course is free, but if not completed in 6 weeks a non-completion charge of £30 will be applied by Wiltshire Safeguarding Partnership)*

In addition, members and attenders living in the Borough of Swindon can access a pair of training videos on adults at risk provided by the Swindon Safeguarding Partnership. These videos provide useful information on local pathways but are not a substitute for the eLearning listed above as there is no assessment and no proof of completion.

- Online videos
  - Go to: [Swindon Safeguarding Partnership - adults at risk - booking page](#)
  - Follow the link to the two videos (also available [here \(video 1\)](#) and [here \(video 2\)](#))

### **Alternatives to basic (awareness) safeguarding training delivered by eLearning**

If a member or attender cannot access, or navigate, the eLearning, then funding will be available through the Area Meeting for them to attend the [relevant webinar\(s\)](#) provided by Thirtyone:eight.

### **Basic (awareness) safeguarding training specific to faith-based settings**

If a member or attender wishes to develop their knowledge of safeguarding in a specifically faith-based setting, then funding will be available through the Area Meeting, for them to build on the local authority eLearning by either, attending the [relevant webinar\(s\)](#), and / or completing the [relevant eLearning](#), provided by Thirtyone:eight.

### **How to access *specialist* safeguarding training**

Funding will be available through the Area Meeting for members and attenders, appointed to specific roles within Local or Area Meeting, to attend the [specialist safeguarding webinar\(s\)](#) provided by Thirtyone:eight, or complete the [specialist safeguarding eLearning](#) provided by the NSPCC.

## Appx.B3 Personal Details form (members and attenders)

To be completed before a member or attender takes up one of the following appointed roles:

- role holder in a position of trust (i.e., working with children, young people, or adults at risk)
- Area Meeting Trustee
- Area Meeting Deputy Safeguarding Coordinator

If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will remain confidential, unless requested by an appropriate authority.

### Personal Details

Full Name:		Former Name(s):	
Date of birth:		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?		Year(s)	Month(s)
If less than 5 years, please give previous address(es) with dates:			
From:	to:	From:	to:
Previous Address:		Previous Address:	
Post code:		Post code:	

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

### Experience

Please tell us about any relevant experience, it would be helpful to include the details of the role, organisation, and dates of your involvement.

--

Do you have any qualifications, or have you completed any training, relevant to the role?

--

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

Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:

### 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 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.

Referee 1		Referee 2	
Name:		Name:	
Address:		Address:	
Post code:		Post code:	
Tel No.		Tel No.	
Relationship:		Relationship:	

### Declaration

- I confirm that the submitted information is correct and complete.

*Please complete the attached Self-Declaration Form and send it to the DBS Verifier. You are welcome to discuss any aspect of the Disclosure Check with the DBS Verifier.*

- I understand and agree to the Disclosure Check and have sent the Self-Declaration Form to the DBS Verifier.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ 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 (Self-Declaration Form).

## **Appx.B4 Self-Declaration form: not enhanced disclosure (members and attenders)**

*Only to be used for roles not eligible for an Enhanced Disclosure check. By taking up this role, you will, or will be perceived to, be in a position of power and / or authority in the meeting. Although not a legal requirement, it is important to know that individuals taking up such roles are suitable and support the expectations of the Area Meeting in relation to safe conduct.*

**You are asked to complete this form and return it to the DBS Verifier**

To: _____, DBS Verifier of _____ Local Meeting
Role considered for: _____

### **STRICTLY CONFIDENTIAL**

As an Area Meeting, we undertake to meet the requirements of the General Data Protection Regulations which became effective on 25<sup>th</sup> May 2018, all other relevant legislation, and comply with the expectations of the Information Commissioners Office relating to the data privacy of 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 of the role for which you are being considered.

It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the Local Meeting DBS Verifier. You should agree to, and abide by, the Code of Conduct. If you have any concerns regarding your suitability for the post that you have been nominated to, you should discuss this with an appropriate person and **not** sign this form

### **Declaration**

I of <i>(enter address)</i>
--------------------------------

understand the expectations of the Area Meeting (as detailed above), agree to uphold them, and will inform the Local Meeting DBS Verifier if this situation changes.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Appx.B5 Self-Declaration form: enhanced disclosure (members and attenders)**

*Only to be used for roles eligible for an Enhanced Disclosure check with or without Barring Disclosure.*

**You are asked to complete this form and return it to the DBS Verifier**

To: _____, DBS Verifier of _____ Local Meeting
Role considered for:
<input type="checkbox"/> This role involves regulated activity with children / young people / adults at risk ( <i>circle</i> )
<input type="checkbox"/> This role does <b>not</b> involve regulated activity with children, young people, or adults at risk

### **STRICTLY CONFIDENTIAL**

As an Area Meeting, we undertake to meet the requirements of the General Data Protection Regulations which became effective on 25th May 2018, all other relevant legislation, and comply with 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 and never received a caution, reprimand or warning then please select 'No' to the question 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 also select 'No' to the question below.

If you have an **unspent** criminal offence, caution, reprimand, or warning (according to DBS filtering rules\*), then please select 'Yes' to the question 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 or pending prosecution?**

Yes  No

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

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

Yes  No  Not applicable

If yes, please give details (please include any disciplinary action taken by an employer or organisation in relation to your behaviour with children or young people).

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

Yes  No  Not applicable

If yes, please give details (please include any disciplinary action taken by an employer or organisation in relation to your behaviour with adults).

**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  
of *(enter address)*

consent to a criminal record check. 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 DBS Verifier if I:**

- am convicted of an offence after I take up the role
- become the subject of a Police and / or a social services' (Children's Social Care or Adult Social Services) and / or a Social Work Department investigation.

**I understand that failure to do so may lead to the immediate suspension of my work with children, young people, or adults at risk and / or the ending of my service in this role.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the role involves regulated activity with children or young people and / or adults at risk, and therefore needs an Enhanced Check **with a Barring Disclosure**, please complete the following declarations as necessary.

