

# **Nottinghamshire and Derbyshire Area Quaker Meeting**

## **Safeguarding Policy and Procedures**

**Responsibilities and information relating to the care of children, young people and adults at risk of harm at local meetings and activities organised by our Meetings and by other groups using our meeting houses**

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## **Details of our Organisation and Places of Worship**

Nottinghamshire and Derbyshire Area Quaker Meeting,  
Friends Meeting House,  
25 Clarendon Street, Nottingham,  
NG1 5JD

Telephone and email contact details can be found in Appendix 9

Charity Number 1134531

Insurance Company - Congregational

Our area meeting comprises eight local meetings. Six meetings have their own meeting houses – at Bakewell, Chesterfield, Derby, Fritchley, Mansfield and Nottingham. The meetings at Beeston, and Worksop use facilities at other local venues.

Children and young people, and adults with care and support needs, are welcome at all our meetings. Currently, only the meetings at Bakewell, Beeston, Derby, Mansfield and Nottingham have children and young people attending, where specific groups and activities are provided.

A wide range of other groups and organisations use our meeting houses at Bakewell, Chesterfield, Derby, Mansfield and Nottingham.

## **Introduction**

This file contains the Policy and Procedural Guidelines developed for local meetings in Nottingham & Derbyshire Area Quaker Meeting. The aim has been to produce a single policy document, whilst recognising that Meetings may have different concerns in relation to safeguarding issues.

This may relate to whether or not a meeting has its own premises, if children and young people come to meeting, or if there may be particular concerns for some adults. Some meetings may be too small to be able to or need to identify a number of Safeguarding Friends, and some may have specific issues pertinent only to their Meeting that they wish to address.

Further help and guidance can be obtained from the Area Meeting Safeguarding Co-ordinators or from 31:8.

This policy does not cover in detail the recognition of the signs of abuse in children or adults, neither does it fully prepare those in caring positions to listen and respond to children and adults who may disclose abuse. Some of this is covered in the Appendices to the Policy, or may be found on the 31:8 website ([www.thirtyoneeight.org](http://www.thirtyoneeight.org)). However, there is no substitute for training. This policy must therefore always be backed by ensuring that all who are involved with safeguarding children, or adults with care and support needs in the Meeting have been supported with appropriate awareness raising and training.

## **Important note**

The term “vulnerable adult” has often been used in safeguarding policies. It has now been replaced by “adults with care and support needs” as defined in the Care Act 2014. This covers adults who have need of care and support whether or not the local authority is meeting these needs, are experiencing, or are at risk of, abuse or neglect; and as result of those care and support needs are unable to protect themselves from either the risk of or the experience of abuse or neglect.

We do recognise that there are times when any of us may feel vulnerable and this is responded to by the care and support of elders and Pastoral Friends and other Friends in the meeting as part of our approach to pastoral care. This is different from being an adult with care and support needs and does not mean that in these circumstances we need to follow the safeguarding policy guidance.

## **Nottinghamshire and Derbyshire Area Quaker Meeting**

### **SAFEGUARDING POLICY AND PROCEDURES**

#### **Our Commitment**

As an Area Meeting we recognise the need to provide a safe and caring environment for children, young people and adults at our meetings and during associated activities. As Friends we see *that of God in everyone* but we acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the UN Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

We are therefore committed to:

- Ensuring that all children and young people aged under 18, and adults with care and support needs, who attend Meeting, or activities organised by the meeting, are safe.
  - Ensuring that everyone is offered the support of an Elder or Pastoral Friend
  - Ensuring that when anyone discloses concerns or details of abuse of any kind, their concerns are taken seriously and responded to immediately and appropriately, whether or not the concerns relate to the Meeting (and thus include matters occurring outside the Meeting as well as internet safety).
  - Implementing safeguarding procedures for volunteers wishing to undertake activities with under 18s and adults with care and support needs, and providing them with information, training and support as required.
  - Anticipating environmental risks and seeking to minimise these (e.g. building safety, access to the building by other people).
  - Maintaining the balance between the rigorous care and protection of the vulnerable, and the warmth of the welcome extended to all who attend Meetings.
- Ensuring that groups and organisations using our Meeting Houses are fully aware of their safeguarding responsibilities and have appropriate safeguarding procedures in place.

We hope safeguarding issues present minimal risk within Quaker meetings; however, the procedures and guidelines presented in this document are here to protect us all. Awareness of risk and appropriate vigilance do not undermine the purpose or nature of Friends' organised activities.

This policy is drawn up to guide and protect both under 18s and adults with care and support needs and those who are involved with them. It is based upon current Child Protection legislation including the Children Acts of 1989 and 2004. It is also supported by advice from Britain Yearly Meeting (BYM) and 31:8.

Meetings should encourage a culture of awareness and openness in relation to safeguarding issues by all in the meeting, ensuring that everyone feels able to seek help when needed.

## **Undertaking Activities with Children, Young People and**

### **Adults**

#### **Volunteers**

In this policy we refer both to Friends, and others from outside the Meeting who undertake this unpaid involvement, as volunteers.

All volunteers undertaking activities with under 18s in any way that results in a 'duty of care' (e.g. children's class/activities, special events, trips) are required to make an application for clearance with the Disclosure and Barring Service (DBS). The nominated Safeguarding Friend for their local meeting will advise on the process of applying and they or the local meeting clerk will verify their application (See Appendix 4 for full details). Volunteers organising groups specifically for adults with care and support needs must also apply for DBS clearance.

It has been common practice for Meetings to encourage Friends informally to volunteer to help with activities with children and young people. Formal recruitment may not be appropriate, and some Friends may have been involved for many years with these activities. For the protection of the children and young people, those who work with them, and the Meeting itself, it is important, to institute DBS checks for all who have involvement with children and young people.

The Safeguarding Friends for the Meeting need to consider and be satisfied that the volunteers understand their safeguarding responsibilities and present no risk to the children and young people. This latter responsibility may be documented by recording that each volunteer has read and understood the Safeguarding Policy.

- Volunteers who have a current enhanced DBS check with another organisation, where they are working with children, young people or adults will not be required to undertake another check if they have already signed up to the updating service. When a DBS check has been completed for a Quaker role, volunteers will be encouraged to sign up for the updating service so that checks do not have to be renewed. It remains the responsibility of the meeting to check each volunteer's DBS information every three years.
- If a caution/conviction is revealed, this must be referred to the BYM Safeguarding Advisor at Friends House for a risk assessment.
- Volunteers should work in pairs and observe the advised adult/child ratios: 1:3 for babies aged 0-2, 1:4 for children aged 2-3 and 1:8 for over 3s. If necessary, another Friend should support the group if numbers are unexpectedly high. It is best practice that pairs of volunteers are not a couple, i.e., in a relationship together/from the same household.
- Very occasional volunteers (e.g., parents) who may provide additional support for an activity, may not feasibly always be DBS checked, but no one without DBS clearance must ever have sole charge of children.
- A register of those attending classes/activities, and of helpers for each session, must be kept. Any injuries/serious incidents must be documented. These records including registers when complete should be returned to the Area Meeting Safeguarding Co-ordinator and kept securely for 25 years and then reviewed. (See forms at Appendix 10)
- All volunteers are to be given a copy, either paper or electronically, of this policy and procedural guidance, and be made aware of the Safeguarding Friends, to whom they may turn for advice and support. Meetings should keep a record of everyone who has confirmed that they have read this document. (See Appendix 10 Forms).
- Any trips outside the meeting and particularly overnight stays should be appropriately risk assessed and discussed with a Safeguarding Friend.
- Volunteers will be encouraged and supported to attend safeguarding training.

## **Parents**

Volunteers assume shared responsibility for children's welfare during classes/ activities in between registration and reunion with their parent/carer. A parent/carer must make themselves contactable while their child is in a class or activity.



Parents have full responsibility either side of their children attending a class/activity, though all Friends are encouraged to oversee the welfare of all those that attend the Meeting.

### **Procedures for Responding to Abuse**

Please note that both children, young people and adults may find the Meeting a safe place to express concerns about things that have happened outside the Meeting, including inappropriate internet activity (grooming, cyber-bullying, invasion of privacy, distribution of offensive images etc.).

See Appendix 3 for more information about how to respond to Children, Young People or Adults at risk of harm

In the event of suspected abuse or allegation by any person, wherever it may have taken place:

- Make it clear to the child, young person or adult making the allegation you take the matter seriously.
  - Listen carefully and do not ask questions as it could prevent them from saying more or put things in their mind that were not there already.
  - Show acceptance of what you are told, even if it seems unlikely or too awful to be true
  - Also make it clear that it will not always be possible to maintain confidentiality.
  - Explain what you intend to do
  - Do not discuss allegations with parents or carers until advice from professionals has been sought.
  - Record details of your conversation either immediately or as soon as possible afterwards.
  - Report the matter to a Safeguarding Friend or an appropriate person outside the Meeting, for example the police or a local authority professional
  - Safeguarding Friends will ensure appropriate action is taken which may involve discussion with a Local Authority professional and will record the action taken, together with the date and time.

**The safety of the child, young person or adult overrides all other considerations.**

**If a child, young person or adult is in immediate danger:**

Call the police on 999

or

Contact the appropriate local authority whose telephone numbers are listed in Appendix 9. This includes numbers that can be used at any time day or night.

If advice, including immediate advice, is needed this is available from the 31:8 24 hour helpline.

Area Meeting Safeguarding Co-ordinators may be contacted for informal discussion but are not experts in the field and cannot take action for the local meeting.

### **Follow-up Actions Following a Referral to a Statutory Agency**

When a Friend in a local meeting has referred suspected abuse or an allegation to a statutory agency the Area Meeting Safeguarding Co-ordinator must be informed or if they are not available the Clerk to Trustees must be informed. Information should only ever be shared on a strictly "need to know" basis.

Where there may be the possibility of legal action involving the Meeting, the Clerk to Trustees and the officer with responsibility for the Area Meeting's insurance policy will decide if and when information should be passed to the Charity Commission and the Area Meeting's insurers. The Disclosure and Barring Service may also need to be informed depending on the case and the outcome of the investigation.

### **Stewardship/Premises Committee Responsibilities**

These committees responsible at the local meeting for the meeting house and its hiring must:

- Ensure the building is safe and that risks have been fully assessed on an annual basis (including any garden area, entrances, access to roads etc).
- Identify vulnerable spots in and around the meeting house and communicate necessary safeguards (for example, being especially vigilant, within areas where children may play freely that have public access).
- Ensure that all hirers using the building whose groups may include under 18s and/or adults with care and support needs, provide evidence of appropriate safeguarding procedures of their own, which must reflect the level of detail included in the Area Meeting Safeguarding policy or if they do not have their own policy that they commit to adopting the policy at Appendix 6.
- All policies must include reference to DBS checks but we cannot legally ask to see evidence of the checks.
- The ultimate responsibility for the welfare of those who use the Meeting House premises lies with the local meeting and the Area

Meeting Trustees. If Premises Committees have any concerns or queries about whether hiring groups are meeting their safeguarding responsibilities they are advised to confer with a Safeguarding Friend, if the committee does not already include one. Where concerns remain, these concerns should be referred to the Area Meeting Safeguarding Co-ordinator or Area Meeting Trustees.

- Conditions of Hire given to those wishing to book rooms should include the wording set out in Appendix 5 with a heading of "Safeguarding Requirements and Responsibilities".
- All booking forms should include wording to the effect that the hirers have read and agree to our safeguarding requirements and have provided evidence of their own safeguarding procedures which are deemed to meet the requirements of the Area Meeting Safeguarding Policy. This must be agreed before their first booking takes place. When an employee is responsible for bookings a Safeguarding Friend will check this with them.
- It is good practice to record in Premises/Stewardship Committee minutes that when bookings have been accepted from new groups, which have children and young people attending or are for adults with care and support needs, that our safeguarding requirements have been met.
- Hiring groups will need to identify one person with safeguarding responsibility with whom Safeguarding Friends may liaise, although this will not necessarily be the person running the group at the meeting house.
- Ensure that all data is kept private and secure in accordance with the Data Protection legislation.

### **Safer Recruitment – Employees**

While Area Meeting Trustees are the employer they delegate the responsibility to local meetings to appoint employees to care for our meeting houses. In these roles they do not have direct involvement with the children, young people and adults attending our meetings. They may be at the meeting houses when other groups use the building but again they will not have any direct involvement with those attending, which may include children; young people and adults with care and support needs.

Nevertheless, we will ensure all employees will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This includes ensuring that:

- There is a written job description / person specification for the post

- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview where this is appropriate
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- A suitable induction programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given access to the organisation's safeguarding policy and knows how to report concerns.

Our meetings may also appoint Resident Volunteer Friends who will have some similar responsibilities to our employees but are also likely to be more involved in the life and activities of the meeting. These safer recruitment procedures will apply, appropriately adapted to recognise that a Volunteer Agreement rather than a job description covers the role and that there will not be a probationary period. Procedures covering volunteering with children, young people and adults in the meeting will also apply.

### **Local Meeting Safeguarding Friends**

It is essential that every local meeting appoint a minimum of one Safeguarding Friend. In our smaller meetings a Safeguarding Friend will act as a point of contact for receiving safeguarding information and disseminating this within their meeting, ensuring Friends are aware of all issues that relate to them.

In our meetings with children and young people, or where elders and overseers are aware of adults with care and support needs or if ex-offenders/prison leavers wish to attend meeting or where outside groups hire rooms at our meeting houses, the local meeting may opt to divide the safeguarding responsibilities among several Friends, one in each of these areas.

This could include an elder or Pastoral Friend having a specific responsibility for safeguarding adults, a member of the premises/stewardship committee ensuring that the committee are aware of all the issues that relate to the building and its use, and a Friend involved with children and young peoples' classes/activities ensuring all the safeguarding requirements are met with regard to these classes/activities.

Where several Friends are undertaking safeguarding roles in this way within a meeting, one should have overall responsibility for co-ordinating the group, and be the point of contact for the Area Meeting Safeguarding Co-ordinators. Ideally they should be the person from whom advice may be initially sought within the meeting. However, it is recognised that they are not experts in the field but will understand when and to whom to refer safeguarding issues. This may include the Area Meeting Safeguarding Co-ordinator, the Clerk to Trustees, 31:8 or local authority professionals.

Safeguarding Friends will:

- Ensure that the meeting is familiar with this policy and any updates, and meets its safeguarding responsibilities
- Support the Children's Meeting organiser in their leadership of the volunteers.
- Support the Premises/Stewardship Committee in ensuring the safety of all users of the building and grounds.
- Give consideration to the Meeting's procedures for recruiting and appointing volunteers, and ensuring that they have had a copy of this policy and understand their responsibilities it sets out.
- Foster links with external agencies if and when required.
- Be aware of, and support, as far as is practicable, ex offenders/prison leavers attending the meeting, who may pose a risk to the Meeting. This may result from contact with a Quaker Chaplain, and may include a "person posing a risk to children" (previously referred to as Schedule 1 offenders). Safeguarding concerns should be discussed with the Chaplain, Elders/Pastoral Friends and the Children's Meeting organiser as deemed appropriate. A formal risk assessment may be needed and particular safeguards may need to be put in place. (See Appendix 7).
- Ensure training opportunities are made known to their meeting and pursued as appropriate.
- Ensure pastoral care for those who have been the subject of abuse wherever it occurred.
- Ensure records are kept of accidents/incidents and registers are kept of children and volunteers who attend children and young people's activities, and that these are sent to the Area Meeting Safeguarding Co-ordinator.

The names of Safeguarding Friends and contact details will be clearly displayed and made easily accessible to all. (See Appendix 8 for poster template)

It is suggested Safeguarding Friends take up this role for up to three

years. There may be one further consecutive term of office.

One Safeguarding Friend, who may be the Local Meeting Clerk, will undertake the Disclosure and Barring Service checking (DBS verification) of all volunteers involved with children's and young people's activities, groups for adults with care and support needs and employees where needed and updating of DBS checks as required. They will also maintain the list of checks carried out with the dates and details of the DBS clearances. (See Appendix 10).

### **Area Meeting Safeguarding Co-ordinators**

The Area Meeting will appoint a Safeguarding Co-ordinator and Assistant Safeguarding Co-ordinator who will:

- Inform the Clerk to Trustees of any referrals to statutory agencies.
- With Area Meeting Trustees organise training for local meetings.
- Liaise with Trustees and keep them informed of any concerns about local implementation of this policy.
- Keep all information from local meetings securely including reports of accidents/ incidents and registers of those attending activities for children and young people. These should be kept for up to 25 years and then reviewed.
- Ensure all local meetings have copies of all Area Meeting safeguarding policies and procedures, including any updates.
- Support the local meeting Safeguarding Friends, which might include holding an annual meeting with them, and meeting with any newly appointed Safeguarding Friends.
- Provide a point of contact for Friends who wish to raise safeguarding concerns/seek advice.
- Keep up to date with safeguarding issues, review this policy, and advise the Area Meeting Trustees about amendments that may be required.
- Attend annual nationally organised Quaker Safeguarding meetings.
- Ensure that all records are passed on to their successor or when there is no safeguarding co-ordinator to the Clerk of Trustees.
- Ensure that the BYM Safeguarding officer receives details of all changes to safeguarding appointments in the Area Meeting.

Area Meeting Safeguarding Co-ordinators will be appointed for three years. There may be one further consecutive term of office.

### **Lead Trustee for Safeguarding**

The trustees will appoint from their number a trustee to the role of Lead Trustee for Safeguarding. The appointment will be reviewed on an annual basis but the trustee appointed will ideally serve for longer than one year.

The Lead Trustee for Safeguarding will:

- Keep up to date with government and Charity Commission requirements on safeguarding for charities and trustees.
- Also keep up to date with guidance and information provided by the Britain Yearly Meeting Safeguarding Officer and thirtyone:eight.
- Ensure the trustee body and the Area Meeting Safeguarding Co-ordinator are kept informed of the above information and that any action needed is taken promptly.
- Undertake safeguarding lead training or similar to aid the fulfilment of this role.
- Liaise and maintain regular contact with the Area Meeting Safeguarding Co-ordinators. Support their work; specifically ensuring the policy is fully implemented in all local meetings.
- In addition to the Area Meeting Safeguarding Co-ordinators provide a point of contact for Friends who wish to raise concerns or seek advice.
- Report any safeguarding concerns to the trustees.
- Identify training needs and make training opportunities known to local meetings.
- Take overall responsibility for safeguarding in the Area Meeting in the event of a gap between the appointments of an Area Meeting Safeguarding Co-ordinator.
- Contribute to the annual review of the Area Meeting Safeguarding Policy.

**Policy Annual Review**

This policy was reviewed by Nottinghamshire & Derbyshire Area Quaker Meeting Trustees on 14/12/22. Some additional information has been added to the policy. It will be reviewed again by December 2023 with any changes to be implemented from 1<sup>st</sup> January 2024.

Signed.....

Zoe Jackson-  
Newbold  
Clerk to Trustees



**31:8 Statutory Definitions of Abuse (Children)**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. An adult or adults or another child or children may abuse them.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

**ENGLAND**

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

**What is abuse and neglect?**

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

**Physical abuse**

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

**Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Sexual abuse**

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

## **Neglect**

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

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

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

### **31:8 Definitions of Adult Abuse**

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14 Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

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

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well being, as defined in Section 1 of the Care Act.

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

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

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence.

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

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

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

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

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

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

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

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple, and affect one person or more.

## **APPENDIX 3**

Appendix 3 includes the following guidance:

Responding to Children, Young People or Adults at Risk of Harm

Responding to Children and Young People who Report Issues giving rise to Concerns about their Internet Safety

Online Safety Flowchart (Added January 2020)

Responding to Concerns that Adults may be Subject to Abuse or Neglect

### **Responding to Children, Young People or Adults at Risk of Harm**

Remember:

A child, young person or adult may want to talk about matters other than safeguarding but the way they are responded to will indicate to them how a more serious matter may be heard and listened to. Adults who can listen to children and are attentive to their needs can help prevent abuse from happening in the first place as well as ensuring that appropriate responses are made whenever it takes place. This also applies to adults with care and support needs that need someone to listen and respond.

- Offer privacy and give the person time to talk making it clear that you take the matter seriously
- Listen carefully, without comment or expression of shock or disbelief.
- Do not ask questions as it could prevent them from saying more or put things in their mind that were not there already.
- Show acceptance of what you are told, even if it seems unlikely or too awful to be true.
- If a child is revealing something that has happened to them reassure them that it is not their fault. Abuse is never the child's fault, but a feeling of guilt may prevent a child from speaking out.
- Be clear about the boundaries of confidentiality. For those under 18, it is important to state that where concerned about their safety or the safety of others then this cannot be kept secret but reassurance can be given that the information will be kept confidential between only those who need to know.
- Ensure the immediate safety of the individual and consider whether medical intervention may be needed.
- Do not discuss allegations with parents or carers until advice from professionals has been sought. They will decide whose task it is to tell parents or carers.
- Report the matter to a Safeguarding Friend or an appropriate person outside the Meeting, for example the police or a local authority professional.
- Record details of your conversation either immediately or as soon as possible afterwards. This should include what the person said, what you said in response and an explanation of how the conversation took place. Include the date, time and your signature.
- If there is concern about what has been observed, such as signs of neglect, bruises etc write a full account of what was seen.
- Where hand written notes are typed up later, keep the original notes as they could be used as material evidence in court.

For adults, it is advisable that the same principle applies and the statutory agencies will decide what further action will be taken based upon whether there is risk of harm to others and whether the person has the mental capacity to make decisions for themselves

- Explain clearly, bearing in mind age and ability to understand the information imparted, what action you are going to take.
- Do not talk to the alleged abuser

Even where a local authority has become involved remember the person or persons at the centre of the concern. Ensure there is someone they can turn to for support but do not question the person concerned. If they provide further information go through the process of listening and recording as described above.

Further information is available on the 31:8 website ([www.thirtyoneeight.org](http://www.thirtyoneeight.org)).

**Responding to Children and Young People who Report Issues giving rise to Concerns about their Internet Safety**

Children and young people may be subject to abuse on line in the form of:

- Cyber bullying  
Such as receiving threatening or abusive text messages; “trolling” in social media, chat rooms or online games; being excluded from on line games, activities or friendship groups; being named on “hate” sites.
- Grooming  
Groomers may spend a long time gaining a young person's trust, pretending they are someone they are not e.g. another child, making the young person feel dependent on them, and sharing “secrets” with them. This may lead to the young person agreeing to meet them.
- “Sexting”  
Sending or receiving sexually explicit images or messages on line. Children may not be aware that images they share with a “friend” may be sent to a very much wider audience.

(For further information see the NSPCC website).

Young people subject to such abuse may feel embarrassed, frightened, or guilty, and may find it difficult to talk to anyone about it. They may find the Meeting a safe place to open up about their anxieties. Alternatively they may talk openly about Internet behaviours without realising their dangers, or by referring to what is happening to someone else when they are actually describing themselves.

If they talk to you in this vein:

- Listen carefully to what they are saying
- Reassure them that they are doing the right thing in telling someone, and that they are not alone with such concerns.
- Make a record of what you have been told, if not there and then, as soon as possible after.
- Consider whether they are at immediate risk, e.g. from a groomer. If so contact the police or local authority without delay.
- Discuss the possibility of involving their parent(s). Children may be frightened that they will be in trouble, but their parents may be their best advocates.
- Remind, and encourage them, that they may contact Childline for free confidential advice...on line, on the phone, any time, on 0800 1111



- Refer the matter to a Safeguarding Friend.

Or seek advice from a specialist source:

Local Authority See Appendix 9 for contact details

CCPAS Advice is available from the 24 hour helpline 0303 003 1111

NSPCC 24hr Online Safety helpline 0808 800 5002

CEOP: Child Exploitation and On-line Protection Command (police child protection advisers).

Report your concerns at [www.ceop.police.uk](http://www.ceop.police.uk) and they will phone you back.

### **Responding to Concerns that Adults may be Subject to Abuse or Neglect**

Adults with care and support needs resulting from age, infirmity, mental health issues or disability have the right to live in safety, free from abuse or neglect. However, there is a fine balance to be drawn between protecting people from harm, and empowering them to make their own decisions and supporting them to remain in control of their own lives.

The Local Authority has a “duty of care” to adults as to children and a safeguarding officer can be contacted in the event of concerns.

Should you become aware of concerns about an adult with care and support needs, or should they tell you of behaviour toward them that might be abusive:

- Discuss the issue/allegation with them. If they are in immediate danger inform the police or local authority without delay.
- If they do not believe they are at risk, have mental capacity (see below), and do not wish action to be taken: respect their wishes.
- If you have concerns that they do not have the mental capacity to make this decision,
  - Or, if you have concerns that they may be subject to coercive and controlling behaviour preventing them from seeking help
  - Or, if you remain concerned that they are at significant risk: seek advice from specialists:

Local Authority (Adult Social Services) See Appendix 9 for contact details

CCPAS Advice is available from the 24 hour helpline 0303 003 1111

Age UK Advice 0800 055 6112

Action on Elder Abuse 0808 808 8141

- Do not discuss the issue with carers or family, until you have had advice on this.
- Record your conversations and any relevant observations as soon as possible
- Discuss action to be taken with a Safeguarding Friend

The Mental Capacity Act says that a person is unable to make their own decision if they cannot do one or more of the following four things:

- understand information given to them
- retain that information long enough to be able to make the decision
- weigh up the information available to make the decision
- communicate their decision – this could be by talking, using sign language or even simple muscle movements such as blinking an eye or squeezing a hand.

However, capacity is decision specific, for example, a person may not be able to understand complex financial arrangements, but they may be able to make decisions about their personal care, or who they trust to do what.

(Issued May 2018 Replacing Appendix 4 as included in the policy on 11 January 2018)

**Procedures for undertaking Disclosure and Barring Service (DBS) checks (previously criminal records checks).**

**Q What is a DBS check?**

A DBS check is an examination of police held information, including cautions and criminal convictions, for evidence of an individual's activity that might suggest that they could pose a risk to children or adults at risk. The check may reveal that the individual is barred from working with/caring for such groups, or it may indicate that further assessment needs to take place. The system does not necessarily reveal all past criminal activity if this is not considered to be relevant to the work to be undertaken, and some disclosures, after consideration, may be deemed irrelevant or subject to simple safeguards.

The check is ONLY a check as to whether records are held on the individual. It is therefore of limited, though sometimes crucial value.

**Q I have a past conviction for a minor offence that I would prefer people not to know about. Will this get out if I have a DBS check?**

If the police deem it irrelevant it will not be disclosed to anyone. If it is revealed or further investigated the information will be held confidentially by the Safeguarding Lead at BYM, shared only and confidentially, on a need to know basis, with the Area Meeting Safeguarding Co-ordinator and with a named person in your local meeting, usually the Verifier.

**Q What kind of check do I need?**

For involvement with children or adults at risk of harm you will need an enhanced check. This indicates the level of detail sought in the information searches made.

If you undertake "regulated activity" with these groups a higher level of examination of records will be undertaken. Regulated activity with children is frequent unsupervised care of children (once a week or more) or intimate care (however infrequent) i.e. changing nappies, taking children in to the toilet, helping with bathing, dressing and undressing or feeding, or overnight care. Regulated activity with adults covers intimate care, and help with money or finances.

### **Q How often does a DBS check need renewing?**

A DBS check is valid on the day it is made and so it has been recommended by BYM that meetings should recheck at least every three years.

### **Q Who does the checking?**

From 1<sup>st</sup> January 2018 BYM have arranged for the process of applying for the DBS checks required by local meetings to be administered by Due Diligence Checking Ltd (DDC).

The BYM Safeguarding Officer has set up access to DDC for all local meetings unless your meeting has let them know they never need to make DBS applications. An account can be added at very short notice if circumstances change.

Accounts have been set up in the name of the local meeting clerk (where this is known) to administer and verify DBS applications. If this responsibility is undertaken by another Friend in the meeting and has been notified to the BYM the account will be set up in this name.

When a Friend responsible for DBS checks is no longer undertaking this role the meeting clerk should contact [updates@quaker.org.uk](mailto:updates@quaker.org.uk) so that this name can be removed from the list of verifiers and the new verifier added. BYM will need to know:

- First name and surname of the new verifier
- Their telephone number
- Their email address
- The name of the local meeting

After the BYM Safeguarding Officer has given these details to DDC, this person will receive a quick-user guide covering how to help someone start an application and how to verify applications. DDC will send login details and a password to access the system. They will also offer contact by phone or e-mail to talk the verifier through using the system and to help when problems arise.

The verifier should encourage all DBS applicants to sign up to the Updating System as soon as they have received their certificates.

## **Q What is the process?**

### **If you are unable to do this online**

It is advisable that the process is completed online. However, if it is not possible for you, the applicant to do this, the verifier may download a paper application form. When you have completed this, the verifier will, (with you, the applicant), upload the details from the form at the same time as verifying your identity documents.

### **Online applications**

Using the online system, the verifier will enter your full name, date of birth, telephone number (preferably a mobile number) and email address into the system. They will indicate the role for which you are being checked.

DDC will then send you an online form to complete with instructions. They will offer you ongoing support to do this by telephone or email if you wish it.

The system will give you options as to the documents you may use to prove your identity and address, and ask you to indicate which you will use.

When you have completed the form, submit it and it will be checked by DDC and forwarded to the Verifier.

The verifier will check your identity documents with you against the checklist added to each nominated document as a dropdown list on your application.

The verifier will then submit the completed application to DDC.

You will be notified of the outcome and if satisfactory issued with a certificate.

If issues are identified these will be notified by DDC to the Safeguarding Lead at BYM who will determine and inform you of the next course of action.

The Verifier will hold confidentially the list of DBS checks undertaken.

You are advised to sign up to the Government's Updating System at [www.gov.uk/dbs](http://www.gov.uk/dbs) as soon as you have received your certificate. This is only possible if undertaken within 30 days of your certificate being issued.

However, this then enables the verifier, with your consent, to recheck your DBS status in the future without going through the above process again.

***Q I have had a DBS check with another organisation. Is this transferrable?***

DBS checks are not transferrable between organisations unless you are registered with the updating system. Then, with your consent, another organisation can seek reassurance about your DBS status, so long as the roles you are performing are comparable, i.e. at the same level of responsibility with the same type of group of vulnerable individuals. For example, if your DBS check was carried out to work with children it is only transferable if you will be working with children with the same level of responsibility. If your check was for working with adults it only covers you for this, again at the same level of responsibility.

***Q Will I have to pay for this service?***

No. New applications and the update service for volunteer roles are both free: there is no charge to applicants and local/area meetings.

Where there are costs, these are paid in full by Britain Yearly Meeting at Friends House. This includes the small cost for administration by DDC and the charge made by DBS for paid role checks and the updating service for these roles.

**Conditions of Hire**

**Safeguarding Responsibilities and Requirements**

Quaker Meetings are pleased to welcome groups and organisations to use our meeting houses. We do require the same commitment to the safeguarding of children and young people aged under 18 and adults with care and support needs as we apply to Quaker activities and events.

With the wide variety of groups and organisations that hire rooms in our meeting houses there will be different requirements with regard to safeguarding.

Groups where only over 18s attend and are not specifically for adults with care and support needs do not need to have a safeguarding policy. If a group becomes aware that an adult with care and support needs is attending the group, it is advised that organisers take advice as to how such a person may be at risk, and how they may be safeguarded. If during the use of the meeting house you should become aware of any safeguarding concerns regarding other users of the building you should report this to one of the meeting's Safeguarding Friends. Their details will be displayed in the meeting house.

Groups which are specifically for children and young people or where they are likely to attend and groups specifically for adults with care and support needs are required to have a safeguarding policy in place and have carried out DBS checks before any bookings can go ahead.

Some groups using our meeting houses are part of national, county wide or local organisations that will already have a safeguarding policy but there may be smaller and more informal groups that do not.

A template policy can be provided for your group to consider and adopt to meet your safeguarding responsibilities. Adopting a policy and understanding your safeguarding responsibilities is required before any bookings can go ahead.

If your group meets the criteria to need a safeguarding policy you will need to identify one person with safeguarding responsibility with whom Quaker Safeguarding Friends may liaise, although this will not necessarily be the person running the group at the meeting house.



**SAFEGUARDING POLICY AND PROCEDURES TEMPLATE FOR GROUPS USING MEETING HOUSE PREMISES**

Set out overleaf is a policy, which groups who do not have their own safeguarding policy can adopt to meet our safeguarding requirements when they use our meeting houses.

This must be in place before any bookings can go ahead. Bookings should not be considered from groups with children and young people aged under 18 years or groups for adults with care and support needs that do not recognise their safeguarding responsibilities.

## **SAFEGUARDING POLICY AND PROCEDURES FOR GROUPS USING THE MEETING HOUSE PREMISES (who do not have their own policy)**

Name of the Meeting House

Name of group/organisation adopting this policy

Name of group leader/organiser

Name of group's nominated person with safeguarding responsibility

No child, young person or adult should ever experience abuse of any kind, and all persons who use the Meeting House premises, regardless of age, disability, gender, racial heritage, or sexual orientation have an equal right to protection from harm or abuse.

We are committed to

- Ensuring that all children and young people aged under 18, as well as adults at risk, who attend our group at the Meeting House, are not subject to any form of abuse, verbal, physical, emotional, or sexual.
- Ensuring that, when a child, young person or adult at risk discloses concerns or details of abuse, their concerns are taken seriously and acted upon immediately and appropriately.
- Implementing safeguarding procedures for volunteers as well as employees wishing to work with/ be involved with children, young people and adults at risk in our group, and providing them with information, training, and support as required

This policy is drawn up to protect children and young people, and to protect and guide those who work with them, and is based upon current Child Protection legislation including the Children Acts of 1989 and 2004. It also covers adults at risk as defined by the Care Act 2014.

### **Volunteers/Employees undertaking activities with children and young people (aged under 18) or adults at risk**

All volunteers or employees working with children, or with adults at risk are required to make an application for clearance with the Disclosure and Barring Service (previously a Criminal Records Bureau check).

DBS checks need to be recorded and maintained as up to date, and should be renewed every three years.

Very occasional volunteers may not feasibly always be DBS checked, but no-one without DBS clearance must ever have sole charge of children.

A register of those children or adults attending any class/activity, and of workers/helpers for each session, must be kept. Any injuries/serious incidents must be documented. These records should be kept securely and for up to 25 years and then reviewed.

Those with responsibility for children should work in pairs and observe the advised adult/child ratios: 1:3 for babies aged 0-2, 1:4 for children aged 2-3 and 1:8 for over 3s. If necessary another person should support the group if numbers are unexpectedly high. It is best practice that pairs of workers/volunteers are not a couple, i.e. in a relationship together/ from the same household.

Groups using Meeting House premises are required to nominate a Safeguarding Officer who will ensure the implementation of this policy, which may be the person running the group. They will also determine that there is appropriate awareness of safeguarding issues among those in the group who may be involved with children or adults. They will liaise with the Premises/Stewardship Committee at the Meeting House, and maintain the relevant records.

All those working with/caring for children, young people or adults at risk will be given a copy of this policy and procedural guidance, and be made aware of the Safeguarding Officer for the organisation, to whom they may turn for advice and support. They will be encouraged and supported to attend Safeguarding training.

### **Procedure for responding to abuse:**

In the event of suspected abuse or allegation by any person:

- Make it clear to them that you take the matter seriously.
- Listen carefully and do not ask questions as it could prevent them from saying more or put things in their mind that were not there already.
- Show acceptance of what you are told, even if it seems unlikely or too awful to be true
- Also make it clear that it will not always be possible to maintain confidentiality.
- Explain what you intend to do
- Do not discuss allegations with parents or carers until advice from professionals has been sought.
- Record details of your conversation either immediately or as soon as possible afterwards.

- Report the matter to an appropriate person, for example the police or a local authority professional and the group's nominated person with safeguarding responsibility.

**The safety of the child, young person or adult overrides all other considerations.**

**If a child, young person or adult is in immediate danger:**

Call the police on 999

or

Contact the appropriate local authority (Insert Details):

This policy was adopted  
by..... (organisation)  
On..... (date) and will be reviewed annually  
Signed.....  
Name.....  
Position in hiring organisation.....

One copy to be retained by hiring organisation

One copy for Meeting House Premises/Stewardship Committee

### **Prison Leavers/ Ex-offenders who wish to attend Meetings**

It is fact that those in the community who pose a risk to, have committed, or been accused of sexual or other crimes against others, may wish to be actively involved in local organisations or groups. (This may be particularly pertinent to Quakers where a Prison Chaplain may have befriended an offender while in prison.)

This can be for a number of different reasons and it is vital that Meetings ensure that children, young people and adults are safeguarded. Nevertheless, the Meeting can also explore strategies that, if implemented, mean these individuals can be welcomed, managed and supported within the Meeting without compromising the safety of others.

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

It is within the role of the Safeguarding Friend that, should they become aware, or be made aware, of an ex-offender attending or wishing to attend a Meeting, they should:

- Discuss the issues raised with the Quaker Chaplain if one is involved/available.
- Where a chaplain is involved, or if not, a Safeguarding Friend, they need to ask the offender if they are willing to work on a contract which would enable them to attend the meeting and whether they agree to a small support group being formed. It is important that this agreement is in place before proceeding any further.
- If the offender does not agree to this you are able to ask them not to attend
- Seek advice if needed e.g. from the Churches Child Protection Advisory Service. They can provide advice on managing those who may pose a risk and can provide suggested clauses to consider in a contract with an offender.
- Set up a small group of at least four people, who could include someone with particular skills/ insights, from outside the Meeting, e.g. a Probation Officer or social worker, to meet with the offender.

Together this support group will set out a contract with the offender which will define how he/she will behave, where he/she may go, which meetings he/she may attend, and what supervision/support they will receive.

- The group will appoint a clerk to oversee its business, including the maintenance of appropriate records, and will maintain confidentiality. Others will be involved only on a “need to know” basis

- The group will meet with the offender and the contract will be reviewed regularly.
- Where there is statutory responsibility, including when a person's name is on the Violent and Sex Offender register (ViSOR), it is recommended that the supervising officer (where there is one for those on license) or other police/probation officer is invited to join the group and that they are fully involved in the development of the agreement. They may not be able to attend all the meetings but are a vital component at the contract setting stage in particular. It is useful if the clerk to the group can regularly link with the named police officer/probation officer so that any changes in the terms of the statutory rules are communicated and any breaches known.

Quaker Meeting Safeguarding Agreement

**A. Background**

The Religious Society of Friends (Quakers) permits those people who pose a risk to children or vulnerable adults to attend only clearly specified events, and then only provided they do so in the context of a written safeguarding agreement. The purpose of the agreement is primarily to protect children, young people and vulnerable adults. It may also make allegations less likely. This agreement is consistent with national and local guidance for the safeguarding of children.

**B. The Safeguarding Agreement**

This agreement is made between \_\_\_\_\_(subject)

Date of Birth \_\_\_\_\_

Currently of \_\_\_\_\_

and their Supervisory Group.

These include:

1. Members of \_\_\_\_\_ Quaker Meeting:

Names and Roles

2. Public Authority Agency Support

Names and Roles

The reason for this agreement is that there are concerns that the subject may pose a risk to children and young people, based upon previous convictions.

### **C. Terms of the Agreement**

\_\_\_\_\_ Quaker Meeting representatives (named above) agree that:

1. The Clerk of Area Meeting Trustees will be informed of this agreement in accordance with Quaker safeguarding procedures. In addition, Derby Quakers Meeting's Elders (Spiritual Advice) and Overseers (Pastoral Care) will also be informed.
2. Any changes to this agreement will be agreed with the whole Supervision Group (see above) before being implemented.
3. Any changes in circumstances that might affect the working of this agreement should be shared with the Supervision Group at the earliest opportunity.
4. Those representing Derby Quaker Meeting will work in partnership with statutory agencies to ensure that no child is endangered.

### **D. Specific Conditions**

The subject has permission to attend Sunday Meetings for Worship as long as he complies with the following conditions:

1. At no time should the subject be alone in the meeting house.
2. The subject will be permitted to attend only the Meeting for Worship taking place on \_\_\_\_\_. They must not arrive more than 15 minutes before the start of the meeting and must leave at the end of the meeting.
3. The subject should sit in the meeting room near to the exit door.
4. In the event of a child (i.e. a person who might reasonably be thought to be under the age of 18) being in the meeting house, the subject must leave immediately, contact a member of the Supervisory Group and not return until given explicit permission by the Supervisory Group.
5. The subject will not attend any other meeting or event in connection with Quakers or with groups using the meeting house, unless this is agreed by the Supervisory Group in advance.
6. The subject must not accept any invitation of any sort from individual Quakers.
7. The subject must not talk about his offending with anyone other than members of the Supervisory Group, unless agreed in advance with the Supervisory Group.
8. \_\_\_\_\_ Meeting may offer the subject pastoral support from someone approved by the Supervisory Group. If this person is outside the Supervisory Group, then it is acknowledged that some disclosure will be



necessary. The Supervisory Group must agree what is to be disclosed before information is shared with that person.

9. The subject understands that any disclosures relating to actual or potential offending against children or young people raised during the pastoral process will be reported to the Supervisory Group and ultimately to the police.

10. Any breaking of the terms of this agreement will be discussed in the Supervisory Group and the permissions may be withdrawn.

11. This agreement will be reviewed at least every six months by the Supervisory Group. The agreement shall continue until the Supervisory Group agrees that it is no longer appropriate or necessary.

**Agreement Signatures**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(subject)

**Society of Friends (Quakers)**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Clerk of \_\_\_\_\_ Local Meeting)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Quaker Elder)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Quaker Overseer)

**Public Authority Agency Support**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Police)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Probation)

**“SAFEGUARDING IS A PRIORITY HERE”**

An example of this poster is included here and will be supplied to a Safeguarding Friend in each local meeting as a Word document, which can then be completed and updated as needed.

It should be displayed in a prominent place where both Friends and groups using the meeting house can see it.

# Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and adults at risk and good working practice, including safe recruitment of volunteers and employees.



We work to a formal safeguarding policy and it can be seen on request from:

\_\_\_\_\_

If you have any concerns regarding the safety or welfare of a child you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

If you have any concerns regarding the safety or welfare of an adult at risk you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

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

at \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_ Role \_\_\_\_\_

## Useful contacts

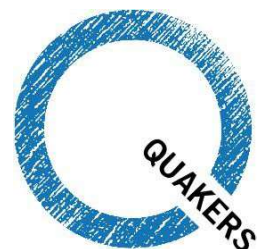
CCPAS (The Churches' Child Protection Advisory Service (CCPAS) is an independent Christian charity providing child protection advice and support) 24 hour helpline

0300 003 11 11

Childline (for children) 0800 1111

NSPCC 0808 800 5000      Stop it Now 0808 1000 900

MindinfoLine 0300 123 3393      Action on Elder Abuse 0808 808 8141



**SAFEGUARDING CONTACT DETAILS****LOCAL AUTHORITY SAFEGUARDING CONTACT DETAILS**

Nottingham city – children	0115 876 4800 Office hours and out of hours emergency as above
Nottingham city – adults	0300 131 0300
Nottinghamshire – children and adults	0300 500 8080 Out of hours emergency team 0300 456 4546
Derby city – children	01332 641 172 Out of hours 01332 786 968
Derby city – adults	01332 642 855 Out of hours 01332 786 968
Call Derbyshire – children and adults	01629 533190 Out of hours 01629 532 600

If you become aware that any of these numbers have changed please notify the Area Meeting Safeguarding Co-ordinator.

**CHURCHES CHILD PROTECTION ADVISORY SERVICE**

Advice is available from the 24 hour helpline 0303 003 1111 concerning both adults and children.

The NSPCC also have a free help line for advice 0808 800 5000

## **LOCAL MEETING SAFEGUARDING CONTACTS**

ROLE	NAME	PHONE NUMBER	EMAIL ADDRESS
Local Meeting Clerk			
DBS verifier (if not the clerk)			
Safeguarding Friend – Children and young people			
Safeguarding Friend - Adults			
Safeguarding Friend - Premises			
LM Safeguarding Co-ordinator			

## **AREA MEETING SAFEGUARDING CONTACTS (UPDATED JANUARY 2019)**

Safeguarding Co-ordinator			amsafeguarding@nottsand derbyquakers.org.uk
Assistant Safeguarding Co-ordinator			
Clerk to Trustees	Zoe Jackson-Newbold	07906 908802	trusteesclerk@nottsand derbyquakers.org.uk
Responsibility for AM insurance policy	Ian Care		amtreasurers@nottsand derbyquakers.org.uk
Lead trustee for safeguarding matters	Zoe Jackson-Newbold	07906 908802	trusteesclerk@nottsand derbyquakers.org.uk

**BRITAIN YEARLY MEETING SAFEGUARDING CONTACTS (UPDATED JANUARY 2020)**

For technical or procedural matters relating to safeguarding contact 31:8. Contact Yvonne Brown for support or advice needed in a specific Quaker context.

Safeguarding Officer	Mark Mitchell	safe@quaker.org.uk	020 7663 1103
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## Nottinghamshire and Derbyshire Area Quaker Meeting

### DISCLOSURE REPORT FORM

Please use this form to record observations or reported events, actions or spoken word about which you have concerns relating to possible abuse of a child or adult at risk. Please complete or as soon as possible after concerns arise, as accurately as possible adding additional sheets if needed.

**Name of child/ adult at risk:**

**What you were told:**

By whom:

When: Date..... Time..... Where.....

**What you observed:**

E.g. if you noticed bruises/injuries to face or exposed skin, please record, with drawings if possible.

When: Date..... Time..... Where:.....

**The Actions you took:**

Reported to Safeguarding Friend/other responsible person:

Their Name ..... When .....

Your Name (Print) .....

Signed ..... Date .....

**Action taken by Safeguarding Friend:**

Involvement of statutory agencies (include details of who you spoke to in which authority, when, and actions they will take or advised)

Reported to Area Meeting Safeguarding Co-ordinator or Clerk to Trustees (required if outside agencies involved) Yes/No

Their Name..... When .....

Name of Safeguarding Friend (Print).....

Signed..... Date.....

The local meeting Safeguarding Friend should retain this form until the case is closed. It should then be sent to the Area Meeting Safeguarding Co-ordinator.



## Nottinghamshire and Derbyshire Area Quaker Meeting

### ACCIDENT/INCIDENT REPORT FORM

Date and time and event/activity attending	
Where	
Nature of Accident/incident	
Person(s) affected or injured	
Others present	
Action taken	
Follow-up action (if needed) including review of risk assessment	
Reported by (name)	
Signed and date	

**Flow Charts for Action**

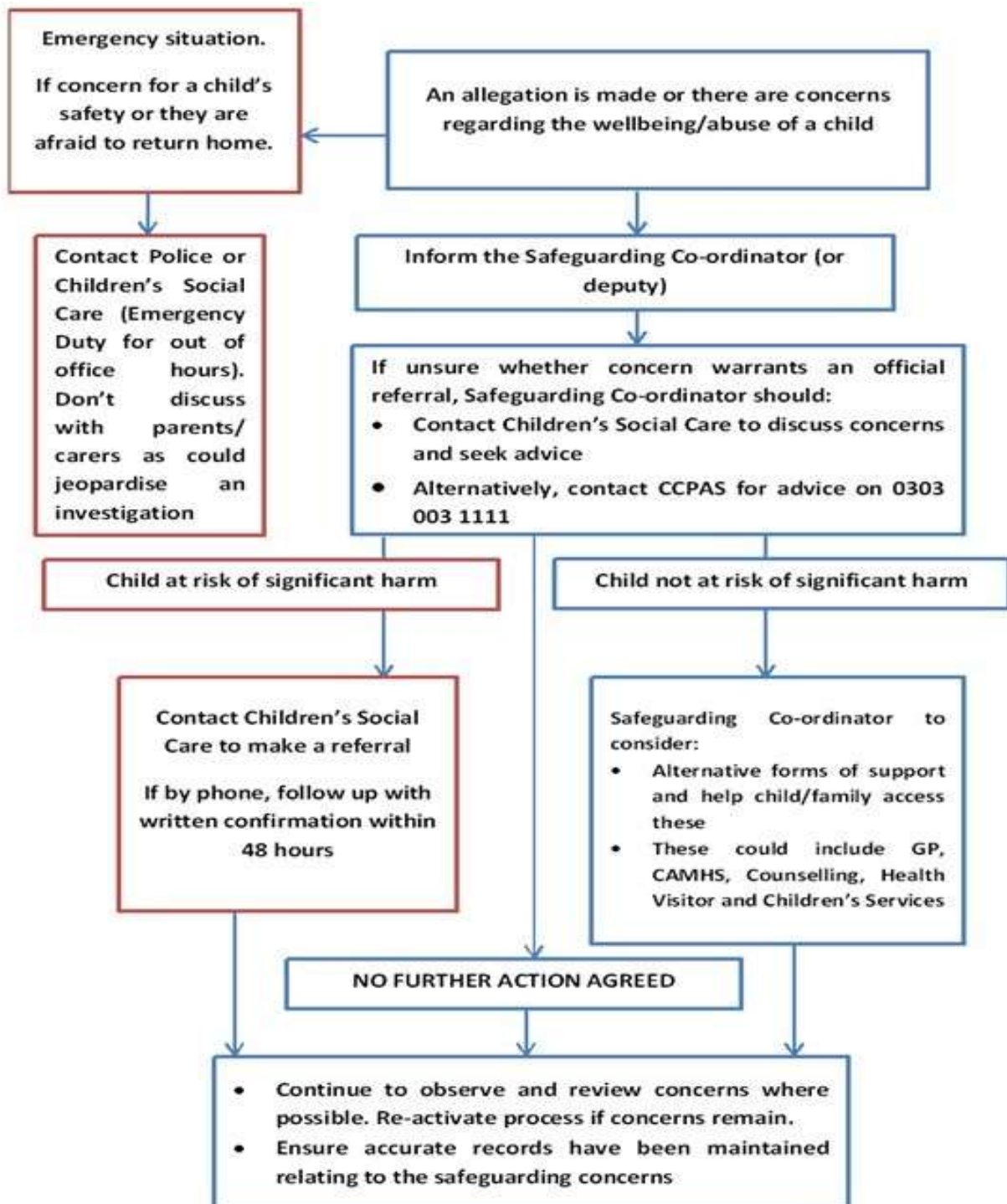
The following flow charts have been produced by 31:8 (formerly CCPAS). They give a useful summary of action that may be taken when there are concerns about the welfare of a child, young person or an adult.

It has not been possible to alter these charts where it refers to action to be taken by the Safeguarding Co-ordinators. When a local meeting has such a concern it is the local meeting Safeguarding Friend who should be informed in the first instance.

## **Flow Chart for Action – Children and Young People**

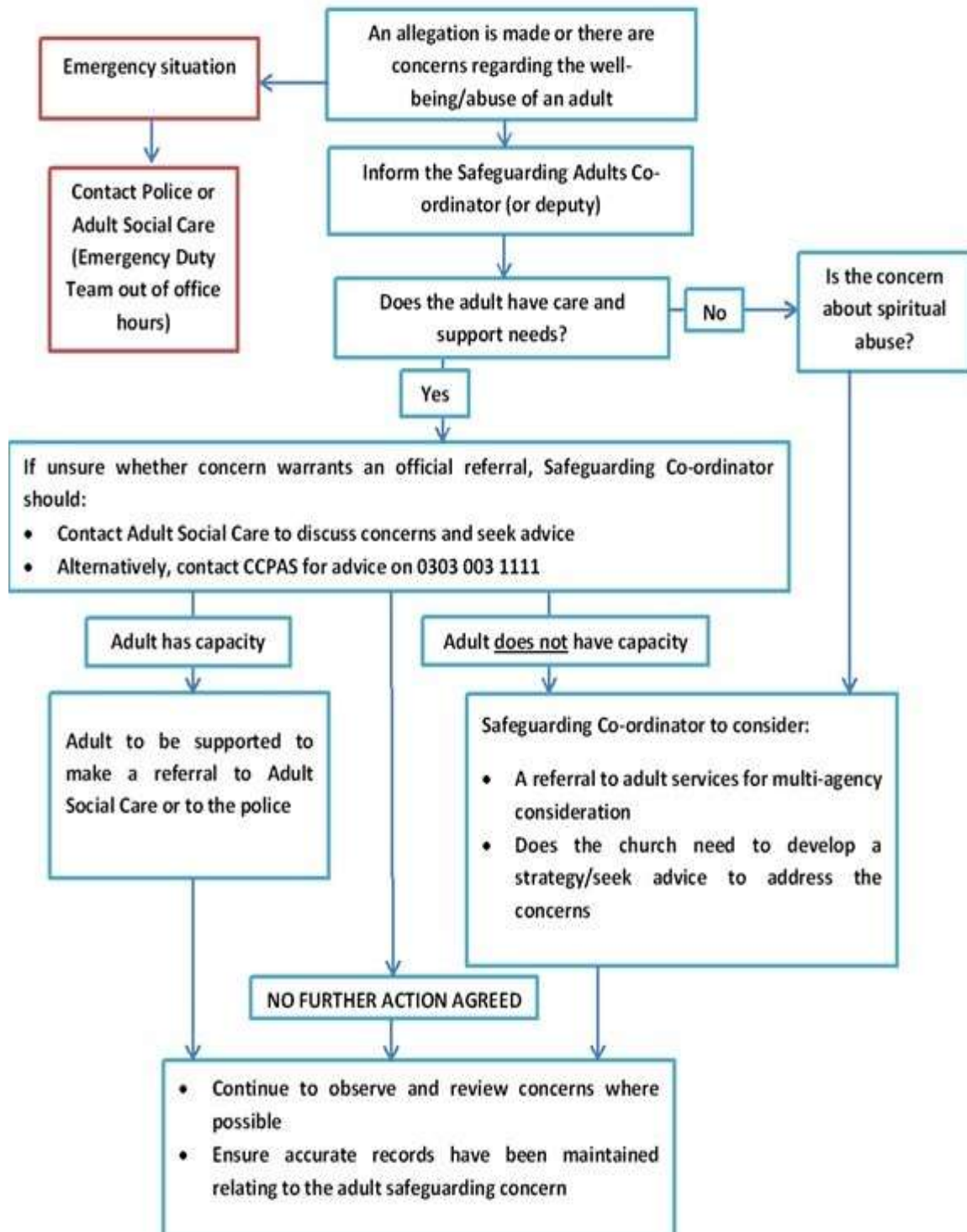
This chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with our written procedures.

Significant harm - any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."



## **Flow Chart for Action (Adults with Care and Support Needs)**

This chart provides an overview of action to be taken when concerned about the welfare of an adult. It is to be used in conjunction with our written procedures.



Legal definition of lack of capacity is someone who cannot due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision.