

**THE RELIGIOUS SOCIETY OF FRIENDS
(Quakers) IN BRITAIN**



**THE SOUTHERN MARCHES AREA QUAKER MEETING
CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL**

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Registered charity number: 1134528



The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.

Safeguarding Policy

Date Agreed: January 2017

Revised: March 2018, March 2019

Adopted by Area Meeting on 14 May 2017 (AM17/55)

Date of Next Review: January 2021

1. Details

This policy covers all parts of the charity constituted by the governing document of the Religious Society of Friends (Quakers): Southern Marches Area Quaker Meeting (hereafter referred to as Southern Marches Area Quaker Meeting, or the Area Meeting), including its Local Meetings, its properties and its employees. This policy should be read in parallel with the Risk Register and the Memorandum of Understanding (MoU) between Trustees, Area Meeting (AM) and Local Meetings (LM) agreed at Area Meeting and with reference to Quaker Faith and Practice (QF&P) fifth edition; the Book of Christian Discipline of the Religious Society of Friends (Quakers) which includes Advices and Queries.

2. Principles of Intent and Practice

“How can we make the meeting a community in which each person is accepted and nurtured, and strangers are welcome? Seek to know one another in the things which are eternal, bear the burden of each other’s failings and pray for one another. As we enter with tender sympathy into the joys and sorrows of each other’s lives, ready to give help and to receive it, our meeting can be a channel for God’s love and forgiveness”

Advices and Queries 18.

“Children and Young People need love and stability. Are we doing all we can to uphold and sustain parents and others who carry the responsibility for providing this care?”

Advices and Queries 24.

The Trustees are committed to:

1. The care, respect and nurture of all groups encountered within Quaker activities, be those at Local, Area or Yearly Meeting;

2. The safeguarding and protection of children and young people and adults with care and support needs;
3. The promotion of a culture of good practice in relation to activities promoted by Quaker Meetings including:
 - the safe recruitment and supervision for all people working with children, young people and adults with care and support needs;
 - encouraging participation in training in all aspects of safeguarding;
 - developing appropriate structures for reviewing risk and ensuring oversight of local needs and practice;
 - fostering a climate of safety and a culture of informed vigilance regarding possible abuse, and a willingness to respond to any allegation or complaint, which suggests that a child, young person or adult may have been harmed;
 - developing procedures and good practice guidelines for dealing with concerns about possible abuse;
 - supporting those affected by abuse;
 - a desire to offer pastoral care within stated boundaries to anyone attending Meeting who is known to have harmed a child, young person or adult
4. Developing procedures and good practice guidelines to further these principles

3. Policy

1. The Trustees are responsible for the general control and management of the administration of the affairs and work of Southern Marches Area Quaker Meeting in accordance with its religious and charitable objects. They undertake legal compliance, monitoring and scrutiny functions.
2. The Trustees recognise the need to provide a safe and caring environment for the children, young people and adults with care and support needs in their care. They also acknowledge that children, young people and adults with care and support needs can be the victims of physical, sexual and emotional, psychological, spiritual, financial or material and discriminatory abuse, and neglect.
3. The Trustees have therefore adopted the procedures set out in this document. They also recognise the need to build and maintain appropriate and constructive links with all multi-agencies (statutory and voluntary) involved in safeguarding work. The policy is based on guidance published by thirtyone:eight (formerly Churches' Child Protection Advisory Service - CCPAS) and Quaker Life, Britain Yearly Meeting (BYM) of the Religious Society of Friends.
4. The Trustees undertake to file a copy of the policy and practice guidelines with CCPAS and Social Services and any amendments subsequently published. The Trustees agree not to allow the documents to be copied by other organisations.

5. The Trustees are committed to on-going safeguarding training for all relevant staff, volunteers and trustees and will regularly review the BYM Safeguarding Procedures and Guidelines.

6. The Trustees also undertake to follow the principles found within guidance issued by the Home Office and Welsh Assembly Government. It is unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop (regardless of the age of consent for sexual activity) with a child, young person or adult with care and support needs.

7. The Trustees will comply with the legal and regulatory framework of the country in which the property is situated, or the event is taking place.

8. The Trustees undertake to ensure the permanent or long-term preservation of any records and documents, including electronic documents, eg: emails (which should be printed to paper) relating to safeguarding issues including any material relevant to the development of policies. Documents should be stored according to the Area Meeting Retention Schedule.

4. Appointment of AM Safeguarding Officer and Deputy Safeguarding Officer

Using the Quaker nomination and appointment process, we agree to appoint a Safeguarding Officer and Deputy Safeguarding Officer who, together, share responsibility for supporting updates to the Safeguarding Policy and Procedures, promoting them throughout our Area Meeting community and for being the first point of contact for anyone with concerns for a child or adult, as outlined in Area Meeting Safeguarding Guidelines.

The Safeguarding Officers will:

- link with a designated Trustee and a designated Friend within each Local Meeting, this will usually be the Local Meeting Safeguarding Coordinator.
- arrange and facilitate an annual meeting of all Local Meeting Safeguarding Coordinators.
- will report annually to Area Meeting.
- arrange training for volunteers and officers with responsibilities for safeguarding if appropriate.

5. Appointment of Local Meeting Safeguarding Committees

Local Meetings are required to set up a Safeguarding Committee with the membership of LM Clerk, LM Safeguarding Coordinator, Convenor of Children's Activities and one representative each of Elders and Overseers. Each Committee can also co-opt additional members with appropriate experience if required. It is recommended that the Committee shall meet at least once a year to review LM arrangements.

The duties of each committee will include:

- making sure that meetings and activities of the LM are safe for children and adults with care and support needs;

- making regular reports on its work to the Safeguarding Officer/Deputy.
- offering support and advice to the LM Safeguarding Coordinator (see 6 below);
- drawing up and setting the terms of any agreement for an offender to attend meetings for worship and/or other activities. (Any such agreement to be based on the CCPAS model);
- liaising with statutory agencies/staff that are within local multi-agency public protection agreement (MAPPA) schemes;
- keeping confidential the identity of any individual whose situation it needs to consider (that is, children or adults with care and support needs who may have been victims of abuse, as well as offenders);
- identification of training needs within the Local Meeting and passing this information on to AM Safeguarding Officer.

6. Appointment of Local Meeting Safeguarding Coordinator

Local Meetings are asked to establish this office amongst its list of office holders.

The duties of this post, clearly described in an annually reviewed role description, will include:

- acting as clerk to the Safeguarding Committee;
- being a resource for information and advice about safeguarding policy, practice and concerns;
- fostering an awareness of safeguarding policy and practice among those attending LM's;
- linking the work of this committee with Area Meeting;
- liaising with Area Meeting Safeguarding Officer/Deputy as appropriate;
- keeping the records of the Safeguarding Committee as outlined in this Policy (See 3.8).

Present practice regarding Disabling and Barring Service (DBS) checks is that the Clerks of LM's are registered at BYM as verifiers. If the Local Meeting discerns that this role could be undertaken by the Safeguarding Co-ordinator, a minute of appointment should be sent to BYM.

7. Local Meeting Receiving Group

Guidance from Quaker Life recommends that Meetings set up a Receiving Group to be a point of contact for, and to respond to, approaches from or about offenders wishing to come to Meeting for Worship or other Meeting activities. LM Safeguarding Committee can include these tasks as part of its duties.

8. Appointment of volunteer helpers with children and young people

Trustees will ensure that all volunteer helpers are appointed in accordance with government guidelines, thirtyone:eight guidance and our own procedures and guidelines. Local Meetings will ensure that:

- those appointed will complete a volunteer helper's personal details form;
- those appointed will provide details of two people (one of whom is a Quaker) to give references for this role;

- every volunteer helper will have a DBS check for work with children and young people in Southern Marches Area Meeting;
- DBS checks to be renewed every three years;
- there should be two volunteers working in any session of a Children and Young People's Meeting;
- training is available for all volunteers working with children and young people

9. Guidance on disclosure and response regarding children and young people and adults with care and support needs

We will follow guidelines for someone confided in:

- to ensure that the child or adult is and feels safe;
- to show that you take what they are saying seriously;
- to reassure and stress that they are not to blame;
- to be honest and explain that you will have to tell someone else (the Safeguarding Officer) but will not discuss this with anyone else in meeting, outside meeting, or their family;
- to inform them that you will make a record of what has been said as soon as possible after the event;
- if the discloser decides not to tell you after all, to accept their decision but let them know that you are always ready to listen;
- to use language that is age appropriate; and
- for those with a communication difficulty such as hearing or sight impairment, learning difficulty or where English is not their first language, try to ensure there is someone available who can interpret appropriately.

A person who is confided in should not carry out their own investigation into an allegation or suspicion of abuse. Instead, they should report their concerns as soon as possible to the Safeguarding Officer/Deputy.

It is the job of the Safeguarding Officer/Deputy to collect and clarify the details of the concern and pass these on to statutory agencies with the legal duty to investigate.

As Area Meeting, we undertake to support the Safeguarding Officer/Deputy in their roles, accepting any information they may have in their possession will be shared in a strictly limited way on a 'need to know' basis.

Since there may be a possible implication of legal action involving the charity, any reference to statutory authorities should be communicated to the Clerk to the Trustees and to the Trustee with responsibility for the Area Meeting's insurance. These individuals should decide if and when information should be passed to the Area Meeting's insurers. The Charity Commission must be informed and the Care Quality Commission (CQC) if in an activity regulated by the CQC.

The current post holders are listed in an appendix to this policy, which will be kept up-to-date without the need to re-adopt this policy.

10. When there is a concern about a child

Any Friend who has concerns about the welfare of a child, or has had a child disclose to them information about possible abuse or ill-treatment should report this as soon as possible to the Safeguarding Officer or Deputy Safeguarding Officer.

The Safeguarding Officer will:

- contact the appropriate Local Authority Safeguarding Board or Social Services;
- inform the Safeguarding Officer at Quaker Life, Britain Yearly Meeting (BYM) of the Society: **020 7663 1103**;
- inform the Clerk to Trustees;
- make a confidential written record of the disclosure and keep this in a secure place.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer/Deputy will:

- contact the appropriate Safeguarding Board (or thirtyone:eight **phone 0303 003 1111**) for advice in cases of deliberate injury, concern about a child's safety or if a child is afraid to return home;
- not tell the parents or carers unless advised to do so;
- seek medical help if needed urgently, informing the doctor of any suspicions.

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer/Deputy **will NOT speak to the parent/carer or anyone else**, but rather **contact the Safeguarding Board or Police direct**.

11. When there is a concern about an adult

The Care Act 2014 puts the Safeguarding Adults Boards on a statutory footing. Section 42 introduces a duty to “make enquiries, or cause them to be made” when an adult with care and support needs who is experiencing or at risk of abuse and neglect and as a result of their needs is unable to protect themselves from that risk.

Any Friend who has concerns about the abuse of another with care and support needs, or in whom another has confided such abuse, should report this as soon as possible to the Safeguarding Officer/Deputy.

12. Pastoral Care of those who have been harmed

Southern Marches Area Quaker Meeting is committed to offering pastoral care through our appointed Overseers/Pastoral Care Groups and Elders, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with or are part of the Meeting. We undertake to ensure that the child or adult with care and support needs has information on where to get help and advice regarding abuse, discrimination, or bullying.

13. Pastoral Care of sex offenders

As Quakers, we desire to welcome everyone into our Meetings. It is also our responsibility to provide a safe place for all. We accept that there may be times when we cannot do both. If that happens we must put our duty of safeguarding before our wish to be open to all.

If it becomes known that a sex offender is attending or wishing to attend Quaker meetings then whoever receives the information will contact the Safeguarding Officer or Deputy Safeguarding Officer who will liaise with the Local Meeting Safeguarding Committee and Local Meeting Receiving Group.

14. When there is a concern about the practice of the Safeguarding Officer or Deputy Safeguarding Officer

Any individual, who feels that the Safeguarding Officer or the Deputy Safeguarding Officer has not responded appropriately, or who has a disagreement with the Safeguarding Officer or the Deputy Safeguarding Officer as to the appropriateness of a referral, is free to appeal directly to an external agency. By making this statement the Trustees intend to demonstrate their commitment to effective protection of children, young people and adults with care and support needs.

Trustees hope that Friends and Attenders will follow this policy and use the Procedures and Guidelines; however it is, of course, the right of any individual to make a direct referral to statutory safeguarding or child protection agencies or to seek advice from thirtyone:eight.

15. Review Of This Policy

This policy will be reviewed annually

16. Approval

Approved by the Trustees of Southern Marches Area Meeting 24 March 2019 (19.15)

Signed:

Clerk to the Trustees

Approved by the Southern Marches Area Quaker Meeting in session on 11 May 2019 (AM19/59)

Signed:

Clerk of Area Meeting

Safeguarding Policy

Appendix 1

Current post holders as at 14/09/20

This list can be up-dated and corrected without the policy being re-approved.

Names of any child, adult with care and support needs or offender should NOT be included in any electronic communication.

Post	Name	Phone no.	Email
Safeguarding Officer	Linda Murray-Hale (Clun Valley LM)	07779 958671	child.protection@smquakers.org.uk
Deputy Safeguarding Officer	Jim Sparkes (Clun Valley LM)	01588 630719	jim.sparkes@smquakers.org.uk
Trustee responsible for Safeguarding	Linda Green (Abergavenny LM)	01873 857489	linda.green@smquakers.org.uk
Area Meeting Clerk	Stevie Kraye (Abergavenny LM)	01873 811701	clerk@smquakers.org.uk
Assistant Clerk to Area Meeting Trustees	Linda Green (Abergavenny LM)	01873 857489	linda.green@smquakers.org.uk
Responsibility for insurance	Jan Shivel (Brecon LM)	01874 712346	treasurer@smquakers.org.uk
Clerk to Area Meeting Overseers	Jeff Beatty (Almeley LM)	01432 509728	jeff.beatty@smquakers.org.uk
Britain Yearly Meeting's lead for LM,s and AM,s		020 7663 1103	safe@quaker.org.uk

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