I confirm that I am **not** barred from working with children or young people. (Not applicable )

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that I am **not** barred from working with adults at risk. (Not applicable )

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*[www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

\*\*[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216089/rehabilitation-offenders.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf)

See attached notes

## **Legal notes**

The Disclosure of any offence may not prohibit taking up a role.

As this role 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 taking up the appointment. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

As the role 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 role, 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 except for those that are subject to the DBS filtering rules. In the event of taking up the role, any failure to disclose such convictions could result in the withdrawal of approval to work with children, young people, or adults at risk within the Area Meeting.

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, young people, or adults at risk. As an organisation we agree to abide by the Code of Practice on the use of personal data under the Data Protection Act 2018 and all amendments made on or before 25<sup>th</sup> May 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

## **Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer a role 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 role 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, young people, and / or adults at risk in roles 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.

Further information on eligibility for DBS checks is available at [www.gov.uk/government/collections/dbs-eligibility-guidance](http://www.gov.uk/government/collections/dbs-eligibility-guidance)

**Appx.B6 DBS Update Service: agreement to permit Area Meeting access (members and attenders)**

If you have joined the DBS Update service, then you may choose to give permission to the Area Meeting to periodically check your status. You will then not normally need to reapply for a new DBS criminal records check. To give this permission, 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:**

Update Service ID Reference:

**I agree that Oxford and Swindon Area Quaker Meeting may access my record on the DBS Update service periodically.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed forms should be forwarded to the DBS verifier.

-----

**Counter signatory by Local Meeting DBS Verifier**

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 Area Meeting Safeguarding Officer, who will liaise with the Britain Yearly Meeting Safeguarding Officer, so a risk assessment can be undertaken. Having a conviction is not an automatic bar to working with children, young people, or adults at risk, each case will be considered individually.

To:	DBS Verifier, of	Local Meeting
Email:		

### **Appx.B7 Reference Request form (members and attenders)**

To be completed before a member or attender takes up a position of trust in the Area Meeting (i.e., working with children, young people, 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 and / or adults at risk?**

**Yes**       **No**

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

**What, in your view makes them suitable for this role? (Role description attached)**

**Is there anything that makes them less suitable for some aspect(s) of this role?**

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

Signature: \_\_\_\_\_ 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.*

**Appx.B8 Reference Request letter (members and attenders)**

For those nominated to a voluntary role working with children, young people, and / or adults at risk

Dear \_\_\_\_\_,

**Reference Request for**

The above-named person has been nominated to work with children / young people / adults at risk in \_\_\_\_\_ Local Quaker Meeting.

As I am sure you are aware, before we can appoint anyone to work with children, young people, or adults at risk, whether on a voluntary or paid basis, we must be sure that they are suitable. This nominee has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the role by completing the attached form and returning it via email / in the pre-paid envelope as soon as possible. A copy of the job description and / or personal specification is attached / 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 give will be kept in strictest confidence and used only in consideration of the suitability of the nominee for this role.

Should you require any further information do not hesitate to contact \_\_\_\_\_, on telephone number \_\_\_\_\_ or by email \_\_\_\_\_.

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

Yours sincerely,

## **Appendix C** **Employment**

### **Appx.C1 Code of Conduct (employees)**

#### **Purpose**

Employees of the Area Meeting are in a position of power and / or authority and in some cases a position of trust. They will be seen as role models and must act accordingly. This Code of Conduct outlines the behaviour expected of all employees. It aims to both protect children, young people, and adults at risk from abuse by those in a position of trust, and to reduce the risk of false accusations.

#### **Good practice**

- Treat everyone with dignity, respect, and fairness
- Have proper regard for the rights, safety, welfare, and best interests of individuals
- Listen carefully to those you are supporting
- Undertake your role in a responsible, transparent, and accountable manner
- If in doubt, seek advice
- Follow the Area Meeting Safeguarding Policy and Procedures at all times
- Be prepared to challenge unacceptable behaviour, and to be challenged
- Interact with children, young people, and adults at risk in an open environment, avoiding private or unobserved situations

#### **Unacceptable behaviour**

- Failing to report, or delaying report of, concerns to the Area Meeting Safeguarding Coordinator
- Taking unnecessary risks
- Engaging in any behaviour that could be perceived as bullying, threatening, harassment, or abusive - including physical, emotional, spiritual, or sexual abuse (including inappropriate physical contact e.g., rough play, language, or gestures)
- Abusing a position of trust by engaging in any behaviour that might allow a sexual relationship to develop with a child, young person, or adult at risk: for as long as that position of trust continues and even if a young person is 16 or 17 years of age
- Smoking or drinking alcohol in the presence of a child, young person, or adult at risk while undertaking activities related to the life of the Area Meeting
- Consuming illegal substances in the presence of a child, young person, or adult at risk

#### **Breaching the Code of Conduct**

Breaches of this Code of Conduct, including failure to follow the Area Meeting Safeguarding Policy and Procedures, will be escalated to your Line Manager and the Area Meeting Safeguarding Coordinator. Appropriate steps will then be taken. Depending on the seriousness of the situation the Area Meeting Safeguarding Coordinator may need to contact the relevant statutory agencies.

#### **Declaration**

- I will abide by the expectations outlined in this Code of Conduct
- I have read, and will abide by, the Area Meeting Safeguarding Policy and Procedures.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appx.C2 Safeguarding Training****Recommended training**

The following table outlines the safeguarding training course(s) recommended for employees of the Area Meeting depending on their job description and / or work environment.

Job description and / or work environment includes ...	Recommended Safeguarding Training	
	Basic (Awareness)	Specialist
... frequent interactions with members and attenders of the Local and / or Area Meeting and / or external users of the meeting house	Adult safeguarding	-
... managing social media accounts	-	Online community management training*
... supporting adults at risk	-	Safeguarding adults at risk of harm
... supporting someone who may pose a risk to others	-	Assessing and managing risk
... interacting, and / or working, with children and / or young people	Child safeguarding	-

\* All the specialist safeguarding training is provided by Thirtyone:eight, apart from the Online community management training course which is provided by the NSPCC

**How to access *basic (awareness)* safeguarding training**

Oxfordshire Safeguarding Children Board, Oxfordshire Safeguarding Adult Board and Wiltshire Safeguarding Vulnerable People Partnership provide free, online courses at the appropriate level for basic (awareness) safeguarding training. Employees of the Area Meeting working in the Borough of Swindon can access the training provided by Oxfordshire Local Authority.

**Child safeguarding**

- Oxfordshire Safeguarding Children Board  
Two-stage qualification
  1. **eLearning**
    - Go to: [Oxfordshire Safeguarding Children Board eLearning Booking Page](#)
    - Log-in or register to create a user account
    - Book onto the eLearning **Level 2: Awareness of child abuse and neglect (2021)**
    - Complete the eLearning course and quiz (approximate duration 90-120 mins)
    - Download the certificate (valid for one year and prerequisite for attending the webinar)
  2. interactive webinar
    - Go to: [Oxfordshire Safeguarding Children Board Events Booking Page](#)
    - Sign up for a live, trainer led, **Level 2: Generalist Safeguarding webinar**
    - Attend the webinar (2 hours duration)
    - Download the certificate



- Wiltshire Safeguarding Partnership
  - eLearning
    - Go to: [Wiltshire Safeguarding Vulnerable People Partnership Registration Page](#) and complete the registration form
    - Log-in instructions will be sent to your email address
    - Log-in to the virtual college website
    - Enroll onto the eLearning **Level 1: Safeguarding Children**
    - Await approval of request to enroll
    - Complete the eLearning course
    - Download the certificate

*(The course is free, but if not completed in 6 weeks a non-completion charge of £30 will be applied by Wiltshire Safeguarding Partnership)*

## Adult safeguarding

- Oxfordshire Safeguarding Adult Board
  - Two-step process
  - 1. eLearning – level 1**
    - Go to: [Oxfordshire Safeguarding Adult Board booking page](#)
    - Log-in or register to create a user account
    - Book onto the **Level 1: Introduction to Adult Safeguarding eLearning**
    - Complete the eLearning
    - Download the certificate
  - 2. eLearning – level 2**
    - Go to: [Oxfordshire Safeguarding Adult Board booking page](#)
    - Log-in to user account
    - Book onto the **Level 2: Awareness of Adult Safeguarding eLearning**
    - Complete the eLearning
    - Download the certificate
- Wiltshire Safeguarding Partnership
  - eLearning
    - Go to: [Wiltshire Safeguarding Vulnerable People Partnership Registration Page](#) and complete the registration form
    - Log-in instructions will be sent to your email address
    - Log-in to the virtual college website
    - Enroll onto the eLearning **Level 1: Safeguarding Adults**
    - Await approval of request to enroll
    - Complete the eLearning course
    - Download the certificate

*(The course is free, but if not completed in 6 weeks a non-completion charge of £30 will be applied by Wiltshire Safeguarding Partnership)*

In addition, employees of the Area Meeting working in the Borough of Swindon can access a pair of training videos on adults at risk provided by the Swindon Safeguarding Partnership. These videos provide useful information on local pathways but are not a substitute for the eLearning listed above as there is no assessment and no proof of completion.

- Online videos
  - Go to: [Swindon Safeguarding Partnership - adults at risk - booking page](#)
  - Follow the link to the two videos (also available [here \(video 1\)](#) and [here \(video 2\)](#))

**Alternatives to basic (awareness) safeguarding training delivered by eLearning**

If an employee of the Area Meeting cannot access, or navigate, the eLearning, then funding from their training budget should be used to enable them to attend the [relevant webinar\(s\)](#) provided by Thirtyone:eight.

**Basic (awareness) safeguarding training specific to faith-based settings**

If an employee of the Area Meeting wishes to develop their knowledge of safeguarding in a specifically faith-based setting, then funding from their training budget should be used to enable them to build on the local authority eLearning by either, attending the [relevant webinar\(s\)](#), and / or completing the [relevant eLearning](#), provided by Thirtyone:eight.

**How to access *specialist* safeguarding training**

Funding from the employee's training budget should be used to enable them to attend the relevant [specialist safeguarding webinar\(s\)](#) provided by Thirtyone:eight, or complete the relevant [specialist safeguarding eLearning](#) provided by the NSPCC.

### Appx.C3 Personal Details form (employees)

To be completed before an employee takes up a post.

If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will remain confidential, unless requested by an appropriate authority.

#### Personal Details

Full Name:		Former Name(s):	
Date of birth:		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?		Year(s)	Month(s)
If less than 5 years, please give previous address(es) with dates:			
From:	to:	From:	to:
Previous Address:		Previous Address:	
Post code:		Post code:	

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

#### Experience

Please tell us about any relevant experience, it would be helpful to include the details of the role, organisation, and dates of your involvement.

Do you have any qualifications, or have you completed any training, relevant to the post?

## Oxford and Swindon Area Meeting Safeguarding Policy, Procedures, and **Appendices**

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

Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:

### Employment history

Please tell us about your past and current employment or voluntary work.

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

### Are you currently working in any other position in either a voluntary or paid capacity?

Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please give details:	
Organisation:	
Contact person:	
Address:	
Telephone no.	
Details of duties:	

**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

Referee 1		Referee 2	
Name:		Name:	
Address:		Address:	
Post code:		Post code:	
Tel No.		Tel No.	
Relationship:		Relationship:	

**Declaration**

- I confirm that the submitted information is correct and complete.

*Please complete the attached Self-Declaration Form and send it to the DBS Verifier. You are welcome to discuss any aspect of the Disclosure Check with the DBS Verifier.*

- I understand and agree to the Disclosure Check and have sent the Self-Declaration Form to the DBS Verifier.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ 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 (Self-Declaration Form).

## **Appx.C4 Self-Declaration form: not enhanced disclosure (employees)**

*Only to be used for roles not eligible for an Enhanced Disclosure check. By taking up this post, you will, or will be perceived to, be in a position of power and / or authority in the meeting. Although not a legal requirement, it is important to know that individuals taking up such posts are suitable and support the expectations of the Area Meeting in relation to safe conduct.*

**You are asked to complete this form and return it to the DBS Verifier**

To: _____, DBS Verifier of _____ Local Meeting
Post considered for:

### **STRICTLY CONFIDENTIAL**

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

The expectations of this post 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 of the post for which you are being considered.

It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the DBS Verifier. You should agree to, and abide by, the Code of Conduct. If you have any concerns regarding your suitability for the post that you have been appointed to, you should discuss this with an appropriate person and **not** sign this form

### **Declaration**

I of <i>(enter address)</i>
--------------------------------

understand the expectations of the Area Meeting (as detailed above), agree to uphold them, and will inform the DBS Verifier if this situation changes.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appx.C5 Self-Declaration form: enhanced disclosure (employees)**

*Only to be used for posts eligible for an Enhanced Disclosure check with or without Barring Disclosure.*

**You are asked to complete this form and return it to the DBS Verifier**

To: _____, DBS Verifier of _____ Local Meeting
Post considered for:
<input type="checkbox"/> This post involves regulated activity with children / young people / adults at risk ( <i>circle</i> )
<input type="checkbox"/> This post does <b>not</b> involve regulated activity with children, young people, or adults at risk

### **STRICTLY CONFIDENTIAL**

As an Area Meeting, we undertake to meet the requirements of the General Data Protection Regulations which became effective on 25th May 2018, all other relevant legislation, and comply with 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 and never received a caution, reprimand or warning then please select 'No' to the question 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 also select 'No' to the question below.

If you have an **unspent** criminal offence, caution, reprimand, or warning (according to DBS filtering rules\*), then please select 'Yes' to the question 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 or pending prosecution?**

Yes  No

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

--

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

Yes  No  Not applicable

If yes, please give details (please include any disciplinary action taken by an employer or organisation in relation to your behaviour with children or young people).

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

Yes  No  Not applicable

If yes, please give details (please include any disciplinary action taken by an employer or organisation in relation to your behaviour with adults).

**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  
of *(enter address)*

consent to a criminal record check. 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 DBS Verifier if I:**

- **am convicted of an offence after I take up the post**
- **become the subject of a Police and / or a social services' (Children's Social Care or Adult Social Services) and / or a Social Work Department investigation.**

**I understand that failure to do so may lead to the immediate suspension of my work with children, young people, or adults at risk and / or the termination of my employment.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the post involves regulated activity with children or young people and / or adults at risk, and therefore needs an Enhanced Check **with a Barring Disclosure**, please complete the following declarations as necessary.

I confirm that I am **not** barred from working with children or young people. (Not applicable )

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that I am **not** barred from working with adults at risk. (Not applicable )

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*[www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

\*\*[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216089/rehabilitation-offenders.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf)

See attached notes



## **Legal notes**

The Disclosure of any offence may not prohibit taking up the post.

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 taking up the appointment. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

As the post 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 role, 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 except for those that are subject to the DBS filtering rules. In the event of taking up the post, any failure to disclose such convictions could result in the withdrawal of approval to work with children, young people, or adults at risk within the Area Meeting.

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, young people, or adults at risk. As an organisation we agree to abide by the Code of Practice on the use of personal data under the Data Protection Act 2018 and all amendments made on or before 25<sup>th</sup> May 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

## **Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer a post 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 role 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, young people, and / or adults at risk in roles 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.

Further information on eligibility for DBS checks is available at [www.gov.uk/government/collections/dbs-eligibility-guidance](http://www.gov.uk/government/collections/dbs-eligibility-guidance)

**Appx.C6 DBS Update Service: agreement to permit Area Meeting access (employees)**

If you have joined the DBS Update service, then you may choose to give permission to the Area Meeting to periodically check your status. You will then not normally need to reapply for a new DBS criminal records check. To give this permission, 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:**

Update Service ID Reference:

**I agree that Oxford and Swindon Area Quaker Meeting may access my record on the DBS Update service periodically.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed forms should be forwarded to the DBS verifier.

-----  
**Counter signatory by Local Meeting DBS Verifier**

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 Area Meeting Safeguarding Officer, who will liaise with the Britain Yearly Meeting Safeguarding Officer, so a risk assessment can be undertaken. Having a conviction is not an automatic bar to working with children, young people, or adults at risk, each case will be considered individually.

To:	DBS Verifier, of	Local Meeting
Email:		

**Appx.C7 Reference Request form (employees)**

To be completed before a prospective employee takes up the post.

**Private and Confidential**

Reference for (name):	
Post 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 and / or adults at risk?**

**Yes**  **No**

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

**What, in your view makes them suitable for this post?** *(Job description attached)*

**Is there anything that makes them less suitable for some aspect(s) of this post?**

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

**Please rate the person on the following:**

	Poor	Average	Good	Very Good	Excellent
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding / Empathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness of Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practicality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*You may wish to add further relevant criteria*

Signature: \_\_\_\_\_ 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.*

**Appx.C8 Reference Request letter (employees)**

For prospective employees of Oxford and Swindon Area Quaker Meeting

Dear \_\_\_\_\_,

**Reference Request for**

The above-named person has applied to work with children / young people / adults at risk in  
Local Quaker Meeting.

As I am sure you are aware, before we can appoint anyone to work with children, young people, or 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 attached form and returning it via email / in the pre-paid envelope as soon as possible. A copy of the job description and / or personal specification is enclosed / attached.

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 give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this post.

Should you require any further information do not hesitate to contact \_\_\_\_\_,  
on telephone number \_\_\_\_\_ or by email \_\_\_\_\_.

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

Yours sincerely,

## **Appendix D** **Responding to concerns or allegations of abuse**

### **Appx.D1 Initial disclosure form / Concern reporting form**

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

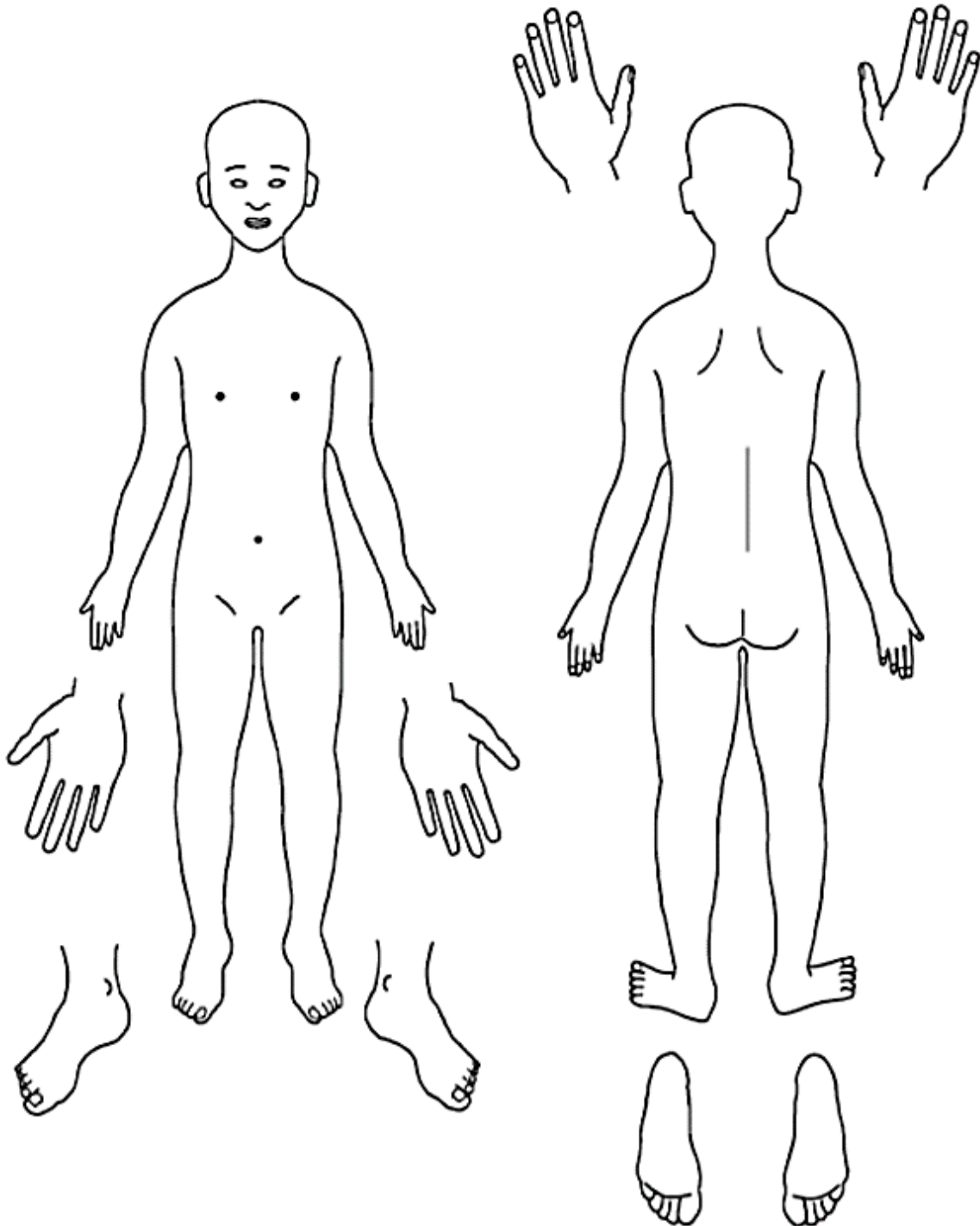
Disclosures, or concerns, of abuse should be recorded as close to the time of the incident as possible.

Completed by:
Event / premises:
Role at event / premises:
Contact details:
Address:
Telephone number(s):
Email:

1. Date and time of disclosure / incident causing concern:
2. Name and age of the children, young people, or adults involved:
3. Details of person (if any) named as alleged perpetrator:
4. Name, age, and contact details of any witnesses:

<p>5. If the person named in section 3 or 4 is a child or young person, please give the names of their parents or legal guardians:</p>
<p>6. Please record details of the disclosure or the incident causing concern. In relation to the disclosure:</p> <ul style="list-style-type: none"><li>• do not interpret the information given to you</li><li>• use the same language as the child / young person / adult involved i.e., record the disclosure verbatim</li><li>• do not paraphrase or summarise</li></ul> <p>Please continue overleaf or on additional sheets as needed.</p>

7. Please record details of any injuries or concerning marks on the body map below.  
(Do not undress the person who made the disclosure or ask them to undress.)





8. Please record details of any injuries or concerning marks on the body map below.  
(Do not undress the person who made the disclosure or ask them to undress.)



9. Action taken (including people / organisations contacted):	
Signed:	
Date:	Time:

10. Date form passed to Area Meeting Safeguarding Coordinator:	
Signed:	
Area Meeting Safeguarding Coordinator:	
Date:	Time:

This form must be stored securely, and the information shared only, in accordance with the Area Meeting Safeguarding Policy and Procedures.

All notes made at the time of the disclosure or incident causing concern should be kept with this form.

## **Appx.D2 Area Meeting Safeguarding Coordinator's disclosure reporting form**

This form is for use by the Area Meeting Safeguarding Coordinator. It is confidential within the terms of the Area Meeting Safeguarding Policy and Procedures.

Disclosures, or concerns, of abuse should be recorded as close to the time of the incident as possible.

Event / premises:
Role at event / premises:
Contact details:
Address:
Telephone number(s):
Email:

1) Details of incident:
2) Action taken (if no action taken, state reason(s) as to why):
3) Who did you report the incident to?
<ul style="list-style-type: none"><li>• Outside agencies (provide names and contact details)</li><li>• Parents / guardians (provide names and contact details)</li></ul>

<ul style="list-style-type: none"><li>• Other – within Area Meeting (provide names and contact details)</li> <li>• Other – outside Area Meeting (provide names and contact details)</li></ul> <p>4) Any other relevant information:</p> <p>5) Outstanding tasks: (State who is responsible for each task as well as the timescale for each task)</p>
---

Signed:	
Area Meeting Safeguarding Coordinator	
Date:	Time:

This form must be stored securely, and the information shared only, in accordance with the Area Meeting Safeguarding Policy and Procedures.

All notes made at the time of the disclosure or incident causing concern should be kept with this form.

## **Appendix E** **Working safely with children**

### **Appx.E1 Significant incident, accident, or injury record form**

This form should be completed immediately after any significant incident, accident, or injury. The member, attender, or employee should discuss with the leader of the group and / or activity as to whether any follow up action is necessary.

Significant incidence / accident / injury ( <i>circle</i> )	Date:	Time:
1. Names, addresses and ages of those involved:		
2. What happened? (Include any injuries sustained and any first aid or medical treatment given)		
3. Where did this take place?		
4. Name of organisation:		
5. Name of the group:		

6. Who is normally responsible for the group? (Name, address, email, and telephone number)
7. Who was responsible for the group at the time, if different from the above? (Name, address, email, and telephone number)
8. Who else was supervising the group at the time? (Names, addresses, emails, and telephone numbers)
9. Who was a witness? (Names, addresses, emails, telephone numbers, and, if under 16, ages) (Normally only two witnesses would be needed)
10. Have you retained any defective equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> None involved <input type="checkbox"/> If yes, where is it being kept and by whom?
11. What action have you taken to prevent a recurrence of the incident / accident / injury?

12. Is the site or premises still safe for your group to use?
Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Is the equipment still safe for your group to use?
Yes <input type="checkbox"/> No <input type="checkbox"/>
14. Who else do you need to inform?
15. Have they been informed?
Yes <input type="checkbox"/> No <input type="checkbox"/>  If so, when and by whom?  If not, when will they be informed and by whom?
16. Have you reported a serious / significant accident or injury to the Local Authority Environmental Health Department?
Yes <input type="checkbox"/> No, but will do <input type="checkbox"/> Not necessary <input type="checkbox"/>  If no, when and who will inform the Local Authority Environmental Health Department?

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

Signed:
Print name:
Date:

**Form seen by:**

*(State role e.g., Warden, Clerk of Local Meeting)*

Signed:
Print name:
Date:



## **Appx.E2      General Information and Consent form for children / young people to attend Children's Meeting**

Local Meeting: <b>Full name of child / young person</b> Date of Birth: Address:
<b>Details of any:</b> <b>Allergies:</b> <i>Medical conditions:</i> <i>Regular medication:</i> <i>Dietary needs:</i> <i>Learning difficulties / disabilities:</i> <i>Specific needs or sensitivities:</i>

<b>Name of parent / carer completing form:</b> Relationship to child / young person: Email address: Mobile no(s):
<b>Emergency contact</b> Name: Relationship to child / young person: Mobile no(s):

If you do **not** have parental responsibility e.g., you are a grandparent, please give details of those with parental responsibility.

<b>Name(s) of those with parental responsibility:</b> Address(es): Email address(es): Mobile no(s):
--

**N.B.** For this consent form the term ‘approved role holder and / or employee’ refers to those appointed / employed by the Local and / or Area Meeting to work with children and young people following the safer nominations and appointments / recruitment procedure.

**I give permission** for \_\_\_\_\_ (*name of child / young person*) to take part in the normal activities of the Children’s Meeting.

**I understand:**

- separate permission will be sought for activities outside of the norm e.g., trips outside the Local Meeting premises or outside the normal meeting times
- while involved in the group activities they will be under the control and care of approved role holders and / or employees and that, while the individuals in charge of the group will take all reasonable care, they cannot necessarily be held responsible for any loss, damage or injury suffered by a child during, or because of, the activity
- a parent or carer **must be present** on the premises for the duration of the Children’s Meeting (*unless specific permission is given for a young person aged 16-17 to attend on their own, see below*)

**Attendance of young people aged 16-17**

Young people aged 16 - 17 may attend either Local or Area Meeting for Worship or the Children’s Meeting without a parent or carer being present on the premises.

I **give** permission for my child to attend either Local or Area Meeting for Worship or the Children’s Meeting without a parent or carer being on the premises

I **do not give** permission for my child to attend either Local or Area Meeting for Worship or the Children’s Meeting without a parent or carer being on the premises

Not applicable as child under 16

**Communication with children / young people**

Outside of Local or Area Meeting activities, approved role holders and / or employees will **only** communicate with children and young people with the consent of their parents. The communication will be confined to information and discussion relating to the life of the meeting. If the child is under 16 parents will either be present e.g., if using the telephone, or copied into all communication.

I **give** permission for approved role holders and / or employees to communicate with my child, outside of Local Meeting or Area Meeting activities, using the following methods:

*Telephone*

*Mobile phone*  via mobile phone no.

*Email*  via email

*Local or Area Meeting*

*social media group*

I **do not give** permission for approved role holders and / or employees to communicate with my child outside of Local Meeting or Area Meeting activities

Further information on the nature and extent of any such communication is available in the Area Meeting Safeguarding Policy and Procedures.

**Consent for intimate care**

Any activity that is required to meet the intimate needs of an individual on a regular basis or a one-off incident is defined as intimate care. In general, intimate care for pre-verbal children should be undertaken by the child’s parents or carer.

Please indicate the elements of intimate care **you wish a parent or carer to be contacted for, and then undertake**, when your child is in Children’s Meeting, and the elements **you consent an approved role holder / employee to undertake**.

	<b>Intimate care</b>		
	A <b>parent / carer</b> must be contacted to undertake the following:	I <b>give consent</b> for approved role holders / employees to undertake the following:	<b>Not applicable</b> as child is independent and does <b>not</b> require supervision
<b>Toileting / Nappy changing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feeding</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Changing clothes</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>First Aid</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supervision of toileting</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Only in an emergency** will an approved role holder / employee undertake intimate care for which consent has **not** been given. Any such care will be reported to the parents / carer and the activity leader at the earliest opportunity and recorded on an incident form.

Further information on the provision of intimate care by approved role holders / employees is available in the Area Meeting Safeguarding Policy and Procedures.

**I understand**

- this form will be kept securely and readily available to Children’s Meeting volunteers

<b>Signed:</b>	(parent / adult <b>with parental responsibility</b> )
Name:	Date:

The information requested on this form can be completed by a carer, but **only** an adult with **parental responsibility** can **sign** the consent.

*If, at any time, you would like to withdraw consent, or have any further questions about the information we hold about you or your child **please contact** by email or by phone*

**Appx.E3 Children’s Meeting activities and day trip consent form**

Information sheet and consent for Children’s Meeting activities / day trips

Name of activity / trip:
Date of trip:
Venue / destination:
Contact details of venue / destination:
Departure place and time:
Return place and time:
Cost; and how to pay:
Transport arrangements:
Items to be brought:
Please reply to _____ by __ / __ / ____
Emergency contact details of leader in charge of activity / trip:

-----

**Reply slip to be completed by parent / carer**

**Medical Information**

Please give details of any medical condition or learning disability that may be affected by this activity: _____ <i>(Not applicable <input type="checkbox"/>)</i>
Please provide details of any medication your child will need to take during the activity / trip, including name, dose, timing, route of administration and who will need to administer the medication: _____ <i>(Not applicable <input type="checkbox"/>)</i>



-----  
**Information to be completed by activity leader**

a copy of the child's General Information and Consent Form is available

Signed:	Date:
Name:	(Activity leader)

***This form** and a copy of the child's General Information and Consent Form should be taken, by the activity leader, on the activity / trip.*

**A copy of this form should also be:**

- given to the parent / carer of the named child (for reference and information)
- kept securely by the Clerk / Convenor of the Children and Young People's Committee.

**Appx.E4 Activity Risk Assessment sheet**

<b>Organisation</b>	<b>Responsible Leader</b>
<b>Activity</b>	<b>Location</b>
<b>Date of Risk Assessment</b>	<b>Frequency</b>

	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date Completed</b>
1.							
2.							
3.							
4.							
5.							

## **Appx.E5 Image and Video use consent form**

Consent form for the use of images and video of children and young people

**Dear** \_\_\_\_\_,

We would like to take photographs and / or video of your child or young person at Children's Meeting, and during events, activities and day trips organised by, or in conjunction with, the Children's Meeting Committee.

We would hope to:

- provide the children / young people with mementoes from the meeting / event / activity / day trip
- use the material in Local and / or Area Meeting printed publications, email correspondence and online, for publicity and fundraising materials

### **Conditions of use**

1. The original images and / or video will be stored securely for / up to \_\_\_\_\_
2. You can ask to see a copy of the images and / or video we hold of your child or young person at any time
3. We will not re-use any images and / or video once the originals have been deleted
4. If, at any time, you would like to withdraw your consent and / or request the images and / or video be deleted, please contact \_\_\_\_\_ via \_\_\_\_\_
5. We will not include details or full names (i.e., first name and last name) of any person in any image or video in Local and / or Area printed publications, email correspondence, or online
6. We may use group images and / or video with very general labels e.g., 'children enjoying craft activity'
7. We will only use images and / or video of children and young people who are suitably dressed e.g., we will not use images from a splash park activity

To comply with the Data Protection Act 2018, permission must be granted by the parent / an adult with parental responsibility before any images or video of your child are taken and used.

If you would like more information, please contact \_\_\_\_\_  
via \_\_\_\_\_.



**To be completed by a parent / an adult with parental responsibility**

**Name of child:**

<b>Consent</b>
<b>I have read the above information</b>
I am happy for you to take <b>photos</b> of my child and for the photos to be: <input type="checkbox"/> shared only with me <input type="checkbox"/> shared with other parents who had children present at the meeting / event / activity / day trip, on the understanding that they will not forward the photos on to anyone else or share them on social media sites <input type="checkbox"/> used for publicity and fundraising materials (including hard copy, email and online) <input type="checkbox"/> I <b>do not</b> wish for any <b>photos</b> of my child to be taken
I am happy for you to take <b>video</b> of my child and for it to be: <input type="checkbox"/> shared only with me <input type="checkbox"/> shared with other parents who had children present at the meeting / event / activity / day trip, on the understanding that they will not forward the video on to anyone else or share it on social media sites <input type="checkbox"/> used for publicity and fundraising materials (including email and online) <input type="checkbox"/> I <b>do not</b> wish for any <b>video</b> of my child to be taken
<b>I understand</b> <ul style="list-style-type: none"><li>• if images and / or video from the meeting / event / activity / day trip are shared with me, and if they contain images or video of a child other than my own, I will not forward the images or video onto anyone else or share them on social media sites, nor will I allow anyone else to do the same</li></ul>

Signed:	Date:
Name:	(parent / adult with parental responsibility)
<i>Only an adult with parental responsibility can <b>sign</b> this consent form</i>	

**Please complete and return this form to** .

## Appx.E6 Live Streaming consent form

Consent form for the use of children and / or young people attending live streamed events, **not** confined to the online Children's Meeting, without a parent / carer being within sight and sound of the live stream.

Name of event / activity to be live streamed:
Date:

**Dear** \_\_\_\_\_,

This event / activity will be live streamed by \_\_\_\_\_ under the following conditions:  
(as ticked):

- the event / activity will only be live streamed via \_\_\_\_\_
- your child / young person will be visible and audible on the live stream
- the following security settings will be used \_\_\_\_\_
- the location of the event / activity will not be disclosed
- the live stream, including any chat function, will be monitored: any inappropriate content will be immediately blocked and the individual responsible removed from the live stream
- the live stream will / will not be recorded
- once the live stream has finished the footage will be securely stored, in line with the Area Meeting Safeguarding Policy and Procedures
- the live stream footage will be published on \_\_\_\_\_ / will not be published

If you would like more information, please contact \_\_\_\_\_

### Consent

**To be completed by a parent / an adult with parental responsibility**

**Name of child:** \_\_\_\_\_

<p><b>I understand</b></p> <ul style="list-style-type: none"><li>• this event / activity will be live streamed under the conditions stated above</li></ul> <p><b>I give consent</b></p> <ul style="list-style-type: none"><li>• for my child to attend this event / activity</li></ul>
--

Signed: _____	Date: _____
Name: _____	(parent / adult with parental responsibility)
<i>Only an adult with parental responsibility can <b>sign</b> this consent form</i>	

**Please complete and return this form to** \_\_\_\_\_

If, at any time, you would wish to **withdraw your consent** please contact \_\_\_\_\_  
via \_\_\_\_\_

## **Appendix F Working safely with those who may pose a risk to others**

### **Appx.F1 Support and Accountability Group Agreement (Contract)**

#### **Aim**

The aim of the Agreement (Contract) is to ensure those with current, or previous, involvement with the justice system, or those believed to be a risk to others, are welcomed to our meeting, not exposed to temptation, and rendered less at risk of false accusations; while simultaneously upholding the safety of the whole meeting by ensuring robust and just conditions are attached to their activity and level of involvement in the meeting.

#### **Membership of the Support and Accountability Group**

<b>Role</b>	<b>Name</b>
• <b>Person with prior / current justice system involvement</b>	
• <b>Area Meeting Safeguarding Coordinator</b>	
•	
•	
•	
•	

#### **The Terms of the Agreement (Contract)**

1. The Agreement (Contract) is two-way; \_\_\_\_\_ will abide by the boundaries and conditions listed and be provided with the pastoral care and support set out below.
2. We will meet regularly to review the Agreement (Contract): (*state frequency*)
3. The Agreement (Contract) will remain in place until we decide to lay it down and have informed \_\_\_\_\_, or their appropriate successor, of this decision.
4. The review meetings will consider:
  - whether there have been any breaches of the Agreement (Contract)
  - if other concerns have arisen
  - whether the terms of the Agreement (Contract) need to be changed
5. If the terms of the Agreement (Contract) are breached or other concerns arise, then we will inform \_\_\_\_\_ and any other relevant organisation, and may be barred from attending the meeting and / or any activities.
6. To maintain confidentiality, information will be shared on a **strictly** 'need-to-know' basis.
7. If \_\_\_\_\_ leaves our Local Meeting, and / or joins, or states their intention to join, another Local Meeting or religious organisation, the Area Meeting Safeguarding Coordinator will
  - inform the supervising officer (for those on license), or other appropriate police / probation officer,
  - contact the Clerk of Elders, or Clerk / Convenor of Overseers / Pastoral Care Group, of any new meeting, or the religious leader of any new religious organisation, inform them of \_\_\_\_\_'s wish to join their meeting / religious organisation, and advise them to contact \_\_\_\_\_.

8. **will abide by the following boundaries and conditions:**

**Tick as agreed**

- I will never allow myself to be in a situation where I am alone with children, young people, or adults at risk
- I will attend meetings and / or activities as directed by this Support and Accountability Group (*specify*)
- I will meet \_\_\_\_\_ prior to any meeting and / or activity and will be accompanied by \_\_\_\_\_ if I need to use other facilities
- I will sit where directed by / in sight of / next to \_\_\_\_\_ at meetings and / or activities and will not place myself near children, young people, or adults at risk
- I will not enter the following parts of the building, as specified by this Support and Accountability Group, namely:
- I will not enter any area where meeting and / or activities for children, young people, or adults at risk are in progress
- I will decline invitations of hospitality where there are children, young people, or adults at risk in the home
- I will not accept, or take up, any nomination or role involving children, young people, or adults at risk, nor will I accept any public position that could indicate I am trusted by the meeting
- I accept \_\_\_\_\_ will be told of my identity, and the boundaries and conditions set out in the Agreement (Contract) (but not details of the specific safeguarding concerns relating to me, nor any details of my involvement with the justice system), to allow them to safeguard children, young people, or adults at risk for whom they are responsible and / or provide care
- I accept that contact will need to be made with \_\_\_\_\_ as and when necessary
- I accept that \_\_\_\_\_ will provide me with pastoral care.

9. **will be provided with the following pastoral care and support:**

**Tick as agreed**

- \_\_\_\_\_ have agreed to provide you with pastoral care and support; as part of that undertaking, they agree to:
  - support you in finding suitable employment opportunities which will not bring you into contact with children, young people, or adults at risk.
  - support you in seeking any specialist help e.g., attendance on a course
  - attempt to provide practical support, e.g., assisting with options for accommodation.
  - be there for you and support you
- We will work closely with any statutory agencies who have responsibility for you, cooperating with them to help and support you.

**We, the members of the Support and Accountability Group, all agree to the terms of the Agreement (Contract):**

Signed:	Name:	Date:
Signed:	Name:	Date:
Signed:	Name:	Date:
Signed:	Name:	Date:
Signed:	Name:	Date:
Signed:	Name:	Date: